

## ADMINISTRATORS' COUNCIL MEETING

THURSDAY, SEPTEMBER 17, 2015

*The Administrators' Council meeting was called to order by Chair, Dr. Tamara Livingston, at 10am in the Dogwood Room of the Wilson Student Center on the Marietta Campus.*

*Present: Tamara Livingston, Veronica Trammell, Jeremy Johnson, Scott Whitlock, Josh Gunn, Jeff Cooper, Roger Stearns, Maureen Patton, Marty Elliot, and Kathy Alday (late!).*

Tamara welcomed the group. The minutes of the August 7 meeting were approved as written.

**Bylaw Review:** the draft of the bylaws was reviewed. Discussion on the articles/sections within the bylaws was as follows:

### **Article I: Name and Purpose**

Article I reinforces the fact that this council reports to the Provost, and that its work is not to create policy, but to make recommendations, facilitate implementation, and provide feedback to constituencies. Tamara remarked that the Administrators Council should and will have a close alignment with the Policy Process Council, led by Susan Paraska.

### **Article II: Membership**

The Administrators Council has a different kind of membership from other groups on campus (Faculty Senate and Staff Senate, for example). Referring to the diagram in the conceptual framework document, Tamara stated that, unlike the senates, the Administrators Council has no official vote; rather, it functions in an advisory capacity, which is an important role. Membership is determined by virtue of individuals' positions as "regular administrative officers of KSU." The two categories of membership, "Regular" and "Participating," are self-explanatory. Regular members may attend meetings and make suggestions and recommendations, but they do not have voting privileges. Participating members must attend at least 50% of the scheduled meetings, keep constituencies informed of Council activities, vote, and they may serve as elected officers.

Jeff asked how it was defined as to who could be on the Administrators Council, citing his concern that some individuals might identify as administrators when they are not, and suggested clarification on this point. He also suggested that he might need to follow up with Alicia Stignani as to the requirements. Tamara stated that, according to the BOR Policies (Section 3.2.1.2, formerly 302.03), administrators are classified as Director and above. Jeff suggested that we still need clarification in light of the new Staff Senate makeup. He also stated that it might be helpful to define "administrative unit." He would like to see something in writing that outlines the definition. He also asked what flexibility, if any, exists. Roger remarked that some who attend the meetings may have an agenda, and wondered if there are ways to do some kind of "gatekeeping" as a way to ease conflict, if necessary. Perhaps Cabinet members could designate three individuals from their respective areas, for example. In discussing how often the composition should change, Jeff mentioned that it would be wise to be consistent with other governing groups. Josh asked if we are suggesting not having general members, but only appointed members. The group agreed that we need more clarification on the whole matter. Marty Elliott stated that we need a better understanding of our objectives. For example, what is the size of the voting body? We know that we advise the Provost, but the definition of who we are and what we are doing is not clearly defined. While the larger body is representational, the smaller "working group" is doing the work.

### **Article III: Mission and Goals**

The statement is very broad, but Josh commented that it needs to be broad to allow flexibility. The Council does need to set forth clear goals each year, as outlined in the last statement in Article III. Tamara asked for any other ideas to help clarify mission; for example, citing the subject of campus-wide training that was raised in the last meeting. Is this something we want to pursue? Would it be possible for the Council to assist with effective implementation? Roger asked if the President and Provost would be bringing issues to the Council. Tamara said that they would not be

doing so, but that we will work very closely with the Policy Process Council.

**Article IV: Officers and Terms of Office**

Tamara explained that she tried to make this section as simple as possible. After a bit of discussion, the group decided no changes were necessary in this section.

**Article V: Committees**

The group agreed that the Awards Committee is important, but that it should be made more robust. Maureen Patton suggested that the Awards Committee needs a bit of revamping; for example, the guidelines need to be reviewed, and the process needs to be completed sooner to ensure that the awards are ready. Tamara remarked that she would like to appoint two to three members very soon, and that the elected officers should also provide help. Paul, Roger, and Jeremy agreed to serve. Maureen suggested adding “runners-up” to the awards list, and Josh added that the recipients shouldn't be called “runners up!” Josh also mentioned that clearer guidelines as to eligibility for awards would be helpful.

**Article VI: Meetings**

Tamara wants to maintain the monthly meetings, but the group agreed to change the verbiage to indicate that the Administrators' Council would meet “no fewer than six times per academic year during the fall and spring semesters. Meetings can be called during the summer term if necessary.”

**Article VII: Council Operating Procedures**

Regarding the statement, “a simple majority of those present...” should be clarified to indicate that the majority must consist of those who are classified as *participating* members. The group also agreed that the simple majority should be changed to “two-thirds.”

**Article VIII: Operating Document Revisions**

No changes

Following the review of the draft of the bylaws, Jeff suggested that we need to add a clause about removal of and replacement of officers.

**Review Purpose of the Council**

Tamara referred to the document, *Conceptual Framework for Shared Governance at the New KSU*. Much of the purpose was discussed in the Mission and Goals section of the bylaws discussion.

**Representation/Communication with other Shared Governing Bodies**

Tamara is already serving on the Policy Process Council, and she read its purpose: *The Policy Process Council is a collaborative and representative body that manages, monitors, and maintains institutional policies and KSU's policy portal. While the Council has no policy-making authority, its purpose is to assure the policy review and approval process is followed and that only policies approved through KSU's shared governance process are made available via the policy portal.* Discussion ensued about the need to distinguish between *policy* and *procedures*. We agreed to invite Susan Paraska to the next meeting to discuss the Policy Process Council.

Tamara has been asked to serve on the **KSU Athletics Board**, but Marty is already on that board. Tamara will decide if she wants to designate someone from the Council to serve. Jeff inquired as to why the Administrators' Council has a seat on this board, and Scott Whitlock suggested that it was for transparency's sake.

On what other Boards or Bodies do we need/want representation? Jeff suggested that there are a number of

groups that might be pertinent for our involvement; among them, the Food Advisory Committee, Parking Committee, and Faculty Senate. Tamara suggested that we continue to field issues that are important the group and meet with respective area if necessary.

**Set 2015 Goals for the Administrators' Council**

Tamara asked the group what goals the Council should pursue.

One issue that was raised is the many trainings that all employees must complete. We would like those organized in such a way as to eliminate confusion about when they should be completed, by whom, and how often. Veronica reminded the group that it will take some time to put a "system" in place if that's the direction we want to take.

Kathy suggested that Master Plan involvement could be important to this group. Tamara will invite John Anderson to meeting.

Jeff asked if we should review HR issues as they affect Marietta and Kennesaw employees and *perceived* inequities. Most agreed that this issue is a priority. Tamara will ask Rod or Alicia to come to a meeting.

Jeff also suggested that we have an open dialogue about the Consolidation at some point. Roger suggested that we invite others from various areas on campus, and Tamara agreed.

**Website**

Tamara has spoken with UITS. The old website is down and a new one will be created.

**Committee Reports**

None

**Other Business**

Tamara will make changes to bylaws. Josh suggested that we include a clause in the bylaws that allow electronic voting when necessary.

With no further business, the meeting was adjourned at approximately 11:30am.

Respectfully submitted,



Katherine E. Alday, Secretary