

Staff Senate Meeting

June 26, 2023
10 am – 12 pm
Sturgis Library

19 Senators in attendance

Jessica Redding

Andy McCanless

Tim Murphy

Jenna Scanling

Savannah Lockman (proxy for Rachel)

Susanne Rothery

Daniel Terry

Melissa Lappe

Jacqueline Winters-Allen

Claire Rutte

Molly First

Ryan Capps

Chelsea Mattox

Rob Bridges

Monique Richardson

Lindsey Borsack

Meeting started at 10:06 am

- Reading and Approval of the Minutes
 - Motion to approve minutes: Andy McCanless Second: Jenna Scanling
- Welcome and Attendance – Jessica Redding
 - Last meeting of 2022-2023 year
 - Jessica encouraged everyone to enter their name and department in the chat for attendance purposes.
- Paul Parker – New FERPA Notifications process – see report at end of minutes.
 - Individuals thought they could appeal the process for a violation which is why there is a new policy.
 - New process: a team will review the appeal including talking to the individual.
 - In the new process the following will occur:
 - Paul will notify the person of the violation and gather information from the employee. The employee can appeal within the terms outlined.
 - After 4-5 days to review evidence and appeal (if submitted) and a violation is found the following happens:
 - The employee will be notified that the process is complete. If found in violation a Letter of Admonishment will be sent to employee, supervisor, dean, cybersecurity, and HR.
 - The employee must have renewed FERPA training.
 - Any impacted students are notified.
 - Question asked: How many FERPA violations have there been in general?
 - Since they started collecting data in 2020, there have been 70 violations that involve 20,000 students. In many instances, it is a spreadsheet that has been sent to a student with multiple students email/Net ids. ***If you realize you sent an email by accident, contact Stephen Gay who can remove the email before a student opens it.***
 - 10 since January 2023 involving 10 students. The training has improved the number of violations.

- Be cautious about email addresses and KSU id numbers and data that is being requested from individuals. Just because an individual asks for information, doesn't mean you have to supply it. **"When in doubt, don't give out."**
- Conference committee
 - At the last USG Staff Council meeting, KSU was selected to host the 2024 conference. We will be creating a committee to organize. Participants don't have to be in the Staff Senate to participate in the committee.
- Committee Chairs
 - Dee will be reaching out to inquire if you are interested in chairing a committee. Please consider and remember each year is a refresh of committee commitments. Further information regarding Staff Senate committees will be going out to new and current senators before the next Staff Senate meeting in July.
- Vote for Star Staff of the Season bylaw edits.
 - Jenna Scanling proposed the amendment to add the following to the Star Staff bylaws: comments that were collected during the nomination process for all candidates will be distributed to the recipients who did not receive the award.
 - The amendment will be listed in amendment "F."
 - Requested edit that it be "respective comments" to clarify that recipients gets only their comments and not all nomination comments.
 - Vote on amendment to bylaw:
 - Jessica made a motion to vote on amendment. Was seconded by Andy.
 - None opposed to amendment.
 - 14 votes in favor. Motion approved.
- Committee Reports
 - Treasurer: Capt. Murphy will check the account. Right now he thinks the following applies:
 - 802.50 in 10UESTFSN/ 2922.98 in the 30StaffSenat. Tim will confirm soon.
 - After meeting, the 30StaffSenat account was amended to \$2,972.28 due to a \$5 contribution this month.
 - Bylaws: no additions to bylaws
 - Communications:
 - Still need to post scholarship awards and Star Staff of Spring Semester. Shae is about to roll off.
 - The committee is limited due to access to contacts.
 - The goal is to increase exposure across the university, but they need to figure out how to get information out especially with the removal of KSU Today. Flyers seem to be the most effective way currently. Emails through Canva might be another option.
 - One Senator asked if they considered Owl TV? Shae said that's a good idea. Andy has access.
 - Kathy reminded Senators that every senator should be sharing information from Staff Senate. In the past, the communications committee would provide a

report and the minutes that were sent to senators and then distributed to each senator's department by email.

