Kennesaw State University	
Policy Process Council URL: https://policy.kennesaw.edu/	**Date: September 22, 2015** **Time: 10:00 AM – 11:30 PM** **Location: Marietta Campus,** **Q 204**

Proposed Agenda

1) Greetings and Introductions Around the Table

2) About the Policy Process Council

3) Status of Policy and Overview of Fall 2015 Meetings of Shared Governance and Administrative Bodies

4) Other Business

5) Adjourn

Dial-in Number	678-915-3441
Guests	Kathy Maschke (Operations) and Bill Moore (UITS)
Preparation	Please review materials sent with the agenda.
Please Review/ Comment/Approve	NA
Please Bring	As we are striving to support a paperless environment, *please bring any documents/materials you may need for your use during the meeting*. Information will be displayed through technology resources during the meeting—as available.

Representatives		
Name	**Attendance**	**Representative's Area**
Melisa Baldwin	Yes	University Advancement and Development
Jamilah-Renay Bouges	Yes	Student Government Association - Senator
Jill Brady	No	Enrollment Services (OWG-31)
Maria Britt	No	Operations and CIO/CBO
Tammy DeMel	No	External Affairs
Katie Egloff	No	Athletics Department
Dr. Joel Fowler	Yes	University Ombuds (OWG-49)
Melissa Kramschuster	No	Student Government Association - Director
Lectra Lawhorne	No	University Information Technology Services, Ex-Officio
Ann Lay	Yes	Staff Senate
Dr. Tamara Livingston	Yes	Administrators Council
Dr. Ron Lunk	Yes	Student Life (OWG-50)
Dr. Ron Matson	Yes	Academic Affairs and Deans Council

Dr. Bob Mattox	No	Student Policy
Dr. Doug Moodie	Yes	Faculty Senate
Nwakaego Nkumeh, J.D.	No	Legal Affairs
Susan Paraska	Yes	Institutional Effectiveness, Chair
Dr. Alice Pate	Yes	Chairs and Directors Assembly
Diane Walker, J.D.	Yes	Student Affairs

1. Greetings and Introductions

Welcome to returning and new representatives; introductions around the table.

For Fall 2015 we also welcome the co-chairs of three of the Consolidation Operational Working Groups to participate in the Council during the fall semester as a part of the transition process. The three OWGs invited for this transition period are:

> Ms. Jill Brady, co-chair of OWG-31, Preparation of Merged Catalogs
> Dr. Joel Fowler, co-chair of OWG-49, Faculty and Staff Policy Mergers and Handbooks
> Dr. Ron Lunk, co-chair of OWG-50, Student Policy Mergers and Handbooks

2. About the Policy Process Council

The Policy Process Council was approved as a University standing committee in December 2012 to manage University policy through its review and approval. During the first half of 2013, a policy audit was conducted to determine which policies would be posted to the new policy portal, Policy at KSU. At the same time, handbooks were being reviewed and updated. Following the policy audit, all University policies to be posted were reviewed for accuracy and currency, signed off by the responsible vice president, and approved by the President's Cabinet for re-posting.

Proposed policy is developed and review at several levels before it is formally presented to the University's elected advisory governance bodies and to the administrative bodies. The types of review that can occur during in the development of a policy can include internal review within a department or college, small working groups representative of constituents affected by a policy, collaboration among members of the President's Cabinet, and collaboration between vice presidents, to name a few.

New policy and revised policy (based on substantive revision) are formally presented to the elected advisory governance bodies—the Faculty Senate, the Staff Senate, and the Student Government Association for review, comment, and concurrence. Additionally, new policy and revised policy are reviewed by the University's administrative bodies—the Academic Council of Deans, Chairs and Directors Assembly, and Administrators Council. Comments and

recommendations are recorded on the policy document as it moves through the review process. The policy document with all of the comments, recommendations, and decisions is presented to the University Council so that the leadership of the shared governance bodies see the final version before it is presented to the President's Cabinet for review and then to the President for final review and decision.

Upon signature by the President, a copy of the now approved policy is provided to the responsible office for implementation, is posted to the policy website, and a KSU Inform is generated to advise the University of the new or revised policy.

This collaborative review has ensured transparency of the policy review and approval process and allowed for open discussion on policy matters in order to reach agreement on the course of policy action for the University as a whole. The Policy Process Council representative role is to assist in the process by offering feedback on proposed new policy from the perspective of his/her constituency and to communicate back to his/her constituency about new or revised policy. Additionally, if the need arises for development of new policy or to review existing policy within a division or KSU organization, Council representatives can provide assistance to their constituency.

Discussion

On policy format, there is a question as to whether or not a policy should contain only the policy and not related procedures and information items. Clarity on this point would help policy writers, policy reviewers and Council members.

This will be added to the October 27, 2015 agenda for clarification.

3. Status of Policy

   a. **Web Accessibility – new policy in response to federal regulation. (Attachment A)**
      Responsible Office: Vice President for Operations and Chief Information Officer/Chief Business Officer
      Status: Internal Review.

      This policy addresses accessibility to University web pages or sites by persons both on and off University property. Accessibility is made possible through technology applications and tools in addition to technology assistance and accommodations to assist with accessibility. The proposed policy is being reviewed by the Provost and the vice president for Student Affairs. There may be changes to the policy as written today.

      Comments provided by Council representatives are included with the proposed policy at Attachment A.

Discussion

The heart of the policy is buried in the "Background," i.e., the statement that KSU follows BOR policy. It communicates three important things: that there is a Board of Regents' (BOR) policy, where to find the BOR policy, and (from the absence of additional requirements) that KSU doesn't go beyond BOR policy. The inclusion of the office list, contact numbers, etc. is problematic because it is information and does not set policy. Two options to consider for the list are: 1) to include the responsibilities of the listed offices which would be a matter of policy, or 2) consider modifying or deleting that section.

b. **Risk Management for Experiential Learning – new policy – proposed by working group comprised of faculty and staff. (Attachment B)**

   Responsible Office: Vice President for Operations and Chief Information Officer/Chief Business Officer
   Status: Internal Review.

   The development of a policy to address liability associated with students completing course work at off-site locations such as a clinical that is a degree program requirement. A policy working group with representatives of Academic Affairs, Risk Management, Legal Affairs, Student Affairs, and Operations drafted a proposed policy. The proposed policy was revised by the Office of the Vice President for Operations and Chief Information Officer/Chief Business Officer. The revised policy is under review by Academic Affairs and Student Affairs.

   Comments provided by Council representatives are included with the proposed policy at Attachment B.

   Discussion

   Experiential learning will continue to become a part of KSU's educational experience. The challenge will be in having a single policy that can cover everything people would need to know or to do.

c. **Unmanned Aerial System and Other Aircraft – new policy – public safety and federal regulation. (Attachment C)**

   Responsible Office: Vice President for Operations and Chief Information Officer/Chief Business Officer

   Status: Submitted to the Policy Process Council (PPC). PPC offered comment to Maria

Britt who is collaborating with academic units and others based on comments. Awaiting updated policy from Operations prior to submitting it for review through shared governance.

Comments provided by Council representatives are included with the proposed policy at Attachment C.

