

Minutes
KSU Staff Senate Meeting (remotely via Teams)
December 7, 2020

Call to Order:

November meeting of the Kennesaw State University Staff Senate via Microsoft Teams on December 7, 2020. David Easterwood, Staff Senate president, called the meeting to order at 10:02a.m. Agenda approved at 10:05am and minutes from November meeting approved at 10:06am.

Staff Senate Business:

Treasurer's Report, Bonnie Acton: Updated budget items, Agency Account- \$850.61 Foundation- \$1250.00 Foundation Operating- \$2534.20 Foundation Scholarship- \$1172.85. There is a possibility to transfer funds but would need to vote on that. Currently 3 scholarships of \$500 is our goal but could possibly be adjusted based on budget items.

Staff Senate Committee Reports:

Budget, Finance, & Fundraising, Bonnie Acton- has draft email regarding participation in donating to staff senate scholarship that senators would send out to their constituents. Bonnie would like to use verbiage from announcement in KSU today.

ByLaws, Rebecca Mattox- current changes in the approval works, 2nd reading today. Discussion on virtual meetings language being added to bylaws is in the works.

Communications, Kelli Tracy- working on access to staff senate email. Some new posts on behalf of development committee on scholarship are going out multiple times this week up until the deadline. Minutes will be posted directly after meetings with draft watermark and then reposted officially once they are approved.

Policy and Procedures, Jeffrey Benedict- no update.

Staff Development and Recognition, Anna- Portal for scholarship application submission has changed and that is up and running. Posts about the deadline and scholarship application are in KSU Today and KSU HR newsletter. Both are about applications and soliciting donations. We would like to send an email out to our constituents or utilizing department specific communication methods to update on the portal being open or asking for them to donate. Website is having some issues, David Easterwood will work on getting those adjustments made. Staff recognition to be called KSU Star Staff of the Season. Criteria and process written up and Anna Traykova will upload for everyone to review before approval. Idea is to mimic the old staff of the month but running every three months to not be so cumbersome. Nomination process will include a 7-question process that those nominating will use to submit for evaluations. Will the new award be monetary or recognition? Bookstore and employee wellness are willing to provide gift certificates and complimentary classes or access as compensation for receiving the award. Is this different than the monetary award from HR staff recognition? Yes, those awards are separate and occur with service awards at Chili and Cheer, it has been moved back so nominations are occurring after the first of the year. They are also being reconfigured and are in the process of being updated and will be live with changes in 2021.

External Committee Updates:

Policy Committee met and discussed the non-discrimination policy, will update next month from Chris Griffin

Parking and Transportation, Stefanie Green- south residential parking will be updated at the end of the month, Lot Z will be shut down for updated, Lot A and a section of Lot J will be available for

fac/staff. For flex parking, fac/staff can park in student commuter parking as overflow. Final permit count for fall is 17,004. Park mobile app is touchless parking payment option beginning next semester. Commencement in May at 5/3 Bank available for Spring, Summer, and December 2020 as well as Spring 2021 students. Stefanie will send the entire report with more details to David Easterwood.

Interim Staff Senate position for HR to be filled by Jennifer Lippincott. Andrea Douglas moves to nominate, Anna Traykova seconds, and senate approved her addition at 10:47am.

ByLaws Amendments:

Process Review- section 11 holds information on by-law changes.

Second Reading, Rebecca Mattox- Line 5a, clarification of Staff Senate organization name for consistency throughout the document. Line 9, 13, and 14, KSU abbreviation clarified. Line 19, removal of leftover note. Line 31, removed KSU from Staff Senate. Line 35, manual misspelled, removed the and manual before Robert's Rules of Order. Lines 52, 53, and 67 dates are updated in accordance to changes made. Line 57, College of Graduate and Professional Education name change. Line 65, University College no longer exists, line removed (Karen updates that University College was removed July 1 and College of Graduate and Professional Education were merged and are still in process of this merger rollout). Line 88-90, addition that acknowledges departments of 5 people or less and their representation. Line 94, grammar correction, the words be and to added. Line 120, fiscal misspelling update. Line 188, change of to or for college name correction. Line 263, added monthly to first duty of treasurer for specification. Line 270-271, moved end of sentence to beginning of sentence for specification. Line 274-278, addition of a duty for treasurer highlighting responsibility of disbursing monies on behalf of staff senate. Line 303, change of to or for grammar. Line 313, from misspelled. Line 353-354, change to read Treasurer to serve as Chair of Budget and Finance Committee. Line 355-361, addition of duties based on Budget and Finance Committee request. Line 388-404, changes added at request of Staff Development and Recognition Committee.

No proposed changes to the bylaw revisions, Kelli Tracy motions to approve the updates, Bonnie Acton seconds the motion. The vote passes and revisions to the bylaws are approved at 10:59AM.

New Business

Verbiage for online meetings will hopefully be ready for a first reading next week.

Staff Thank You graphic will be going in the HR newsletter will go out next week and ads for staff senate giving for scholarship and application will hopefully be added to the next newsletter. Looking to get those mentioned in Written by Whitten as well.

Nov. 14-20 KSU had 69 cases, Nov. 21-27 had 36 cases, Nov. 28- Dec. 4 had 53 cases. Still seeing some fatigue from safety measures. All information at www.coronavirus.kennesaw.edu

David Easterwood was approached about any feedback about information he heard regarding the task force on race and whether he had any complaints or issues brought forward. David spoke with Natasha Williams to provide information to the task force on our behalf. Natasha shared some incidents that were anonymously reported and then also provided feedback after one of the task forces sessions on race. The information went on the task force report that was due on December 4th. We are waiting on a date for the report to become public.

Vicky Moody updated David that LGBTQ History collections are now available on the online archives for anyone looking for that information.

OEM has sanitizer products, masks, gloves, etc. They are located on Chastain Point for Kennesaw Campus or email Michael Guerrero or OEM email for Marietta Campus delivery. We can reach out with name and department and can access those resources.

Next meeting is Monday, January 25th via Microsoft Teams

Bonnie Action moves to adjourn, Rebecca Mattox seconds, meeting adjourned at 11:18am.

Attendees
Aaron Howell
Amy Phillips
Andrea Douglas
Anna Traykova
Bonnie Acton
Cecilia McDaniel
Cencillia Obika
Chelsea Law
Christine Zelt
Christy Storey
Clayton Sullivan
Cristen Dutcher
Daniel Terry
David Easterwood
Denise Tucker
Dorianne Gutierrez
Ellen Hearn
Emmie Cass
Gail Dasher
Jaime Fulsang
Jeanine Jones
Jennifer Lippincott
Karen McDonnell
Kathy Rechsteiner
Kelli Tracy
Lindsay Montgomery
Lydia West
Margaret Mazza
Michael Pourreau
Natasha Williams
Nicole Connelly
Nikki Hooven
Rachel Strickland
Raquel Monteresso
Rebecca Mattox
Renee Gamache
Sonja Christmas
Stefanie Green
Tiffany Weems
Tricia Chastain
Veronica Trammell
Vickie Lee