- Policy and Procedures: Rob – The committee has not met for past two months so there are no updates.
- Staff Development:
 - Currently accepting nominations for Summer Semester until July 3. The award will be presented at the July 24th meeting.
 - The Spring award was presented to Amy Cone a few weeks ago and Jenna shared pictures of the recipient.
- Nominations and Elections
 - Andy Was able to reach out to all departments that had vacancies. All spots have now been filled.
 - Everyone has been invited to the meeting in July.
 - Staff training and orientation will cover committees.
 - Andy will send out an email about chairs for each committee in the next week. Please consider chairing a committee since there are quite a few vacancies due to senators either leaving or rolling off.
 - Cindy (a new Senator) came to the meeting today. Everyone else will start in July.
- Parking committee
 - Jenna will reach out to Dee about any reports since we have not heard anything.
- Part-Time faculty
 - Monique reported that per the Part Time Faculty Committee: Last meeting was in May, the following are from our April Minutes:
 - The Undergraduate Incomplete policy was also discussed, students with an Incomplete are required to fulfill all course requirements during the following academic semester. However, if extenuating circumstances arise, the faculty can submit a form to extend the incomplete.
 - If the student does not enroll the following semester, it is up to the faculty member to work out and extend the circumstances. Faculty Senate, however, does not want an incomplete to extend beyond a year.
 - If the faculty member leaves, then it becomes the responsibility of the department chair or chair designee.
 - Graduate-level course repeats/retakes were also discussed. The current policy is this: If a student retakes a graduate level course and earns the same grade, then that grade is only counted once for institutional GPA calculations. If a student retakes a course and earns a higher grade, then the higher grade replaces the lower grade in the GPA calculation even though both classes will appear on the student's transcript. This assumes that the student took both classes at KSU. Taking a class at another institution and transferring the grade to KSU does not count the same. Some academic colleges may consider both grades when making decisions on a student applicant for other programs.
- Open Forum

- Jessica elicited any other information, comments, questions from the floor.
 - Thanks to Jessica for her service.
 - Jessica thanks us for our involvement. She was honored to meet us. She will be around to help with Staff Council Conference.
 - She will send gifts to those rolling off through mail drop.
- Andy made a motion to adjourn. Tim seconded.

Meeting adjourned at 10:41 am.

Next Meeting will be July 24, 2023, from 10 am – 2 pm in Student Leadership Room in Carmichael Hall and will be the first meeting of the 2023-2024 session.



Kennesaw State University Foundation Monthly Transaction Report

April 2023 Statement

10UESTFSN: Staff Senate

College: 15 - President's Office

Dean/Administrator: Dr. Kathy Schwaig

Department: 88 - Staff Senate

Business Manager: Dianne Summey

Annual Budget: \$1,250.00

Month End: 4/30/2023

Ending Balance: \$802.50

IMPORTANT MESSAGE:

No Activity for the Month



Kennesaw State University Foundation

Monthly Transaction Report

30STAFFSENAT: Staff Senate April 2023 Statement

College: 15 - President's Office
Dean/Administrator: Dr. Kathy Schwaig
Department: 88 - Staff Senate
Business Manager: Dianne Summey

Month End: 4/30/2023
Ending Balance: \$2,972.28

Beginning Balance	\$2,967.28	
Contributions	\$5.00	The lump sum of all cash monies received from Donors during the period.
Expenses	\$0.00	Actual expenses processed and posted during the period and may include expenses not yet paid.
Events and Other Non Gift	\$0.00	The lump sum total of all monies received from sources other than by pledges or from donors during the period.
Other Revenue	\$0.00	
Transfers	\$0.00	Internal transfers between projects that were processed and posted during the period.
Investments	\$0.00	
Ending Balance	\$2,972.28	Amount of cash available including accounts payable.

Cash			
Post Date:	Journal Reference:	Account Description:	Transaction Amount:
4/4/2023	Goss Jessic-101941 3/31/2023 30STAFFSENAT	Operating Account	40187-219 \$5.00
Sub- Total			\$5.00
Total Monthly Changes			\$5.00



KSU FERPA Review of Violation and Notification Process

Below is the process when a potential FERPA violation is reported:

