

ADMINISTRATORS' COUNCIL MEETING FEBRUARY 9, 2017

The Administrators' Council meeting was called to order by the Chair, Dr. Tamara Livingston, at 3pm in the Dogwood Dining Room on the Marietta Campus.

Present: Gary Bush, Sherry Grable, Chris Hutt, Matthew Robison, Kathy Alday, Tamara Livingston, Jeremy Johnson, and Teresa Johnston.

Welcome and Order of Business – Dr. Tamara Livingston, Chair

Guest Speaker

Mariel Fox, Director of Records Management

Mariel announced that President Olens has approved the creation of an Information Governance Committee, the purpose of which is to develop procedures for managing institutional records and information. Currently, no firm procedures exist, and the USG rules are very broad. This committee would be the first of its kind in the state and perhaps in the country. Jeff Milsteen, Chief Legal Affairs Officer, and Stephen Gay, Chief Information Security Officer have already been tapped for this committee. The committee will develop a charter and create a website. To provide some context, Mariel gave a brief history of information management. In the beginning was paper, next came electronic data, and now we have metadata. We are really still in both the paper and data worlds, but the major dilemma is how to manage it regardless of its form. Much discussion occurred about the “pain points” of managing records and data: how long to keep them, what constitutes a record, in what format should they be kept, etc. Having an Information Governance Committee will provide much-needed guidance at KSU on the appropriate and consistent management of all records.

Council Business

Minutes and Reports

Due to no quorum, approval of the January meeting minutes will be postponed until March, and reports will also be provided then.

Council Roundtable

President Olens will not be able to join the Council at its March meeting as planned.

Tamara inquired as to whether the regular business manager meetings were still occurring. No one was sure. Discussion ensued as to how some business managers in departments report directly to Finance and Accounting, while others report to the Department head.

There are changes happening at the Foundation, which may affect procedures for accessing funds. More information will be forthcoming.

Tamara announced that the second Presidential Transition Team meeting would be held Monday, February 13. The Admin Council representatives are Gary Bush, Chris Hutt, and Teresa Johnston.

With no further business to discuss, the meeting was adjourned at 4:23pm.

Respectfully submitted,

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

Katherine E. Alday, Secretary