

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

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

*Present: Gary Bush, Jim Cope, Marty Elliott, Josh Gunn, Chris Hutt, Jeremy Johnson, Tamara Livingston, Len Ohnstad, Paul Parker, Rai Sookram, Christy Storey, Veronica Trammell, Kandice Porter, Scott Whitlock.*

*Guests: Kevin Gecowets, Center for University Learning*

**1. Welcome:**

The meeting began at 3 PM with a general welcome by Chair Tamara Livingston. As Recording Secretary Kathy Alday was not able to attend the meeting, Tamara took the notes for the meeting minutes.

**2. Guest Speaker:**

Tamara introduced the guest speaker, Kevin Gecowets, the Director of the Center for University Learning, who was invited to address Council members concerns about tracking and monitoring required trainings for their staff, and to speak about other ways the Center serves the University. Kevin presented the required trainings page of the Center's website: <http://cul.kennesaw.edu/courses/required.php> and told the Council that most trainings are tracked through OwlTrain, with the exception of certain trainings created and disseminated by the State or the USG. Paul Parker asked whether required trainings could be bundled to be more easily managed. Kevin responded that a page concerning renewals is under development. He also stated that that he is available for questions concerning training management. Paul shared that supervisors may request a report for managers who need to find out which staff have completed certain trainings. Josh Gunn asked about the manager's role in ensuring training completion; Kevin responded that managers are contacted if employees are delinquent. Len Ohnstad asked about the timetable for ethics training. Kevin responded that this is a USG requirement and that most recently it was required bi-annually. The next Chancellor may set a different schedule, but new employees have to take it. It is not required every year. Len said he would like to ethics and computer security be required annually from a compliance stand point. Marty Elliott asked what the required trainings are for part-time student employees. Kevin responded that if they have a staff email (i.e. are considered as staff) they have to take the ethics training, driving training (if driving is required component of job) and Clery training. Occasional student workers are knocked out of the system.

Kevin then presented on professional development programs including the Management Development Program and other resources available at CUL. Staff may request a personal instructor for groups of 10 or more and the cost is limited to the cost of instructional materials.

### **3. Council Business**

a) Tamara presented the suggestion to remove Article V-D from the By Laws addressing the Administrator of the Year Award, as Staff Senate currently manages the award. Paul Parker explained that there are new requirements for the award to make it more equitable, but also said that administrators may be nominated for a number of other awards offered by Staff Senate, and that administrators and staff may nominate each other. Even though Staff Senate administers the award, it is important that members of the Administrators Council help select the winner. Rai Sookram made a motion to approve removal, and Marty seconded the motion. The motion is approved.

b) Tamara explained that Council elections were not held in June since the meeting was cancelled. Voting will take place via the ListServ as to whether or not the current leadership should remain until the next election. According to the Bylaws the election will be next April, the final meeting of the 2017 Spring semester.

### **4. Administrators Council Representatives on KSU Committees**

Representatives were solicited for KSU Committees. Veronica Trammel volunteered to represent the Administrators Council to the Staff Senate, time permitting. The Council suggested volunteers be solicited electronically (via ListServ).

### **5. New Business**

As a news item, Rai Sookram informed the Council that funding for the Academic Learning Center was approved.

### **6. Action Items**

Topics and guest speakers were solicited for future meetings. Len Ohnstad suggested the topic of internal audits and compliance. Tamara Livingston suggested inviting Mariel Fox to talk about records management. Marty Elliott suggested a guest speaker on internal assessment. Other ideas were to invite Lec Lawhorne to speak about the UITS and Jorge Perez on the "Improve KSU" initiative.

### **7. Dismissal**

With no further business, Josh Gunn moved to adjourn the meeting at approximately 4:15. Gary Bush seconded the motion.

The next meeting will be held September 8 at 3pm on the Marietta campus in Room A 215 of the Wilson Student Center (A-128).

Respectfully submitted,

Tamara E. Livingston, for Katherine E. Alday, Secretary