

Kennesaw State University Administrator's Council

Meeting Minutes: 12/14/2017, Kennesaw Campus: KHE 1203, 3:00 PM

1. Welcome and Order of Business, Teresa Wren Johnston, Chair

2. Policy Review and Feedback

3. Council Business:

- Review all appointed Council positions
- New secretary – Randy can you take the notes this month?
- By Laws. (review by laws that were approved in December 2015)
- Review Administrators Council Website: <http://admincouncil.kennesaw.edu/>
- Discuss Awards Committee where does this fit in during the academic year?
- Council Representatives: Review and fill vacancies in committees, councils etc.
 - Strategic Thinking and Planning Committee
 - Quality Enhancement Planning Committee
 - Policy Council
 - University Council
 - Parking Committee
 - President's Athletic Board Committee
 - Staff Senate
- Review standing meeting schedule for Spring 2018
- Discuss guest speakers for Spring 2018 (President's Cabinet, Presidents Advisory?)
- Discuss projects (required trainings? Other issues?)

Meeting called to order by Teresa Johnston

Members present:

Teresa Johnston

Randy Kennedy

Tom Yannuzzi

Nkumeh Nwakeago

Julie Sharpe

Jamie Fernandes

Sherry Grable

Tamara Livingston

Rai Sookram

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Edward Stephens
Christy Storey
Amy Buddie

Welcome to meeting

Johnston started the discussion with council history for the semester, in trying to clarify membership and participation, bylaws, membership, etc. Johnston has reached out to Vice presidents and those who have or need to appoint someone to the committee.

Discussed make up of committee

Purpose of committee and what has been done. Johnston asked Tamara Livingston to share the history of the council.

Tamara Livingston stated she had started on the Council after consolidation in 2015. Administrator's senate was precursor to this council. There was a desire to continue having an administrator's voice. This Council would be different than the senate because at the time of consolidation it was decided that this Council would not be part of shared governance but an advisory body. This body reports to Provost (Ken Harmon) and is given the opportunity to respond on matters related to administrators at KSU. This Council needs to continue to be represented and further discussion followed regarding how it can be differentiated from staff senate. There was discussion regarding the appropriateness of this Council being involved in shared governance ensued. Johnston noted that once the Council is operating with all its members the topic of shared governance would be reviewed.

Tamara shared some historical documents from administrators council past in SOAR – Statues of Kennesaw Junior College from 1973; Administrative Council is one of the original council groups that was established. Working group is usually a smaller number similar to today (12 members present) which is good number to discuss issues and hash out concerns.

Teresa Johnston provided a folder of information to each member today to share bylaws and clarification of membership for committee. Attendance list was discussed to try and identify any former employees or changes that anyone is aware of. Mark Lawson and Gary Bush were identified as no longer at KSU to be removed from the list.

Mission and Goals were read for clarification.

Members were asked to introduce themselves, and what area they are representing.
(List attached)

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Meeting minutes review and vote was tabled for January providing everyone the opportunity to get up to speed. It was noted that no official presenters were invited for today's meeting in order to review committee goals.

Policy updates discussion

Tamara asked about Sexual misconduct policy (Wakego) this was updated recently???

New secretary position announced and asked for volunteers, recommended to decide in January.

Council website needs to be reviewed and updated.

Historical Bylaws suggested a rewards committee; Tamara clarified that this was a responsibility of staff senate with representative from Administrative Council.

A review of Council Groups and Representatives followed:

Strategic planning committee – (Tamara) thought this was inactive

QEP – Not sure

Policy council is active

University Council is active – Teresa Johnston is the representative to this council.

Parking committee is active

PAOC – Randy Kennedy is on this committee

University faculty on Global Engagement – Julie Sharp sits on this committee

Public Safety committee is dormant, but will be active again soon

Commission on sustainability – Tom Yanuzzi is a member of this committee

Creating environmental sustainability efforts on campus with building scorecards, student ambassadors, etc. In March new initiatives will be started

Alcohol Tobacco and other Drug Committee- Johnston sits on this committee

Interpersonal Violence committee – Johnston sits on this committee

Teresa Johnston noted that collaboration and interaction with other groups, councils and committee is important and awareness is necessary. Having a seat at the table for these discussion is beneficial.

Reviewed meeting schedule for Spring 2018, Johnston noted she will update the meeting schedule. The Listserv is the best way to communicate with this group. Teresa will reach out to HR to get recent administrators list to include those who we need representation from.

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Guest Speakers for Spring were discussed and Johnston noted that she will be making a change to the spring calendar. She noted that we are only required to have six meetings in an academic year and most likely would take a meeting or two off the calendar.

Johnston asked for suggestions and the following discussion ensued:

January 2018 – Amy Buddie

February – Ana Baida to present on Handshake Student employees

March – New President

April– Information records committee – records management; Tamara explained the history of records management and how this has evolved, and how HR records are handled

Julie Sharp asked a question about releasing information from records concerning FERPA, particularly future requests. Kim West was suggested to possibly discuss Tom Yanuzzi brought up Shadow IT and the sharing of records like google docs, doodle, meeting apps; we are being asked to use something in house. Stephen Gay was mentioned as someone to address this, Lektra Lawhorn was also mentioned.

Teresa suggested the topic of accessing Foundation funds, and how to go about this.

Stephen Bridges was recommended as a speaker by Rai to come and discuss.

Teresa also mentioned Business processes – Donna Burcham purchasing? Or Robert Bridges from compliance were recommended as speakers.

Other challenges? None mentioned

Amy Buddie discussed that Undergraduate research conference that will be at KSU in 2019 and this will be discussed in January meeting. Dr. Buddie is looking for volunteers.

Goals for leaving – review bylaws, facilitate questions, suggest any changes.

Presentations will be accessible on website or easy access

Open discussion/Forum - Rai mentioned we are getting ready for 2019 budget process, Due May 4th to the BOR. Merit will be handled differently; this can be percentage or flat amounts – amounts are not available yet. Merit should be tied to performance; Payroll and HR will create a number to create a 'score' for merit increases. Parameters are still being discussed for what this will look like going forward. Faculty merit will be handled differently and not implemented at the same time.

Tom Y. asked about the creation of a 360 review – this needs to be answered by HR.

Teresa moved to adjourn meeting at 3:51pm