

## **ADMINISTRATORS' COUNCIL MEETING SEPTEMBER 8, 2016**

The Administrators' Council meeting was called to order by Chair, Dr. Tamara Livingston, at 3pm in Room 216 of the Wilson Student Center.

Present: Kathy Alday, Ana Baida, Melisa Baldwin, Karen Carlisle, Jeff Cooper, Marty Elliott, Joe Feldman, Josh Gunn, Sarah Holliday, Tommy Jackson, Jeremy Johnson, Teresa Johnston, Tamara Livingston, Rai Sookram, Mark Lawson, Michael Lindsay, Tara McDuffie (for Iyonka Strawn-Valcy), Len Ohnstad, Matthew Robison, Rai Sookram, Roger Stearns, Veronica Trammell, Christy Storey.

**Welcome and order of business – Tamara Livingston, Chair**

### **Guest Speakers**

#### **Quality Enhancement Plan Update**

- *Dr. Jorge Perez, Vice Provost for Institutional Effectiveness*
- *Dr. Stephanie Foote, Director, Master of Science in First-Year Studies and Professor of Education*

Dr. Perez explained that the staff members of the Office of Institutional Effectiveness are stewards of KSU's key initiatives, including the QEP. The QEP helps the institution to look forward in determining its goals in one or more areas of focus for student learning. Dr. Foote distributed a "QEP Concept Paper" developed by her, Brian Wooten, and Adrian Epps. She reiterated the QEP selection process from spring, stating that the three submitted proposals were combined into one: *Engaging in Transformative Learning. Transform KSU* is the working title. Discovery, experience, reflection, and application are the components of Transformative Learning. Dr. Foote invited everyone to view the QEP website at [qep.kennesaw.edu](http://qep.kennesaw.edu). The QEP won't be final until 2019 when it is approved by SACSCOC.

### **Questions**

Ana Baida commented that her area would be very interested in any kind of cocurricular transcript as part of the experience. Tamara inquired about how units who don't have student contact could be involved; Stephanie suggested collaborating with other units that do have student contact. Tamara also asked how the QEP meshes with other KSU initiatives. Jorge responded that all initiatives are intended to improve KSU.

## **Sexual Misconduct Policy**

- *Erika Gravitt, Executive Director of Institutional Equity*
- *Susan Paraska, Director of Planning, Policy, and Performance*

Susan stated that KSU's Sexual Misconduct Policy has been revised, and that the Policy Process Council is the vehicle that shepherds policies through the system and helps all to be aware of them. Erika distributed a document explaining the new policy, which was effective July 1, 2016 for all USG institutions. The policy was revised based on some concerns from the GA State Legislature regarding due process of some cases at Georgia Tech. The USG System created a draft policy and solicited feedback from all institutions. Each campus then held training on the new policy (KSU's was July 25-26).

Erika pointed out the differences between the old policy and the new one, among them: definitions (each institution had its own definitions, and now there is one definition); interim suspensions (the student can respond immediately now); use of advisors; investigations (sanctions will now be chosen by the panel instead of Erika's office); and all cases automatically go to hearings. To view the policy, please go to <http://policy.kennesaw.edu/content/sexual-misconduct-policy>.

## **Questions**

Tamara asked if there were any particular implications for the Admin Council. Erika stated that if we hear anything about any incident, we MUST report it. Faculty and staff members are considered mandatory reporters. The only areas that do not have to report are the Office of Victim Services, Center for Young Adult Addiction Recovery, Counseling & Psychological Services, and the Health Clinic. Erika emphasized that we cannot keep things confidential, and that we should inform students that we have to report when we become aware of any incident or situation. Erika strongly emphasized that it is not our job to investigate....only to report! She also stated that web-based training would be launched in the future.

## **Council Roundtable Announcements/Information Sharing**

For the benefit of new members, Tamara explained how meetings are conducted and that she often invites guest speakers based on current issues of interest. She also explained that the Administrators' Council is not part of shared governance, but that it does have a voice.

## **Introduction of all present**

Teresa Johnston – Center for Young Adult Addiction and Recovery and Part-time Instructor of Psychology

Ana Baida – Executive Director, Career Planning and Development

Michael Lindsay – Director of Development, College of Computing and Software Engineering

Karen Carlisle – Director of Development, Coles College of Business

Iyonka Strawn-Valcy – Director, Education Abroad and Exchange Programs (represented today by Tara McDuffie, Assistant Director)

Sarah Holliday – Faculty Director of General Education and Assoc. Prof. of Mathematics

Rai Sookram – Budget Director, Office of Budget and Planning

Jeff Cooper – Director of Residence Life

Jim Cope – Executive Director of Distance Learning and Prof. of English and English Education

Veronica Trammell – Executive Director, LTAO & Part-time Instructor of Education

Josh Gunn – Assistant Dean of Student Success Services and Executive Director of Counseling

Christy Storey – Director of Operations, Burruss Institute of Public Service

Mark Lawson – Director of Real Estate and Housing Operations

Jeremy Johnson – Executive Director, Auxiliary Services and Programs

Joe Feldman – Assistant Director of Athletic Communications

Roger Stearns – Assistant Vice President of Public Safety and Chief of Police

Kathy Alday – Assistant Vice President of Student Affairs, Marietta

Tamara Livingston – Executive Director of Museums, Archives, and Rare Books and Part-time Professor of Music History

## **Council Business**

The minutes from August meeting were approved.

Vice-chair Paul Parker has had to resign from the Council, so the Council needs a replacement for him. Jeff Cooper nominated Josh Gunn, who respectfully declined the nomination. Teresa Johnston volunteered.

## **Committee Representation**

Policy Council – Tamara Livingston

Parking & Transportation – Kathy Alday

Athletics – Marty Elliott  
University Council – Chris Hutt  
QEP - ?  
Staff Senate – Veronica Trammell

Veronica reported on the August meeting of the Staff Senate, which was mostly informational. Dr. Davis was the speaker. There is not good news about benefits. Lots of conversation about FLSA.

**Roundtable Discussion/Issues/Concerns/Announcements**

FLSA: Ana Baida commented that we need to hear from HR about FLSA, even if just to hear who's exempt and who's non exempt. Roger Stearns thinks the delay is due to waiting on approval of budget. Ana also expressed a desire for HR to work through managers for communication. Tamara will approach Alicia to ask how the Admin Council can help.

A couple of individuals expressed frustration with the process for using Foundation Funds and about trainings that had been offered. Mark will ask someone from the Foundation to come to a meeting to address questions and concerns.

Roger announced that 9/21/16 is Safety Day on the Kennesaw Campus Green from 10am-2pm. A Safety Day will be held on the Marietta campus in the Spring Semester.

Veronica moved to adjourn; practically everyone seconded. With no further business to discuss, the meeting was adjourned.

Respectfully submitted,



Katherine E. Alday, Secretary