



Kennesaw State University Policy Process Council Meeting

Summary

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:

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
Relocation Policy	<p>Editorial Update Only – PPC Review</p> <ol style="list-style-type: none"> 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. <p>PPC agreed this change was editorial only.</p>	HR
Alternate Work Schedule Policy New Stand-Alone Policy	<p>New Policy – Substantive Review</p> <ol style="list-style-type: none"> 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

	HR will review the additional notes from meeting discussion to make final updates before policies are submitted for shared governance review.	
Telework Policy	Revised with Substantive Changes 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.	HR
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 PPC agreed changes were editorial only.	Financial Services
Establish Change of Elective Fee Special Charge Policy	Editorial Updates Only – PPC Review 1. Updated broken links PPC agreed changes were editorial only.	Financial Services
Policy on Policies revised from 10-21-25	1. Further revisions for clarity. PPC agreed this draft policy is now ready for review by the division leaders since AA is the policy sponsor.	PPC

3. 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

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
UITS Policies		UITS	2024-2025
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
 - [Submission Timeline](#)
 - [Policies Under Shard Governance Review Report](#) – Please Share with Your SG Groups
 - [FY26 Policy Review Schedule](#)

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