Minutes
KSU Staff Senate
March 22, 2018

Call to Order:
A general meeting of the KSU Staff Senate was held on the Marietta Campus in the Student Center Ballroom A on Thursday, March 22, 2018. Chair-Elect, J. Michael Fellows, called the meeting to order at 10:02.

Members in attendance:

Guests in attendance:
Kevin Gwaltney, Institutional Effectiveness (representing Policy Process Council); Larry Ludwig, Office of the Chief Business Officer; Wayne Strother, Counseling and Psychological Services; Karen McDonnell, Human Resources; Denise Tucker, Department of Mathematics; Bonnie Acton, University Library; Alberta Cook, Department of Computer Engineering.

Approval of Minutes
Jeffrey Bernard moved to approve the November 2017, January 2018 and February 2018 minutes as presented. Jessi Jones seconded. Motion carried.

Intellectual Property Policy – First Reading
Kevin Williams presented the first reading of the Intellectual Property Policy. There was significant discussion regarding the wording of the policy and whether Copyrights are also covered.

Lisa Bauer moved to defer any decision on approval until the Second Reading of the Policy. David Tatu seconded. Motion Carried.


Bylaws Update – Second Reading
J. Michael Fellows presented the second reading of the Bylaws Updates. There was discussion about some specific wording, but no amendments from the floor.

Jeffrey Bernard moved to accept Bylaws as presented. Jennifer Dawkins seconded. Vote called with 27 Aye, 0 Nay. Motion carries and Bylaws were updated.

New Bylaws attached.

Committee Reports:
Communications – Tiffani Reardon
- Levi Sexton has stepped down from Staff Senate and Tiffani Reardon will be taking over as Chair of the Communications Committee.

Finance
- Jessi had no report
Policies and Procedures – Kevin Williams
- Kevin Williams sent the Event Approval Policy to Human Resources for comments. We are still waiting for a response. It is unlikely we’ll receive one until HR has worked through the implementation of OneUSG.

Community Development – Ron Bullock
- They had a successful Lunch & Learn on both campuses on Friday, March 16 in conjunction with the Office of Emergency Management.
- The annual Day of Service will be April 14th this year. Community Development has already chosen 18 sites for this year. They are looking for approximately 600 volunteers from across campus to help.
- Community Development in coordination with Staff and Professional Development Committee will host Administrative Professional’s Day this year on April 24. Administrative Professional’s Day is on April 25 this year, but an appropriate venue was not available for that date.
- Owlympics will be held on Friday, May 18th on the Kennesaw Campus Green. This year’s theme will be 1970s disco.

Athletic Oversight Committee – Lisa Bauer
- No Report.

Faculty Senate
- No Report.

Parking and Transportation – David Tatu
- Over 500 people have signed up for the bike share program. Of those, 90% have used a bike and 80% have done so more than once.
- Enforcement for dedicated parking spots formerly had tickets written by Parking Transportation while towing was handled by Public Safety. Parking now handles both tickets and towing.
- Parking stickers will no longer be used. Parking uses a license plate scanner to determine if a vehicle is permitted.
- There are 100 new parking spaces on the Marietta Campus.
- For individuals who wish to back into spaces, new tags will be available to be attached to the front bumper of a vehicle. These will cost $15.00 per tag. Each vehicle will need it’s own tag.
- Parking has hired a new Appeals person.
- Comments from the floor.
  - There are still problems on both campuses with students parking in Faculty/Staff spaces with no visible ticketing.
  - Staff have witnessed student’s putting an existing ticket on their vehicle to avoid getting a new ticket.

Policy Process Council – Jeff Bernard
- There was no meeting this month.

Public Safety – Jeannine Jones
- No meetings as of yet.

Strategic Thinking & Planning Task Force – Stacey Solomon
- Met two weeks ago and are fleshing out new initiatives
- At next meeting will have break-out sessions.

Student Government Association
• No Report.
The presidential job description has been drafted and approved.
There have been 12 - 15 nomination from campus. The committee is looking for more. A normal pool is 40 - 50 individuals.
Approximately 500 individuals have been contacted to evaluate interest.
Next conference call will be on April 12th.
On May 5th, the committee will meet to review applications.
On April 14th and 15th, airport interviews will be conducted for 8 - 10 nominees.

