



**KENNESAW STATE UNIVERSITY  
SERVICE AND RESEARCH FOUNDATION (KSURSF)  
BOARD OF DIRECTORS MEETING MINUTES  
WEDNESDAY, JUNE 3, 2020, 10:00 A.M.**

**I. Attendance and Call to Order**

- Meeting called to order by Phaedra Corso at 10:00 AM
- Attendance
  - i. Present: Pamela Whitten, Kathy Schwaig, Phaedra Corso, Aaron Howell, Ron Matson, Ian Ferguson, Nwakaego Nkumeh, Scott Nowak, Paola Spoletini, Kenneth (K.C.) Martin, Maria Thacker Goethe, Jonathan Coker (non-voting)
  - ii. Not present: Ashley McDonald
  - iii. Guests: John Marshall, Chris Cornelison, Robert Bridges

**II. Welcome/Report from the Chair, KSURSF – Dr. Pamela Whitten, President KSU**

- Graduation for Spring was virtual.
- Office of Research has worked to keep research going in a virtual environment and is now transitioning to Summer.
- We are beginning to bring staff back this Summer slowly and safely, 25% in 4 different waves.
- Academic Affairs is currently working with deans, department chairs on developing Fall semester and what it will look like.
- Currently unsure of fall sports and attendance.
- Multiple task force teams have been developed to have KSU ready and prepared for Fall semester.

**III. Welcome/Report from the Chief Executive Officer – Dr. Kathy Schwaig, Provost KSU**

- Provost's Office has been working with Deans to bring staff back safely and how to support faculty as they teach this Summer online.
- In addition to scheduling, they have developed professional development for faculty to assist with online instruction.
- Provost has sent memos to Deans regarding navigating Fall semester's massive complexity.

**IV. Report from the Chief Operating Office – Dr. Phaedra Corso, VPR KSU**

- Showcased Research with Relevance by showing video from Phil Kiernan.
- Office of Undergraduate Research hosted the first ever virtual student symposium of student scholars- 343 students and 99 faculty mentors featured.
- Office of Undergraduate Research launched a course redesign institute to include undergraduate research in the curriculum for 15 faculty.

- Office of Research Development and Strategic Initiatives has begun its Summer Research Fellows with 15 faculty enrolled in virtual research development.
- Office of Research Development and Communications hosted 8 Research with Relevance sessions with 75 – 150 viewers per show. These shows will resume in the Fall, beginning August 13, 2020.
- Office of Research Communications launched our 2<sup>nd</sup> Research magazine, *The Investigator*.
- Beginning Monday, June 1, 2020, faculty and graduate students were allowed back on campus and in labs following all CDC guidelines. Excluding human subject research and undergraduate student research for now.
- All research will resume in the Fall pending new or updated CDC guidelines.
- Working on guidance for wet labs, dry labs, human subjects, and setting up labs.
- Approval of January 22, 2020 Meeting Minutes
  - i. Voted and approved, motion to approve from Kathy Schwaig, second by Maria Thacker Goethe, All in favor. None opposed.

V. **Report from the Treasurer** – Mr. Aaron Howell, VP Finance KSU

- Introduction as New VP for Finance.
- Hired Robert Bridges as Director for KSU Grant Accounting. Robert “Rob” Bridges Presented account activity:
  - i. Indirects – small percentage of revenue generated to cover the overhead to administer research grants.
  - ii. IP Development Activity, legal fees are major expenditures and on track to match FY19 amount. No revenue generated from IP since FY17. We created a Director of Intellectual Property- Chris Cornelison. Maria Thacker Goethe suggested Chris Cornelison join Georgia Alliance Board.

VI. **Sub-Committee Reports:**

- Bylaws:
  - i. Nwakaego Nkumeh shared Amended Bylaws Doc that has been updated for clarity and represents our current practices:
  - ii. First, registered agent is our COO instead of Chair of the Board.
  - iii. Second, Article 4, updated Provost official title and removed senior Vice Provost as Ex Officio member and updated additional titles.
  - iv. Third, added a graduate student to the Board as a permanent member for one-year term and eligible for a second term for one year. Scott Nowak noted that this limits the number of graduate students eligible because most are Master students.
  - v. Fourth, faculty member elected from Dean’s council term extended from two years to three years.
  - vi. Fifth, deleting section 4.5 as it has never been utilized and does not apply to current practices. Added section about how to resign from Board. Paola Spoletini asked to transfer definition of offices from Article 6 up to Article 4.
  - vii. Sixth, removed references to when meeting will happen and updated to how many meetings will take place. Updated the way we can meet, from in person to virtual. Deleted language from Section 5.3 and deleted order of business to allow flexibility to the board and not necessary in bylaws.

- viii. Seventh, Article 6, update language to reflect current practices, removed Vice, who the officers were in the Executive Committee, 6.2 appointment we will not have a senior vice provost, CFO is the treasurer, board can appoint a secretary, any two or more officers. Section 7.5, secretary is non-voting and may be appointed by board. Deleted 7.6 redundant.
- ix. Eighth, Phaedra Corso added that the history of associate vice provost was to serve as Signing authority. New signing authority becomes Phaedra Corso, Aaron Howell and Kathy Schwaig. Aaron Howell would like to investigate and ask audits, Mauldin & Jenkins. Phaedra added that Kathy Schwaig and Phaedra Corso are both on campus and can sign checks effective when these changes voted on. Aaron Howell asked where it is written in these bylaws? As it is a change not an addition. John Marshall confirmed.
- x. Ninth, Executive Committee roles of each officer and regularity of meeting and methods of meetings. Section 12.9 added clarifying language to who could approve gifts and donations.
- xi. Phaedra thanked Ron Matson for his service
  - Kathy Schwaig motioned to approve bylaws as presented. Paola Spoletini seconded motion. All in favor, none opposed.
- External:
  - i. Chris Cornelison updated two meetings have been held to discuss how we facilitate research and scholars to engage community. Creating survey to understand what committees we should join or be a part of.

VII. **Old Business:** None

VIII. **New Business:**

- I<sup>3</sup> (Interdisciplinary Innovation Initiative) Faculty Teams are competing to get internal funds.
  - i. 54 Groups working on inter-disciplinary research across campus.
  - ii. Awards will be between \$25-\$75K per group. This expense was approved by Board in January 22, 2020 Meeting.
  - iii. The Research Advisory Committee (RAC) serves as the reviewers and they will be submitting their top three or four proposals to Phaedra, who will present to Pamela Whitten and Kat Schwaig to decide the awarded teams.
  - iv. These teams will be advertised and marketed across campus with monthly or quarterly updates.

IX. **Adjourn:** Meeting adjourned at 11:17 AM