

## **ADMINISTRATORS' COUNCIL MEETING THURSDAY, DECEMBER 17, 2015**

The Administrators' Council meeting was called to order by Chair, Dr. Tamara Livingston, at 10:03am in Kennesaw Hall 1101 on the Kennesaw Campus.

Present: Tamara Livingston, Veronica Trammell, Jeremy Johnson, Scott Whitlock, Josh Gunn, Jeff Cooper, Roger Stearns, Mark Lawson (for Brenda Stopher), Scott Whitlock, Maureen Patton, Jeff Cooper, Marty Elliot, Paul Parker, Roger Stearns, and Kathy Alday.

Tamara welcomed the group.

### **Policy Review and Feedback**

**Web Accessibility Policy:** Susan Paraska, Director of Planning, Policy, and Performance and Chair, Policy Process Council, Office of Institutional Effectiveness. Presentation of the proposed Web Accessibility Policy. Summary: *KSU will adopt USG's Web accessibility guidelines for all KSU web pages.*

Susan presented the proposed policy to the council. In brief, any web presence has to be accessible, and any public document must be accessible. This is a federal requirement. Offices supporting the effort are UITS, Student Affairs (specifically managed by Student Disability Services, a unit within Counseling and Psychological Services), and Distance Learning. Dr. Jim Cope is working with faculty. The University will be hiring someone to work with web accessibility issues. This policy will be rolled out slowly. Should any immediate issues arise, the Service Desk is the contact for now. The Web Development Team is working on accessibility. D2L is supposed to have accessibility features, and UITS is working with D2L.

**Unmanned Aerial System Policy:** Maria Britt, Associate Vice President for Operations, Andy Altizer, Director of the Office of Emergency Management, Andrew Newton, Associate Legal Counsel. Presentation of the proposed Unmanned Aerial System Policy. Summary: *KSU will adopt specific requirements for operating any unmanned aerial system and other aircraft including, but not limited to, hot air balloons, drones, model aircraft, blimps, and parachutes on and/or in the airspace over Kennesaw State University (KSU or the University) campuses and/or leased properties.*

Maria presented the policy proposal, pointing out that it is not meant to be restrictive, but to ensure safety for all and to reduce risk. The purpose of the policy is to establish requirements to operate any unmanned aerial system, which includes drones, hot air balloons, model aircraft, blimps, and parachutes on and around the campus properties. Both campuses have restricted airspace, but Andy Altizer is working on an MOU with Cobb County and Dobbins. According to Maria, KSU has had several incidents of unauthorized drones. Improved cross-communication will help to ensure these incidents are not as frequent. The greater concern, of course, is interference with aircraft. An Aerospace program exists at the Marietta campus, and it has a flying mascot, which students want to fly at various events.

Maria showed the council the proposed form. The Department of Public Safety, the Office of Risk Management, and the Division of Legal Affairs will work together to ensure that all bases are covered. We want to provide a safe and rewarding experience for students. After the form is complete, presentations will be made to all shared governing bodies. Feedback will be collected and considered. The Cabinet is the final authority on whether or not the policy is approved. Scott Whitlock asked how we would be notified if a form is approved. Roger said that any form submitted would be kept on file. We discussed how best to disseminate information. We need to find a way to adequately inform the community. Veronica asked how to handle a situation in which a student organization or other entity wants to buy a drone, and whether those requests should be flagged in some way. As the request makes its way up the chain of approval, special attention should be paid to any such request, and appropriate offices should be notified (Legal Affairs, Risk Management, Public Safety). Jeff asked how the situation should be handled when drones are found in residence halls; Josh asked how the situation should be handled when students have the drones on campus. In both instances, Public Safety should be notified. Marty pointed out that

there are also situations when drones are positive, noting last year's Shaky Boots Festival. All agreed that the "hobbyists" are the biggest challenge.

**The October minutes were approved as written.**

**Approval of By-Laws:** Tamara introduced the by-laws and asked for specific feedback and/or changes. Changes are noted below:

Article 1. "Student Council" shall be changed to "SGA."

Article 2. no changes

Article 3, Section 2: The word "participating" was removed.

Article 4. no changes

Article 5. no changes

Article 6. no changes

Article 7, Section 1: Quorum? It's difficult to determine quorum, and we need to work on that section. Tamara is seeking greater representation for spring semester.

Article 8. Electronic voting is approved.

Article 9. no changes

Tamara will make the changes to the document and we will vote electronically. Paul moved to approve the by-laws; Roger seconded. Motion was approved.

**Awards Committee:** Paul reported that he met with Staff Senate. He learned that it has full responsibility for Awards, and it will be managing the Administrator of the Year Award, and changing the names of some of the awards. Paul stated that the Staff Senate members are trying to eliminate the popularity contests for awards. Perhaps it would be a good idea to include HR in the process. We agreed we don't need to split the awards process over one award. Paul stated that the Staff Senate feels that administrators are part of the staff. It may be possible for Administrators' Council to be a part of the Awards Committee in some way. Paul will be meeting with Staff Senate again in January. This situation seems to emphasize the ongoing issues between administrators and staff. We discussed again why we were formed, and someone suggested that we are sort of "invisible," as no public announcement was made about the council. Paul suggested that a few of us attend the Staff Senate meetings.

**Council Representation:** Representatives are listed below. The only vacancy is Staff Senate.

- Strategic Thinking and Planning Committee: Tamara Livingston, Paul Parker
- Quality Enhancement Planning Committee: Jeff Cooper
- Policy Council: Tamara Livingston
- University Council: Tamara Livingston, Paul Parker
- Parking Committee: Kathy Alday, Marty Elliott
- President's Athletic Board Committee: Marty Elliott
- Staff Senate: No representative
- Faculty Senate: No representative, but Veronica Trammell said she would serve.

**Reports from Council Representatives:** we decided to wait for reports until the first meeting of spring semester.

**Meeting Schedule for Spring 2016:** Tamara will send out times for spring semester and an electronic vote would be conducted as to when meetings would be held.

**Ideas for Guest Speakers:** It was suggested that we invite John Anderson to come talk to us about the Master Plan. Also, we would like to hear from someone about the Strategic Thinking and Planning group.

**Administrators' Council Website (<http://admincouncil.kennesaw.edu>):** Everyone expressed their approval. The site is very functional and easy to navigate.

**New Business:** none.

With no further business, the meeting was adjourned at 11:12am.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "K. E. Alday".

Katherine E. Alday, Secretary