

**ADMIN COUNCIL MEETING**

**FRIDAY, AUGUST 7, 2015**

**The Admin Council meeting was called to order by Chair, Dr. Tamara Livingston, at 3pm in Town Point, room 4130**

**Guests** - The staff of the Office of Institutional Effectiveness: Dr. Jorge Perez, Dr. Kevin Gwaltney, Ms. Julie Page, Dr. Jackie Jones, and Mr. Michael Leitson.

Dr. Perez discussed the upcoming SACSCOC visit, Sept. 1-3. The team will be at the Marietta campus first, and then move to the Kennesaw campus. In addition to meeting with Dr. Papp, Provost Harmon, Deans, and other officials, the team may also ask to meet with other groups on campus. They may also request additional documents from other areas of campus. Dr. Perez will send a campus-wide memo with details. He also suggested that we review the Substantive Change Report as it relates to our areas ([www.ksuspsuconsolidation.com/substantive-change-report/](http://www.ksuspsuconsolidation.com/substantive-change-report/)).

**Mission Statement discussion:** Tamara summarized what occurred at the first meeting as a way to inform the mission of this group.

- To address issues arising from the consolidation
- To effectively share information laterally and vertically to reduce “information silos”
- To reduce duplication of efforts across campus, increase efficiency, and promote streamlined business processes between units
- To advise upper administration on management implications of the dissemination and implementation of campus wide directives, programs and initiatives
- To advise policy-making bodies on management/administrative impact of policies
- To engage with and propose solutions for training challenges
- To be of help to the University

**Rai Sookram has suggested a mission statement:**

*The mission of the KSU Admin Council is to act as a forum and advocate for Administrators by providing leadership and guidance on issues which affect the interest of Administrators, representing them to the University administration and keeping Administrators informed on University initiatives. The Council works to create a culture that promotes the fulfillment of overall university goals and objectives and provides an educational environment, which promotes the growth and improvement of higher education at KSU.*

**After discussion, most agreed that the purpose of the Admin Council is for information sharing.**

Streamlining business processes and providing a coordinated training system were two of the issues mentioned that cause the most consternation for folks. Many don't even know why they are completing certain trainings, and business processes seem to change with little to no notification. Most people would like to have the “big picture.”

**We also had a discussion about the difference between the Admin Council and the Admin Senate.** Per Jeff Cooper, the former Admin Senate was very different from the faculty and staff senates. He recommended that this group remain relatively unstructured. A *council* is representative in a different way. The representatives are not elected, but they are technically part of shared governance. Marty Elliot remarked that she would like to know what our structure is and if we are working on issues, where are those issues going? Who is hearing our voice? Are we making an impact? Jeff stated that the University Council, overseen by Provost Harmon, is comprised of staff senate, faculty senate, SGA, council of academic deans, administrators' council, and chairs and directors assembly. The question arose as to whether or not we need a seat at these other tables, and Tamara will seek clarification.

**Tamara stated that she would secure a website so we can post minutes, notices, work, etc. While we might want a listserv later, email will suffice for now.**

**After much discussion about an appropriate meeting time, Tamara stated that she would send out a doodle poll to determine the best time.** All present suggested no Monday or Friday meetings! We also determined that meeting two or three times per semester seems sufficient, or perhaps every other month. Meetings will alternate between the two campuses.

**Josh asked whether our meetings would be open or closed.** I don't think the question was ever answered, but Jeff suggested that Admin Council is like a "think tank." Rai also suggested that at each meeting we highlight what's happening in our areas germane to entire campus.

**A few announcements:**

Jeff: summer is over; move-in is next week!

Kathy: Week of Welcome is almost underway.

Marty: We are "home" to Atlanta's professional lacrosse team.

Can't remember who said this: Library renovation is underway; ribbon-cutting is 9/8/15.

With no further business, the meeting was adjourned at 4:30pm.

Respectfully submitted,



Katherine E. Alday, Secretary