This past year has been one of tremendous change and growth for all of us in the Office of the Associate Vice President for Operations (OAVPO) and for everyone at Kennesaw State University (KSU). I found new meaning, and a bit of comfort, in the phrase “The only thing constant is change!” It’s going to happen. How we decide to respond is our choice. Having three decades of service in our military, I’m a student of leadership, especially military leadership. Throughout the last year, General Colin Powell’s *Leadership Primer* has resonated with me:

> Perpetual optimism is a force multiplier.

The ripple effect of a leader’s enthusiasm and optimism is awesome. So is the impact of cynicism and pessimism. Leaders who whine and blame engender those same behaviors among their colleagues. I am not talking about stoically accepting organizational stupidity and performance incompetence with a “What, me worry,” smile. I am talking about a gung-ho attitude that says “We can change things here, we can achieve awesome goals, we can be the best.” Spare me the grim litany of the “realist,” give me the unrealistic aspirations of the optimist any day.

—General Colin Powell, Chairman (Ret.), Joint Chiefs of Staff

*Leadership Primer, Lesson 12*

Optimism, like any force multiplier, can dramatically increase the effectiveness of a group. I encourage our team to tackle each day with renewed purpose, enthusiasm, and a focus on the big picture. I prefer working with people who have a gung-ho attitude and want to be a part of creating change that works. We’re not perfect but we’re darn good at what we do. Our goal is to constantly improve. We welcome your ideas and **continued on page 2**
Raising the Bar
Operations News and Views (continued)

Message from the AVP

continued from page 1
solutions to issues and opportunities. Join us and be a part of the solution.

As we strive to embrace the goodness of change while minimizing disruption of service to our customers and stress on the staff, there are three ways we will focus our efforts within our team and with our customers:
1. Maintaining a consistent level of communication.
2. Listening to concerns.
3. Communicating internally to reduce anxiety, stress, and turn over.

Some of the ways we are currently communicating with our customers and staff include:
- Buyer, Accounting, and Travel Partners in our financial management team
- Money Measures newsletter
- Operations Town Halls
- Policy briefings to shared governance bodies
- Training
- Websites

I hope you will join us—and encourage the faculty and all the staff in your department to join us—at the next Operations Town Hall meetings in September 2016. During those meetings we will share with you information about the projects and activities underway within the entire Operations Division, which includes representatives from the Office of the Associate Vice President (OAVPO); Auxiliary Services and Programs (ASaP); Office of Financial Management (OFM); Human Resources (HR); Library Services; Museums, Archives and Rare Books (MARB); Department of Public Safety (DPS); Environmental Health and Safety (EHS); University Information Technology Services (UITS); Enterprise Information Management and Institutional Research (EIM&IR); Sports and Recreation Park; and Facilities.

I encourage you to attend the Operations and other Town Hall meetings held on campus, so we can establish an open and optimistic dialogue; learn from each other; and work together to improve what we do at KSU. With your enthusiasm and participation, we can demonstrate that perpetual optimism is a force multiplier at KSU!

Dr. Randy Hinds, Vice President for Operations & CIO/CBO; Stephen Ndiritu, Assistant Director, Environmental Health and Safety (EHS); and Maria Britt, Associate Vice President for Operations, at a recent luncheon honoring and thanking Stephen for his commitment and leadership as Interim Director, EHS for the past three years. Effective April 1, 2016 Stephen began serving as Assistant Director for the EHS department.

Save the Date!
Next Operations Town Hall Meetings

Kennesaw Campus
Wednesday September 29, 2016
1:00-3:00 PM

Marietta Campus
Thursday September 30, 2016
1:00-3:00 PM
A Strong Partnership:
KSU and DOAS

Ed Finnegan
Director, Office of Fleet Management
Georgia Department of Administrative Services

As the Fleet Director for the State of Georgia, I have had a good deal of interaction with Kennesaw State University (KSU) and have always been very impressed with the University’s level of training and concern for compliance with the Georgia Department of Administrative Services (DOAS) policies, including those of the Georgia Office of Planning and Budget (OPB). Along with the recent consolidation of KSU and the former Southern Polytechnic University (SPSU) came new situations, travel between the two campuses, and a shift in some responsibilities. This, coupled with the impending silver tsunami (65% of State employees reaching retirement age within a five year window), requires constant training and reinforcement of policy and process requirements. KSU has been a strong partner with the DOAS Office of Fleet Management (DOAS OFM) and has often taken our programs and made them better, or more in line with campus needs. As my wife, Beth (KSU class of ’92), would say Go Owls!

Here is a quick rundown of the State of Georgia Fleet Programs and how they could affect you as a KSU employee.

Report My Driving

This is the sticker on the back of State vehicles that allows the public to share their opinion of how the driver is behaving on the taxpayer dime. Some drivers feel this is unfair scrutiny. However, the purpose of the program is to identify and correct poor driving habits and ultimately prevent accidents. This program is about your safety and that of your neighbors. We need you at your best when driving as an employee of the State of Georgia.

OPB Policy 10

This policy, which covers the rules, regulations and procedures governing the use and assignment of motor vehicles; purchase, operation and disposal of motor vehicles; and associated record keeping, was revised two years ago and placed two new requirements on all State agencies and their fleet vehicles:

1. Utilize (or lose) their vehicles; all vehicles need to be fueled every 30 days;
2. Repair all accident damage so that we are providing a safe workplace for our co-workers.

Some examples of the more common accident damages that the DOAS OFM tracks and addresses include rear-ending other vehicles; hitting fixed objects; and backing up collisions. The DOAS OFM closely monitors and addresses all reported incidents and accidents, including any that involve employee negligence.

State of Georgia Liability Coverage

This is completely the opposite of your personal vehicle liability coverage. The State of Georgia does not insure vehicles. We insure State of Georgia employees, but only while performing their official duties. The liability coverage stays with the employee when operating any vehicle within the scope and course of their employment with the State. On the other hand, once an employee starts doing personal stuff while driving any vehicle, they are on their own.

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EIM&IR Campus Partners

Ken Bridges
Director, Enterprise Financial Reporting
Office of Enterprise Information Management and Institutional Research

The Office of Enterprise Information Management and Institutional Research (EIM&IR) serves several distinct functions at Kennesaw State University (KSU) which are detailed on the department’s new website at eimir.kennesaw.edu.

EIM&IR’s data warehouse and the SAS® Business Intelligence Suite are the primary source for faculty and staff when responding to external requests and preparing internal management reports that utilize statistical information. EIM&IR provides the official numbers (census) for the University. EIM&IR gathers its information and analyzes its data using the definitions and policies of KSU, the University System of Georgia, and the National Center of Education Statistics (NCES). The NCES is the primary federal entity for collecting and analyzing data related to education.

