

Staff Senate Meeting Minutes

July 24, 2023, from 10 am – 2 pm

Attendance:

Jacqueline Winters Allen (CSM)	Jenna Scanling (BCOE)	Jessica Redding (Past President)
Rob Bridges (Fiscal Services)	Ryan Capps (CPE)	Janice Malone (CACM)
Quy Qug Nowis (spcz7)	Hadley Cottingham (UITs)	Amee Kane (ESE)
Kyle Dawson (Strat Comm)	Aaron Howell (OFS)	Amonte Hapton (Grad College)
Raquel Monterros (HR)	Monique Richardson (AA)	James Stinchcomb (DDIE)
Lindsey Borsack (Campus Ser.)	Savannah Lockman (DUA)	Melissa Lappe (CCSE)
Molly First (Coles)	Andy McCanless (President/ Wellstar)	

- Staff Senate introductions – Senators introduced themselves listing their name, department, how long they’ve been at KSU, and an interesting fact.
- Opening Comments from Staff Senate President
 - Important role of each senator and their impact on KSU
 - Encouraged Senators to consider the SOAR acronym when making decisions.
 - strategic, open, assume, responsible.
- Overview of Robert Rules of Order: Simplified
 - Guiding Principles
 - Everyone has the right to participate.
 - Everyone has the right to know what is going on at all times.
 - Only one motion can be discussed at a time.
 - Parliamentary Procedure Video
 - Rules help maintain order and ensure fairness.
 - Since time is valuable, meetings must be efficient and productive.
 - Poorly facilitated meetings result in frustration.
 - Robert’s Rules is a playbook on how a meeting is run.
 - History
 - Started in Greece.
 - Refined by English Parliament.
 - Created by Henry Martyn Robert.
 - Used in most organizations in the US.
 - It’s a body of rules and customs used by a deliberative assembly to govern their meeting.
 - Basic Principles
 - Someone must lead the meeting (Chair/presiding officer).
 - Everyone has the right to speak.
 - Everyone has the right to vote.
 - The majority rules in the vote.
 - Group can only consider one thing at a time.

- Necessary folks:
 - Chair (servant to the assembly), call meeting to order, announce business, recognizes members who want to speak, protect the assembly, state and put to vote, declares when the meeting is adjourned.
 - Secretary: records everything, manages all correspondence,
 - Members: make motions and recommendations, participate, be prepared for meetings.
 - Committees: ad-hoc (smaller, short term), and Standing (permanent)
 - Contents of Meeting
 - Call to order
 - roll call
 - approval of meeting agenda
 - reading/approval of minutes
 - officer reports
 - committee reports
 - ad-hoc committee reports
 - unfinished business, new business
 - open forum
 - adjournment
 - Approving and Editing the Minutes
 - Quorum: Must have enough people to vote. (50% +1)
 - Etiquette
 - Stand up when speaking.
 - Remain quiet when others are speaking.
 - Do not text during a meeting.
 - Can only speak 2 x on a motion, so make it count.
 - Motion: formal proposal of who, what, where, and when is being considered.
 - Voting: for, against, abstain
 - Ways to Vote: voice, standing up, raising hands, ballot, roll call.
 - You don't always need to vote.
 - Can resolve small issues through general consent.
 - The Chair may vote, make motions, speak in a debate only in committee or e-board meetings; Cannot vote in large meetings unless being done by ballot.
- Review and Approval of Staff Senate Minutes from June
 - Any new Senators can abstain from the vote since they were not present at the June meeting.
 - Jenna made a motion to approve the minutes. Lindsey and Monique second the motion.
 - James mentioned there was not a vote.
 - Jessica explained that last year it was determined we did not have to vote to approve the minutes. We could certainly reenact that vote.
 - Jessica made a motion to reenact voting to approve the minutes. Rachel seconded.
 - 6 voted to reenact voting to approve minutes.

