Kennesaw State University
Policy Process Council Meeting Agenda
January 20, 2026
11:00 – 12:30
Via TEAMs

Council Members: Callie Warren, Jay Thomas, Sandi Gillilan, Aaron Streimish, Scott Nowak, Karen Kornweibel, Leigh Funk, Bee Blank, Stephen Gay, Rudy Jackson, Lisa Duke, Matt Iwanski, Ryan McLemore, Marsha Barsky, Amy Phillips, Nwakaego Nkumeh-Walker, Amber Smith, Lauren Taglialatela, Jace Freeman

Members Excused: Amy Phillips (replaced by Sam Garbe)

Invitees: Karen McDonnell, VP of Human Resources & CHRO
Ryan McLemore, VP, Finance and Chief Financial Officer

Agenda:

1. **Membership Changes**
   Amy Phillips is being replaced by Sam Garbe, Student Employment Program Manager

2. **Review/Discussion of Policies**
   Please review the policies and insert your comments / feedback in the shared documents linked below.

Policy	Summary of Changes	Unit Responsible
Policy on Policies revised from 10-21-25	Update	PPC
Contract Approval Signature Authority Policy	Editorial Updates Only – PPC Review 1. Added CBO to the Contract Approval Signature Authority due to previous reference to CFO title change. 2. Updated broken links	Financial Services
Establish Change of Elective Fee Special Charge Policy	Editorial Updates Only – PPC Review 1. Updated broken links	Financial Services
Relocation Policy	Editorial Update Only – PPC Review 1. When the policy was revised in 2024 to move to a flat reimbursement rate, the statement that "employees are required to submit 3 quotes for their move to show the lowest quote was selected." Was not removed. That statement no longer aligns with the flat reimbursement rate and needs to be removed.	HR

Alternate Work Schedule Policy New Stand-Alone Policy	1. The Alternative Work Schedule language was previously included in the current Telework Policy. Based on changes from the USG, HR wanted to separate the single Telework policy into two policies to increase clarity and distinctions between the two types of work schedules. The Alternative Work Schedule policy is a new policy.	HR
Telework Policy	1. Removed the verbiage referencing alternative work schedule which was transferred to the new Alternative Work Schedule Policy. 2. Updated the telework language based on the recent USG changes. WHAT WERE THESE USG CHANGES?	HR

3. **Policies Submitted for Shared Governance Review**

November
- Substantive Change Policy – Not Yet Submitted for Shared Governance Review

October:
- Written Student Complaints – Signed 11/20/2025
- Complaint Resolution Policy – Signed 11/20/2025
- Research Centers and Institutes Policy – Signed 11/20/2025

September:
- Continuity of Operations Policy – Signed 11/12/2025
- Hazing Policy – Signed 11/12/2025
- AI Policy – Submitted to USG for approval before signed at KSU

4. **Upcoming Policy Reviews**

Action Item: Contact person should take a look at the policies listed below and email Leigh Funk with the type of update they anticipate for the policies assigned to them by October 24, 2025. If you believe editorial or substantive changes are needed, you will have until December 1 to submit those revisions.

Upcoming Policy Reviews & Updates	Projected Type of Review	Unit Responsible	Review Year
Records and Information Management Policy - Amber Smith		Records Management	2021
Waiver Administration Policy – Paul Parker		Enrollment Services	2023
Advertising Policy – Tammy Demel		Strategic Communications	2023
Programs Serving Minors – Ann Schroeder		Legal Affairs	2023
Unmanned Aerial System and Other Aircraft Policy – Edward Stephens		Legal Affairs	2023

Environmental Occupational Safety Policy – Stephen Ndiritu		Environmental Health and Safety	2023
Motor Vehicle Operator Policy – Janet Nash		Environmental Health and Safety	2023
Overdue Policy Reviews			
None at this time.			

5. **Process Improvements for AY26**
   - PPC Policy Management Dashboard - Permission Based
     o Submission Timeline
     o Policies Under Shard Governance Review Report – Please Share with Your SG Groups
     o External Policy Portal – TEST Policy Organization
     o FY26 Policy Review Schedule

   - Automated Emails to Trigger Upcoming Reviews

6. **AY26 Review Schedule – Some Revisions** (Immediate updates can be made anytime as necessary)

Policy Group	Unit Review	Ready for PPC Review	Ready for Shared Governance Review
UITS Policies (16)	May – June	August	September
HR Policies (21)	June - July	September	October
Academic Affairs, Records Management, Enrollment Svcs, Strat Comm	July - August	October	November
Legal, EEO – Institutional Equity, Campus Operations, Facilities, Safety	August - September	November	January
Research, Student Affairs (8)	September - October	January	February
Financial Policies (9)	October - November	February	March
Miscellaneous		March	April
Miscellaneous		April	May

7. **Meeting Alignment for Policy Reviews**

Month	PPC	FS Sub FS Mtg	SS Sub SS Mtg	CDA Sub CDA Mtg	DC Sub DC Mtg
August	Aug 19	Aug 11 Aug 25	Aug 27		Aug 14
September	Sept 16	Sept 15 Sept 29	Sept 24	Sept 3	Sept 18

October	Oct 21	Oct 13 Oct 27	Oct 29	Oct 1	Oct 16
November	Nov 18	Nov 10 Dec 1	Nov 19	Nov 5	Nov 20
December		NA	Dec 17	Dec 3	NA
January	Jan 20	Jan 12 Jan 26	NA	NA	Jan 15
February	Feb 17	Feb 9 Feb 23	Feb 25	Feb 4	Feb 19
March	Mar 17	Mar 16 Mar 30	Mar 25	Mar 4	Mar 19
April	Apr 21	Apr 13 Apr 27	Apr 29	Apr 1	Apr 16
May			May 27	Apr 29	May 14
June			Jun 24		

PPC Meeting Schedule

2025-2026 Meetings – Tuesdays, 11:00 - 12:30 pm as follows:

- August 19, 2025
- September 16, 2025
- October 21, 2025
- November 18, 2025
- January 20, 2026
- February 17, 2026
- March 17, 2026
- April 21, 2026

Orientation for Senate Presidents and CDA Chair = Late August 2025