



**Administrators Council  
Meeting Minutes  
August 20, 2020**

**Attending:**

Christy Storey, Josh Gunn, Karen McDonnell, Maureen Patton, Mindy Debruce, Randall Kennedy, Sharon Brownlow, Tamara Livingston, Tara McDuffie, Teresa Johnston, Trudi Vaugh, Veronica Trammell, Sherry Grable, Alex Lehocky, Amy Buddie, Ana Baida, Ashley Dupuy, Cameron Alexander, Carolyn Elliott-Farino, Christy Storey,

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

- a. Sherry Grable volunteered to take minutes for the meeting.
- b. Approval of July minutes. Randy Kennedy made the motion to approve; Teresa Johnston seconded. Minutes were approved as written.
- c. The 2020-2021 meeting schedule, agenda, and minutes are posted on the website:  
<https://admincouncil.kennesaw.edu/>

**2) New Business**

- a) Nominations and elections for 2020-2021 officers
  - i) Chair Elect: Anna Baida
  - ii) Secretary: Sherry Grable

**3) Council Business: Reports from Council Representatives on KSU Committees and Councils  
University Council, Deans Council, Staff Senate, etc.**

- a) Staff Senate: Meeting was held but update not provided. Veronica Trammell volunteered to be the Administrative Council representative to attend Staff Senate meetings.
- b) Policy Council: Randy Kennedy continues to serve. A meeting has not been held.
- c) University Council: starting discussions to see if this Council will continue. Typically, the chair of the various councils/senates will represent each committee on the Council.
- d) Faculty Senate: Amy Buddie volunteered to serve.
- e) Student Government Association: No representation in the past. Typically, the Dean of Students served. The new Dean of Students, Dr. Ronald Briggs, will be invited to attend and serve as the liaison to the student body.
- f) Provost Athletic Oversight Council Committee: Randy Kennedy and Mindy Debruce are members on this council.
- g) Teresa Johnston will review a listing of existing committees that was compiled by the Division of Student Affairs. Karen McDonnell volunteered to assist Teresa on this task.

- 4) **4. Council Roundtable (Announcements/Information Sharing – discussion topics, departmental updates, new initiatives, new/ongoing challenges)**
- a) Tamara Livingston reported the contact tracing system is working properly.
  - b) All students accidentally got an email indicating their email account would be discontinued. Message was intended for students who recently graduated or those unenrolled for the last three semesters.
  - c) It was reported by Randy Kennedy that student anxiety is high. Suggested focusing on telling students what they can do vs. what they cannot do.
  - d) A member asked if there is anything being communicated on how students can still connect if under quarantine or if they are being checked on to see how they are doing. Karen McDonnell said on staff/faculty side, yes. Mindy DeBruce reported they are reaching out to small groups of athletes independently from the University. Teresa Johnston said the Division of Student Affairs would be a good place to start this initiative. Karen McDonnell volunteered to help Teresa.
  - e) Counseling and Psychological Services Update-Due to change in procedures for scheduling appointments, call volume is down but email volume has increased. CPS's goal is to provide same day appointments and can do so quickly at this point. If a student needs assistance as soon as possible, they will make it happen.
  - f) Any updates on budget forecast for the semester?
    - i) Enrollment is looking good but not related to budget; look more at state sales tax revenue.
    - ii) Some staff positions were eliminated. Looking carefully at re-filling vacant positions and creating new positions. The critical hire process will likely continue and become more stringent. Filling vacant positions currently is at a standstill until the University sees how the first few weeks of the semester is looking. Decisions will be held off until early September.
  - g) Teresa Johnston reported that she is volunteering at the Healthy Happenings tables which provides COVID-19 education to students. Students are participating and are excited to be at KSU. All students are wearing masks. Buttons were popular.

**5) Action Items**

- a) Teresa Johnston will review a listing of existing committees that was compiled by the Division of Student Affairs. Karen McDonnell volunteered to assist Teresa on this task.
- b) Teresa Johnston will explore the possibility of the Division of Student Affairs creating an initiative to follow up on students who are in quarantine in order to help students feel connected. Karen McDonnell volunteered to help Teresa on this initiative.

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**UPCOMING MEETING SCHEDULE**

*Fall 2020 Meetings are third Thursday of the Month from 1:30-3pm via Teams until further notice.*

September 17

October 15

November 19