- Amendment to abstain new senators from voting on minutes.
 - Majority voted for
- Call for a vote to approve the minutes.
 - majority voted to approve.
- Staff Senate Standard Order of Business
 - Call to order
 - Reading/approval of minutes
 - Guest speaker
 - Committee reports
 - Old Business
 - New Business
 - Open Forum
 - Adjournment
- Aaron Howell, VP of Finance Presentation
 - Been here for three and a half years.
 - Extensive career in higher ed.
 - Overview of Fiscal Services including Initiatives
 - 215 positions in 3 areas:
 - Controller office
 - Office of Planning and Budget
 - Financial Aid
 - Initiatives
 - Are currently deep in FY 24
 - Are preparing for FY 24 process with new chancellor.
 - Ryan and Rob are working on year-end close for FY23.
 - Working on a training library for the university.
 - Most of the trainings are reading articles with step-by-step directions.
 - More than willing to hop on Teams to give a tutorial on a specific process.
 - Please give feedback so they can create a functional and helpful site.
 - Carry forward project is supposed to be for contingency purposes.
 - Feedback from State and system:
 - 1) Earned tuition should be used.
 - 2) State allocation: based on fall enrollment earnings of 2 years ago.
 - a. 100 million funding cut with was reduced to 66 million with the help of the chancellor. KSU was a 4.2 million.
 - 3) Since enrollment at KSU was up, we netted a slight increase in budgeting.
 - 4) Budget cut in M&O (Maintenance and Operation); received money for inflation cost of living.
 - 5) Looking forward: Aaron is receiving budget requests from various departments and will finalize the budgets with President Schwaig this week.

- Questions
 - 1) Where is training – Fiscal Services> table of contents> in the middle of the list.
 - 2) Is there training on ePro? Is it robust? There is training, but unsure about how robust. Please give feedback. Wants to be creative in how to provide training.
 - 3) What dates are posts for sweeps? Can we receive those to be prepared? Aaron said he can send those out and make sure it's communicated.
 - a. Through cooperation and communication, we can work together to use the money.
 - 4) Thoughts on Carry Forward
 - a. 7 schools meeting with chancellor to discuss the importance of that.
 - b. A lot of this focuses on communication.
 - c. Guidelines for drafting are being reviewed and USG will give guidance on the process.
 - d. System wide is about 50 million carry forward. KSU is 27 million. Need good plans to make sure the funds are well utilized.
 - 5) Insight on Enrollment:
 - a. GA expected to lose 2-3% of its enrollment but Atlanta might see 8% growth.
 - b. How to manage enrollment and be competitive in recruiting.
 - c. KSU has become a destination school so investing in helping students graduate on time is a high priority. Average debt per student: \$39,000.
- Break for Lunch
 - Provided by Cornerstone Printing who are now a preferred vendor for KSU.
- History and Impact of Staff Senate
 - Been around since 2008.
 - A couple of rough patches in our history including pandemic.
 - Seem to be moving in the right direction if people come w/positive mindset.
 - Grown as a respected part of shared governance.
 - Exec Board Meeting with the Chancellor Perdue in August.
 - Hosting USG Staff Council Conferences in 2024 – dates not announced yet but historically occurs in September/October in 2024. Conference is 2 days. Going to take notes on how Gwinnet hosted and provide an equally positive experience.
 - Accomplishments
 - established Foundation Hosted Scholarship for KSU staff in 2008.
 - Built Legacy Gazebo
 - Designed Staff Senate Cookbook
 - Advocate for revision of new Staff Teaching Policy Fall 2019
 - Educate Staff Senate on the new Campus Carry Light Bill and policies and enforcement for KSU campuses.
 - Initiating Staff Senate Mentorship Program in 2022.
 - Star Staff of Season/Star Staff of the Semester Initiative in 2022.
 - Continued support of Chili and Cheer and other campus projects.
 - Advocated of Veto of Campus Carry Bill in 2016 – Letter to Governor.
 - Supported the Approval of Sick Leave Poll through USG.
 - Established “Feed the Future” which became today's CARE Center.
 - Advocation of continuation of TRS Cost of Living Raise in 2005
 - Mission and Purpose of Staff Senate: Know, Do, and Feel
 - Know