Discussion

From Operations via email:
1. 08/25/2015 Maria Britt and Andy Altizer mentioned the proposed UAS policy to University Safety Council and that it would be coming forward this fall for shared governance review and feedback to the KSU Policy Council.
2. 09/21/2015 both Dr. Papp and Cobb County International Airport have now signed a Memorandum of Understanding (MOU) related to UAS and communication requirements for KSU and the airport.
3. 09/22/2015 Per Maria Britt, an advance copy of the proposed policy and form has been sent to all members of the University Safety Council and advised it's being proposed for shared governance process this fall and that all feedback should go to the KSU Policy Council at policy@kennesaw.edu. We've reminded Safety Council members to make their departments aware of the proposed policy and the shared governance process for feedback, and so they can communicate the safety concerns related to the policy. The Council includes representation from the College of Engineering and Engineering Technology (Renee Butler) and the Student Government Association (Aaron Roberson, SGA President).
4. 09/22/2015 Per Maria Britt, we've requested Kasey Helton, Assistant Vice President and Director of Marietta Campus Operations, to reach out to her contacts in the student groups currently involved on the Marietta Campus so they are aware this is coming for shared governance and feedback. We also included Drs. K.C. White and Michael Sanseviro in that communication so that Kasey can also reach out to Division of Student Affairs with respect to the Marietta Campus Operations and students.
5. A proposed form is under development and under review by the KSU Department of Public Safety.

d. Propriety of Expense Policy – new policy. (Attachment D)

Responsible Office: Vice President for Operations and Chief Information Officer/Chief Business Officer

Status: Policy Process Council representatives offered comments on the proposed policy that were sent to Maria Britt for consideration.

Comments provided by Council representatives are included with the proposed policy at Attachment D.

Discussion

The proposed policy appears to be procedural and may not be necessary if this information is already contained in other areas such as procurement and contracting. Several representatives commented that they did not find this proposed policy to be necessary. There was a recommendation to offer documentation online that refers to existing policy and procedure such as what was done for travel and purchasing card training.

From Operations, via email:
To follow-up on the Council's discussion today about the proposed Propriety of Expense Policy and whether or not a policy is necessary; it has any or enough "teeth"; and/or if the information could be better communicated through training to campus rather than via additional policy:

1. Examples of similar policies:
   - University of Colorado: http://www.cu.edu/ope/aps/4015
   - University of Denver: http://www.du.edu/bfa/media/documents/policy/DU_Propriety-of-Expense_Policy.pdf
   - Trinity University: http://www.trinity.edu/departments/fiscal_affairs/fapolicy/general/forms/download/BusExpensePolicy.pdf
   - University of Utah: http://regulations.utah.edu/administration/3-010.php
2. KSU Office of Procurement and Contracting (OPC) current information on website:
   As an FYI, KSU also has a procedural document that the Office of Procurement and Contracting (OPC) buyers utilize and that we share with campus: http://www.kennesaw.edu/procurement/files/procuretestpropriety.pdf

e. An overview of the Fall 2015 meetings of the governance and administrative bodies is included for information and planning purposes. (**Attachment E**)

4. Other Business
a. Comments of Council representatives are captured on pages that are included for review at Council meetings. For documentation that is attached with proposed policy that goes beyond the Council, there are two options at present: 1) include the name of the representative to their respective comment, or 2) include the Policy Process Council with the comments. In the past, we used option 2.
b. There were several questions asked about developing policy, vetting policy, and sharing policy.
   1) The Council reviews University policy—policy that impacts those outside of a single division such as Academic Affairs, Student Affairs, or Operations for

example. University policy affects more than one group of University constituents such as students, faculty, staff, or third parties. Policies that are within an office, department, college, or division are handled within those structures according to the head of the organizational structure. Another consideration for creating University level policy is because of a federal, state, or regulatory mandate.

2) When a policy is in development, it is appropriate for the proposed policy to be shared with persons in offices or departments who can offer recommendations or comments. It is important to state that the policy is in development. These recommendations or comments may help the policy writer or sponsor. When the proposed policy is sent to the Policy Process Council it is sent forward in order to begin the process of review by the shared governance and administrative bodies. The comments and recommendations offered by the Council are provided to the responsible office for their consideration.

3) The review by shared governance and administrative bodies will also generate comment and recommendations for the responsible office. The proposed policy is sent to each of these bodies for review at their respective meetings. A representative of the responsible office will be present at each of the meetings to answer questions, clarify as requested, and hear comments and recommendations. It is imperative that proposed policies are forwarded to the elected members of the shared governance bodies and to members of the administrative bodies in advance of scheduled meetings so they may read them in advance.

4) At the end of the University's review process, a policy will evolve that will serve the University in supporting its students, faculty, staff, and third parties (as applicable) and will also ensure the University remains in compliance with federal, state, or other regulatory requirements.

5. Adjourn

The remaining Fall 2015 meetings for the PPC are:
- October 27, 2015 (Kennesaw Campus, Prillaman Hall, HS 2202)
- November 17, 2015 (Marietta Campus, Q 204)

Policy Title	Web Accessibility Statement
Issue Date	*Pending*
Effective Date	*Pending*
Last Updated	NA
Responsible Office	Vice President for Operations and Chief Budget Officer/Chief Information Officer
Contact Information	See Section 6

1. Policy Statement

The creation and dissemination of knowledge and information is a defining characteristic of universities. As such Kennesaw State University (KSU or the University) is committed to ensuring that official Web content and other electronic information associated with University administration, services, courses, or instruction programs and activities conform to widely accepted Web accessibility standards. KSU's goal is to provide effortless access for students, faculty, staff, and visitors to web-based content by maintaining as a minimum standard the guidelines set forth in the University System of Georgia's Web Accessibility Guidelines.

2. Background

Federal law Section 508 Subsection 1194.22 of the Rehabilitation Act and the Board of Regents (BOR) of the University System of Georgia (USG) Web Accessibility Guidelines require that all web content meet the federal government's accessibility guidelines. As such, KSU complies with USG guidelines.

3. Scope

This policy statement affects KSU employees, students, and third parties, which includes but is not limited to guests, vendors, contractors, and University retirees and alumni.

4. Exclusions or Exceptions

There are no exclusions. Individual/personal Web pages published by students, employees, or non-university organizations that are hosted by the University but do not convey or communicate University-related business are strongly encouraged to adopt the University's policy and standards.

5. Definitions and Acronyms

None.

6. Policy

41 University accessibility assistance is provided by several offices as noted below. Staff in these
42 offices work to accommodate requests for access or assistance with access as soon as
43 possible in order to either accommodate the request or identify an effective alternative for the
44 requestor.

Request for	Office	Contact Number	Contact Email
Student Support Services	Student Disability Services	(470) 578-2666	studentdisability@kennesaw.edu
Student Technology Assistance	University Information Technology Services	(470) 578-3555	studenthelpdesk@kennesaw.edu
Faculty Assistance	Distance Learning Center	(470) 578-7550	distancelearning@kennesaw.edu
Employee Disability Assistance	Human Resources Benefits Manager	(470) 578-6030	benefits@kennesaw.edu or hr@kennesaw.edu
Employee Technology Assistance	University Information Technology Services	(470) 578-6999	service@kennesaw.edu
Third Party Technology Assistance	University Information Technology Services	(470) 578-6999	service@kennesaw.edu

45

46 **7. Policies/Regulations Associated with this Policy**
47
48   a. Section 508 Subsection 1194.22 of the Rehabilitation Act
49   b. University System of Georgia Web Accessibility Guidelines
50
51 **8. Procedures Associated with this Policy**
52
53   a. Student Disability Services Accommodations
54   b. Course Development and Review
55
56 **9. Forms Associated with this Policy**
57
58   a. None
59
60
61 **10. Violations**
62

63 Failure to comply with requirements described in Section 508 Subsection 1194.22 of the
64 Rehabilitation Act and the University System of Georgia Web Accessibility Guidelines could
65 result in complaints or litigation. Complaints of this nature are handled by the University Division of
66 Legal Affairs.