Jeff Bernard moved to adjourn. Jessi Jones seconded. Motion carried.
1. Policy Purpose Statement

The purpose of the Intellectual Property Policy (IPP) is to establish guidelines for how intellectual property created by the faculty, staff, and students at Kennesaw State University is to be protected and developed while preserving the rights of the USG Board of Regents through Kennesaw State University (University) and the rights, privileges, and incentives of the inventor(s) and creator(s) (hereafter referred to as Originators). This policy is intended to support faculty, staff, and students in identifying and protecting intellectual property, defining the rights and responsibilities of all involved, administering intellectual property matters, and establishing a support committee to provide guidance and assistance. It also stipulates how income generated should be distributed to the originators and to the University. Kennesaw State University’s Intellectual Property Policy is found in its entirety below and meets the University System of Georgia (USG) Board of Regents Policy directive, “Each USG institution is required to develop policies and procedures for the administration of this intellectual Property Policy.” Additional information regarding intellectual property policy as set by the USG Board of Regents is available in the Board of Regents Policy Manual, Official Policies of the University System of Georgia in the section Intellectual Properties.

2. Background.

In the Carnegie Classification of Institutions of Higher Learning 2015 update, Kennesaw State University was elevated from “MT” status (Master’s Colleges and Universities) to “R3”, which are doctoral research institutions with moderate research activity. Also in that year, Kennesaw State University and Southern Polytechnic State University began operating as a consolidated Kennesaw State University. Prior to achieving R3 status and prior to consolidation, there was an increase in faculty, staff, and students seeking more support from KSU to protect and develop intellectual property. Intellectual property (IP) refers to creative products including literary works, artistic works, designs, processes, software, inventions, materials, symbols, and images used in commerce. The requests to protect IP continue to grow, therefore a new IP policy is needed to provide University guidelines and information concerning IP developed by faculty, staff, and students at KSU.

Kennesaw State has rapidly increased the quality of its graduate instructional program and the level of faculty and student research, scholarly, and creative activities. Research, scholarship, and creative activities should be encouraged without regard to potential gain from licensing fees, royalties, or other such income; however, the University also recognizes that intellectual property with commercial potential may be produced as a result of these activities. Should such IP arise, one of the main functions of the KSU Research and Service Foundation, Inc. on behalf of KSU is to manage intellectual property and perform technology transfer functions for the University, taking assignment of inventions; obtaining patent, trademark, and copyright or other intellectual property protection; working with faculty and students to patent discoveries that have commercial and economic potential; and licensing inventions to the private sector in return for sharing royalty income with the faculty, staff and/or student inventors to further the research mission of the University and support expanded faculty and student scholarship opportunities. KSURSF may also secure venture capital to support
2018 KSU Proposed Bylaw Revisions

Kennesaw State University
Staff Senate Bylaws

I. Name
   A. The name of this organization is the Kennesaw State University Staff Senate, herein referred to as Staff Senate.

II. Purpose
   A. The purpose of the KSU Staff Senate is to advance the mission of the university as a whole and to promote and foster the welfare of employees through the combined creativity of staff representation for all departments and colleges.
   B. The KSU Staff Senate shall serve as an advisory board in nature and a group of representatives for all staff at Kennesaw State University, all campuses inclusive.
   C. Represent staff on matters brought before the University Council Governance Body.
   D. Facilitate and promote communication among staff.
   E. Strive to improve the general welfare of staff.
   F. Provide opportunities to increase campus-wide staff involvement in shared governance.
   G. Maintain active membership and participation with University System of Georgia Staff Council. (replaced by Purpose)

III. Mission
   A. Staff Senate is a representational organization for staff, and serves as an advising, recommending, and consulting body that addresses policies, issues, and concerns of KSU staff members. Staff Senate provides equitable and accountable representation in a transparent environment.

IV. Organization and Structure
   A. Officers shall include President, President-Elect, Secretary, Treasurer, and Immediate Past President.
   B. A Parliamentarian will be appointed at the discretion of the current President.
   C. The fiscal year (July 1 - June 30) will be the business year of the KSU Staff Senate.
   D. Staff Senate shall meet once per month.
   E. Additional meetings may be scheduled by the Executive Committee or by vote of a simple majority of members.
   F. Meetings will be conducted according to the Roberts Rules of Order Manual.

V. Membership
   A. The Staff Senate members are elected from the full-time, permanent employees excluding deans, vice-presidents/members of the President’s expanded Cabinet and employees holding the ranks of Executive Administrator and faculty.