

## **ADMINISTRATORS' COUNCIL MEETING – APRIL 13, 2017**

The Administrators' Council meeting was called to order by the Chair, Dr. Tamara Livingston, at 3:06pm in the Dogwood Dining Room on the Marietta campus.

**Present:** Tamara Livingston, Sherry Grable, Karen Carlisle, Mark Lawson, Gary Bush, Michael Lindsay II, Roger Stearns, Christy Storey, Tara McDuffie, and Kathy Alday.

### **Welcome and order of business**

**Guest Speakers: Mr. Kim West, Associate Vice President for Enrollment Services and Ms. Ana Edwards, Senior Associate Registrar.**

Ana presented information on FERPA. April is FERPA Awareness Month. FERPA is the federal law enacted to protect student records. Students are notified of their rights and can review or amend them, or file complaints. Regarding what is permissible to disclose, Ana said that directory information is allowed: name, field of study, advisor, dates of attendance, degrees awarded, participation in RSOs or Sports, and weight and height of athletic participants. GPA, course information, race, ethnicity, gender, health records, employment records, and services use are not to be disclosed. Students may select to opt out of having their information released. Once the student has opted out, the information will show up in red in Banner. FERPA begins when a student is admitted to KSU. Before any information is provided to parents by any administrator or anyone at the University, students must provide written consent. Sometimes, it is hard for parents to understand why information can't just be released to them. Data can be used for a "legitimate educational purpose." This is information that is necessary to perform tasks, and is used within the context of an official agency relevant for students. Data must be transmitted via email with password-protected encrypted file. Sensitive emails should be sent within the same server, not to email accounts outside the network.

Kim discussed the "Fixed Seat Model," which will go into effect for Fall 2018, but the University must be ready by August 1, 2017 since Admissions opens on that date. Regarding the admissions process, current KSU SAT/ACT entrance scores and HS GPA will not change. The Freshman Index will be used in determining an applicant's admissibility. The early action deadline is November 1; the regular admissions deadline in March 1. A \$200 enrollment deposit which includes the \$60 orientation fee is due May 1. This deposit is non-refundable. Those students who are on the waiting list will be offered admission based on the size of the incoming class and capacity. Students who are displaced will be served through Georgia Highlands College or a TCSG institution. Pathways will be created for these students. The Freshman Index (FI) is used by most institutions, but it has not yet been approved by the President and Provost.

Kim stated that they are still finalizing all processes, but the institution will look very different in three years!

### **Council Business**

#### ***Minutes***

The minutes from the March meeting were approved.

#### ***Council Representative Reports***

##### ***Presidential Transition***

Some discussion occurred regarding the document related to Administrative Modernization.

##### ***PPBAC***

Rai reported there is a BOR meeting next week for allocation of the FY18 budget. The board will also decide merit percentages this Friday.

##### ***Parking Committee***

Tamara announced that Aaron Fowler, Director of Parking and Transportation, will be at our May meeting.

**Council Roundtable/Information Sharing**

Tamara reported that Information Governance Committee will be using the BOR Record Retention Policy will be used as its guiding document. The committee will be looking at high-risk units, beginning with Human Resources. It will also be looking at how to encompass all data, paper *and* electronic. Tamara said this could possibly feed into the President’s Administrative Modernization Initiative. The hope is to create a record retention schedule specific to KSU.

Someone asked if there was any additional information regarding FLSA. No one had heard any new information. Tara McDuffie said there seems to be a problem with comp time. It may be calculating incorrectly at time, not time and a half. Tamara said she will reach out to the new HR head to see if she will be able to attend our next meeting.

Josh Gunn asked members to let him know if they have any items for the upcoming University Council meeting.

**Announcements**

Next month is the last meeting of the Admin Council. We will have elections for Vice Chair and Secretary. Tamara and Kathy will be stepping down from those positions, and Teresa Johnston will assume the role of Chair.

With no further business to discuss, the meeting was adjourned at 4:10pm. Our next and final meeting for the semester will be held on Thursday, May 11 on the Kennesaw campus. Location will be announced.

Respectfully submitted,



Katherine E. Alday, Secretary