67
68 **11. Review Schedule**
69

70 This policy is reviewed annually by the Office of the Vice President for Operations and
71 Chief Information Officer/Chief Business Officer in collaboration with the Office of the
72 Provost and the Division of Student Affairs.

73

74 **Action Log [for Policy Process Review and Coordination]**

Date	Action
August 28, 2015	Proposed policy ready for review.

75

76 **Responsible Office - Required Review and Approval Actions**:

Vice President Sign off; Release	Randy C. Hinds, Ph.D. Vice President for Operations and CIO/CBO	August 28, 2015

77

KSU Review	1st Reading- Date	2nd Reading – Date	Concurrence - Date
Chairs and Directors Assembly			
Council of Academic Deans			
Faculty Senate			
Staff Senate			
Student Government Association†			
University Council			
President's Cabinet			

78 † SGA review and comment if students are included in the policy scope statement.

79 **Approval and Signature**

Presidential Approval	Date:

80

Comment on proposed policy statement: Web Accessibility

The real policy information is buried in the "Background" paragraph, i.e. the statement that we follow BOR policy. It communicates three important things to anyone going to the KSU policies looking for what we have in an area: there is a BOR policy, where to find the BOR policy, and (from the absence of additional requirements) that KSU doesn't go beyond BOR policy. The inclusion of the office list, contact numbers, etc. is more problematic. That section doesn't set any policy. It is information and information that changes relatively often. The author should consider: 1) whether the responsibilities of those offices should be laid out here to constitute a genuine statement of policy; or 2) if not, modify or delete that section.

Policy Title	Risk Management for Experiential Learning Policy
Issue Date	October 1, 2015
Effective Date:	October 1, 2015
Last Updated	Not Applicable
Responsible Office	Vice President and Chief Information Officer(CIO)/Chief Business Officer (CBO) Division
Contact Information:	<u>For Employees (Faculty and Staff)</u>: Office of Enterprise Risk Management (OERM) Phone: 470-578-2599 Email: riskmanagement@kennesaw.edu <u>For Students</u>: Division of Student Affairs Phone: 470.578.6310 Email: deanofstudents@kennesaw.edu

1
2 **1. Policy Purpose Statement**
3
4 This policy defines Kennesaw State University's (KSU or the University) framework for
5 identifying, assessing, and mitigating risks associated with experiential learning programs
6 sponsored by KSU and to ensure the safety and security of participating students, faculty, and
7 staff.
8
9 **2. Background**
10
11 Experiential learning refers to structured student learning designed to occur outside the
12 traditional classroom formally recognized or supported by the University for academic purposes.
13 This type of learning includes activities such as internship, practicum, study abroad, cooperative
14 education (co-op), clinical education, student teaching, field experience, service-learning, and
15 volunteer.
16
17 Experiential learning is an integral part of the academic experience and many of KSU's degree
18 programs. It provides a learning experience for participating students and offers numerous
19 benefits to students, KSU and the participating partners. For participating students, experiential
20 learning offers a valuable way to enhance their university experience and develop fundamental
21 skills. For the University, the enhanced education experience can improve student admission
22 and retention. Experiential learning offers KSU opportunity to build partnerships with its
23 community. For community partners, experiential learning offers the opportunity to participate in
24 the education of the labor forces from which they access and recruit.
25
26 The benefits of experiential learning notwithstanding, such programs present challenges and
27 risks to students, faculty, and the University. The kinds of risk associated with experiential
28 learning activities include but are not be limited to include physical or emotional harm to a
29 student; reputational risk to the University; and physical damage to property (University, student,
30 and others). Such risks must be evaluated and managed by the University to ensure the
31 benefits of experiential learning are not compromised.
32

33   **3. Scope**
34
35   This policy covers the risk management for experiential learning programs that are formally
36   recognized or supported by the University for academic purposes and it applies to participating
37   students, faculty, and staff involved in designing, assigning, and managing experiential learning
38   programs.
39
40   This policy does not govern the academic design or approval of experiential learning.
41   Therefore, academic matters such as the educational goals of the experience, related
42   assessment methods, the determination of academic credit, etc. are governed by other policies
43   of the University.
44
45   **4. Exclusions or Exceptions**
46
47   The policy does not encompass independent student activity or student employment that is not
48   a part of an academic learning experience organized or recognized by the University.
49
50   **5. Definitions and Acronyms**
51
52   ***Clinical education:*** Entails the practice of learned didactic and experiential skills, most
53   frequently in health care and legal settings, under the supervision of a credentialed practitioner.
54
55   ***Cooperative education:*** Special program offered by a department or school in which students
56   alternate work and study, usually spending a number of weeks in study (typically full-time) and a
57   number of weeks in employment away from campus (typically full-time). Alternatively,
58   cooperative education may occur when students simultaneously attend classes part-time and
59   work part-time during consecutive school semesters in an intentionally planned and coordinated
60   way. Students receive academic credit for cooperative education when the experiences meet
61   the criteria for credit (i.e., faculty supervision, reflective components, evidence of learning).
62
63   ***Coordinator:*** refers to the faculty or staff member designated to oversee an experiential
64   learning activity. The Coordinator shall be appointed by the head of the academic or
65   administrative unit involved in the activity (e.g., a department chair, a director, a dean, etc.).
66
67   ***Experiential learning:*** refers to activities in which a student learns though experience, usually
68   by actively applying knowledge, and which are formally recognized or supported by the
69   university. Examples of experiential learning include, but are not limited to, internships, co-ops,
70   practica, clinical education, student teaching, field experience and service learning. Experiential
71   learning can happen on campus or off campus. For the purposes of this policy, experiential
72   learning does not encompass independent activities or employment by a student which is not a
73   part of an academic learning experience organized or recognized by the university.
74
75   ***Field work:*** Supervised student research or practice carried out away from the institution and in
76   direct contact with the people, natural phenomena, or other entities being studied; especially
77   frequent in fields including anthropology, archaeology, sociology, social work, earth sciences,
78   and environmental studies.
79
80   ***Internship:*** Sustained work experience in a student's field of interest assessed by a faculty
81   member and supervised by an employer who is not the faculty member. Work can be part-time

82   or full-time, paid or unpaid, on-campus or off-campus. The design of the internship determines
83   whether or not the student may earn academic credit or have a formal transcript notation.
84
85   *Practicum:* A course or student exercise involving practical experience in a work setting
86   (whether paid or unpaid) as well as theoretical study, including supervised experience as part of
87   professional pre-service education.
88
89   *Service learning:* A course or competency-based, credit-bearing educational experience in
90   which students (a) participate in an organized service activity that meets identified community
91   needs and (b) reflect on the service activity in such a way as to gain further understanding of
92   course content, a broader appreciation of the discipline, and (c) an enhanced sense of civic
93   responsibility.
94
95   *Student teaching:* A student in pre-professional and pre-service teacher education who is
96   gaining required and evaluated experience in supervised teaching.
97
98   *Study abroad:* Students earn academic credit for coursework that occurs outside of one of the
99   fifty states or the District of Columbia.
100
101
102   **6. Policy**
103
104   KSU faculty, staff, and students are required to comply with University policies and procedures
105   while involved in activities held off-campus, including experiential learning activities. Prior to
106   initiating any University sponsored experiential learning programs and activities, faculty and staff
107   are required to identify and assess risks associated with the required learning activity and take
108   reasonable steps to ensure identified risks are eliminated, significantly reduced, or have
109   mitigation strategies in place. The Office of Enterprise Risk Management (OERM) and the
110   Division of Legal Affairs (DLA) can assist and advise on those matters. The head of the
111   academic or administrative unit involved in the experiential learning activity is responsible for
112   ensuring that the risk assessment is completed prior to the start of any experiential learning
113   programs or activities.
114
115   Procedures
116
117   The following departments are responsible for managing related procedures to support KSU
118   experiential learning programs:
119
120   • Risk management, risk assessment, insurance coverage procedures are managed by
121   the Office of Enterprise Risk Management (OERM).
122   • Legal review procedures for contracts and risks are managed by the KSU Division of
123   Legal Affairs (DLA).
124   • Environmental health and safety procedures are managed by the KSU Environmental
125   Health and Safety department (EHS).
126   • Experiential learning program design and approval procedures are managed by
127   respective department program heads and Office of the Provost and Vice President for
128   Academic Affairs (AAF.)
129   • Student development, life, conduct and other services and related procedures are
130   managed by the Division of Student Affairs (DSA).

