

Kennesaw State University Administrator's Council

Meeting Minutes from 9/26/19

1:30 – 3:00pm, Marietta Campus, Q204

Present:

Randy Kennedy, Chair Elect  
Tamara Livingston, Recording Secretary  
Amy Buddie  
Veronica Trammel  
Stephen Gay  
Karen McDonnell

Christy Storey  
Scott Bryant  
Lesley Netter-Snowden  
Brenda Stopher  
Kathryn Gaylord-Miles  
Chris Sharpe

CALL TO ORDER

- The meeting was called to order by Randy Kennedy at 1:34 pm.
- Members of the Council introduced themselves.
- The May and August minutes were approved.

2. Guest Speakers:

- Sylvia Carey-Butler - Chief Diversity Officer – was scheduled to present but was unable to make it and will reschedule.
- Lesley Netter-Snowden: Lesley introduced herself and spoke a little about her background. She explained that she has a dual role as Chief Institutional Auditor (appointed in 2017) and as Assistant Vice President for Campus Services (appointed in August 2019), in which she oversees bookstore, card services, dining services, parking and transportation, the print shop, the mailroom, housing and residence life.

Chris asked if printing services would be extended to the Marietta campus - Lesley replied that she would look into this.

Randy brought up the fact that the use of electronic textbooks with links to materials from outside vendors requiring multiple passwords was very confusing to students – it was suggested that integrating these through D2L would be helpful.

Amy asked about plans for waitlisted students for campus housing – Lesley replied that the University is currently working on a plan to address this.

- Brenda Stopher – Brenda noted that there are currently three major searches to fill Cabinet positions – these are the Auditor position, the VP of Finance position to replace Julie Peterson who will be leaving December 1, and the VP for Student Affairs, to replace K.C. White who is leaving in early October.

She noted that Career Planning and Development is now part of Enrollment Services in order to give students a clear pathway between studies and a career.

Brenda said that a final count for fall enrollment was not yet possible due to the time it takes to process deletions, non-payments, etc. and that the process to reinstate dropped students is manual and takes time.

Students are now able to receive messages via text for such things as payment deadlines, financial aid deadlines, etc. This is proving to be effective as many students do not read their student e-mails.

This year was the largest ever freshman enrollment, with a 36% increase over last year making KSU second only after UGA for undergraduate enrollment.

Due to heavy fall enrollment there is a strong emphasis on e-core classes to fulfill class requests. KSU is working hard to overcome shortages of teaching faculty and classroom space. Part of the demand is also due to the elimination of the KSU 1101 as a requirement meaning that those students are now looking for classes to fill this gap. Randy asked about possible different term options – Brenda said they are looking into it.

- Stephen Gay – Hardware replacement. Microsoft support for Windows 7 will end 1/14/20 so UITS is working to surplus all Windows 7 devices to avoid become a security risk.

There was a question about what was meant by lifecycle replacement. He replied that it applies to both Macs and PCs. The idea is that as the equipment ages out that it be replaced by a lap top that simulates a desk top machine.

### 3. Council Business

UITS Report – Veronica explained that anyone can use the Call option on the DUO authentication application but you have to pick up the phone and listen to the message. The code changes each time.

Veronica noted that required trainings were due on Monday. The Council members discussed this as many had not heard of the deadlines. A decision was made to postpone the deadline to give everyone a chance to comply.

There were no updates from Council Representatives on KSU Committees and Council.

The meeting ended at 3:30 - a motion was made to adjourn and was seconded.

Respectfully submitted,

Tamara Livingston