



# Kennesaw State University Policy Process Council Meeting Summary

March 21, 2023

11:00 – 12:30

Via TEAMS

**Members:** Matt Bain, Brenda Crawford, Jeff Delaney, Scott Nowak, Ian Ferguson, Leigh Funk, Brian Etheridge, Bethany Fortson, Stephen Gay, Ryan McLemore, Nwakaego Nkumeh Walker, Laura Palmer, Amy Phillips, Randy Stuart, LaJuan Simpson-Wilkey, Jay Thomas, Veronica Trammell

**Members Excused:** Robert Bridges, Alex McGee, Amber Smith, Teresa Johnston

**Invitees:** Carmen Alexander

## Agenda:

**Note:** Information in blue font reflects additional updates from the original meeting agenda.

### New Business

1. Updates on the New Policy Portal App  
Based on suggestions from PPC members at the January 2023 meeting, we have made the following updates to the Policy Portal Application:
  - a. Each policy now has an individual link that can be used to give direct access to users on other websites. NOTE: Access is only granted to individuals within KSU.
  - b. Responsible Office and a department/unit level contact email has been updated on the Smartsheet policy report. I have contacted a few individuals to determine if they want to add a department/unit level email for their policies.
  - c. A column for Topic has also been added to give users another way of identifying a policy they may be looking for. Right now, the primary sort order is still alphabetical, but we can change that as the membership discusses.
  - d. A request to include a search feature on the portal site was made. We will examine how to accomplish that before the next meeting.
2. PPC Review of Policy on Policies
  - a. Laura Palmer asked to begin discussions on the use of inclusive language within KSU Institutional Policies. Academic Affairs, would like to hold on this for now given all the campus-wide discussions underway relating to other initiatives. This will be added to the Council's agenda for next fall.
  - b. As outlined in the Policy on Policies, this policy should be reviewed annually by members of the Policy Process Council. No updates were suggested by the membership.
  - c. Procedure Option – Shift to a quarterly update system to increase efficiency in updates and presidential signature requests. The membership thought this would be a good idea. The Director of Policies or designee (Leigh) will contact the responsible offices to determine a review schedule that makes sense for each group.
3. Tentative Review & Discussion of the Out-of-State Employment Policy – Amy Phillips
  - a. If this policy is ready for review by Friday March 17, it will be sent to you separately. If not, it will be moved to the April meeting.

- b. The policy and associated resources on the companion website were discussed. The membership felt this policy is ready to go through the shared governance groups.
  - c. This policy needs to be approved and in effect as soon as possible given that faculty hires are currently being made for the next academic year along with other hiring. We will ask that the shared governance groups provide feedback on this at their April or May meeting.
4. Discussion of Policy vs. Procedure for Relocation Policy – Karen McDonnell
- a. Since this policy currently contains the procedures, the membership felt removing the procedures from the policy would be a substantive change that should be shared with the shared governance groups.
  - b. Karen will review the policy with her team to determine which procedural sections to remove and then will be ready to submit for feedback from the shared governance groups.
  - c. It was also recommended that HR review the relocation amounts to determine if these amounts are in line with what other USG institutions offer.
5. Update on the Information Items
- a. The policies listed below are being sent for review unless otherwise listed below.

#### **Annual Re-Reviews in Progress March - April**

Access to University Facilities Policy  
ADA Reasonable Accommodations Policy  
Advertising Policy  
Attendance Policy  
Conduct Guidelines (Employees)  
Establish or Change of Elective Fee or Special Charge Policy  
Inclement Weather Staffing Policy  
Motor Vehicle Operator Policy  
Outdoor Amplified Sound Policy  
Performance Management Policy  
Programs Serving Minors Policy  
Records and Information Management Policy  
Relocation Policy  
Smoke-Free and Tobacco-Free Policy  
Unmanned Aerial System and Other Aircraft Policy

#### **Annual Re-Reviews Completed**

Alcohol and Other Drug Policy – Editorial Changes Only  
Environmental and Occupational Safety Policy Editorial Changes Only  
Hazing Policy – No Changes  
Motor Vehicle Operator Policy – Editorial Changes Only  
Outdoor Amplified Sound Policy – No Changes  
Policy on University Policies – No Changes  
Substantive Change Policy – No Changes  
Travel Policy – Editorial Changes Only  
Waiver Administration Policy – Editorial Changes Only

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## Meeting Schedule

2022-2023 Meetings – Tuesdays, 11:00 - 12:30 pm as follows:

- September 20, 2022
- November 15, 2022
- January 17, 2023
- February 21, 2023 (Cancelled – No Policies)
- March 21, 2023
- April 18, 2023