131   **7. Associated Policies/Regulations**
132
133   a. BOR *Policy Manual*, 7.15 Risk Management Policy
134   b. BOR *Policy Manual*, 7.16 Compliance Policy
135   c. BOR *Policy Manual*, 9.12.4 Environmental and Occupational Safety Policy
136   d. KSU Environmental and Occupational Safety Policy
137   e. U.S. Department of Labor (DOL) *The Fair Labor Standards Act*
138
139   **8. Procedures Associated with this Policy**
140
141   a. Risk Assessment Procedure (under development)
142   b. Environmental Health and Safety Incident Reporting and Investigation
143   c. KSU Concern Website
144   d. KSU Red Flag Reporting
145
146
147   **9. Forms Associated with this Policy**
148
149   a. Experiential Learning Risk Management Checklist
150   b. Guiding Principles for KSU Internship and Co-op Participation
151   c. BOR Guidelines on Personal Safety
152   d. Insurance Information
153   e. USDOL-WHD Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act
154   f. Sample Agreements. See: http://www.usg.edu/legal/documents
155
156
157   **10. Violations**
158
159   Individuals in violation of this policy are subject to a range of sanctions, including but not limited
160   to disciplinary action, dismissal from the University, and/or legal action.
161
162   **11. Review Schedule**
163
164   This policy is reviewed for annually by the vice president for Operations and CIO/CBO or his/her
165   designate(s).
166
167
168
169
170
171   **Action Log [for Policy Process Council records]**

Date	Action	Name
September 8, 2014	Request for information on liability and policy on issues concerning students injured at off campus site in conjunction with unpaid academic-related internship.	Interim Dean Monica Nandan and Dr. David Mitchell, WellStar College of Health and Human Services

Kennesaw State University
Policy: Risk Management for Experiential Learning
KSU Policy Category: Operations, Legal, Personnel, Students

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February 27, 2014	First meeting to review purpose, scope, and overall policy requirement.	Dr. Monica Nandan and Dr. Beverly Maddox (WellStar College); Stephen Ndiritu (EHS); Jermaine Johnson (Legal); Janet Nash (Strategic Safety and Security); Amanda Long (Student Affairs); and Susan Paraska (Office of Institutional Effectiveness).
Through August 2015	Policy Development Meetings	Co-chairs: Dr. Monica Nandan and Mr. Stephen Ndiritu. Group members: Andrew Newton and Jermaine Johnson (Legal Affairs); Maria Britt (AVP-Operations); Janet Nash (Risk Management); Amanda Long (Student Affairs); Dr. Beverly Mattox (WellStar College); and Susan Paraska (Policy Process Council).
08/19/2015	Office of the AVP for Operations	Maria Britt and Kathy Maschke reviewed and edited policy for Dr. Hinds' review. Procedures and related forms form respective departments should be maintained separate from this policy document.
08/20/2015	VP for Operations and CIO/CBO Division	Dr. Hinds stated proposed policy may proceed to next steps in governance process.
8/20/2015	Policy Development Group	For review of changes.

172

173 **Responsible Office and Collaboration– Required Review and Approval Actions**:

Vice President Sign off	Randy C. Hinds, Ph.D. Vice President for Operations and Chief Information Officer/Chief Business Officer	August 20, 2015

174

KSU Governance Body	1st Reading- Date	2nd Reading - Date	Concurrence - Date
Administrators' Senate			
Chairs' and Directors' Assembly			
Deans' Council			
Faculty Senate			
Staff Senate			
Student Government Association†			
University Council			

175

President's Cabinet			
Presidential Approval	Date:		

176   † SGA review and comment if students are included in the policy scope statement.

Comment on proposed policy: Risk Management of Experiential Learning

1. The definition of "experiential learning" that begins at line 67 (and is foreshadowed at line 11) is overly broad. For example, a chemistry lab conducted as part of an on-campus course fits this definition. The examples that begin at line 69 are helpful, but, since they are only listed as examples, don't serve to formally focus the definition.

2. The definitions of internships, co-ops, practica, clinical education, student teaching, field experience, and service learning that occur in section 5 are fine. However, these terms are used nowhere else in the policy except as the list of examples cited starting at line 69.

> Suggestion: It appears that the policy is designed to specifically cover internships, cooperative education, practica, clinical education, student teaching, field work, study abroad, and service learning, as defined in section 5. If this is so, then it would be much clearer (and avoid the difficult task of crafting a properly focused "experiential learning" definition) to change the definition of experiential learning beginning at line 67 to simply be those particular activities. That is:
>> "Experiential Learning refers to student internships, cooperative education, practica, clinical education, student teaching, field work, study abroad, and service learning, as defined in this policy. Experiential learning can happen on campus or off campus. For the purposes of this policy, experiential learning does not encompass independent activities or employment by a student which is not a part of an academic learning experience organized or recognized by the university."

3. At line 105 is: "Prior to initiating any University sponsored experiential learning programs and activities, faculty and staff are required to identify and assess risks associated with the required learning activity and take reasonable steps to ensure identified risks are eliminated, significantly reduced, or have mitigation strategies in place." This should include administrators, along with faculty and staff.

4. The entire section beginning at line 105 lacks reference to formal approval of the Risk Mitigation plan/strategies by some entity outside of the unit. This is needed. The only mentions are of the assistance other external offices can provide. Also, it looks like a "Risk Assessment Procedure" is under development. That should be specifically referenced here as required.

5. At line 110 is "The head of the academic or administrative unit involved in ... ". Is the term "unit" well understood by everyone it applies to? I'll confess that I don't know exactly what it means, given our multiple administrative layers. Since the unit head is responsible for the risk assessment it's important that this be clear.

6. The items that appear under "Procedures" at line 115 aren't procedures. As noted there, they're a list of resources.

7. My request regarding this policy would be to have the language in the pdf match the word document. For example, the checklist document refers to a 'faculty member', but the policy document refers to a 'coordinator'. Experiential learning may be a service learning or volunteer activity, but the risk assessment only includes 'course' information. Also, the checklist doesn't seem to include Coordinator responsibilities or expectations. The student and employer have a list of responsibilities, but the coordinator (a KSU faculty/staff member) doesn't have explicit expectations stated as a part of the experiential learning experience. Perhaps these are more explicitly stated elsewhere in a more program specific document.

8. The (academic) department has some concerns about the new risk management policy, in particular with the requirement that students purchase liability insurance before engaging in any experiential learning involving human subjects. While our students in (discipline) education do purchase insurance as a matter of course, students in (discipline) do not, and it could severely compromise the program. So perhaps I should phrase it as a question: why are students now required to buy liability insurance?