EIM&IR collects, analyzes, warehouses, and disseminates data about the University. Along with ensuring that KSU has uniform and consistent information for official reporting, EIM&IR provides data support analytics for the University’s decision-makers. With our Data-As-A-Service Fit-Gap sessions, the EIM&IR leadership team determines best practice solutions to better serve the data needs of KSU divisions and departments.

EIM&IR’s Enterprise Financial Reporting team, in collaboration with Office of

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Financial Vision
Financial Management News

Building Strong Partnerships

Dawn Gamadanis
Assistant Vice President
Office of Financial Management

Welcome to the Office of Financial Management (OFM)! The financial management team consists of four departments: the Office of Budget and Planning (OBP); the Office of Enterprise Risk Management (OERM); the Office of Finance and Accounting (OFA); and the Office of Procurement and Contracting (OPAC). One of the OFM’s primary goals since consolidation is to create a stronger, more effective, and seamless team that can address the complexities of a comprehensive university. As part of this initiative, we aim to better educate, communicate, and build strong partnerships with our campus constituents.

We understand the challenges of navigating many different systems, policies, and procedures while trying to reach department, college or division goals. At the same time, we understand that each of us have the responsibility to serve as good stewards of Kennesaw State University (KSU) financial resources and that these systems, policies, and procedures are in place to help us meet that responsibility and safeguard the University’s assets. So how do we effectively accomplish both?

Improved Communication

OFM’s recent efforts include expanding and enriching our communications to campus. Three ways in which we are doing this is through the:

1. OFM website improvements that provide a wide-range of information to help address your questions and provide assistance for all your financial management and planning needs. The OFM website is the primary source of financial management information for our campus customers;
2. Frequent updates to the OFM news web page, along with targeted emails announcing these news releases; and
3. The Money Measures newsletter, which provides information on upcoming projects, changes in processes and procedures, and in-depth knowledge about related policies and procedures. I strongly encourage you to read the articles; I believe you will find them relevant and informative.

Training

Training is always an integral part of both communication and education. The financial management team, in partnership with the Project Management Office (PMO), is currently reviewing all of our training course material. During this process, we are developing a consistent new look, a glossary of terms, and more in-depth content. We are developing new basic courses for accounting, budgeting, purchasing, and risk management. We are also identifying prerequisites that allow for better flow and processing of information. Where appropriate, we plan to offer instructor-led and/or online courses. Much of our new and improved training will be delivered in the new fiscal year.

Strong Partnerships

Finally, we want to build strong partnerships with our customers, the other departments across the KSU campuses, and within the university system. Through periodic meetings, we hope to better understand your business needs and collaborate on ideas that help us all to reach our shared goals.

The financial management team looks forward to working with you throughout the year and we encourage your feedback on how we can better serve you.

For more information about OFM, visit our website at ofm.kennesaw.edu

EIM&IR

Campus Partners

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Financial Management (OFM), provides the Comprehensive Financial Reports (CFR) and position management reports to KSU deans, chairs, department managers, and business managers. These SAS® reports are integrated sets of financial, budget, and human capital data that are updated nightly so that KSU managers can make informed decisions with respect to their operational budgets.

The EIM&IR team continues to improve the department’s website and makes every effort to ensure data is readily available and accessible to the KSU Kennesaw and Marietta campuses. EIM&IR also responds to unique requests for data and, depending upon requirements, typically requires up to fifteen (15) business days for delivery.

For questions or concerns:
Enterprise Information Management and Institutional Research (EIM&IR)
E: eim@kennesaw.edu
T: 470.578.3609
eimir.kennesaw.edu
Financial Consolidation: Past, Present, Future

Julie Peterson
Controller
Office of Finance and Accounting

It may be April, but it still seems like a new year to me, and that sets my mind to thinking about what was accomplished in 2015, as well as what’s ahead for 2016. Let’s first take a look at what’s taken place over the past year, with respect to the financial consolidation of Kennesaw State University (KSU) and Southern Polytechnic University (SPSU).

The Office of Finance and Accounting (OFA) had many activities leading up to the consolidation of our financial records. While the consolidation was approved by the Board of Regents (BOR) of the University System of Georgia (USG) on January 6, 2015, all financial records and budgets were kept separate through June 30, 2015, our fiscal year-end. Maintaining separate financials had its challenges as some departments were already merged from a working standpoint. This required keeping salaries and travel separate, designating approval authority for the Marietta budgets, etc.

To make matters more complicated, we also had an upgrade to our financial system, PeopleSoft, in the spring of 2015. Then, as of July 1, 2015, we also converted to shared account codes, where all institutions in the USG shared PeopleSoft system now utilize the same shared account structure. This conversion, as well as the consolidation of financial records, meant SPSU accounts had to be cross-walked to KSU accounts and KSU accounts had to be cross-walked to the new shared accounts. This involved mapping over 1,400 accounts from both business units and over 2,000 detail codes.

Next, we had our actual fiscal year-end close and financial statement preparation. We closed two sets of financial books and prepared two separate Annual Financial Reports (AFR), and a third combined AFR. In addition, we did the same for the Budgetary Compliance Report (BCR), which had added complexities for Fiscal Year 15 (FY15) as the SPSU open purchase orders were loaded into the KSU business unit in PeopleSoft prior to closing the fiscal year-end. Since all of the SPSU encumbrances were in KSU’s ledger at June 30, those amounts had to be backed out on the BCR in order to accurately report our surplus.

With all the complexities of consolidating the financial records, we’re happy to report that the FY15 audit resulted in no findings or management letter comments for either the Generally Accepted Accounting Principles (GAAP) financial statements, the AFR, or the BCR. FY15 account balances from the Marietta Campus were loaded into the KSU ledger in October 2015, which meant three months of the ledger were closed in approximately three days. After the September monthly close, staff began reconciliation of those balances.

So, where are we now and what are the plans for the future? We have reconciled all balance sheet accounts through March and have validated fund balances from the Marietta Campus. The Marietta Campus has been on-boarded and trained on both the OwlPay payment request system and the Travel Management System (TMS/Concur).

OFA, as well as the entire Office of Financial Management (OFM) team, is currently in the process of updating and creating new training for campus. Watch for more information on this training in the new fiscal year.

The OFA Accounts Payable (AP) and Travel teams are also starting a Partnership Program where AP and Travel staff are assigned to specific divisions or departments to enhance the level of customer support to campus. The program will be implemented this summer. For more information on the program, see the Accounting Operations article in this newsletter.