- Advocate for KSU staff, not individuals.
 - Create change that is healthy and positive.
 - Know when and how to intervene in “problems.”
- Do
 - Be active in positive change – SOAR
 - Strategic
 - Open to innovative ideas and people
 - Assume good intent.
 - Respectful and Responsible
 - Model positive engagement with the community
- Feel
 - Engaged in KSU’s mission.
 - Optimistic for the future of KSU
 - Valued and appreciated as senators and employees.
- Explanation of Standing Staff Senate Committees
- Officers: Andy McCanless (president), Rob Bridges (president-elect), Jessica Redding (past president), Jenna Scanling (Secretary), Mark Kirkley (treasurer)
 - 1) Exec committee (officers)
 - 2) Budget and Finance: Mark Kirkley, chair
 - a. Work with Treasurer
 - b. Develop fundraising opportunities.
 - c. Attending budget meetings with Treasurer.
 - 3) Bylaws: Jessica (chair)
 - a. Review bylaws
 - b. Draft amendments
 - c. Submit recommendations for changes to bylaws.
 - d. Bylaws went through huge overhaul last year.
 - 4) Nominations and Elections: Andy (chair)
 - a. Prepares a list of officer candidates.
 - b. Collects nominations.
 - c. Collects tallies/votes from departments.
 - d. Electing members: ensure fair and equitable representation, prepares the ballot, provides the results to SS President.
 - 5) Policies and Procedure: Rob (chair)
 - a. Review, research and inform SS on issues.
 - b. Addresses issues relative to collective staff concerns
 - 6) Communications:
 - a. Coordinate and provide information to staff members.
 - b. Maintain SS web page and social media sites. Need to improve this in 2023/2024. Was well done by Jamie Fulsang in the past.
 - c. Collaborate with HR to provide info to new staff.
 - d. Develop and maintain SS promotional items.
 - e. Maintain digital signage material.
 - f. Coordinate approval for the use of the KSU logo on materials.
 - 7) Staff Development and Recognition: Jenna (chair)
 - a. Research, formulate and recommend programs to recognize professional excellence in staff.

- b. Manage establishment and select Star Staff of the Season (Fall, Spring, and Summer)
 - c. Facilitate management and administration/selection of Staff Senate Scholarship award for staff.
 - d. Provide research and communication related to professional development for KSU staff.
 - e. Advise participation and collaboration with other KSU departments that benefit staff recognition and professional development.
- 8) External Committees
 - a. Faculty Senate
 - b. Student Government Association
 - c. Community Development Committee
 - d. Faculty and Staff Evaluation Process Review Committee
 - e. Policy Process Council
 - f. ITAC
 - g. PT Faculty Council
- Closing Notes
 - Agendas are prepared and approved in advance so if you need to present, please notify Exec. Committee.
 - What would you benefit from as a closing statement? Let us know
 - We are leaders for our departments. Do you feel empowered to support Staff Senate after today's training?
- Open Forum
 - Jessica made a motion to add a Parliamentarian.
 - Rob seconded.
 - All approved.
 - Motion to nominate James as Staff Senate Parliamentarian
 - He accepted the nomination.
 - Jenna seconded the motion.
 - Any Discussion? None.
 - Motion approved. James Stichcomb is the new Staff Senate Parliamentarian.
- Adjournment
 - Andy motioned to adjourn.
 - Jacqueline seconded.

The meeting adjourned at 12:49 pm.



KENNESAW STATE
UNIVERSITY

Staff Senate Training Day

July 24th 2023

Agenda

Check In - Introductions of New and Current Senators.

Approve [Minutes from June](#)

Guest Speaker: Aaron Howell – Budget Presentation

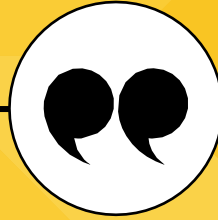
Review Robert's Rules

Review Staff Senate History of Staff Senate

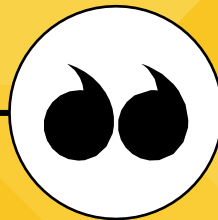
Review Staff Senate Mission and Purpose

Review Staff Senate Committee Roles & Responsibilities

Review the Role and Responsibility of Senators



*Who KSU will be this coming year is in **your** very capable hands.* Your efforts and your voice matter. Your work, kindness, dedication, creativity, problem-solving, and heart are all what shape KSU into a transformative place to work, learn, and grow. I know each of you will find a way to contribute with your unique set of interests and skills to build the best KSU community we can.