Policy Title:	Unmanned Aerial System and Other Aircraft Policy
Issue Date:	TBD
Effective Date:	TBD
Last Reviewed:	TBD
Responsible Office:	Vice President for Operations and CIO/CBO
Contact Information:	Department of Public Safety and University Police Phone/Emergencies: 470-578-6666 Phone/Non-Emergencies: 470-578-6206 Email/Non-Emergencies: police@kennesaw.edu

1. Policy Purpose Statement

The purpose of this policy is to establish requirements for operating any Unmanned Aerial System (UAS) and other aircraft including, but not limited to, hot air balloons, drones, model aircraft, blimps, and parachutes on and/or in the airspace over Kennesaw State University (KSU or the University) campuses and/or leased properties.

2. Background

Public safety is a priority at KSU and, whenever any UAS or other aircraft is operated on and/or in the airspace over KSU campuses and/or leased properties, the University is committed to promoting safe and responsible operation of the UAS or other aircraft. As UAS technologies and other aircraft applications are rapidly advancing, requests to operate UAS and other aircraft on KSU campuses has increased. For instance, the KSU Southern Polytechnic College of Engineering and Engineering Technology's Aerospace Engineering academic program includes the study, research, and application of UAS. Also, in 2015, several KSU departments requested permission to operate UAS during special events. The KSU Athletic Association commissioned a project with the University Aerospace Engineering program to build and maintain a "flying mascot" to operate during and over home football games on the KSU Kennesaw Campus. Since 2013, KSU Sports and Entertainment Park has hosted an annual Owl-O-Ween Hot Air Balloon each fall.

The Federal Aviation Administration (FAA) restricts flight over stadiums during Major League Baseball (MLB), National Football League (NFL) regular season, National Collegiate Athletic Association (NCAA) football, and motor speedway events. Commencing one hour before the scheduled time of the event until one hour after the end of the event. The FAA Sporting Event Temporary Flight Restriction (TFR) prohibits all aircraft operations; including parachute jumping, unmanned aircraft and remote controlled aircraft within a 3NMR up to and including 3000 feet Above Ground Level (AGL) of any stadium having a seating capacity of 30,000 or more people where either a regular or post season MLB, NFL, or NCAA division one football game is occurring.

36
37   The FAA has also established an interim policy to speed up airspace authorizations for certain
38   commercial unmanned aircraft (UAS) operators who obtain Section 333 exemptions. The new
39   policy helps bridge the gap between the past process, where the FAA evaluated every UAS
40   operation individually, and future operations the FAA will publish a final version of the proposed
41   small UAS rule. Under the new policy, the FAA will grant a Certificate of Waiver or Authorization
42   (CoA) for flights at or below 200 feet to any UAS operator with a Section 333 exemption for
43   aircraft that weigh less than 55 pounds, operate during daytime Visual Flight Rules (VFR)
44   conditions, operate within Visual Line of Sight (VLOS) of the pilots, and stay certain distances
45   away from airports or heliports. The "blanket" 200-foot CoA allows flights anywhere in the
46   country except restricted airspace and other areas, such as major cities, where the FAA
47   prohibits UAS operations.
48
49   **3. Scope**
50
51   This policy affects all KSU employees, students, visitors, and third parties.
52
53   **4. Exclusions or Exceptions**
54
55   There are no exclusions or exceptions to this policy.
56
57   **5. Definitions and Acronyms**
58
59   **Unmanned Aircraft (UA):** An unmanned aircraft (UA) flown by a pilot via a ground control
60   system, or autonomously through use of an on-board computer, communication links and any
61   additional equipment necessary to operate safely. The FAA issues an experimental
62   airworthiness certificate for the entire system, not just the flying portion of the system.
63
64   **Unmanned Aircraft or Aerial System (UAS):** An unmanned aircraft (UA) and all of the
65   associated support equipment, control station, data links, telemetry, communications and
66   navigation equipment, etc., necessary to operate the UA. The UA is the flying portion of the
67   system, flown by a pilot via a ground control system, or autonomously based on pre-
68   programmed flight plans or more complex dynamic automation systems that include, but are not
69   limited to, an on-board computer, communication links and any additional equipment necessary
70   to operate safely. The FAA issues an experimental airworthiness certificate for the entire
71   system, not just the flying portion of the system. The FAA references UAS as "Unmanned
72   Aircraft System" and for the purpose of this policy the acronym is used interchangeably and also
73   for "Unmanned Aerial System."
74
75   **Drone:** An unmanned aircraft, as described above, that has traditionally been used when
76   describing a military unmanned aircraft, although now the general public uses the same
77   terminology.
78
79   **Model Aircraft:** Used for hobbyists or for recreational purposes. FAA guidance says that model
80   aircraft flights should be flown a sufficient distance from populated areas and full scale aircraft,
81   should be kept within visual line of sight of the operator, should weigh under 55lbs unless
82   certified by an aero modeling community-based organization, and are not for business
83   purposes.

84 **Blimp:** A non-rigid airship often pressured from contained gas. Typically used for observation
85 purposes, but smaller blimps are increasingly used for promotional means. When unmanned,
86 fall under the general category as a UAS.
87
88 **Certificate of Authorization (CoA):** An authorization issued by the Air Traffic Organization to a
89 public operator for a specific UA activity. After a complete application is submitted, FAA
90 conducts a comprehensive operational and technical review. If necessary, provisions or
91 limitations may be imposed as part of the approval to ensure the UA can operate safely with
92 other airspace users. In most cases, FAA will provide a formal response within 60 days from the
93 time a completed application is submitted.
94
95 **6. Policy**
96
97 Operation of any UAS or other aircraft on and/or in the airspace of the KSU campuses
98 and/or leased properties shall be subject to the Federal Aviation Administration's laws and
99 regulations, including any necessary approvals. Any Unmanned Aerial System (UAS) and
100 other aircraft including, but not limited to, hot air balloons, drones, model aircraft, blimps, and
101 parachutes that are operated on and/or in the airspace of Kennesaw campuses and leased
102 properties are prohibited unless advance authorization is received from KSU Department of
103 Public Safety and University Police (DPS). KSU research, public safety, and special event
104 activities including, but not limited to, those conducted by the KSU Aerospace Engineering
105 program or DPS Emergency Response teams will receive priority consideration for
106 authorization.
107
108 Procedures
109
110 To request KSU advance authorization to operate an UAS on or in the airspace of Kennesaw
111 Campuses and/or leased properties, the UAS operator and/or program manager is required to:
112
113   1. Submit to the FAA an application for a CoA and obtain FAA authorization. If the
114   operator or program lead for the UAS or other aircraft is a KSU student, employee,
115   contractor, or other third party the FAA application should be submitted first to the KSU
116   Department of Legal Affairs for review and coordination.
117   2. Submit a KSU UAS or Other Aircraft Application Form for approval to the KSU
118   Department of Public Safety and University Police and include a copy of the FAA
119   approved CoA.
120
121 **7. Associated Policies/Regulations**
122
123   a. FAA 2007 Federal Register Notice, Unmanned Aircraft operations in the National
124   Airspace System
124   b. FAA CFR Title 14 Aeronautics and Space, Chapter 1, Subchapter F, Part 99 Security
125   Control of Air Traffic, Subpart A General, §99.7 Special Security Instructions
126   c. FAA Modernization and Reform Act of 2012, Public Law 112-95, Title III, Subtitle B
127   d. FAA Notice 8900.291, Inspection and Maintenance Program Requirements for
128   Airworthiness Certification of Unmanned Aircraft Systems Operating Under 55 Pounds
129   e. FAA Notice 8900.292, Aviation-Related Videos or Other Electronic Media on the Internet

