

## **Administrators Council Meeting**

October 19, 2017

North Campus KHE 1203

### Meeting Minutes

The Administrators Council meeting was called to order by the Chair, Teresa Johnston at 3 pm in Kennesaw Hall 1203 on the North Campus of Kennesaw State University.

Present: Rai Sookram, Randy Kennedy, Mark Lawson, Veronica Trammell, Edward Stephens, Tara McDuffie

Welcome and Order of Business

### **Guest Speaker Kevin Gecowets, provided an overview presentation of OneUSG Connect**

OneUSG is a system-wide initiative to develop and implement a consistent approach to policies, procedures and technology solutions that benefits all entities of the University System of Georgia (USG). Through OneUSG, the University System Offices and campuses are coming together to reduce costs, streamline processes, and have consistent guidelines and procedures with centralized support. The first initiative under OneUSG is OneUSG Connect.

OneUSG Connect is intended to help an organization manage and support its workforce. It is the first priority of the OneUSG initiative to replace ADP and bring all institutions onto one technology solution. OneUSG Connect is running on PeopleSoft HCM version 9.2.

OneUSG Connect will manage USG human resources activities, benefits and compensation. The major components of OneUSG Connect are unified and integrated into a single system. – payroll services, talent management, human resources management, time and attendance, and benefits administration.

Follow up answers to the questions posed at the meeting follow:

*Is there a connection between Concur and OneUSG?* To my knowledge, there is no connection between the Concur Travel system and the PeopleSoft HR or Financials Module. Our A/P system does require employees to register as vendors in order to get paid reimbursements presently, but I don't know how that is affected in the new system. Logically, there would be no reason to register as a vendor if you are already in the system as an employee, but I haven't heard the specific answer so I wouldn't want to assume.

*Is there a penalty if supervisors don't approve a timecard?* Supervisors should be monitoring their employee's time as part of their supervisory duties; however, there is no penalty to the employee if the manager does not approve the timecard – they will still be paid.

### **Guest Speaker: Dr. Jennifer Wells – provided a presentation a summary the Quality Enhancement Plan**

Dr. Wells noted that the QEP would facilitate transformative learning demonstrated by quality integration and reflection by students after participating in refined High Impact Programs or HIPs. Wells reported that in the fall of 2015, a call for proposals went out to the KSU community for the next KSU Quality Enhancement Plan topic. A committee reviewed the 10 proposal submissions and an announcement was made in April 2016 regarding the selection. Since then the committee has worked to review current data trends survey the university regarding current HIP activity and develop operational definitions, process maps, systems requirements and organizational structure. Wells reviewed the learning outcomes as

1. Connect relevant experience and academics knowledge,
2. See (make) connections across disciplines, perspectives,
3. Adapt and apply skills, abilities, theories, or methodologies gained in one situation to new situations.

Dr. Wells reviewed the implementation timeline with a kick off January 2018 and the report end date as March 2025. Dr. Wells noted she would return to update this committee as the program rolled out. Dr. Wells noted she would send a copy of her presentation to include in these notes.

### **Council Representation**

There were no reports at this time. It was further agreed that Veronica Trammell would represent the Administrators Council at Staff Senate.

### **Council and Bylaw Review**

Mark Lawson led a discussion regarding the current administrator's council make-up and the eight appointed voting council members, which are described in the by-laws. It was noted that with the large turnover in leadership and positions, in order to proceed forward with voting and council direction, a review and confirmation of voting council members was necessary. It was noted that by the December 14, 2017 board meeting the council would review the by-laws and vet out the appointed voting members. Mark Lawson will lead this task.

### **Policy review and input**

Teresa Johnston lead a discussion to review the proposed policies submitted to the Council by Andrew Newton.

The proposed policies are:

Contracts Policy: This policy replaces KSU's current contracts policy and guidance, which can be found here:

[https://policy.kennesaw.edu/sites/web.kennesaw.edu.policy/files/contractreviewandapprovalpolicy\\_10302014.pdf](https://policy.kennesaw.edu/sites/web.kennesaw.edu.policy/files/contractreviewandapprovalpolicy_10302014.pdf)

[http://legal.kennesaw.edu/docs/contract\\_review\\_and\\_approval\\_process.pdf](http://legal.kennesaw.edu/docs/contract_review_and_approval_process.pdf)

This policy creates a new office that will coordinate simplified process for approving contracts and maintain a repository of KSU contracts, and the policy adjusts the delegation of signature authority for KSU contracts. We hope to have this new office (and process) go live on November 1<sup>st</sup>, though that will depend on having the policy, along with the new website, publicity, etc.

Motor Vehicle Policy: This policy was updated to conform to the requirements of our insurer, the Georgia Department of Administrative Services.

Restroom Access Policy: This new policy requires new buildings or substantial renovations to include a unisex bathroom option, to facilitate access for all members of our community. That is already a design standard for KSU Facilities, but this policy essentially makes that rule more permanent (or less subject to change).

Sexual Misconduct Policy: This revised policy has been updated to reflect the USG's new policy, which can be found here: [http://www.usg.edu/policymanual/section4/C327/#p4.1.7\\_sexual\\_misconduct\\_policy](http://www.usg.edu/policymanual/section4/C327/#p4.1.7_sexual_misconduct_policy)

The Regents passed this on a Tuesday in August, to be effective the following Monday. So, we rapidly updated our policy and had it approved by the President. In other words, this is already official, but since it had to be approved without the normal review, we are sharing it now.

Substantive Change Policy: This SACS-required policy lays out how KSU will communicate substantive changes to our primary accrediting body.

Environmental and Occupational Safety Policy: This revised policy updates various titles for offices and officers mentioned in the policy.

Animal Policy: This new policy sets out when/where/why people can have animals on campus. It is largely based on the applicable laws.

After discussion, it was noted that no edits or changes were forthcoming from the Administrators Council. The policies look fine to the Administrators Council. There being no quorum a vote was not taken.

There being no new business, the meeting was adjourned.