

**ADMINISTRATORS' COUNCIL MEETING  
THURSDAY, MARCH 10, 2016**

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

*Present: Tamara Livingston, Scott Whitlock, Rai Sookram, Veronica Trammell, Josh Gunn, Paul Parker, Jeremy Johnson, Melisa Baldwin, and Kathy Alday.*

*Guests: Ms. Kathy Rechsteiner, President, KSU Staff Senate; Dr. Rob Smith, AVP for EIM/Institutional Research and Chief Data Officer*

**Kathy Rechsteiner, President of Staff Senate**, greeted the group and provided updates on the work of Staff Senate. Membership in Staff Senate is based on HR categories. One-third of the body is elected each year, with the other two-thirds staying on for continuity. She is working to fill the current vacancies. Staff Senate is an advocacy group that helps make employees aware on various issues of interest from the University, the USG, TRS, and the Legislature. One such issue concerned TRS and its proposal to move to a 401K instead of the traditional TRS system. In part because of the advocacy provided by Staff Senate, TRS backed off this proposal. Currently, she is working to create a hospitality committee, which will plan Owlympics, welcome back coffees, picnics, etc. The committee is open to anyone, faculty or staff.

Kathy commented that Staff Senate is eager to work with Admin Council, and Tamara asked her how Admin Council could support Staff Senate. Kathy discussed the importance of staying informed on the work of the Legislative Session, and suggested that a Town Hall meeting be held for faculty, staff, and administrators prior to the session and even, perhaps, after the session. Kathy is also seeking representation for Staff Senate from KSU Athletics. Scott said that while he could not serve, he would help find someone. Tamara asked Staff Senate agenda items are set. Kathy asks membership for agenda items and presents those to the executive committee, which creates the agenda.

Other announcements/comments from Kathy: she announced that they attended KSU Day at the Capitol and the recent Leadership Conference hosted by the Center for Student Leadership. Relay for Life will be held April 15, and Staff Senate will be participating. It is also hosting the state conference October 6-7, 2016 on the Marietta campus. She also mentioned that the \$2.9 million request for the new Academic Learning Center is still on the table, and asked that we stay up-to-date on KSU's Master Plan. Kathy reminded those present about the upcoming awards process, which has been improved over previous years. HR is assuming responsibility to vet award nominations, ensuring that individuals meet the qualifications. In conclusion, Kathy provided the website address for Staff Senate ([staffsenate.kennesaw.edu](http://staffsenate.kennesaw.edu)) and invited us to attend a meeting.

**Rob Smith, Assistant VP for EIM/Institutional Research and Chief Data Officer**, greeted the group, indicating that his specialty is institutional effectiveness; in short, he makes meaning of data. Rob spent most of his career in Maryland, and has worked in

higher education for 25 years. His area provides financial and academic reporting, and supports all other areas of the University by filling requests and managing the data warehouse. Reporting directly to Dr. Randy Hinds, Rob stated he believes it is important to break down silos, integrate data, and build partnerships. He invited us to check out the website of his area ([eimir.kennesaw.edu](http://eimir.kennesaw.edu)). Tamara asked how the department selects projects. Rob stated that project ideas come from anyone. Each project is assigned a manager. EIM handles data on all students, Banner, ADP, faculty, etc. EIM staff members help shape the data by mining it and making meaning out of the information. Data warehousing is not new, but the data mining tools are new. The staff has the capability to take “old” data to identify and forecast behaviors of students, faculty, and staff. Kennesaw data goes back to late 90s; SPSU, to 2007. If an area needs any kind of data, Rob’s area can help get it.

**Approval of minutes for February:** the minutes were reviewed and approved.

**Policy Review and Feedback:** no update.

**Staff Awards Update:** Paul reported that beginning 3/14, [staffawards.kennesaw.edu](http://staffawards.kennesaw.edu) will be set up to accept award nominations. HR will then check for eligibility, after which the awards committee will review nominations and select recipients. Most nominees need three letters of support. This year is a culture shift from previous years. Josh expressed some concern about being able to get support letters. It is important to have checks and balances in the process. Paul expressed that the submission of support letters was one way to validate the process. The selection committee may have to make some phone calls to ensure validity. Paul said that nomination information would also go to students. The deadline for nominations is May 2, and the awards will be presented at the Opening of the University in August.

### **Reports from Council Representatives**

**QEP:** Tamara reported that three proposals have been selected: Engaging in transformative learning, STEM Literacy for an Engaged Citizenry, and Community-based Learning for Engaged Citizenship and Sustainable Communities.

**STP:** Paul and Tamara reported that the STP group is working on a mission statement. A larger challenge is determining where we want to be from the vision standpoint. Much discussion was held about the concept of “world class.” The group would like to include the new Carnegie status in vision and/or mission. Following decision about vision and mission will be discussion about where KSU wants to be in five years. The next meeting will be held in late March or April. What distinguishes KSU? Veronica asked about KSU’s involvement in the growing entertainment industry in the state. Apparently, the film industry is looking to partner with a Georgia university. Is that something KSU can do? Rai pointed out how difficult it is to get new programs approved, and KSU needs to build up its graduate programs. We are at the bottom of the tier of the comprehensive university.

**University Council:** Tamara reported that UC hasn't met.

**Parking and Transportation Committee:** Kathy provided some updates from the Parking Committee, among them: new guidelines and oversight for dedicated spaces, electric vehicles, and courtesy pick-up; parking costs for faculty and staff on both campuses and the need for a uniform cost. Josh inquired about parking for students/fac/staff with disabilities. There are lots of issues.

**President's Athletic Oversight Council:** no report.

**New business:** Jeremy distributed drawings of the renovated bookstore at the Marietta campus, explaining that the mailboxes will be moved from the current location. He also said the renovation shouldn't be too disruptive. It starts in April with the demo of post office. He also said they are looking at a book pick-up stations and more digital initiatives. Digital sales are not very good. Josh asked about how the General Bookstore is doing. Per Jeremy, business is not as good as it used to be. He stated that the cheapest books available are on the KSU Bookstore website.

**Other:** Veronica asked what happens to the Admin Council after this year, wondering if we all stay or rotate off with new reps taking over. Paul doesn't think the intent is for us to roll off.

The next meeting will be held May 12 at 3pm on the Marietta campus in the Dogwood Dining Room of the Wilson Student Center (A-128).

With no further business, the meeting was adjourned at 4:30pm.

Respectfully submitted,



Katherine E. Alday, Secretary