130   f.   FAA Notice 8900.313 Education, Compliance, and Enforcement of Unauthorized
131   Unmanned Aircraft Systems Operators
132   g.   FAA Small UAS Notice of Proposed Rulemaking (NPRM)
133   h.   FAA Sporting Event Temporary Flight Restriction (TFR) FDC Notice to Airmen (NOTAM)
134   4/3621
135   i.   FAA Temporary Flight Restrictions (TFR) website
136   j.   FAA UAS Certification Status, November 15, 2006, includes FAA focal points for UAS
137   certification project coordination
138   k.   FAA UAS Certification Status, Optionally Piloted Aircraft and Accidents Involving UAS,
139   August 18, 2008, Revision to AVS Policy
140   l.   FAA UAS Section 333 FAQS
141   m. FAA Unmanned Aircraft Systems (UAS) Frequently Asked Questions
142   n.   FAA Unmanned Aircraft Systems (UAS) Regulations and Policies

8. Procedures Associated with this Policy

146   a.   KSU Campus Advisory website
147   b.   KSU Division of Legal Affairs Contract Review Process
148   c.   KSU Emergency Operations Plan
149   d.   KSU Incident Management Handbook (IMH)
150   e.   KSU Fifth Third Bank Stadium Emergency Operations Plan, Annex: UAS Response Plan
151   (add link when final and/or if/when available to public)

9. Forms Associated with this Policy

155   **a.** FAA Form 8130-6, Application for U.S. Airworthiness Certificate (PDF)
156   b.   FAA Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) System for Online
157   Application for U.S. Airworthiness Certificate (requires obtaining an account)
158   c.   KSU UAS or Other Aircraft Application Form (add link when form created)

10. Violations

Violations of any part of this policy may result in disciplinary action consistent with the rules and regulations governing employees, students, or contractors of the University. Additional FAA sanctions may be pursued by the University.

11. Review Schedule

This is reviewed annually by the vice president for Operations and Chief Information Officer/Chief Business Officer or his/her designee and the Department of Public Safety and University Police.

172

173 | Action Log [for Policy Process Council action] | | |
|---|---|---|
| Date | Action | Name |
| August 17, 2015 | Department of Public Safety (DPC)/Office of Emergency Management submitted draft 3 to OAVPO review. | Andy Altizer (DPS) |
| August 20, 2015 | OAVPO edits completed on draft 5 and sent to VP Operations for review/approval. Dr. Hinds approved policy to proceed for shared governance review. Proposed policy forwarded for Policy Process Council action. | Maria Britt (OAVPO)/Kathy Maschke |
| August 24, 2015 | Received by PPC chair for next steps. | Susan Paraska (PPC) |

174
175 **Required Review and Approval Actions:**

Vice President Sign off (Responsible Office)	Randy C. Hinds, Ph.D. Vice President for Operations and CIO/CBO	August 20, 2015

176
177

KSU Review Body	**1st Reading- Date**	**2nd Reading - Date**	**Concurrence - Date**
Chairs and Directors Assembly			
Council of Academic Deans			
Faculty Senate			
Staff Senate			
Student Government Association†			
University Council			

178

President's Cabinet			
Presidential Approval	Date of signature:		

179
180 † SGA to review and comment on policy if students are included in the policy scope statement.

Comment on proposed policy: Unmanned Aerial System and Other Aircraft Policy

1. Recommend that the Southern Polytechnic College of Engineering and Engineering Technology review and work with the policy drafter. There are significant concerns about being able to reasonably continue the use of unmanned aircraft in the programs under the approval process this policy sets.

   Careful thought and consultation with the technology and engineering departments and colleges should take place before adopting this policy. There may very well be student project teams and/or classes that use what are essentially model aircraft or drones. The no-exceptions onerous multi-step approval process would mean, essentially, that these activities would no longer be possible. I strongly suggest that this policy be held up until it can be thoroughly vetted by any academic department that could, now or later, be affected. If there are such issues, then the policy could be adjusted to allow for some sort of special, academic purpose, streamlined approval method that might allow limited use for a particular group for an entire academic term or year.

2. Proposed modifications that could help which are really for the affected academic colleges to address include:

   a. Differentiate between indoor and outdoor use. Have the indoor approval process be entirely on-campus and streamlined.
   b. Differentiate between academic and non-academic use. Allow for simpler, broader, time-frame based, blanket approvals for academic use.
   c. Set aside a specific outdoor area with established prior approval. It could then be requested by a group or individual through an entirely on-campus process.
   d. There is also see a problem with the definition of "model aircraft" beginning at line 79. First is that it isn't a definition at all. Second is that it doesn't specifically indicate that they are referring to unmanned aircraft, as defined in lines 59-62. Left as is, it could be construed to include toy planes thrown by hand, wind up or rubber band propelled, and maybe even paper airplanes. This may sound silly, but the policy should be clear. The language at 79 should parallel that of the drone section right above at line 75. For example: "Model Aircraft: An unmanned aircraft, as described above, that has traditionally been used by hobbyists or for recreational purposes."

Policy Title	Propriety of Expense Policy
Issue Date	*September 30, 2015 (proposed)*
Effective Date	*September 30, 2015 (proposed)*
Last Updated	*September 30, 2015 (proposed)*
Responsible Office	Vice President for Operations/Chief Business Officer (CBO)
Contact Information	Office of Procurement and Contracting (OPC) Phone: (470) 578-4355 Email: purchasing@kennesaw.edu

1. Policy Purpose Statement

The purpose of this policy is to provide guidelines regarding the appropriateness of purchases and expenditures utilizing any Kennesaw State University (KSU or the University) funding source.

2. Background

KSU adheres to the Georgia Department of Administrative Services (DOAS) State Purchasing Division (SPD) and the Board of Regents (BOR) of the University of Georgia (USG) purchasing policies, procedures, and guidelines, which limits the purchase of any item for personal use or benefit other than for official state of Georgia business purposes.

The administrative rules provided in the *Georgia Procurement Manual* (GPM) govern the purchasing activities of all state of Georgia government entities, subject to the authority of the Georgia Department of Administrative Services (DOAS) pursuant to the State Purchasing Act, including state offices, agencies, departments, boards, commissions, institutions, and other entities of the state, unless specifically exempted by statute or regulation (see Section 7 Associated Policies/Regulations).

27 **2.1 KSU Foundation Accounts and Contributions for Personal in Nature or**
28 **Personal Use Items**
29 University departments are encouraged to establish a KSU Foundation account
30 to collect and deposit contributions from employees, and those funds can then be
31 utilized to cover purchases for food, beverages, microwaves, coffee makers,
32 refrigerators, and other items that are considered personal in nature or for
33 personal use and that do not comply with the *KSU Examples of Unauthorized*
34 *Purchases and Unallowable Costs* and the *KSU Test of Propriety for Use of*
35 *University Funds (*see below Section 8 Procedures Associated with this Policy).
36
37 **2.2. Unauthorized Purchases**
38 If an unauthorized purchase is inadvertently made, the KSU OPC cannot process
39 a purchase order and there is no assurance payment can be made by the KSU
40 Office of Finance and Accounting (OFA) for an unauthorized purchase. The
41 employee who made the purchase, or the employee who directed that it be made
42 in an unauthorized manner, may be personally liable to settle the matter with the
43 supplier.
44
45 **3. Scope (Who is Affected)**
46
47 This policy affects all KSU employees and affiliates utilizing University funds for
48 purchases and expenses, regardless of point of origin or the funding source (e.g., base
49 operating budget, endowment, or gift restricted to the use of a college or department).
50
51 **4. Exclusions or Exceptions**
52
53 This policy does not provide specific guidance on *contractual expenses;* reference
54 KSU's *Competitive Solicitation Policy* and *Contract Review and Approval Procedures*
55 *(*see below Section 8 Procedures Associated with this Policy) when planning to
56 generate expenses through the use of contracts.
57
58 The KSU president or chief business officer/VP for Operations may grant exceptions to
59 this policy on an individual case basis if the exception is:
60
61 • *In the best interest of the University;*
62 • *Not in violation of any statute, regulation, or other law; and*
63 • *Consistent with all other applicable University policies and procedures.*
64
65

66   **5. Definitions and Acronyms**

67

68   **Authorized approver:** The individual responsible to ensure that each transaction is
69   completed in accordance with the appropriate policies and procedures and that each
70   transaction is appropriate in terms of scale, budget, and relation to the mission and
71   goals of the unit and the University. A transaction authorized approver cannot report to
72   a transaction requester, nor can a transaction authorized approver also be the
73   transaction requester. In the case of a dean or director as the requester, the authorized
74   approver must be the dean or director's supervisor.