Most of the OFA staff is based on the Kennesaw Campus in the Town Point building. On the Kennesaw Campus, the Bursar’s Office is located in the Student Center. We also have a fully staffed Bursar’s Office in Norton Hall on the Marietta Campus. In addition, our Tuition Classification Officer is based on the Kennesaw Campus in the Town Point building and maintains office hours in Norton Hall at the Marietta Campus on Tuesdays and Fridays, to meet with students regarding their residency status.

In the months ahead, we begin preparing for another fiscal year-end. The FY16 year-end deadlines are posted on the OFM and OFA websites. The OFM Year-End Procedures web page includes deadlines for submission of travel, invoices, correcting journal entries, and cash receipting. These deadlines are critical for closing the FY16 financial records and preparing the AFR. We look forward to working with campus on another successful close of the financial books in FY16.
Accounts Payable and Travel Updates

Abbie Coker
Director, Accounting Operations
Office of Finance and Accounting

Accounts Payable and Travel Partnership Program

The Office of Finance and Accounting (OFA) is excited to announce the new Accounts Payable and Travel Partnership Program. As a customer focused department, we are always looking for ways to better serve our students, faculty, staff and stakeholders. With this in mind, we have assigned Accounts Payable Partners to several divisions/departments and a Travel Partner to one division to pilot the new program. So far, we received great feedback on the high level of internal customer support provided. Accounts Payable Partners and Travel Partners will be dedicated to serving each division/department on both the Kennesaw and Marietta campuses. Stay tuned for more about this exciting program during the summer of 2016.

Accounts Payable Team

The Accounts Payable (AP) team is part of the Accounting Operations department within the OFA. The AP team is responsible for efficiently processing non-payroll disbursements to employees, students, and vendors.

OwlPay Modifications

By popular demand, enhancements to OwlPay, our online payment request system, are just around the corner. Planned modifications include improved reports and look-up functionality by departments, speed charts or accounts. Once testing is complete and the enhancements are in the production system, we will notify campus when the modifications are available to end-users.

OwlPay Resources

Visit the Accounts Payable web page on the OFA website, which includes links to the OwlPay payment system (accessed via the KSU Connect system) and other important information on the OFA website menu and under OwlPay Payment Request Resources.

Travel Team

The Travel team is part of the Accounting Operations department within the OFA. The Travel team is responsible for providing support to KSU employees using the Concur travel and expense system.

Travel Prepaid Expenses

As fiscal year-end is approaching, the Travel team is frequently asked a very common question:

I am planning to attend a conference in July 2016, can the registration and travel expenses for this conference be recorded as an expense in this current fiscal year?

The brief answer is that these type of transactions should be recorded as a prepaid expense until the trip actually occurs. The OFA recognizes that in the past few years, departments may have been allowed to pay for travel in the current fiscal year with travel dates that occurred in the next fiscal year. However, to better align the daily operations of the University with Generally Accepted Accounting Principles (GAAP), these travel expenses should be recorded as a prepaid expenses.

Travel Mileage Rate Change for 2016

We recently informed campus that the State Accounting Office announced changes to the mileage rate for 2016. This change was effective January 1, 2016 resulting in a reduction in the mileage reimbursement rates for the use of personal vehicles for 2016. The new Tier I rate for personal car mileage reimbursement is $0.54 per mile.

Travel Resources

Visit the Travel Resources web page on the OFA website at finance.kennesaw.edu. Links to the Concur login; Travel Training Online; Travel Training and Drop-In Sessions; Travel Policy and Procedures; and other important travel information are included on the Travel Resources web page. How to contact the Travel Team is also on the website menu and on the Travel About web page.

Catering, Anyone?

Jaime Blei
Accounting Professional IV
Compliance and Internal Controls
Office of Finance and Accounting

If your department is planning an event, Kennesaw State University (KSU) Catering now offers services on both the Kennesaw and Marietta campuses. You can place an order via the online catering management system at https://kennesawcatering.catertrax.com or by phone at 470.578.2208.

When planning a catering event always be sure that the meals provided are in compliance with the University System of Georgia’s Business Procedures Manual Sections 19.7 & 19.8 and ensure that the request complies with the State Accounting Office’s allowable per diem rates for the area. Cobb County’s per diem rates are $7.00, $9.00, and $20.00 respectively for breakfast, lunch, and dinner. The total catering costs for an event should not exceed the per diem.

Visit the Catering, Anyone? link on the website menu and on the KSU Connect website. Links to the Catering, Anyone? page include information about the KSU Catering team, how to place an online order, the usage of personal vehicles for 2016. The new Tier I rate for personal car mileage reimbursement is $0.54 per mile. This change was effective January 1, 2016 resulting in a reduction in the mileage reimbursement rates for the use of personal vehicles for 2016. The new Tier I rate for personal car mileage reimbursement is $0.54 per mile.
### Elective Fees Under New Scrutiny

**Brittany Bailey**  
*Finance/Budget Professional III*  
*Office of Budget and Planning*

Effective fall 2015, important changes were made to the Board of Regents of the University System of Georgia (BOR/USG) policies regarding elective fees. In an effort to provide greater transparency and BOR oversight to fees that are charged to students, all USG institutions must now seek BOR approval for a broader scope of elective fees. Examples of elective fees include, but are not limited to:

- Resident hall deposits;
- Penalty charges;
- Non-mandatory parking fees and parking fines;
- Library fines;
- Laboratory fees;
- Supplemental course material fees to cover specific costs, such as art materials, course packets/kits, museum admissions, travel to off-campus learning sites, safety equipment, software/videos, and special equipment.

Previously, these fees did not require BOR approval and could be added or adjusted as necessary under the discretion of the University President. In accordance with the updated policy, if a fee is charged to all students in a specific degree program or to all students within a particular course, where the fee is not classified as a laboratory fee or supplemental course material fee, the fee must be submitted to the BOR for review and approval.

In January 2016, the Office of Budget and Planning (OBP) prepared a detailed submission for approximately 26 elective fees that now require BOR approval. Examples of the fees that were submitted include major fees for specific degree programs and Teaching of Specific Subjects (TOSS) fees.

In general, Kennesaw State University (KSU) departments are expected to cover normal instructional costs within their operational budgets, with elective fees added only in exceptional situations. OBP performs periodic reviews of all elective fees to ensure the fees are in compliance with the policy. In addition, it is imperative that respective departments review expenditures for each fee to ensure that the expenditures align with the purpose described when the fee was initially approved, and that the level of expenditures is at least 95% of revenue by the end of the fiscal year. If the department does not meet this threshold, or has consistently low expenditures across fiscal years, OBP will recommend a reduction or removal of the fee.

For more information, view Section 7.3.2.2 of the BOR Policy Manual at: [http://www.usg.edu/policymanual/section7/C453/#p7.3.2_student_fees_and_special_charges](http://www.usg.edu/policymanual/section7/C453/#p7.3.2_student_fees_and_special_charges).

