



## Policy Process Council Meeting Summary

January 20, 2026

11:00 – 12:30

Via Teams

**Meeting Notes are included below in BLUE font.**

### 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 Tagliatela, 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 Items:

### Updates

- Membership Change: Amy Phillips is being replaced by Sam Garbe, Student Employment Program Manager

### Review/Discussion of Policies

Please review the policies and insert your comments / feedback in the shared documents linked below.

1. [Policy on Policies](#) revised from 10-21-25 – Policy Process Council  
Update  
PPC agreed this draft policy is now ready for review by the division leaders since AA is the policy sponsor.
2. [Contract Approval Signature Authority Policy](#) – Financial Services Unit  
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

PPC agreed changes were editorial only.

3. [Establish Change of Elective Fee Special Charge Policy](#) – Financial Services Unit

Editorial Updates Only – PPC Review

1. Updated broken links

PPC agreed changes were editorial only.

4. [Relocation Policy](#) – Human Resources Unit

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.

PPC agreed this change was editorial only.

5. [Alternate Work Schedule Policy](#) New Stand-Alone Policy - Human Resources Unit

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 will review the additional notes from meeting discussion to make final updates before policies are submitted for shared governance review.

6. [Telework Policy](#) - Human Resources Unit

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 will review the additional notes from meeting discussion to make final updates before policies are submitted for shared governance review. Additionally, HR will summarize the USG policy changes in the Cover Page so everyone is aware of those changes.

## Policies Submitted for Shared Governance Review

### November

- [Substantive Change Policy](#) – Not Yet Submitted for Shared Governance Review - This policy will be submitted with the Policy on Policies since both are sponsored by Academic Affairs.

### 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

### Policies Under Review

Action Item: Requests to the following policy sponsors have been sent requesting review by Month/Date

- Records and Information Management Policy - Amber Smith, Records Management Unit, 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

### Policies Overdue for Review

- None

### Process Improvements for AY26

- [PPC Policy Management Dashboard](#) - Permission Based
  - [Submission Timeline](#)
  - [Policies Under Shard Governance Review Report](#) – Please Share with Your SG Groups
  - [External Policy Portal](#) – TEST Policy Organization
  - [FY26 Policy Review Schedule](#)
- Automated Emails to Trigger Upcoming Reviews