



Kennesaw State University Policy Process Council Meeting Summary

March 21, 2023

11:00 – 12:30

Via TEAMS

Members: Matt Bain, Brenda Crawford, Barbara Hair, Jeff Delaney, Scott Nowak, Ian Ferguson, Leigh Funk, Brian Etheridge, Bethany Fortson, Stephen Gay, Ryan McLemore, Nwakaego Nkumeh Walker, Laura Palmer, Amy Phillips, Randy Stuart, LaJuan Simpson-Wilkey, Jay Thomas, Veronica Trammell, Robert Bridges, Alex McGee, , Amber Smith, Teresa Johnston

Members Excused:

Invitees: NA

Agenda:

New Business

1. Updates on the New Policy Portal App
Based on suggestions from PPC members at the January 2023 meeting, we have made the following updates to the Policy Portal Application:
 - a. Each policy now has an individual link that can be used to give direct access to users on other websites. NOTE: Access is only granted to individuals within KSU.
 - b. Responsible Office and a department/unit level contact email has been updated on the Smartsheet policy report. I have contacted a few individuals to determine if they want to add a department/unit level email for their policies.
 - c. A column for Topic has also been added to give users another way of identifying a policy they may be looking for. Right now, the primary sort order is still alphabetical, but we can change that as the membership discusses.
2. PPC Review of Policy on Policies
 - a. Laura Palmer asked to begin discussions on the use of inclusive language within KSU Institutional Policies. Academic Affairs, would like to hold on this for now given all the campus-wide discussions underway relating to other initiatives. This will be added to the Council's agenda for next fall.
 - b. As outlined in the Policy on Policies, this policy should be reviewed annually by members of the Policy Process Council. I have reviewed the policy, and I do not have any update recommendations to offer.
3. Tentative Review & Discussion of the Out-of-State Employment Policy – Amy Phillips
 - a. If this policy is ready for review by Friday March 17, it will be sent to you separately. If not, it will be moved to the April meeting.
4. Update on the Information Items
 - a. The policies listed below are being sent for review unless otherwise listed below.

Information Items

Annual Re-Reviews in Progress

Access to University Facilities Policy

ADA Reasonable Accommodations Policy

Advertising Policy
Alcohol and Other Drug Policy
Attendance Policy
Conduct Guidelines (Employees)
Environmental and Occupational Safety Policy
Establish or Change of Elective Fee or Special Charge Policy
Hazing Policy
Inclement Weather Staffing Policy
Motor Vehicle Operator Policy
Outdoor Amplified Sound Policy
Performance Management Policy
Policy on University Policies
Programs Serving Minors Policy
Records and Information Management Policy
Relocation Policy
Smoke-Free and Tobacco-Free Policy
Unmanned Aerial System and Other Aircraft Policy
Waiver Administration Policy

Annual Re-Reviews Completed

Substantive Change Policy – No Changes

Travel Policy – Editorial Updates

Meeting Schedule

2022-2023 Meetings – Tuesdays, 11:00 - 12:30 pm as follows:

- September 20, 2022
- November 15, 2022
- January 17, 2023
- February 21, 2023 (Cancelled – No Policies)
- March 21, 2023
- April 18, 2023