S. O. A. R.

- **STRATEGIC** in your mission to serve KSU
- **OPEN** – to new ideas and others at KSU
- **ASSUME** – good intent of others at KSU
- **RESPONISBLE** – for your contribution to KSU



Roberts Rules of Order: SIMPLIFIED

- <https://youtu.be/yEczx3t2P2g>
- Guiding Principles:
 - Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
 - Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
 - Only one thing (motion) can be discussed at a time.

Making a Motion

Nothing goes to discussion without a motion being on the floor.

A motion is the topic under discussion (e.g. “I make a motion to accept the minutes from last month’s Staff Senate meeting”).

After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table.

A motion requires a second to be considered. If there is no second, the matter is not considered.

Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).



QUORUM: Explained

Quorum is the minimum number of people who must be present in order to transact business.

At least more than half (50% plus 1) of the votes cast is a majority vote.

If there's an absence of a quorum it must be declared prior to making any more votes or motions.

All motions need to appear in the minutes, even the ones that did not get seconded.



The Standard Order of Business

Call to order – *President announces that the meeting is starting at such and such time.*

Roll Call – *Secretary will record Senators names and establish the quorum, which will be the number of Senators in attendance.*

Reading & Approval of Old Minutes – *President will ask for a motion to approve last month's minutes, to be seconded.*

Guest Speakers – *President introduces guest speakers, allows to present.*

Committee Reports – *President asks for committee reports. Each committee will report its business from the previous month's meeting.*

Old Business – *President will address old business from the prior meeting which was carried over from the last meeting.*

New Business – *President asks if there's any new business from the floor. Will discuss agenda items.*

Open Forum – *President opens the floor for announcements and other discussions.*

Adjournment – *President announces that the meeting is adjourned at such and such time.*





History and Impact of Staff Senate

History

- Staff Senate at Kennesaw State University has been a shared governance since 2008.
- Grown as a respected part of shared governance at KSU.
- In 2015, SPSU and KSU successfully consolidated both Staff Organizations, making Staff Senate what it is today!
- Hosted USG Staff Council Conferences on both campuses. Will host 2024's Staff Senate Conference!



Accomplishments

- Established the [Foundation Hosted Scholarship for KSU staff in 2008](#).
- Built the Legacy Gazebo
- Designed Staff Senate Cookbook
- Advocate for revision of new [Staff Teaching Policy Fall 2019](#)
- Educate Staff Senate on the new Campus Carry Light Bill and policies and enforcement for KSU Campus.
- Initiating in 2022 - [Staff Senate Mentorship Program within Staff Senate in 2017](#)
- [Star Staff of the Season](#) Initiative!
- Continued support of Chili and Cheer and other campus projects.
- Advocated for Veto of Campus Carry Bill in 2016 – Letter to Governor.
- Supported the Approval of Sick Leave Poll through USG.
- Established “Feed the Future” – Today’s CARE Center
- Advocated for continuation of TRS Cost of Living Raise 2009

Mission and Purpose

To KNOW:

- The roles of a staff senator (to advocate for the whole of the staff---not individual people with problems).
- How to create change in ways that are healthy and helpful.
- The responsibilities of a staff senator (to not only actively be connected to constituents---but also committee work, special projects, etc.).
- When and how to intervene in “problems.”

To DO:

- Commit to be present for their constituents as well as the rest of the senate
- Be agents of positive change---SOAR
- S-be STRATEGIC
- O-be OPEN (to new people, ideas)
- A-ASSUME good intent
- R-be RESPECTFUL & RESPONSIBLE
- Model positive engagement with the community

To FEEL:

- Engaged in KSU’s mission.
- Optimistic for the future of KSU and your role in it.
- Valued and appreciated as senators and employees.

Standing Committees

Officers

President: Andy McCanless

President-Elect: Rob Bridges

Secretary: Jenna Scanling

Treasurer: Mark Kirkley

Immediate Past President: Jessica Redding

Executive Committee

Duties

1. Meets monthly through the year.
2. The Chair may call additional meetings as necessary.
3. Prepares and distributes the agenda for each full Staff Senate meeting and decides, by majority vote, whether agenda items merit consideration by the full Staff Senate. The committee may also add agenda items, not on the announced agenda, prior to the meeting.
4. Considers, and refers to the appropriate Staff Senate standing committee, any issue that affects the general welfare of the University, or that concerns all staff members.
5. May make decisions on behalf of the entire Staff Senate in cases requiring urgent action.
6. Informs the full Staff Senate of all such actions taken.
7. Appoints representatives to University committees.
8. Meets with the President of the University, or the President's representative, at least once per year.
9. Recommends appointment of special committees as it deems necessary.
10. Develops and conducts an annual, open-forum meeting for all University staff members.

