



**Administrators Council  
Meeting Minutes  
Virtual via Microsoft Teams  
September 17, 2020**

**Attending:**

Josh Gunn, Maureen Patton, Mindy Debruce, Randall Kennedy, Sharon Brownlow, Tara McDuffie, Trudi Vaughan, Veronica Trammell, Sherry Grable, Alex Lehocky, Amy Buddie, Ana Baida, Cameron Alexander, Andrew Altizer, and Edward Stephens

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

- a. Approval of August minutes. Randy Kennedy made the motion to approve; Tara McDuffie seconded. Minutes were approved as written.

**2) New Business**

- a) HR and flu-shot update—Karen McDonnell, HR
  - a. No update-Karen was unable to attend
  - b. Ana Baida-suggested we promote flu shots among our staffs
- b) COVID Updates—Andy Altizer, Office of Emergency Management
  - a. Nothing really new since last meeting. COVID-19 cases are currently going down each week not only at KSU but GA Tech and at UGA. Cobb County rates are also down for the third consecutive week.
  - b. KSU response team is able to respond efficiently to positive cases and close contacts.
  - c. Students are not social distancing as guidelines suggests. OEM is working with the Student Government Association in helping promote social distancing among the study body.
  - d. If a student tests positive, KSU is recommending the student isolates at home. Close contacts are asked to quarantine at home. For students who live over 4 hours away, KSU works with them to stay in a private room (e.g. KSU Inn or Housing makes arrangements).
  - e. For students under isolation or quarantine, they get checked on by KSU Health Services and the Cobb/Douglas Public Health Department. Housing and Residence Life and Office of Emergency Management sends weekly texts to those students.
- c) Council representation—Teresa Johnston and Karen McDonnell
  - a. No update

### 3) Council Business-Reports from Council Representatives on KSU Committees and Councils:

- a) Staff Senate-Veronica Trammell
  - a) Dessi Beagle shared the Employee Fitness Center re-opens on 9/14/20 adhering to social distancing guidelines. Virtual classes continue to be offered for members and nonmembers. A yearlong CDC Diabetes Prevention Program will be starting soon. If interested, please contact Dessi Beagle. KEPRO, employee assistance program, has various services available to employees (legal, adoption services, pet services, etc.).
  - b) Heather Pincock presented
    - United campus worker of Georgia local 3265
    - Sent a letter to Dr. Whitten to reverse layoff decision
    - Layoff unnecessary due to KSU record enrollment, budget planning for reduction already in place, and are discriminatory
  - c) Benefits fair not held in person this year. Virtual benefits fair scheduled October 19-23. Open enrollment begins October 24, 2020.
  - d) Representation from Student Affairs was needed on Staff Senate. Lindsay Montgomery was voted in as senator.
  - e) Dr. Hicks gave update – health plans continuing with \$100 well-being credit, spouse and nonsmoking declaration still required of benefits
  - f) Many committees have not met so there were no other updates.
  
- b) Faculty Senate-Amy Buddie
  - a) President Whitten spoke about COVID-19; most cases have been with students. Off campus student activities are challenging. It is difficult sharing COVID-19 information without violating HIPAA and FERPA. The seven COVID-19 teams are still active and starting to plan for spring 2021. If you have suggestions, please contact the committee chair.
  - b) 15% increase in grant awards and 40% increase in proposals submitted
  - c) Research with Relevance-weekly meetings to highlight faculty research
  - d) Provost Schwaig provided an update on the number of tenured and non-tenured positions
  - e) A national search will be conducted for Ron Matson's replacement.
  - f) Various Resolutions were addressed. They can be reviewed on the agenda for August 2020 meeting found [here](#).
    - Course caps resolution-standards on how big general education classes can be; KSU has several that exceed the limits
    - Anti-racism resolution
  - g) Centers and Institutes Taskforce-policy under review
  - h) Motion to include dashboard on COVID-19 infections on website.
  
- c) Policy Council-Randy Kennedy
  - a) Met on 9/15/20. Reviewed policy process. The policy portal is where you can view current, updated, and policies under review.

- b) Sexual Misconduct Policy reflects the BOR policy instead of KSU having a separate policy. Annual training is required. Deadline is October 30, 2020. Training provided by Everfi.
  - c) Student Code of Conduct-a few changes were made to the policy. New Dean of Students, Dr. Ronald Briggs, might have other suggestions for future edits.
  - d) Center/Institutes-needing to get policy clarified; not necessarily just to remove the center/institute names; want to focus on departments doing research. Ron Matson is assisting until his retirement.
- d) Provost Athletic Oversight Council-Mindy DeBruce and Randy Kennedy
- a) College athletics across the nation are trying to figure out how to play sports and execute competition. NCAA gave parameters for fall dates and how it relates to spring dates. It will be a very busy spring. Teams are getting back to practicing. Four student athletes either serve or have served on SGA; athletes are heavily engaged in leadership.
- e) University Council-Josh Gunn
- a) No updates at this time.
- 4) **Council Roundtable (Announcements/Information Sharing – discussion topics, departmental updates, new initiatives, new/ongoing challenges)**
- a) Randy Kennedy-Registration for spring semester is one month away. Students need to see their advisor. Degree Works will be shut down for two weeks for updates and will be a challenge for staff advisors. Student anxiety may increase.
  - f) Sharon Brownlow-Parent and Family Programs will not be hosting the traditional fall family weekend. This fall, “Choose Your Own Adventure” will be held October 2-November 22. PFA will promote ways to connect on and off campus. President Whitten will give recorded addresses to kick off and conclude the program. Dr. Adriane Randolph will also address the PFA.
  - g) Josh Gunn-Dr. Meg Bowles resigned and no longer with KSU Student Health Services. A national search will be conducted to refill her position. Other providers are in place during the interim.
  - h) Josh Gunn-October is Mental Illness Awareness Month. The Health and Wellbeing newsletter will hopefully be emailed to all students. Many events will be occurring. Please look for marketing of events and share.
  - i) Amy Buddie-First Year Scholars deadline is 9.18.20. Application is short, great way for students to get involved with research early. Doing workshops virtually to keep students involved. <https://research.kennesaw.edu/our/first-year-scholars/2020-2021-projects-index.php>
  - j) Sharon Brownlow-Will share the First Year Scholars deadline and Mental Illness Awareness Month information on the parent portal.

k) Ana Baida-Enrollment Services is launching a new call center that will have a catchy new phone number. The goal is to have it active by October 1, 2020. The call center will be staffed 8 am to 10 pm (5-10 pm staffed by students).

5) **Action Items**

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

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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.*

*October 15*

*November 19*

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