### Catering, Anyone?

**continued from page 6**

rate per person. However, per diem rates do not apply when using KSU Foundation funds.

As outlined in the KSU Guidelines for Food Purchases, a KSU Food Purchase Prior Approval Form should be submitted to the Office of Finance and Accounting (OFA) prior to the event. The guidelines and form are available on the Office of Financial Management (OFM) Forms web page at: [http://ofm.kennesaw.edu/ofmquicklinks/forms.php](http://ofm.kennesaw.edu/ofmquicklinks/forms.php).

Food Approval Forms must be submitted to compliance@kennesaw.edu for approval. Always include any information that supports your event including registration fees.

### A Strong Partnership: KSU and DOAS

**continued from page 3**

the employee is no longer covered by the State’s liability insurance. Also keep in mind that the State insurance does not cover damage or loss of use to the employee’s personal vehicle. Employees should carry the Georgia Liability Insurance Identification Card in their personal vehicle for trips to meetings and errands to pick-up supplies, as well as in a rental vehicle when driving to a conference. This identification card is available on the DOAS website and KSU also posts it along with KSU’s instructions on What to Do in Case of an Accident on their website.

DOAS has partnered with the KSU Office of Enterprise Risk Management (OERM) on many recent trainings and meetings to educate and provide support to the KSU campuses and employees. The DOAS OFM New Employee presentation touches on many of the items discussed here and is available for all State employees to view at: [http://pur.doas.ga.gov/fleet/NewStateEmployee/presentation.html](http://pur.doas.ga.gov/fleet/NewStateEmployee/presentation.html).

If the DOAS OFM can be of assistance to the KSU departments in any way, you can contact me at:

*E: ed.finnegan@doas.ga.gov*  
*T: 404.651.7263*
Financial Stewardship

Laura McMillan
Director and Agency Procurement Officer
Office of Procurement and Contracting

Kennesaw State University (KSU) receives funds from a variety of sources, including state appropriations; tuition and fees; auxiliary revenues; departmental sales and services; grants; and donations. Most of the funds received are for specific, limited purposes or are subject to restrictions by a governing body. The university uses all funds, regardless of type, in a manner consistent with applicable federal and state laws and regulations, university policies, Board of Regents of the University System of Georgia (BOR/USG) policies, and other restrictions or designations governing their use.

Fiscal Responsibility

Why is fiscal responsibility important? Because as state employees it is our obligation to be responsible stewards of KSU’s funds, no matter the fund source. Public accountability is an essential component of our institution’s integrity and ultimately, our longevity as a world-class higher education provider.

The dictionary defines stewardship as:
1. a person who administers the property, house, finances, etc., of another (noun).
2. to act or serve as a steward (of something); the responsible overseeing and protection of something considered worth caring for and preserving (verb).

Although not all expenditures have the same approval requirements as state-appropriated funds, it is important to remember that those other funds still exist for university-related purposes; the supervising officer’s responsibility for these funds is no less than for state-appropriated dollars.

Employees, associates, affiliates, and other individuals (including students) responsible for expenditures using university funds have an obligation to stay current in their knowledge about, and act in compliance with, applicable policies, laws, regulations and rules, contracts, grants, and donor restrictions, regardless of when the approval occurred.

Everything we do must stand the test of public scrutiny. All potential expenditures should be able to pass a best practice Test of Propriety. The Test of Propriety should be utilized to evaluate whether or not an expenditure is an appropriate use of university funds. An expenditure of university funds will be considered proper only if it meets all of the criteria set forth in the Test of Propriety.

The KSU Test of Propriety tool should be used prior to making any purchase or expenditure using university funds. The Test of Propriety considerations are:

1. Is this expense for official University business?
2. Is this expense in the best interest of the University?
3. Is this expense the most effective way to accomplish official University business?
4. Is this expense in compliance with applicable policies, laws, regulations, and rules; and contracts, grants, and donor restrictions, including having the required approvals and authorizations by the appropriate fiscal role?
5. Is this expense within the available financial resources of the responsible unit, taking into consideration all outstanding encumbrances?
6. Is this expense directly beneficial to the department/unit charged?

7. Is this expense reasonable?
8. Is this expense in compliance with University and/or USG Code of Conduct, Ethics, and Conflicts Interest Policies?
9. If the expenditure involves a contract or creation of any form of University obligation, have the required approvals from University Legal Counsel been obtained?

If any of these questions receives a no answer, then the transaction is not appropriate for university funds. Evaluating the propriety of university expenses requires a high degree of judgment and discernment. Also consider the following when deciding whether or not a particular transaction is a proper use of university funds:

- Would a university outsider, such as the general public or auditor, consider the expenditure to be a reasonable and necessary expense of university funds?
- How would this purchase look to the public if it were placed on the front page of the newspaper (this is the appearance test)?

In order to ensure the requisite control over university funds, KSU requires that purchases be processed through the Office of Procurement and Contracting (OPC) via purchase orders and established supply contracts, and the eProcurement system. The purchasing card (P-Card) can be utilized for small-value delegated authority as defined in the KSU Division of Legal Affairs Contract Review and Approval Process and also in accordance with the KSU Procure-to-Pay (P2P) Decision Matrix.

Perspective is Everything

If we view the institution’s funds as the public’s money, we will likely think twice before every purchase. Responsible stewards of KSU funds serve the public’s best interests.
Understanding Year-End
Laura McMillan
Director and Agency Procurement Officer
Office of Procurement and Contracting

Each year, Kennesaw State University (KSU) publishes year-end processing deadlines to aid departments in their planning and use of their budgets. Our fiscal year cycle runs from July 1st through June 30th. However, in order for various types of financial transactions to be recorded in the current fiscal year’s activity, various types of requests and transactions must be submitted by the cut-off dates provided.

And, with each passing year, our office repeatedly receives questions as to why we have year-end cut-off dates for spending. The Office of Procurement and Contracting (OPC) has seen email comments stating:

- I think this issue of year-end spending at the end of June can be resolved administratively…;
- KSU faculty should be able to operate normally at the end of June and faculty should not have to adjust events to suit accountants…;
- Why is faculty forced to lose fifteen days of program, event, activities, etc., because of this arbitrary deadline?; and
- If the formal state budget ends on the thirtieth of June, then why not allow faculty to schedule programs and events until then?

Cut-off dates for University System of Georgia (USG) institutions are established by the Board of Regents (BOR) Office of Fiscal Affairs and Planning. The BOR Business Procedures Manual, Section 1.7.3, Year End Closing of Accounting Records states:

The closing of the accounting year shall be accomplished by the date

established by the Office of Fiscal Affairs – Accounting and Reporting each year. This shall include all required adjusting journal entries entered, all allocations processed, all interfaces from other software systems posted, and all required reports processed to prepare the system-generated annual financial reports.

