



Kennesaw State University Policy Process Council Meeting **Summary**

February 17, 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, Sam Garbe, Nwakaego Nkumeh-Walker, Amber Smith, Lauren Taglialatela, Jace Freeman

Members Excused: Callie Warren, Lisa Duke,

Invitees: Stephen Gay

Agenda:

1. 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
Enterprise Information Security Policy	Editorial Only Removed the word "only" on pg 2.	UITs
Information Technology Acceptable Use Policy (linked to wrong policy) Information Technology Acceptable Use Policy	Editorial Only Tense and punctuation edits	UITs
EU General Data Protection Regulation Compliance Policy	Editorial Only Clarified scope statement	UITs
Network Access Policy	Substantive Change 6.1.9 added to prohibit the bridging of networks	UITs
Telephone and Fax Usage Policy	Substantive Update Clarified policy to include telephones assigned to departments and groups of users	UITs
Technology Purchasing, Relocation, and Surplus Policy	Substantive Update No longer require police report for all lost assets, rather requiring it only for theft.	UITs

2. Policies Submitted for Shared Governance Review or Signature

February 2026 – Ready for Signature

- Cellular, Wireless Communications Devices, and Service Policy
- Cloud Services Policy
- Data Security Policy
- Information Security Incident Response Policy
- New System Policy
- User Accounts and Passwords Policy
- Video Surveillance Policy
- Vulnerability Disclosure Policy
- Web Accessibility Policy Statement
- World Wide Web Publishing Policy

January 2026

- [Contract Approval Signature Authority Policy](#) – Signed 01/20/2026
- [Establish Change of Elective Fee Special Charge Policy](#) – Signed 01/20/2026
- [Relocation Policy](#) – Signed 01/20/2026

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

3. 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.			

4. Process Improvements for AY26

- [PPC Policy Management Dashboard](#) - Permission Based
 - [Policies Under Shard Governance Review Report](#) – Please Share with Your SG Groups
 - [External Policy Portal](#) – TEST Policy Organization
 - [FY26 Policy Review Schedule](#)

5. 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

6. 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 27		Aug 14

		Aug 25			
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