

**ADMINISTRATORS' COUNCIL MEETING  
THURSDAY, OCTOBER 15, 2015**

**The Administrators' Council meeting was called to order by Chair, Dr. Tamara Livingston, at 10am on the Kennesaw campus, Town Point 2220.**

**Present: Tamara Livingston, Kathy Alday, Brenda Stopher, Brad Smith, Rai Sookram, Veronica Trammell, Roger Stearns, Marty Elliott, and Maureen Patton**

Guest: Susan Paraska, Director of Planning, Policy and Performance

**Welcome:** Tamara called the meeting to order at 10:05 in Town Point 2220.

**Minutes:** The minutes of the September 17 meeting were approved as written.

**Guest Speaker:** Tamara introduced Susan Paraska to the group. Susan is the Director of Planning, Policy, and Performance and the Chair of the Policy Process Council, Office of Institutional Effectiveness. Susan remarked that the Administrators' Council plays an important role because it has a place in helping to shape and determine university policy, which impacts everyone on campus. Policies are reviewed and approved by KSU's governing bodies (Faculty Senate, Staff Senate, and the Student Government Association). The President's Cabinet then reviews the policy/ies and President Papp makes the final approval. Susan stated that policy alone has no value. Policies have to be administered, monitored, and controlled, and they must be reviewed every year. Very few universities follow this practice. Susan encourages all departments to review their own policies every year, as well. She sends the policies to the "owners" each year for review and revision. Review of policy helps keep it relevant.

Susan shared the "Policy at KSU" website (<https://policy.kennesaw.edu>). Every August, Susan asks the Vice Presidents to appoint representatives to the Council. Nineteen representatives serve. Susan reviews the notes from the meetings, makes any necessary changes, and posts them to the website as summaries. Each representative shares the information with his/her area. If individuals contact the Policy Process Council with a question or concern, Susan forwards the emails to those individuals/departments who can best address them. The section on the site titled "Policy Updates and Revisions" shows posted policy actions and the current status. It also shows new titles, if applicable, and the revision date. The [R] indicates that revisions have been made. The site also contains an A-Z policy list, which provides quick access to policies in alphabetical order. The short descriptive paragraph is usually first sentence of policy, and PDFs of the policies are posted. The policies also show other information related to the policy, such as procedures and other links. The effective policy date is also shown on the site.

Susan explained the process for policy approval, indicating that it is "fluid and not very linear!" Executive committees of the governing bodies review it first, which can take one month. The governing bodies then review policy, and most of them have two readings, which can take two months. Once that review is complete, the policy goes to the Cabinet

twice. While the Cabinet doesn't approve policy, the members determine if there's anything that could be an issue. They see the marked-up copy as well as the clean copy. Once the Cabinet has completed its review, Dr. Papp approves the policy. He is ultimate authority and the only approver. The process is very deliberate and transparent.

The Policy Process Council meets monthly, alternating between campuses. Tamara is the representative for the Administrators' Council. Tamara asked if there are ever guidelines provided for implementation once policies are approved. Susan stated that any such discussion is directed to the "owner" of the policy. Once the proposed policy is ready for deliberation by the governing bodies, the "owner" attends the meeting to answer questions and concerns. Susan attends these sessions as well.

Tamara asked whether assistance is available for creating departmental policies. Susan suggested that it would be most helpful to look at policies that are already posted. She also suggested doing research from other universities (particularly KSU's comparative or aspirational peers) on that topic. Once a policy is drafted, PPC will provide feedback. ***Tamara inquired about the compliance component and would we be able to ask the owner how the compliance will be met.***

Brenda Stopher asked if KSU tries to ensure that its policies aren't simply duplicating USG policies. Susan suggested that we take some time to read through BOR policy. Some policies indicate that the individual institutions can be more specific. In those cases, Susan asks Dr. Papp if he wants a separate statement for the institution. One example is the "Breathe Easy" program. KSU created a plan, a process, an accountability system, and outlined the controls for the plan.

Brenda asked how new BOR policy gets approved and how does the information "trickle down?" Susan stated that she looks at new BOR policies, and then directs them to those on campus who would be responsible for the policy. She said that she can't make people do things, but she can inform them. One example is the policy about non-student minors on USG campuses (camps of various types, programs, etc). Maureen commented that KSU is hosting more and more of those camps and events, and her office receives questions from parents. Discussion occurred about camps and who is in charge of them. Are appropriate background checks being conducted on those individuals who are working with minors?

Roger Stearns asked Susan what she likes about her job, and she stated, "Everything!" She enjoys policy, and realizes that it is misunderstood, misused, and abused, but it's fundamental. Susan stated that KSU needs policies because it is so heavily regulated. She is trying to ensure that we are taking care to enhance our situation and make things better. People tend to think of policy as negative, but it's really not! According to Susan, in the eyes of the USG, KSU is a very bright and shining star!

**Bylaws – review of second draft**

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

Approved as is

***Article II: Membership***

***The line “(as defined in the Board of Regents Policy 3.2.1.2)” was stricken.***

***The clause “or may delegate the responsibility to one or more individuals in order to represent major departments within his/her division” was stricken.***

***The entire section that defined Regular and Participating members was stricken.***

Discussion: Tamara stated that there is no easy way to capture membership from HR for this body. HR is considering looking at the classification, but for now it's not clear. It can be clarified over time. In the meantime, we will continue as is. She also pointed out that there is no mention of non-faculty administrators in the BOR policy. Marty Elliott asked about the distinction between regular and participating members. Who are considered regular members? How do we decide who participates? Tamara commented that it's somewhat self selecting now. We may need to change our format a bit and be more like staff senate. Tamara asked for suggestions or solutions. She asked if we should just do away with regular membership? Doing so could affect voting. Some come all the time; others might not come at all. Brad Smith referred to the section about removal of officers and asked if we should have one for the removal of members. Roger Stearns maintained that this body is part of the “command structure,” and that it is more advisory by discussing and considering a variety of issues. He suggested that this body shouldn't strive to be a senate because our primary role is to support and advise and we don't need to duplicate the staff senate. Rai says this group is valuable in sharing information. Those present agreed that this body's function is not to “represent.”

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

Approved as is.

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

Approved as is with the addition of the section about Removal of Officers.

***Article V: Committees***

Approved as is.

***Article VI: Meetings***

Approved with the striking of this sentence: “Meetings shall be open to all members, although only Participating Members shall have voting privileges.”

***Article VII: Council Operating Procedures***

Approved with the striking of the word “Participating.”

***Article VIII: Operating Document Revisions***

Approved as is.

Tamara will send a clean copy so we can vote electronically. 2/3 affirmative vote is required for approval.

**Announcements**

Chief Roger Stearns presented the LiveSafe app that is now available to students, faculty and staff. It can be found on the App Store and is free. Roger stated that the Police Department has been looking at apps for the past year. He wanted information to be easily accessible, and to create a culture of reporting campus crime. Currently, sexual assaults on campus are underreported despite research that shows that one in five women will be a victim of sexual assault or misconduct. The LiveSafe app was the best one. Roger walked us through the app, demonstrating the number of features available. His top priority is to make campus safer, and he asked us to spread the word about the app.

With no further business, the meeting was adjourned at approximately 11:35am.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Katherine E. Alday". The signature is fluid and cursive, with a large initial "K" and a long, sweeping underline.

Katherine E. Alday, Secretary