Additionally, State of Georgia Law, O.C.G.A. § 45-12-89 states:

At the end of each fiscal year, the amount of each appropriation provided for in this part, except for the mandatory appropriations required by the Constitution of Georgia, remaining unexpended and not contractually obligated in writing shall lapse and cease to be available; and the state treasury shall not pay any unallotted appropriations and shall make the necessary adjustments in its appropriation accounts to charge off the amount of the lapsed appropriations. All appropriated funds, except for the mandatory appropriations required by the Constitution of Georgia, remaining unexpended and not contractually obligated at the expiration of the General Appropriations Act shall lapse.

Simply put, we are spending out of a fixed budget that expires at the end of the fiscal year. In order to ensure the integrity of KSU’s financial data and properly close out the fiscal year, cut-off dates are required. The cut-off dates actually allow the KSU OPC the time needed to process all outstanding requisitions that were entered by the cut-off date; and likewise, we need that time to source those requisitions to purchase orders (i.e., purchase orders create contractual obligations and encumbrances in our financial system). And, many of the purchase requirements the OPC receives require bidding and sole-source solicitation activity and/or other research, procurement processes, and approvals prior to award.

Departments have the responsibility to ensure that requisitions to purchase goods and/or services, which are to be encumbered and paid from current fiscal year funds, are submitted to the OPC early enough to allow for processing prior to fiscal year-end close-out deadlines. Although the use of year-end deadlines are not popular, it is the nature of our environment and it is ultimately the budget owner’s and/or department head’s responsibility to effectively plan and schedule, in advance.

There are literally thousands of financial transactions to process at year-end. Recording expenditures in the correct fiscal year is critical to the accuracy of fiscal year-end reports and financial statements. And, as a publicly funded, State of Georgia institution, we have an even more profound responsibility to demonstrate accountability to the quality of KSU’s financial data and reporting. To further clarify and quantify the use of the term quality, which is a broad term, our data must be accurate, valid, reliable, timely, relevant, complete, and compliant. The University is under constant scrutiny and audit and we must intentionally perform with a high commitment to standards of accountability and transparency.

Institutions have the option to be more stringent in their cut-off dates than what the BOR requires. Notwithstanding, if you were to survey the year-end deadlines of our peer institutions, you will find that KSU is very gracious in the processing time-lines afforded to our customers.

Lastly, I encourage faculty and staff to visit the Office of Financial Management (OFM) News webpages throughout the fiscal year for the latest OFM news releases and year-end information.
In January 2014, the new OwlPay payment request system was successfully launched at Kennesaw State University (KSU). The KSU Office of Procurement and Contracting (OPC) and the Office of Finance and Accounting (OFA) joined forces to provide campus-wide training as the new system was implemented and a guidance document, the KSU Procure-to-Pay Decision Matrix (KSU P2P Decision Matrix), was published for use. This improvement to the payment request process was well received on campus and initial reviews of the OwlPay system applauded its ease of use and functionality. That ease of use and functionality has, perhaps, led to the inappropriately use of OwlPay payment requests as a means to avoid standard KSU procurement procedures.

Misuse of the OwlPay system has negatively impacted procurement policies and procedures compliance and resulted in a campus-wide communication from KSU’s Vice President for Operations & Chief Information Officer (CIO)/Chief Business Officer (CBO), Dr. Randy Hinds, on March 2, 2016, regarding non-compliance with KSU’s P2P processes. The following additional guidance is provided to help direct your purchasing efforts on behalf of KSU.

Two Types of OwlPay Payment Requests

Essentially, there are two types of OwlPay payment requests:
1. Requests to pay obligations that do not require a procurement process; and
2. Requests to pay obligations that are a result of bypassing a required procurement process.

What types of obligations do not require following a procurement process?

First and foremost, it is hard to go wrong by entering and submitting an eProcurement (ePro) requisition for your purchase requirements. In the ePro system, there are multiple approvers and/or reviewers who can redirect the ePro requester if a purchase order (PO) is not required. The ePro system also has other safeguards (such as pre-encumbrance of funds) to substantially reduce the chances of error.

Additionally, the KSU P2P Decision Matrix, available on the OPC’s website, provides guidance with regard to matching the most common types of transactions with their corresponding procurement process options. These options include utilizing:
1. The ePro GeorgiaFIRST Marketplace (where requesters build requisitions from items in the available contract catalogs and which issues an electronic PO to qualifying State of Georgia contracted suppliers after departmental and budget approvals occur);
2. An ePro Special Request (which results in an OPC issued PO to the supplier); or
3. A KSU Purchasing Card (P-Card) (in accordance with P-Card policies and procedures).

The KSU P2P Decision Matrix is a straightforward tool to explain a sometimes complex system of Georgia State Law, State of Georgia Purchasing Policy, Board of Regents Policy, and KSU policies and procedures.

As another broad reaching policy, the Georgia State Accounting Office Statewide Purchase Orders Policy, provides that any purchase (even purchases against an agency or statewide contract) valuing $2,500 or more requires use of either a 1) PO or 2) P-Card. There are a few exceptions to this policy, such as transactions related to payroll and associated tax and benefit payments, utility payments, real estate payments, etc., which have been taken into account on the KSU P2P Decision Matrix.

To clarify, purchases less than $2,500 may also require a procurement process. With that said, before making any purchase decisions on behalf of KSU, you should always check the KSU P2P Decision Matrix and/or contact your department’s KSU Buyer Partner directly for additional advice as necessary.

What types of obligations require a procurement process?

Unless there is some type of exception, a procurement process is required when contracting for goods and services from suppliers. This could be through either automated ordering off of a State of Georgia Contract (via the ePro GeorgiaFIRST Marketplace), submitting an ePro Special Request (which results in an agency issued PO), or use of a P-Card (in accordance with P-Card policies and procedures).

What happens if an OwlPay request should have gone through a procurement process?

When a payment request is submitted through OwlPay, the Office of Finance and Accounting (OFA) Accounts Payable (AP) team reviews the request and, based on the KSU P2P Decision Matrix, observes
Detecting and Correcting
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if there is an allowable exemption to submit a payment request via OwlPay. If an exemption could not be identified by the AP team, payment to the supplier is processed as required for allowable and approved purchases, however the OwlPay request is also escalated to the OPC team for review. The OPC team determines what, if any, procurement policies and/or procedures were not followed—or potentially violated—and then an apparent violation notice, along with an Unauthorized Commitment Purchase Form is sent to the OwlPay requester. The requester is required to send the completed form back to the OPC (typically within 7-10 business days) and the OPC forwards the completed form along with their comments to the Vice President for Operations & Chief Information Officer (CIO)/Chief Business Officer (CBO) for potential ratification and/or disciplinary action. The final and ratified Unauthorized Commitment Purchase Form is maintained in the OPC files for audit purposes. More information about this process is available on the OPC Purchasing Violation Procedures web page.

