Kennesaw State University
Policy Process Council Meeting
Summary
November 18, 2025
11:00 – 12:30
Via TEAMs

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

Members Excused:
Ryan McLemore, Stephen Gay,
Invitees:

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	
Policy on Policies revised from 10-21-25	Update PPC discussed proposed revisions to the Policy on Policies for this meeting. Policies suggestions will be incorporated and the PPC will make one last review at the January meeting.	PPC

2. **Validation of Policy Contacts, Responsible Office, Contact Email**
    Please take a moment to review the policies assigned to your areas to be sure the appropriate Responsible Office, Contact Person (an individual who will lead any policy reviews), and the Contact Email (resource emails or general email for inquiries) is correct.

    This is essential in order to automate the notifications and to maintain the public information regarding the Contact Email.

3. **Policies Submitted for Shared Governance Review**
November
    * Substantive Change Policy
October:
    * Written Student Complaints

- [Complaint Resolution Policy](#)
- [Research Centers and Institutes Policy](#)

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
[Contract Approval and Signature Authority Policy](#)		Procurement and Contracting	2022
[Establishing or Changing an Elective Fee or Special Charges Policy](#) - Michelle McGinty & Rob Bridges		Budget and Planning	2022
[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
        - [External Policy Portal](#) – TEST Policy Organization
        - [FY26 Policy Review Schedule](#)

- Automated Emails:

Notification to Policy Sponsor – Approval Complete

✓ smartsheet

Hazing Policy Approval Complete

Dear Leigh Funk,

The Hazing Policy has completed the review and approval process. The policy was signed by the President and Provost on 11/12/25 and is now available on the Policy Portal.

Thank you for leading the update and review of this policy.

Kind regards,

Leigh Funk

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 24	Sept 3	Sept 18

		Sept 29			
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