Budget and Finance

Mark Kirley – Chair

Members to be Determined

Duties

- a. Work with the Treasurer to develop a yearly budget for the Staff Senate to approve.
- b. Develop fundraising opportunities to support annual scholarship funds, the USG Staff Council Annual Meeting, and other expenses of the Senate.
- c. Attend budget meetings with the Treasurer, as requested.

Bylaws Committee

Members to be Determined

Duties

- a. Reviews the current Bylaws of the organization.
- b. Drafts amendments.
- c. Reviews and submits recommendations for proposed amendments to the Bylaws as directed by the Executive Committee.

Nominations and Elections Committee

Members to be Determined

Electing Officers

- i. Prepares a list of officer candidates from Staff Senate members in good standing and distributes the list to the Staff Senate Members.
- ii. Collects the nominations from Staff Senate Members and presents nominations at the regular May meeting.
- iii. Collects and tallies votes at the regular May meeting.

Electing Members

- i. Ensures fair and equitable representation across applicable Colleges and Departments.
- ii. The committee Chair requests a report from Human Resources of all full-time classified staff members by Colleges and Departments.
- iii. The committee Chair prepares the Call for Nominations (an email that includes the directions to nominate from the appropriate attached Colleges and Departments report).
- iv. The committee prepares the ballot of eligible nominees.
- v. Elections shall be by email or with the assistance of the UITS Department.
- vi. The committee provides the results to the Staff Senate President, who communicates the results to the University President, campus and newly elected Staff Senate Members.

Policies and Procedures Committee

Members to be Determined

Duties

- a. Review, research and inform Staff Senate on issues pending executive or legislative action that may affect all staff members.
- b. Address issues relative to collective staff concerns, which may result in resolutions (outside of grievance issues, which are addressed by university policy).
- c. Provide an annual review of all University policies and procedures affecting staff including, but not limited to, benefits, parking, safety, staff development and training.
- d. Research issues and recommends actions concerning the health, welfare, and benefits of all staff members.

Communications Committee

Members to be Determined

Duties

- a. Coordinate and provide information to staff members concerning Staff Senate initiatives using available communications methods.
- b. Maintain Staff Senate web page and social media sites.
- c. Collaborate with Human Resources to provide information to new staff members.
- d. Develop and maintain the Staff Senate promotional items.
- e. Maintain and coordinate Digital Signage material.
- f. Coordinate approval for the use of the Kennesaw State University logo on materials.

Staff Development & Recognition Committee

Members to be Determined

Duties

- a. Research, formulate, recommend, initiate, and execute programs that contribute to the recognition of professional excellence and support the professional development of KSU staff.
- b. Manage the establishment and administration of an Employee of the Month and/or Employee of the Season award, including selection of award recipients among nominees, determination of nomination criteria, etc.
- c. Facilitate management and administration of the Staff Senate Scholarship award for staff applicants pursuing education in support of their role at the university.
- d. Provide research and communication related to professional development opportunities for KSU staff members both inside and outside of the University.
- e. Advisory participation and collaboration with other KSU departments, entities, and initiatives that benefit KSU staff recognition and professional development.

External Committees

- <https://catalog.kennesaw.edu/content.php?catoid=64&navoid=5097>
- Faculty Senate
- Student Government Association
- Community Development Committee
- Faculty and Staff Evaluation Process Review Committee
- Policy Process Council
- ITAC
- PT Faculty Council

Closing Notes

- Agendas are prepared and approved in advance by the Executive Committee.
 - If there is an item your committee would like to discuss, please share in advance.
- We want to know! What would you benefit from as a closing statement?
 - Items to work on?
 - Links for professional development?
 - Committees sharing more details about their role/work?
- We are leaders for our departments! Do you feel empowered to support Staff Senate after today's training?