75

76   **Affiliate:** Any party acting on behalf of the University, such as associations,
77   foundations, contractors, consultants, volunteers, alumni, donors, etc.

78

79   **Contractual expenses:** Expenses generated through an executed contract or
80   agreement with the University.

81

82   **Official University business purpose**: Any activity that carries out the University's
83   mission of instruction, research, and service or that provides support to the University's
84   instruction, research, and service activities.

85

86   **Personal in nature or for personal use:** For use or benefit by the employee or others
87   for other than official University and state of Georgia business purposes.

88

89   **Propriety:** The state or quality of conforming to conventionally accepted standards of
90   behavior or morals; possessing the characteristic of being proper, fitting, or suitable.

91

92   **Requester:** An employee or associate of the University who enters into a transaction or
93   an agreement whereby University funds are expensed. This includes expenditures
94   made with a purchasing card, purchases made that are billed directly to the University,
95   an electronic requisition (PeopleSoft "Special Request" e-Pro requisition) processed
96   through the KSU OPC, an electronic transaction submitted and processed via
97   Georgia*FIRST* Marketplace, or a transaction in which the requester pays with personal
98   funds and then submits a reimbursement request through the OFA, Accounts Payable
99   (via OwlPay).

100

101   **University funds:** Includes all funds controlled by, held by, or administered by the
102   University. This includes all funds to which an institution holds title, such as student
103   fees, auxiliary revenues, state appropriated funds, etc.

104

105   **Unauthorized purchase:** A purchase that is contrary to the laws, rules, policies, and
106   regulations of the state of Georgia; the Board of Regents (BOR) of the University
107   System of Georgia (USG); the state's Department of Administrative Services (DOAS)
108   State Purchasing Division (SPD); the Georgia Technology Authority (GTA); the Office of
109   the State Treasurer (OST); and KSU. Examples of unauthorized purchases include, but
110   are not limited to purchases of restricted items of any price (e.g., food or personal
111   items); purchases requiring pre-approvals without such approvals; and sequential,
112   repetitive purchases made in an attempt to avoid the bid threshold.
113
114   **6. Policy**
115
116   KSU employees are prohibited from purchasing any goods or services with University or
117   state of Georgia funds for other than official University business purpose(s).
118   Additionally, prior to making purchases on behalf of the University, employees must
119   ensure that the purchase is allowed by both their department head/budget owner and by
120   the University.
121
122   **6.1 Funding Restrictions on Expenses**
123   If more than one requirement or policy applies to a particular transaction, the
124   more restrictive one shall be followed (e.g., if terms and conditions of outside
125   donors and sponsors are determined to be more restrictive than those of
126   University policy, the terms and conditions of outside donors and sponsors shall
127   take precedence over University policy).
128
129   **6.2 Approving Expenses**
130   **6.2.1** All expenses made through the use of University funds require the
131   consent of at least two individuals: a requester and an authorized
132   approver; as defined in Section 3, Definitions. Both individuals are
133   *REQUIRED* to have sufficient knowledge to evaluate the transaction and
134   the authority to challenge or seek further approvals for questionable
135   transactions.
136   **6.2.2.2** Authorized approvers may not approve their own transactions,
137   (e.g., personal reimbursement, travel expenses, or official functions), nor
138   may authorized approvers approve transactions that provide personal
139   reimbursement to their direct supervisor.
140   **6.2.2.3** The purpose of the expenditure shall be fully disclosed and
141   documented with *original* detailed receipts and have a direct relationship
142   to University business or performance of a grant or contract.
143   **6.2.2.4** All expenditures shall also comply with the policies and procedures

144   pertaining to the method used in the transaction (i.e., purchases made on
145   a purchasing card [P-Card] shall also comply with all purchasing card
146   policies and procedures), including but not limited to requirements
147   regarding documentation, bids, approvals, etc.

148

149   **6.3 Personal Responsibility**
150   Individuals involved in any transaction that violates University policies, laws,
151   regulations, rules and contracts, grants, and donor restrictions will be held
152   personally liable. All employees should be aware of the various laws, regulations,
153   and policies that have a direct effect on daily University activities and operations.
154   Considerable authority has been delegated to departments to make purchasing
155   decisions. This requires that employees involved at every step of the purchasing
156   process take full responsibility for understanding the University's policies and
157   procedures regarding purchasing and vendor relations. Purchasing decisions are
158   business decisions made on behalf of the University and therefore should be
159   made with the utmost consideration for what is in the best interest of the
160   University. Additionally, purchases must be made in the most efficient and cost-
161   effective manner.

162

163   **6.4 Expenditures Related to Immediate Family Members**
164   Generally, it is the policy of the University not to pay for an employee's
165   immediate family member(s) to attend an event, function, or activity. However,
166   there are limited instances, such as external community relations or fundraising
167   functions, where it is deemed necessary for an immediate family member(s) to
168   attend an event for the purpose of promoting the University. Prior approval is
169   required by an authorized approver for the attendance of immediate family
170   members at such events and shall be limited to those individuals necessary to
171   represent the University; limiting attendance by immediate family members
172   ensures expenses are kept to an absolute minimum.

173

174   **6.5 Examples of Unauthorized Purchases for and Unallowable Costs**
175   The *KSU Examples of Unauthorized Purchases and Unallowable Costs* and the
176   *KSU Test of Propriety for Use of University Funds* documents are maintained on
177   the KSU OPC website so that employees can determine if items are considered
178   personal in nature or for personal use *prior* to purchasing or incurring an expense
179   *(*see below Section 8 Procedures Associated with this Policy).

