

**Minutes**  
**KSU Staff Senate Meeting (remotely via Teams)**  
**November 16, 2020**

**Call to Order:**

November meeting of the Kennesaw State University Staff Senate via Microsoft Teams on November 16, 2020. David Easterwood, Staff Senate president, called the meeting to order at 10:04a.m. Agenda approved at 10:05am and minutes from October meeting with 2 changes approved at 10:06am.

**Staff Senate Business:**

Treasurer's Report, Bonnie Acton: \$1250 in the operating expense account, \$2517.25 budget #30 account which is foundation money from donations. \$6 in donations as of last month.

USGSC 2020 Conference Report, Natasha Williams: Virtually on Oct. 8 and 9 hosted by Fort Valley State University. Update on HR open enrollment and benefits changes, similar to Karen's update in October. Natasha attended several workshops: Healthy Lifestyles, Emotional Intelligence, Emotional Bullying in the Work Place. Chancellor updated on enrollment increased from last semester, commitment to in person classes in the Spring (could change now that the election is over). USG Staff Counsel business meeting had no updates to bring back.

**Staff Senate Committee Reports:**

Budget, Finance, & Fundraising, Bonnie Acton- will meet with Karen McDonnell to discuss fundraising after missing benefits fair opportunity.

ByLaws, Rebecca Mattox- going over amendments later. Please read by-laws prior to requesting changes and any submissions should match the verbiage already in the by-laws.

Communications, Kelli Tracy- will update website with minutes and begin emailing new employees with a welcome and information about staff senate.

Policy and Procedures, Jeffrey Benedict- update will come after next committee meeting.

Staff Development and Recognition, Anna- will have criteria for staff member of the month/season nominations next meeting. Portal for scholarship application submission has changed so that deadline is not set yet but communication is in place to get that confirmed.

Interim Senator Information- no one came forward from HR to fill the vacancy. David Easterwood sent an email to the entire constituency to get a nomination and has not received any feedback. Possible special election if we cannot find anyone to step up to fill the role.

**ByLaws Amendments:**

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

First 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.

Questions: should we add in language about meeting and voting online? Will research to see what we are able to add in based on Robert's Rules of Order and other senate groups by-laws related to meeting virtually.

#### **COVID-19 Update:**

Weekly numbers are up from the previous month. High of 67 in September, low of 17 mid October, and we are back up to 51 as of last week. Remind students and staff members to adhere to protection recommendations while around campus to prevent spread. NY Times website has an article tracking US Colleges and Universities that report across the nation with interactive map:

<https://www.nytimes.com/interactive/2020/us/covid-college-cases-tracker.html>.

UNC Chapel Hill Employee Forum published an update sent to executive committee:

<https://employeeforum.unc.edu/files/2020/10/2020 UNC-Employee-Forum-COVID-19-Survey-Report FINAL-Copy.pdf>

Concerns with students being uncooperative, unwilling to wear masks while on campus in buildings was brought to Staff Senates attentions. What is the best way to enforce the rules? Going to department chairs or supervisors, sending ID numbers to Dean of Students, etc. is the first step, especially if student is non-compliant. Should we involve campus police? Are there basic steps that staff/faculty could use to know the protocol when trying to keep students and other employees in line with COVID-19 protocols. Decisions on COVID-19 protocols being lifted are not happening and monthly information will be provided as things evolve, rumor of all COVID protocols to be lifted in the Summer is not accurate. Karen McDonnell will look into information about updates being sent out so we know what to expect in terms of changes this year.

#### **Update from HR, Karen McDonnell:**

Class and Compensation phase 1 included functional titles being updated, job descriptions written appropriately, and market studies for pay scale according to title and description. All of this was completed within the last 2 years. It is being reviewed by leadership across campus to confirm what was completed for any changes that were made since the Spring. Update is that we are still awaiting approval to roll out the new title, descriptions, and pay changes. Email about not communicating class and comp information was only to reduce anxiety due to approval not happening and because of the amount of start and stops over the last two years.

Final notes: Please add your role on staff senate to your email signature in order to signal that you are a representative and others know you can be approached for questions/concerns they would like addressed by Staff Senate. Thoughts on creating an opportunity to dig deeper into the role of staff senate, committees, initiatives, etc. so all members have a better understanding of what it means to be a senator, will discuss this idea further. Addition of a happy holidays message from staff senate to all staff via the HR newsletter in December. Meeting Adjourned at 11:27am.



<b>Attendees</b>
Aaron Howell
Amy Phillips
Andrea Douglas
Anna Traykova
Bonnie Acton
Cecilia McDaniel
Cencillia Obika
Chelsea Law
Chris Griffin
Christina Turner
Christine Zelt
Christy Storey
Chuck Nwagwu
Clayton Sullivan
Cristen Dutcher
Daniel Terry
David Easterwood
David Tatu
Denise Tucker
Donna Simmons
Dorianne Gutierrez
Edith Collins
Ellen Hearn
Emmie Cass
Hayley Anderson
Isel Silva
Jaime Fulsang
Jeanine Jones
Jeanette Huntington
Jeffery Benedict
Karen McDonnell
Kathy Rechsteiner
Kelli Tracy
Kevin Gwaltney
Laurette Rust
Leah Nedblake
Leigh Oder
Lydia West
Mary Foster
Maxayane Smothers



Michael Pourreau
Natasha Williams
Nicole Connelly
Nikki Hooven
Rachel Strickland
Raquel Monteresso
Rebecca Mattox
Renee Gamache
Samantha Hazelwood
Shirnett Campbell
Sonja Christmas
Stefanie Green
Tamara Grooms
Tiffany Weems
Todd Carper
Tricia Chastain
Vickie Lee