



**Administrators Council  
Meeting Minutes  
Virtual via Microsoft Teams  
November 19, 2020**

**Attending:**

Josh Gunn, Mindy DeBruce, Sharon Brownlow, Veronica Trammell, Sherry Grable, Amy Buddie, Christy Storey, Linda Golian-Lui, Tamara Livingston, Andrew Altizer, Karen McDonnell, Tara McDuffie, and Randall Kennedy.

**1. Welcome and Order of Business – Josh Gunn, Chair**

- a. Approval of October minutes. Tara McDuffie made the motion to approve; Karen McDonnell seconded. Minutes were approved as written.

**2. New Business**

- a. COVID-19 updates—Andy Altizer, Office of Emergency Management
  - a. There has been an increase in the number of COVID-19 cases on campus, Cobb County, and the nation.
  - b. Contact tracing is typically completed within two hours of being alerted of a positive COVID-19 case.
  - c. More COVID-19 testing completed on November 18, 2020 than any other day thus far.
  - d. OEM has started to order supplies to prepare for spring semester.
  - e. PPE available at OEM if needed (masks, gloves, etc.)
  - f. One branded mask per student, faculty, and staff will be distributed in spring semester.
  - g. Cobb and Douglas Public Health have committed to provide drive through testing through the end of January 2021
  - h. Masks are available at various locations across both campuses. In spring semester, every building will have a distribution location for those who need one.
  - i. Questions:
    - i. Any changes in opening of spring semester? Spring semester is scheduled to open as planned. In spring, more face to face offerings will be available. No set targets have been advised from USG.
    - ii. Any additional guidelines for staff that we should do after fall break?  
Karen McDonnell reported that all COVID-19 guidelines are being

updated for spring. Federal leave for COVID illness ends on 12.31.20 unless the federal government extends the that Expecting 15-20 % more in person classes ( Josh mostly science type classes with labs- Paul Parker)

**3. Council Business: Reports from Council Representatives on KSU Committees and Councils:**

- a. Staff Senate-Veronica Trammell
  - a. Not able to attend the meeting but have notes.
  - b. No budget changes since March
  - c. Virtual Conference by Fort Valley State University. Would work well for KSU. Need more info.
  - d. Staff Scholarship closed until spring 2021
  - e. HR needs rep for staff council; many changes in by-laws
  - f. Concerns about COVID as cases increase
  - g. Staff who do not feel comfortable approaching students who are not wearing their mask
  - h. Share of kindness to grounds workers/ etc. for having to be on campus.
  - i. Karen McDonnell-rumor control-Comp and class project; many starts and stops; hoping to finish after the first of the year; Working with deans and cabinet members to review for accuracy so once approval is received it can proceed with efficiency; functional title, job dx, mkt study for salary, assign pay grade, are individuals in the pay grade. Some will get increases in not meeting the pay grade, some may have a title update, some may go from bi-weekly to monthly pay cycle FLSA. Notices will be given so staff can make arrangements for change in payroll schedule.
- b. Faculty Senate-Amy Buddie
  - a. Met on Monday but missed the meeting
  - b. Plus/minus grading system. Faculty survey revealed full time favored; part - time did not favor; committee for further review
  - c. COVE19 resolution passed; want to move spring to virtual
  - d. Resolution passed to first week in 2021 to be virtual
  - e. Resolution passed 0 credit hours and tracking; need clarification
  - f. Revising to see how you get graduate faculty status.
- c. Policy Council-Mindy Debruce
  - a. Two policy updates-trivial
- d. Provost Athletic Oversight Council-Mindy Debruce no meeting
- e. University Council-Josh Gunn-no meeting

**4. Council Roundtable (Announcements/Information Sharing – discussion topics, departmental updates, new initiatives, new/ongoing challenges)**

- a. Mental Health Task Force
  - i. \$11.5 million dollars from Governor Kemp to USG

- ii. Three main initiatives
  - 1. Jed Foundation
    - a. National Non-Profit suicide prevention, decrease stigma
    - b. Jed Campus Strategic Planning
      - i. Best Practices
      - ii. How does campus support mental health
  - 2. Christy Campus Health \$8 million. 24/7 counseling available for students
    - a. Watch for marketing, app,
  - 3. Mini Grant \$50-75K; Teresa Johnston is our Point of Contact for KSU. Task Force compiled of many individuals across campus. Deadline 11-30-20
- b. Critical Hire Process (Karen McDonnell)
  - i. No changes in critical hiring process and likely won't change since state budget was reduced.
  - ii. Process is slower because of the volume of requests. Taking 2 weeks vs 4 days.
  - iii. Mid-point \$40,000 or above; requires USG approval
  - iv. Below \$40,000; only president signs off.
- c. Vacancy process
  - i. As of July 1-vacancies swept as part of the budget reduction process; used in the budget reduction
  - ii. Vacancy positions were prioritized among the colleges/divisions.
  - iii. October 2020-positions can be replaced if current department budgets can support it.
  - iv. The initial sweep was originally for FY21; not sure if this will continue for FY22 budget.
- d. Staff who have changed in work arrangement due to COVID, HR will reach out to see if employee wants to extend alternative work arrangements. Approved 90 days at a time.
- e. Telecommuting-has a specific end date based on supervisor approval.
- f. Need judges for undergraduate research on December 3<sup>rd</sup>. (Amy Buddie)

## 5. Action Items

- a. Please send any agenda items for upcoming meetings to Josh Gunn.

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### UPCOMING MEETING SCHEDULE

*Meetings are held third Thursday of the Month from 1:30-3pm via Teams until further notice.*

*January 21*  
*February 18*  
*March 18*  
*April 15*

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