

# Kennesaw State University Administrator's Council

Meeting Minutes from 1/23/20

1:30 – 3:00pm, Marietta Campus, Q 204 Engineering Technology Building

Present:

Randy Kennedy, Chair Elect  
Tamara Livingston, Recording  
Secretary  
Amy Buddie  
Alex Lehocky  
Linda Golian-Lui  
Josh Gunn  
Andy Altizar  
Edward Stephens

Carmen Alexander  
Veronica Trammell  
Karen McDonnell  
Christy Storey  
Kevin Gwaltney  
Karen Carlisle  
  
Guest: Eutopia Johnson

## CALL TO ORDER AND BUSINESS

- The meeting was called to order by Randy Kennedy at 1:30 PM
- The members introduced themselves
- A motion was made to approve the minutes from the October meeting, and the motion was seconded.

## GUEST SPEAKERS

- Karen McDonnell – Human Resources - Critical Hire Process & E-Performance Tool

### E-PERFORMANCE TOOL QUESTIONS AND ANSWERS

- Karen opened the floor to questions about the E-Performance tool which went live in mid January.
- There was a question about the ethics and professional development sections of the tool. According to Karen, these are optional for this cycle. Since the tool was developed for the entire USG, it is quite robust in order to handle a variety of needs
- A member posed a question about which tool faculty administrators should use. Karen responded they should use Digital Measures, not the E-Performance tool.
- There was a question about which rankings required comments; the answer is only the highest (exemplary) and lowest, although comments are always helpful especially for the Superior and Emerging rankings.
- HR is still interested in feedback, we are the first testers, will go live for rest of System later in Spring
- Other comments – the file for supervisors for this year was helpful (since we had to skip some pieces); will it create confusion since it does not mesh with the fiscal year? Karen says at this point we are waiting for a complete roll out this year. As soon as 2020 tool is available (after close of 2019 cycle), staff can upload goals, do mid year check-ins, enter goals, other items. There is an interim evaluation for those under 6 months. Is there a way to print or export? Yes, it is an option in the upper right-hand corner of the tool.

- Karen mentioned two known complaints shared by KSU departments. The number of items in the Performance Factors tab, for example. Karen asked for staff to provide feedback as which ones we should keep if the number were reduced.
- According to Karen, we are not required to complete the Institutional Values tab. She noted that Strategic Communication created the values, and she is encouraging them to train staff on how these translate into performance evaluation.
- A Council member asked whether departments can upload their own values and Karen said this is something they are working on adding.

## CRITICAL HIRE PROCESS

According to Karen, the new Critical Hire Policy came into effect quite suddenly; it was communicated late on a Friday before break and was in effect by that Sunday, so HR is working to create appropriate processes and tools for implementing it. The source of the policy is a directive from Governor's Office affecting all state agencies. Fortunately for the USG, we are allowed to select those deemed as critical hires at the agency level (other state agencies must have all critical hires approved by the Governor's Office of Planning and Budget). Additional requirements are still be adding, so HR has had to work quickly to update processes accordingly.

**Impact on KSU:** Instructional faculty positions must be reviewed by Provost, the President and CFO, then they can be posted. For administrative faculty and staff – all three must approve of the position, then it must be sent downtown for final approval. The process is quite intensive with a strong emphasis on appropriate justifications for the position. Critical hires are defined separately from “important” hires – in general critical hires must directly impact student success, compliance and accreditation, or health and safety. Any position with a midpoint of \$40K or higher must go downtown for approval. For full time faculty positions, HR determines whether or not it is a critical hire. HR is putting a process in place for staff and administrative faculty. The approval process is streamlined: requests received by HR on or before Thursday will be approved (or denied) on Friday. If approved they will be sent downtown with a two-week turn-around time. HR sends them downtown in batches of 10. Academic requests are reviewed by Kat Schwag. The policy includes reclassifications if the salary level is in the \$40K bracket. For more details, see the HR website – Critical Hire process. This is a financial belt-tightening measure since state revenues are down. No clear indication how long this will last but all indications are that it will endure through at least the current legislative cycle if not the current academic semester.

- Eutopia Johnson - Environmental Safety – New Incident Reporting Tool to Replace Paper-Based System

EHS has just initiated the ETQ Alliance reporting tool  
[\(<https://kennesaw.etq.com/prod/rel/#/app/auth/login>\)](https://kennesaw.etq.com/prod/rel/#/app/auth/login)

This new tool will be effective beginning February 1. Eutopia has been making the rounds training departments to use the tool. It will be accessible from MyKSU and others have links to it (HR, ENHS). All users will have access to incidents, accidents and safety reporting module. EHS has been using it internally for a while.

Eutopia than demonstrated how to use the tool. Training on the new system is available in Owl Train. Eutopia is happy to come and do departmental demonstrations. Officially

launches the first week of February at which time EHS will remove the other forms from their website. This tool is helpful because it brings together different formally disparate processes that may overlap depending on the issue. There were a number of questions about the scope of reporting and who is responsible. Eutopia is interested in more information rather than less. It also helps make sure that necessary repairs are made if it is a facilities issue. Eutopia encourages everyone to try it, create and delete some dummy incidents.

## COUNCIL BUSINESS

- Kevin Gwaltney – Policy Process Council and Andy Altizer – Public Safety  
UPDATED UNMANED AEIRAL SYSTEMS (DRONE) POLICY

Andy Altizer reported on the changes to KSU's drone policy in order to comply with new FAA policies. Public Safety's number one focus is safety, then privacy (for example, not using drones to spy on people) and supporting education (using drones as part of learning activities). What has changed is that now FAA must approve drone flights, not Public Safety. Public Safety has the authority to intervene with a drone in flight, however. Public Safety needs to be notified for an approved drone in advance. The purchase of a drone or drone parts require the CBOs explicit permission. The last change was cleaning up the references section. There are currently three approved drones: that used by Strategic Communications, the football drone, and those used by the aerospace engineering program. Sometimes there are contractors that need to use drones to survey buildings, in support of academic activities, and for construction. Students who want to fly drones as a hobby can do so in designated areas at designated times only.

## OTHER REPORTS

Randy Kennedy reported on Cobb County SPLOST changes coming to the Big Shanty-Campus Loop Road intersection near Chastain – left hand turns will be prohibited from Big Shanty off Campus Loop Road and traffic will be routed to the right where they will use a roundabout to turn around to exit left on Chastain.

There were no additional reports or updates.

The meeting was adjourned at 3:00.

Respectfully submitted,

Tamara Livingston