Often, OwlPay requests come through and the requester comments will indicate that someone in the OPC told them to use the OwlPay system. For clarification, if a requester approaches the OPC team with an invoice for goods and/or services that have already been provided/performed by the supplier and no PO was issued, then the OPC team member will advise that the employee submit the invoice for payment through OwlPay. This direction is given because the procurement process was handled incorrectly and because we are required by State law to process payments for commitments to suppliers in a timely manner. OPC does not issue POs for such payment requests, because to do so would be after-the-fact purchasing.

Anyone who finds themselves with an invoice for goods delivered or services rendered—with no PO or P-Card transaction receipt—has likely violated procurement processes. While OwlPay is used to pay invoices when procurement policies and processes have been circumvented, there are serious consequences for requesters and departments when the system is utilized in this capacity.

What can I do to avoid OwlPay escalations and procurement process violations?

Reference the KSU P2P Matrix when you need a good or service;

Plan ahead, especially for procurements that exceed $2,499.99 because the procurement will likely require a PO, and also, if the requirement is a service, it may likely require E-Verify documentation;

Call your KSU Buyer Partner at the onset of identifying a need to make a purchase. This is especially important if the purchase may exceed $2,499.99.

Become familiar with KSU’s policies and procedures as they relate to procurement actions. Some very important policies and procedures to review periodically include: the KSU Competitive Solicitation Policy, Consulting Services Policy, Purchasing Card Policy, Purchasing Card Procedures, and Technology Purchasing, Relocation, and Surplus Policy.

On the Road Again: Are You Covered?

Janet Nash
Risk Manager
Office of Enterprise Risk Management

The Office of Enterprise Risk Management (OERM) is the newest member of the Office of Financial Management (OFM) team, although our department, insurance, and risk management responsibilities at Kennesaw State University have been in existence for some time. While our ultimate goal is fiscal responsibility and to assist the University and KSU employees in being good stewards of tax payer funds, our responsibilities while related are also much different than those of our affiliated OFM departments. Since joining the OFM team last year, we have learned a great deal and in Fiscal Year 2017, we plan to increase our efforts to educate the campus community on how the OERM team can provide assistance on many of the complicated processes related to insurance, loss control and risk management.

Our topic in this issue of the Money Measures newsletter is simple but important for the campus community to understand. As a result of the consolidation, KSU now has two campuses so many of us are required to travel between campuses as a part of our job. This means more of us are on the road than ever before, thereby potentially increasing our risk exposure and insurance liability. The goal of this article is to remind KSU employees of a few things they should remember when driving for KSU business purposes.

Ed Finnegan, Director of the Office of Fleet Management at the Georgia Department of Administrative Services is a guest contributor in this issue of the newsletter covering related topics and State programs. We encourage you to also read Ed’s article! (see page 3)

Always keep a copy of the Georgia Liability Insurance Card with you whether you are driving a KSU owned vehicle, a rental vehicle, or your personal vehicle for State business purposes. This card is available to print on the OERM Resources web page of the OERM website. The back of the card includes What to Do In Case of an Accident. 

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On the Road Again

If you are driving your personal vehicle and are involved in an accident while on State business that is within the scope of your KSU job duties, the State will cover you, as an employee, for liability only. The State will not cover damage or loss of use to the employee’s personal vehicle. The employee would handle personal vehicle damages or losses under their own personal auto insurance policy.

Liability coverage handles any property damage or bodily injury to a third party if the employee is determined to be at fault for the accident. The State liability coverage falls under the Georgia Tort Claims Act (O.C.G.A. § 50-21-20) which, simply stated, means that if a State employee is at fault for an accident that occurred while performing duties within the course and scope of their employment with the State, that employee cannot be sued personally by any other party. The State Attorney General’s office handles the litigation. For more information, review the Department of Administrative Services (DOAS) videos included in your KSU required annual online training or contact OERM.

As long as you have completed all of the requirements of the driver qualification program, level 1 (Mandatory Vehicle Operator course online and an acceptable Motor Vehicle Record (MVR) check by OERM), you are protected by the Georgia Tort Claims Act (O.C.G.A. § 50-21-20) if an accident should occur while you are performing duties that are within the normal course and scope of your job with KSU, the state will cover you as an employee for liability only. You are not covered if you deviate from those duties in any way. For example, if you run a personal errand while on your way to a meeting and hit another vehicle, you are not covered by the State and can be held personally liable for damages to the other vehicle as well as the fleet vehicle you may be driving.

What to Do in Case of an Accident

The following are general instructions to follow in case you are in an accident. These actions apply to any type of accident or injury as well as incidents that involve damage to KSU buildings or other property. This information is also included on the back of the Georgia Liability Insurance Card.

1. Notify KSU Public Safety or local Police Officials from the scene of the accident. Make sure you get an accident report number and other pertinent information.
2. Immediately contact KSU Office of Enterprise Risk Management (OERM) to notify of accident via one of these communication methods:
   - Telephone: 470.578.2599
   - riskmanagement@kennesaw.edu
   - Online Portal (coming soon in 2016 at: reportaclaim.kennesaw.edu)
3. **Do not** call the Georgia Department of Administrative Services (DOAS) directly, unless it is after hours or on the weekend. KSU Risk Management will notify DOAS.
4. If the accident occurs after hours or on a weekend and you are not able to reach KSU OERM:
   - Call the DOAS NetClaim service at 1-877-656-7475
   - Write down the NetClaim report number and notify KSU OERM of this number with your report within 24 hours of the accident.
5. Fill out appropriate forms available on the OERM Resources Web Page:
   - Georgia DDS SR-13 Personal Report of Accident Form
   - Georgia DOAS Accident Form and Checklist Package
   - Georgia Liability Incident Form
   - Georgia Property Loss Form
   - KSU Golf Cart Liability Form
6. Return completed forms KSU OERM within 24 hours via either:
   - E: riskmanagement@kennesaw.edu
   - F: 470.578.9325.

Stephen Ndiritu (center), his wife and daughter (right), and members of the Environmental, Health, and Safety (EHS) team. Stephen was honored at a recent luncheon for his commitment and leadership as Interim Director of EHS for the past two years. Effective April 1, 2016 Stephen began serving as Assistant Director for the EHS department.
Throughout the consolidation process there was an expressed goal to provide the highest level of service to Marietta based constituencies. Regrouping similar services, or services that were once part of different organizational structures, into one shared physical office space was recognized early on as opportunity to realize synergy and community on the Marietta Campus.

