



## Kennesaw State University Policy Process Council Meeting Summary

April 18, 2023

11:00 – 12:30

Via TEAMS

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**Members:** Matt Bain, Brenda Crawford, 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
  - a. We are still researching how to make the portal searchable by term.
2. Proposed Cohort schedule for policy annual reviews
  - a. Group A (19) - UITS = 19 policies (May)
  - b. Group B (10) – Strat Com (1), Campus Safety (3), Legal Affairs (1), Facilities (2), EEO (2), Records Management (1) (June)
  - c. Group C (10) – Academic Affairs (4), Student Affairs (4), Research (1), Enrollment Services (1) May
  - d. Group D (9) – Finance (May)
  - e. Group E (10) – Human Resources (10) July
  - f. Group F (9) – Human Resources (9) July
3. AY24 Preparation
  - a. Meeting Schedule Sept 19, Nov 14, Feb 20, April 15
  - b. Meeting Modality Preference – PPC members prefer to continue meeting every other month virtually
  - c. Membership Changes
    - i. Rotating off and no replacement yet: Randy Stuart (faculty senate); Robert Bridges (staff senate); Alex McGee (leaving the institution)
    - ii. Veronica Trammell will be replaced by Sherry Grable
    - iii. Staying on the committee: Stephen Gay, Jeff Delaney, Raquel Monterroso, Brenda Crawford, Jay Thomas, Scott Nowak, Matt Bain, Ryan McLemore, Nwakaego Nkumeh Walker, Amber Smith,
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  
Attendance Policy  
Conduct Guidelines (Employees)  
Establish or Change of Elective Fee or Special Charge Policy  
Inclement Weather Staffing 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

Annual Re-Reviews Completed

Substantive Change Policy – No Changes  
Travel Policy – Editorial Updates  
Hazing Policy – No Changes  
Outdoor Amplified Sound Policy – No Changes  
Alcohol and Other Drug Policy – Editorial Updates  
Motor Vehicle Operator Policy – Editorial Updates  
Waiver Administration Policy – Editorial Updates  
Environmental and Occupational Safety Policy – Editorial Updates

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**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