1. When a concern is reported either to UITs, and/or the Office of the Registrar, the following individuals are immediately notified: Stephen Gay (Cybersecurity, CISO), Nwakaego Walker, (VP, Chief Legal Affairs Officer), Paul Parker (Executive Director and Registrar), AVP of Enrollment Services or his/her designee.
2. The Cybersecurity Team will begin an investigation if the incident deals with cybersecurity issues related to a data breach via an employee's computer and/or one of KSU's software systems that houses student data.
3. If the incident deals with an improper release of student data without the student's written consent, the Registrar will contact the employee's supervisor to begin the investigation into the incident.
4. In some cases, the incident may be turned over to Internal Audit and Legal Affairs to complete the investigation. This is determined via a discussion with Mrs. Walker (Legal Affairs) and Paul Parker, (Registrar).
5. Once there is a determination that there is a FERPA violation, Mrs. Walker, Mr. Gay, and the AVP for Enrollment Services are notified of the decision.
6. When Internal Audit, Legal Affairs, Registrar and/or Cybersecurity have completed their investigations, they will provide a written report and/or email to the Registrar detailing the facts of the incident, the students involved and the data that was released and/or accessed.
7. The Registrar will send a notification to the employee providing the employee an opportunity to respond to the allegations.
8. The employee will have five days to respond. If the employee doesn't provide information that changes the outcome of the investigation, the Registrar will then issue the employee a letter of admonishment and provide additional training materials related to FERPA. As part of the letter of admonishment, the employee is required to complete the FERPA Training Module within two weeks. Legal Affairs, Human Resources and Cybersecurity are all copied on the email and letter to the employee.
9. With the assistance of the Cybersecurity Team, a list of students with their names, KSU ID# and email addresses are provided to the Registrar.
10. The Registrar will send an email to each of the students whose data was comprised or released without the student's written consent. The email is placed in the student's record in Noli/OnBase.
11. Once the employee sends the certificate of completion for the FERPA Training, the Registrar places the certificate into the folder on the OneDrive for the employee and closes the incident.

2023 Staff Council May Meeting

LEADERSHIP AND WELLNESS

What do you hope to get out of today?

TAKING CARE OF YOU

Great leaders - first take care of yourself. Your entire team looks to you to set the tone and show how to manage an entire organization.

- Practice self awareness
- Set boundaries
- Take care of your physical and mental health
- Give yourself grace
- Extend grace to others



Boundaries and Leadership

ADACHI - 2021 - NAME WHAT MATTERS

What is one small thing you can do this week to name what matters?

BROWN - 2018 - CLEAR IS KIND

What is one conversation you can have to practice being clear and kind?

TAWAAB - 2021 - SETTING EXPECTATIONS

What is one small change you can make to "train" others to your boundaries?



leadership and wellness

2023 STAFF COUNCIL
MEETING

A background image showing a hand holding a glass of orange juice with a tea bag. The text is overlaid on this image.

TAKING CARE OF YOURSELF AS A LEADER

- Practice self awareness
- Set boundaries
- Take care of your physical and mental health
- Give yourself grace
- Extend grace to others

Impact of Unhealthy Boundaries

- *Burnout
- *Anxiety
- *Resentment
- *Frustration
- *Anger

How We Avoid Addressing Them

- *Move Away
- *Gossip
- *Complaints
- *Avoidance
- *Cutoff

Name What Matters

"When you fill your life with things that are not essential to what matters, you unintentionally add noise, and managing noise is part of why you're tired."



Kendra Adachi

Clear Is Kind

"Not getting clear with a colleague about your expectations because it feels too hard, yet holding them accountable or blaming them for not delivering is unkind."



Brené Brown

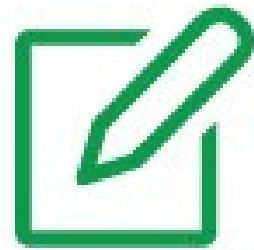
People treat you according
to your boundaries.



"We can't create more
time, but we can do
less, delegate,
or ask for help."



Analytical: Interest in logic, data and understanding the reasoning behind things



Structural: Interest in process, rules and guidelines



Social: Interest in working with and through others



Conceptual: Interest in the big picture, vision and new ideas



What Can You Do?

Analytical - track

Structural - plan

Social - collaborate

Conceptual - vision board

Every Sunday, do a quick review of the prior week:

- What gave me energy?
- What drained my energy?
- What should I have said no to?
- What could have been delegated?

It's a simple, effective way to close out the prior week and set intentions for the week ahead.