Since the close-out of the consolidation operational working groups, many departments in the Operations Division now have primary locations on the Kennesaw Campus as well as a presence in Marietta. For example, Auxiliary Services and Programs (University Stores, Card Services, Culinary and Hospitality, Copy/Print, Parking and Transportation, Student Health Services, and Postal Services); the Department of Public Safety (DPS); Facilities; University Information Technology Services (UITS); the Office of Finance and Accounting (OFA), and the Bursar’s Office each have significant Marietta Campus based staffs. Several departments in the Operations Division also have staff that splits time between the Marietta and Kennesaw campuses or have a more limited number of Marietta-based employees.

In an effort to ensure that we maintain consistent and excellent customer service, the Facilities team is working on a plan to provide the Operations Division with a central office location for the Marietta Campus based staff. Through this renovation of the west side of the ground floor of Norton Hall (formerly Financial Aid and the Controller’s office), faculty, staff, students, and visitors will find service and information in one location. As part of the project, the entrance and lobby area of the Bursar’s Office in Norton Hall will be reconfigured to facilitate a higher level of account services for students.

In addition to centralizing operations staff on the Marietta Campus, the new Operations Suite will have a dynamic, high tech training space and up-to-date security measures. Completion of the Marietta Campus Operations Suite project is currently scheduled for Fall Semester 2016.

For more information about the Marietta Campus Operations, visit our website at: http://oavpo.kennesaw.edu/mariettacampusoperations/
As part of our efforts to ensure effectively managing, documenting and tracking the myriad compliance requirements, the Environmental Health and Safety (EHS) department, in collaboration with stakeholders, has completed the implementation of two initial modules of EtQ Reliance™ (Reliance), an Enterprise Environmental and Occupational Safety Information Management (EOSIM) software application. Reliance provides an integrated technology platform that ensures unified workflow; automates EHS business processes; and establishes a centralized repository for critical EHS records and data. When fully implemented, the enterprise application will automate various EHS-related business processes and functions including: safety audits and inspections; corrective action item management; incident management; permit and license management; risk assessment; and document management among others.

The Audits Management and Corrective and Preventive Actions (CAPA) modules have been implemented so far. Audits Management will help the university not only automate the safety inspections/audit process, but also allow easy managing and tracking of auditing results and findings. EHS program managers are using the application to conduct all EHS safety audits and inspections. In addition, other departments/divisions, notably the College of Science and Mathematics, have started using the application to conduct self-inspections for their operation areas such as labs. EHS is working with other academic and operations divisions/departments to transition their self-inspection to the application.

The CAPA module allows employees to generate and assign a CAPA task to the responsible person. A CAPA task may originate from a safety inspection, an incident investigation or an ad hoc observation of an unsafe condition. The CAPA module provides personnel with a tool to effectively manage the assignment, timeliness, and history of CAPA tasks and ensures accountability by providing a platform to document and verify completion of the assigned task. This is expected to result in improvements in safety performance and compliance.

EHS, has also embarked on implementation of the Incident, Accidents and Safety Reporting module. This module provides a tool to report environmental and occupational safety-related incidents; conduct investigations; generate reports; and analyze trends. We expect it to be available to campus in June this year.

KSU employees can access the Reliance system with their KSU NetID and password at: kennesaw.etq.com/prod/reliance.
Introducing
Paula Bechtler

Paula Bechtler, MPA
Project Manager
Project Management Office

Paula Bechtler joined the Project Management Office in November 2015, however she is no stranger to Kennesaw State University (KSU). She has been with the University for more than six years and previously worked in KSU’s Office of Diversity and Inclusion, University Ombuds and at KSU’s Paulding site.

Last spring, Paula became a KSU alumna, graduating with honors from the Master of Public Administration (MPA) program in the Department of Political Science and International Affairs. KSU’s MPA faculty chose her as the 2015 Outstanding Scholar, following the completion of her practicum research project, Critical Success Factors for Branch Campuses within the University System of Georgia and Throughout the United States. She also earned a Bachelor of Arts degree in Communications with an emphasis in Journalism from Carson-Newman University.

Paula recently presented her research findings at the 18th Annual Academic Conference of the Georgia Chapter of the American Society for Public Administration (ASPA), held at KSU on March 25, 2016. Her hobbies include serving as the youth director at Hiram United Methodist Church and attending local high school musical theatre performances with her family. Paula has two children, Carolyn and Ben, and her husband, Bill, works for Georgia Power as a Land Engineering Coordinator.

PMO Projects and Activities

The Project Management Office (PMO) reports to the Office of the Associate Vice President of Operations (OAVPO) and supports a wide range of project assignments and logistical activities for financial management, operations, and other highly visible, enterprise-wide, and complex projects as assigned. Some current projects and activities underway in the PMO include:

- Culinary Program Task Force
- Georgia Highlands College (GHC) Memorandum of Understanding (MOU) and Quarterly Leadership Meetings with KSU
- Money Matters Newsletter
- OAVPO Policy Development and Reviews
- Operations Town Hall Meetings
- PeopleSoft Financials Campus Liaison
- Financial Management Training Project
- Financial Management OwlPay Enhancements and Modifications Project
- Procurement TeamDynamix Contract Management Project
- Procurement P-Card Access and Recertification Automation Project
- Websites management:
  - Office of the Associate Vice President for Operations
  - Office of Financial Management
  - Office of Finance and Accounting
  - Office of Budget and Planning
  - Office of Procurement and Contracting
  - Office of Enterprise Risk Management
  - Project Management Office
  - KSU Smoke/Tobacco-Free
  - KSU Health Advisory

For more information:
Project Management Office (PMO)
E: pmo@kennesaw.edu
T: 470.578.7684
pmo.kennesaw.edu

For information about health advisories, visit the KSU Health Advisory website at: healthadvisory.kennesaw.edu
Catching Up With ASaP

Jo Ann Milholen  
Director of Marketing  
Auxiliary Services and Programs

Though all of Auxiliary Services and Programs (ASaP) is in a perpetual state of go, constantly monitoring, adjusting, and enhancing services, the consolidation of Kennesaw State University (KSU) and Southern Polytechnic University (SPSU) effectively doubled the scope of ASaP operations. ASaP has been in the process of assessing needs, planning upgrades, and procuring necessary assets to ensure all departments meet the increased demands resulting from consolidation. Some key changes are outlined below.

Campus Dining

Culinary and Hospitality Services had the daunting task of completing a major Request for Proposal (RFP) process and transitioning functional responsibilities from one supplier to another, effective July 1, 2015 and in time for fall 2015. Chartwells is now responsible for all of the day-to-day operations of dining services on both campuses from menu planning, food handling, inventory management, and staffing. Sodexo had been KSU’s food service provider for 10+ years and helped KSU grow the dining program from its infancy with only individual eateries to a full-fledged dining hall. ASaP is very excited about the future of the dining program at KSU with Chartwells as we continue to add new dining options to both the Kennesaw and Marietta campuses while also beginning the process of planning a much needed second dining hall on the Kennesaw Campus.

