

**ADMINISTRATORS' COUNCIL MEETING
THURSDAY, FEBRUARY 11, 2016**

The Administrators' Council meeting was called to order by Chair, Dr. Tamara Livingston, at 3pm in Room 1203 of Kennesaw Hall.

Present: Tamara Livingston, Scott Whitlock, Rai Sookram, Mark Lawson, Josh Gunn, Jeff Cooper, Maureen Patton, and Kathy Alday.

Tamara welcomed the group.

Approval of Minutes: Tamara distributed the December minutes; however, due to the small attendance, the minutes will be approved via an email vote.

Updates/Challenges

Tamara asked for any updates/challenges/issues in any of our areas. Along with too much work, not enough space, and not enough staff, which is a sentiment shared by everyone present, other issues are:

Tamara updated the group on challenges Records Management is experiencing with the current shredding company. While it's not clear what all the issues are, one of them is that the shredding company employees are having trouble getting into locked spaces and parking areas. Consolidation has made it more complex with lots of campus moves and changes. The contract will be up for renewal soon; in the meantime, Tamara will continue trying to solve the issue. She suggested that it would be a step in the right direction to urge people to use paperless processes.

Rai mentioned that it is possible there will be no tuition increase for the 16-17 academic year, but that there *may* be a 3% merit pool for salary increases (last year's was 2%). Since these increases are tied into performance evaluations, and since problems are occurring with the performance evaluation software (no fault of UITS!), Rai expressed concern about having time to ensure that the salary increases make it into the FY17 budget.

Jeff explained that Residence Life is participating in Residential Satisfaction and Learning Assessment, a national benchmarking instrument. So far, 500 responses have been completed. The assessment gives students the opportunity to provide feedback on a number of services and activities, including dining,

facilities, counseling, and activities, among others. Based on the results, staff will have a better idea of what are the high impact activities and how to enhance those opportunities and services for students.

Tamara announced that the April 14 meeting is cancelled. The next meeting will be March 10 on the Kennesaw campus. She also asked the group to think about possible guest speakers for future meetings. One suggestion was John Anderson, who can provide information about the Master Plan. Please get other suggestions to her.

Policy Review and Feedback

Susan Paraska is seeking design feedback on the Policy site (policy.kennesaw.edu). All agreed it is very functional and easy to navigate. Tamara will send out some sites from other institutions. Tamara also shared the proposed draft of the Electric Vehicle Charging Policy, and some discussion occurred. Some wondered why this policy was necessary, and how it is to be enforced.

Staff Awards Update

Paul Parker has attended several meetings of the Staff Senate. In collaboration with HR, Staff Senate is taking ownership of all awards, including the Outstanding Administrator Award. There are also a number of new awards that will be presented. We discussed how to distinguish between staff and administrator awards; we also discussed how to ensure that recipients are in good standing with the University. Amy Phillips in HR is helping with this effort. Admin Council will help solicit nominations. The goal is to have nomination forms and instructions ready by April or May. Tamara will add the link to our website. Ann Lay, Staff Senate President, has retired. Kathy Rechsteiner is taking her role, and she is eager to speak with Admin Council. We will invite her to a meeting later this semester.

Council Feedback for the President's Strategic Thinking and Planning (STP) Committee

Overview and status. Tamara thinks Admin Council is in a position to provide excellent feedback. Currently, a number of subcommittees are working on vision and mission statements. The STP committee participated in a SWOT analysis, which yielded many of the same concerns we mentioned earlier (lack of funding, space, staff). Innovation and collaboration were mentioned as happening on the Kennesaw campus. Tamara thanked Jeff and Scott for their feedback. Tamara discussed the challenge of writing a mission statement and making it more than a simple generic statement. She thinks we are at a

crossroads and we need to contemplate our identity. Scott commented that the briefer the mission statement, the better, using Winston Churchill's "Never give up" speech as an example. The Vision Statement, which is what we aspire to be, should also be brief. Scott suggested something as simple, but concise, as "Educate, prepare, and include." Mark suggested, "Educate, empower, enrich." Tamara asked the group to give it some thought and send feedback to her.

Reports from Council Representatives

QEP – Jeff Cooper: Ten proposals for the QEP have been submitted. Jeff is on the learning committee, evaluating proposals on a host of criteria. He will keep us posted as the work continues.

University Council – Tamara Livingston: The Council has met once, and there was really nothing to report.

Parking – Kathy Alday: The Skip Spann connector is almost ready to open. The committee also talked about the Electric Vehicle charging stations and whether or not it would be possible to have two cars per charging station. New buses are now on the road, complete with wi-fi.

New Business: None

The next meeting will be March 10 on the Kennesaw campus.

With no further business, the meeting was adjourned at approximately 4:00pm.

Respectfully submitted,



Katherine E. Alday, Secretary