180

181

182

183   **6.6 Procedures**

184   • The OPC manages the KSU procurement and contracting procedures (see
185   Section 8 Procedures Associated with this Policy).
186   • The OPC maintains on the KSU OPC website the KSU Examples of
187   Unauthorized Purchases and Unallowable Costs and KSU Test of Propriety for
188   Use of University Funds documents (see below Section 8 Procedures Associated
189   with this Policy).
190   • University employees, business managers, and/or department managers should
191   contact the OPC for a determination prior to making a purchase with KSU or
192   state of Georgia funds to determine if the purchasing of specific items may be
193   considered for personal use.
194   • The OPC is responsible for coordinating and communicating to employees,
195   business managers, and/or department managers the final determination of
196   whether an item is considered for personal use, based on state of Georgia,
197   DOAS, SPD, BOR, USG, and KSU policies, procedures, and guidelines.
198   • If an unauthorized purchase is submitted for payment or reimbursement, the
199   OPC reviews the purchase for compliance determination.
200   • The employee who made the unauthorized purchase, or the employee who
201   directed that it be made in an unauthorized manner, may be personally liable to
202   settle the matter with the supplier.
203   • Supporting documentation will be required explaining the circumstances of the
204   transaction and why KSU's purchasing procedures were not followed, along with
205   an assurance that steps will be taken to avoid future violations of this nature.
206   • Upon completion of the review, the OPC forwards a recommendation to the
207   CBO, who makes the final determination as to sanctions on a case-by-case
208   basis.
209
210 **7. Associated Policies/Regulations**
211
212   a. [BOR Policy Manual *7.7 Purchasing*](#)
213   b. [BOR Policy Manual *7.9 Contracts*](#)
214   c. [*DOAS, State of Georgia P-Card Program Policy*](#)
215   d. [DOAS, Georgia Procurement Manual](#)
216   e. [Georgia Code of Ethics for Government Service](#)
217   f. [Georgia House Bill 1113](#)
218   g. [Georgia House Bill 863](#)
219   h. [*Georgia Procurement Manual (GPM)*](#)
220   i. [Georgia Technology Authority (GTA), Procurement](#)
221   j. [KSU Consulting Services Policy](#)
222   k. [KSU Contract Review and Approval Policy](#)
223   l. [KSU Letter to Contractors/Vendors](#)
224   m. [*Official Code of Georgia Annotated,* Title 45 Public Officers and Employees,](#)
225   [Chapter 10 Code of Ethics and Conflicts of Interest, Article 1 Code of Ethics](#)

226   (§45-10-1)
227   n.   *Official Code of Georgia Annotated,* Title 50 State Government, Chapter 5
228   Department of Administrative Services, Article 3 State Purchasing (OCGA §50-5-
229   50)
230   o.   *Official Code of Georgia Annotated,* Title 50 State Government, Chapter 5
231   Department of Administrative Services, Article 3 State Purchasing, Part 1.
232   General Authority, Duties, and Procedure, Section 69 (Effective until July 1,
233   2015) Purchases without competitive bidding; central bid registry; procurement
234   cards; rules and regulations; applicability to emergency purchases; Purchasing
235   Advisory Council (OCGA §50-5-69),
236   p.   *Official Code of Georgia Annotated,* Title 50 State Government, Chapter 5
237   Department of Administrative Services, Article 3 State Purchasing, Part 1.
238   General Authority, Duties, and Procedure, Section 79 Purchase contracts
239   contrary to part void and officers personally liable (OCGA §50-5-79)
240   q.   *Official Code of Georgia Annotated,* Title 50 State Government, Chapter 5
241   Department of Administrative Services, Article 3 State Purchasing, Part 1.
242   General Authority, Duties, and Procedure, Section 83 Definitions; requirements
243   for state purchasing card program (OCGA §50-5-83)
244   r.   OST Operating Policies
245   s.   USG, Internal Audit & Compliance, Ethics Policy
246
247

248   **8. Procedures Associated with this Policy**
249
250   a.   *BOR Business Procedures Manual* Section 3.0 Purchasing and Contracts
251   b.   *BOR Business Procedures Manual* Section 3.4.1 Authority to Execute Contracts
252   c.   KSU Competitive Solicitation Procedures
253   d.   KSU Contract Review and Approval Process
254   e.   KSU Examples of Unauthorized Purchases and Unallowable Costs
255   f.   KSU Human Resources – Payroll SPAR Processing
256   g.   KSU Procurement Policy Violation Procedures
257   h.   KSU Procure-to-Pay Process (as defined by USG)
258   i.   KSU Test of Propriety for Use of University Funds
259
260   **9. Forms Associated with this Policy**
261
262   a.   KSU Unauthorized Purchase Form
263
264   **10. Violations**
265

266   Individuals in violation of this policy are subject to a range of sanctions, including but not
267   limited to disciplinary action, dismissal from the University, and/or legal action.
268

269 **11. Review Schedule**

270

271 The Propriety of Expense Policy will be reviewed annually by the vice president for

272 Operations/chief business officer or a designee and the Office of Procurement and

273 Contracting.

274

275 **Action Log [for Policy Process Council record]**

Date	Action	Name
September 1, 2015	Received from AVP for Operations	Maria Britt; Kathy Maschke

276

277 **Required Review and Approval Actions**:

Vice President Sign off	Randy C. Hinds, Ph.D. Vice President for Operations and Chief Information Officer and Chief Business Officer	August 20, 2015

278

KSU Governance Body	**1st Reading**	**2nd Reading**	**Concurrence**
Chairs and Directors Assembly			
Council of Academic Deans			
Faculty Senate			
Staff Senate			
Student Government Association†			

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President's Cabinet			
Presidential Approval	Date:		

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281 † SGA review and comment if students are included in the policy scope statement.

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Comment on proposed policy: Proprietary of Expense

There's nothing wrong with having this policy even if the information is elsewhere, assuming it stays up to date as the various purchasing rules change. But it wasn't clear that having this policy will significantly impact the problems it sounds like it is designed to address. The issue of some individuals not seeking out the available information on purchasing may not be helped by making it available in one more place.

KSU Governance and Administrative Bodies
Meeting Schedules Fall 2015
Overview

Advisory (Elected) Governance Bodies

Fall 2015

Faculty Senate

Month	Day	Time	Room	Campus
August	24	3:45 PM	A-201	Marietta Campus
September	28	3:45 PM	A-201	Marietta Campus
October	19	3:45 PM	A-201	Marietta Campus
November	16	3:45 PM	A-201	Marietta Campus

Staff Senate

Month	Day	Time	Room	Campus
August	6	10:00 AM	Q 202	Marietta Campus
September	24	10:00 AM	University Room B	Kennesaw Campus
October	29	10:00 AM	Ballroom A & B	Marietta Campus
November	19	10:00 AM	University Room	Kennesaw Campus
December	17	10:00 AM	Q 202	Marietta Campus

Student Government Association

Month	Day	Time	Room	Campus
September	23	8:00 PM	University Rooms C, D, E	Kennesaw Campus
October	7	8:00 PM	Ballroom A	Marietta Campus
October	21	8:00 PM	Burruss Bldg - Room 151	Kennesaw Campus
November	4	8:00 PM	Ballroom A	Marietta Campus
November	18	8:00 PM	University Room A	Kennesaw Campus
December	2	8:00 PM	Ballroom A	Marietta Campus

Administrative Bodies

Fall 2015

Deans' Council

Month	Day	Time	Room	Campus
October	8	9:00 AM	Prillaman 4100	Kennesaw Campus
October	22	9:00 AM	Retreat	Retreat
November	5	9:00 AM	Jolley Lodge	Kennesaw Campus
November	19	9:00 AM	Ballroom B	Marietta Campus
December	3	9:00 AM	Prillaman 4100	Kennesaw Campus

Chairs and Directors Assembly

Month	Day	Time	Room	Campus
August	19	9:00 AM	Leadership Room	Kennesaw Campus
September	16	9:00 AM	Leadership Room	Kennesaw Campus
October	21	9:00 AM	Leadership Room	Kennesaw Campus
November	18	9:00 AM	Leadership Room	Kennesaw Campus
December	16	9:00 AM	Ballroom	Marietta Campus

Administrators Council

Month	Day	Time	Room	Campus
September	17	10:00 AM	Student Center Dogwood Dining Room	Marietta Campus
October	15	10:00 AM	Town Point 2220	Kennesaw Campus
November	19	10:00 AM	Student Center- A 215	Marietta Campus
December	17	10:00 AM	Kennesaw Hall - 1101	Kennesaw Campus