A few of the changes already implemented and/or that are in the works include:

**Kennesaw Campus**
- Opened a full-service Starbucks® in the Social Sciences building
- Opened Zaya Mediterranean Grille in the Student Center, replacing Delancey New York Deli
- Menu upgrades at Burrito Bowl
- Establish a full-service Chick-fil-A® in the Carmichael Student Center
- Potentially add a Panda Express in the Student Center

**Marietta Campus**
- Opened Papa John’s Pizza, and Create salads and wraps in Spork
- Opened Subway and Starbucks® Coffee in the Atrium Building
- Opened Olo Sushi in the Student Center
- Establish a full-service Chick-fil-A® in the Joe Mack Wilson Student Center

**University Stores**

In late spring 2015, management for the KSU Bookstore renamed the department to University Stores to more accurately reflect its operational purview. The growth of the University and the demand for specific types of goods necessitated the branching out of several categories into specialty stores to serve the needs of the campus community. Thus, over the years, OwlTEC for technology, Sweet Reads for trade books and candy, and The Market convenience store, emerged as retail entities along with the main traditional KSU Bookstore, which operates full-service stores on both campuses in addition to a location in the KSU Center.

The consolidation and sales performance in specific categories warranted several changes to the retail setup on the Kennesaw Campus. Sales of convenience items in The Market far exceeded expectations while the Clinique store underperformed expectations. OwlTEC remained consistent with strong technology sales, especially with the Apple® brand. Major renovations occurred in the KSU Bookstore to create more effective retail space for the well-performing categories:

- The Clinique store was discontinued and the space repurposed as a walk-through between OwlTEC and The Market.
- OwlTEC and The Market literally traded spaces. Both spaces were completely remodeled and equipped with specific merchandising fixtures.
- OwlTEC, already designated as an Apple® Authorized Campus Store, also became an Apple® Authorized Service Provider and added technology repair services to its offerings to be a complete technology sales and service center of Apple® and brand name Personal Computer (PC) products.
- The Market is undergoing merchandising enhancements to better reflect its retail offerings and create a more appealing customers shopping experience.

Marietta Campus renovations are on the docket, including an expansion to the main bookstore and a second location for The Market to provide a greater selection of convenience items similar to the store on the Kennesaw Campus.

**Parking and Transportation**

Growth and consolidation has had no less of an effect on the Department of Parking and Transportation. In fact, the impact has been so great there are now two separate departments: the Department of Parking, headed up by Director Ronnie Dunn, and the Department of Transportation, lead by Director Debra Mahan.

**Parking**

The Department of Parking has a number of new initiatives underway:

- New parking procedures on the Marietta Campus to match those continued on page 17
Catching Up With Auxiliary Services

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already implemented on the Kennesaw Campus

- All parking areas are now designated as either East, Central or West Parking with new identification signage
- Safety and Security maintenance and improvements on both campuses, including plans to add lighting to under-lit parking areas and change all parking areas to light-emitting diode (LED) lighting
- Managing the significant supplier staffing increases to serve the parking needs on both campuses

Transportation

Prior to the consolidation, Transportation was already in growth mode encouraging more students to use the shuttle service versus driving to campus, as well as accommodating the growing population of students living in the increasing number of private student housing communities in the Kennesaw area. After consolidation, this meant expanding the shuttle service to serve a roughly 32% increase in student population located on two campuses. The Department of Transportation has ramped up its operations proportionately to meet the increased needs.

At the start of 2016, KSU’s ADA-compliant transportation fleet consists of:

- **17 Big Owl Bus (BOB) shuttle buses**
- Two passenger vans
- One trolley used primarily for special events and charter service
- All vehicles are equipped with Wi-Fi, video screens, and some outfitted with *University Serial Bus* (USB) charging ports
- Five shuttle stops added to the Marietta Campus

Future plans underway include:

- Upgrading shuttle stop shelters in Kennesaw and installing upgraded shelters in Marietta
- Installing *OwlTV* monitors in all shelters and enabling a live feed of RAVE emergency notifications

Student Health Services

Student Health Services has been on a process improvement track since becoming part of ASaP in 2013. In 2014, *WellStar® Medical Group* came onboard to manage operations and provide primary healthcare to all KSU and Georgia Highlands College students on the Marietta Campus. Prior to the consolidation, students could be seen in three locations on the Kennesaw Campus with full-time medical staff. SPSU students were served in one location on the Marietta Campus by a nurse practitioner and referred off-site to physicians when necessary. Major enhancements to services were:

- Psychiatry and Social Services, formerly located in House 53 on Campus Loop Road in Kennesaw, was reorganized to report to the University’s Counseling and Psychological Services department in Kennesaw Hall.
- Two remaining locations on the Kennesaw Campus became appointment clinics both offering full-service primary and acute care, including routine exams, chronic disease management, travel immunizations, and illness diagnosis and treatment.
- The Marietta Campus location was expanded to a full-service appointment clinic providing the same level and quality of care as offered on the Kennesaw Campus.
- *WellStar®* continues to provide high-quality service and innovative programs to KSU ensuring the level of care available meets or exceed any private medical practice offerings in the area.

New Appointments and Searches

A few personnel changes occurred in ASaP since the start of school in August 2015:

- Appointment of Jeremy Johnson to Executive Director, Auxiliary Operations. Jeremy served as Senior Director of *University Stores* (KSU Bookstore, The Market, OwlTEC, and *Sweet Reads*) since joining KSU in January 2012. His office is now located on the Marietta Campus on the second floor of the Student Center inside the ASaP offices.
- Paul Oliphant, formerly Associate Director of *University Stores*, has assumed the role of Interim Senior Director of *University Stores* while a search is underway for a permanent replacement in the position vacated by Jeremy.
- A national search is currently underway for a new Executive Director of Culinary and Hospitality Services.
- Mike Chastain was appointed in October 2015 as the new manager of Vending and Convenience Stores for Culinary and Hospitality Services.
- Justin Gotthardt also joined the ASaP team in October 2015 as the new Assistant Director of Marketing for ASaP. Justin came from KSU University Relations (now known as Strategic Communications and Marketing) where he served as a senior graphic designer since June 2010.

Stay tuned for future updates about ASaP because one thing is for sure, our perpetual state of go is always moving in the forward direction!

For more information:
Auxiliary Services and Programs (ASaP)
T: 470.578.3924
kennesawstateauxiliary.com