# Staff Senate Meeting – March 11, 2024

In person attendance:

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| Aimee Kane | Amonte Hampton | Andrew McCanless |
| Caitlyn O’Kelley | Carla Budinsky | Donald Spencer |
| Hadley Cottingham | Jacqueline Winters-Allen | Janice Malone |
| Jenna Scanling | Jessica Redding | Kelley Price |
| Becca Cox | Lindsey Jefferson | Mark Kirkley |
| Melissa Lappe | Qing Qing Norris | Raquel Monteroso |
| Robert Bridges | Ryan Capps | Savannah Lockman |
| Susanne Rothery | Timothy Murphy | Patrick Steimer |

Online attendance: Molly First

Members absent:

|  |  |  |
| --- | --- | --- |
| Brittney Scott | Claire Rutte | Cynthia Tatis |
| Daniel Terry | James Stinchcomb | Sanjoosh Akkinei |

* Motion on the minutes:
  + Jenna Scanling – motion
  + Mark Kirkley – second
  + Minutes passed as listed.

An announcement was made that donuts for the Senators are at the front of the room.

* Old Business
  + Membership assignments have been recorded. Some committees are light and may need to be edited.
* New Business
  + Strategic Planning:
    - Some people are rolling off at the end of the year.
    - Deadline for Star Staff nominations is on March 31, 2024.
    - USG Conference Planning Committee
      * Conference plans are developing.
      * Have one speaker and are working with Strat Comm to develop virtual home page.
      * Reach out to Rob Bridges if you want to attend.
    - Shamrock Campaign:
      * Already received orders for $99 for ShamRocks.
      * Orders needed by Thursday and ShamRocks will be sent out Friday, March 16, 2024.
      * Last year there were issues with orders not sending payment to SS. That issue has been resolved for this year.
* Committee Reports
  + Budget: no new updates
    - SS: 1250
    - Foundation: 2017
  + Communications: Shamrock fundraiser (flyer that Hadley can send)
    - Social media form should be ready in the next 2 weeks.
    - Questions about the resource account for Staff Senate.
  + Policy: committee met last week
    - New business: moving forward with cohort schedule going forward (May, June, and July)
    - Can send minutes if desired.
    - New policies:
      * professional policy on pets for staff that live on campus.
    - Several HR policies up for review.
      * ADA: updates
      * Performance: name change
      * Service animal accounts: updated policy.
      * Smoke free – updated to include vaping on university grounds.
      * Several policies up for review in April
  + Staff Development: nominations accepted for Star Staff through the end of the month.
  + Bylaws: asked to wait until the end of the meeting
* Presentation: Joe Lamb with PDC and EHS
  + Project Updates
    - Asst. Vice President of construction; 20 years in higher ed
    - Planning, Design And construction site updated
    - Leadership Team; contact Karina Movala
    - Introduction of the Leadership Team (see slide)
  + Explained the difference between a project and a repair
    - Flooring
    - Structural
    - Occupancy change
    - Construction
  + Responsibility to Managing Projects
    - Public Works are under Board of Regents
    - Legally obligated to comply with USG procurement policies.
    - USG institutions are required to comply with local authorities.
  + Submitting projects?
    - Planning request
  + Projects:
    - Interdisciplinary Stem Building
      * Collaborative space
      * Currently in design phase
      * Project opening: Fall 2025
    - Marietta Quad
      * Prevent building flooding and improve storm drainage.
      * Enhance pedestrian framework.
      * Increase usable lawn space vs. existing hardscape.
    - Crawford Lab building renovation
      * Full gut project
    - Student Competition Teams building and Wilder Building on Marietta Campus
      * Not approved yet but they are working on getting approval.
      * Supports the caliber of work KSU students can do.
      * Hoping to build a new building to enhance safety, operation and organization.
    - College of Arts Master Plan
      * Is planned to be built at Chastain Point to develop a compelling KSU arts district.
      * Hoping to kick off building soon.
    - Stillwell Baseball Stadium
      * Enhance the baseball facility and visitor experience.
      * Set to be completed by February of 2025 before the season begins.
      * Increase seating capacity and ticketing flow.
    - Sports Performance Training Center
      * KSU is actively fundraising for this space.
      * Collocate athletic support facilities including training/operations adjacent to 5th/3rd Bank Stadium
      * Summit Phase II
        + Create additional beds to support the demand for on-campus housing.
        + Maximize the building site for the greatest level of efficiency.
        + Scheduled for Fall 2026
    - Student Center – Welcome Center and Renovation
      * Reimagine the student center.
      * Increase RSO and student Government usable space.
      * Game Room
      * Welcome Center – start fall 2024.
        + Remaining renovations start fall 2025.
    - Building Envelope repairs
      * Preserve assets and support enhanced indoor air quality for existing buildings.
        + Waterproofing in several buildings
    - Future projects
      * Develop inventory of existing conditions for an understanding of infrastructure and development of a master plan.
      * Enhance accessibility.
      * Improve wayfinding and navigation throughout campus.
      * Upgrade our fire and life safety.
      * Align our classroom inventory for optimal scheduling and support of students.
  + Initiatives: project dashboard
    - Use an internal tracker with 215 projects occurring across campus.
  + Project Charter – received when a project has been approved that includes the budget.
  + Project related Safety Initiatives
  + Questions:
    - Is this information available to the students and public?
      * Information is public so we can share.
    - What is the status on the Sturgis Project?
      * Project is almost done. There has been a furniture scramble. She will doublecheck and get back to us.
    - What is the process for numbering rooms in buildings?
      * Part of building committee. They are open to feedback.
    - Is there a person who evaluates sustainability especially on preserving the environment when a new building is being made?
      * New construction plan: Maria on committee. She hasn’t been involved in the past but is doing more now.
* Open Forum
  + Bylaws Report
* Nomination Committee: starts next month. It’s an ad hoc committee:
  + Rob: chair
  + Volunteers: Aimee Kane; Andy McCanless; Susanne Rothery
    - The group will be voted on at the next meeting.
  + Nominations will be a little different this year.
  + Proposal: To open representation that will not necessarily be your area; allows anyone to work on Staff Senate without it being tied to a certain department or only one person representing that area.
    - Piece of paper: Senators can decide if they wish to roll off or continue to serve under the revised plan.
      * Provide their name, indicate their choice and place in the bag by the door.
* Description of new committees – each committee will have a direct task for the year that they can create. Some suggestions have been provided. This change will help the Staff Senate serve the university rather than just be a group that meets and discusses amongst its members. Each committee will be charged with a task to accomplish each year. Current officers want us to be a project- based group that increases visibility across campus and improve the culture of staff.
  + House: administrative groups – bylaws, budget, policy; supports Senate’s mission to represent
  + Staff Engagement and Recognition – Star Staff Award: foster culture of appreciation of staff; underscore the value of each staff member’s value and role, and positive work environment.
    - Idea: Scrappy Hour for Staff
  + Wellbeing: holistic approach to wellbeing with a strong sense of community with affinity group
    - Idea: Daffodil Dash or Turkey Trot group for KSU staff; have a place to connect outside of our roles as staff.
  + Professional Development: committed to the growth and advancement of staff members and the HR mentor process; contributes to individual career success and the effectiveness of Staff Senate.
    - Idea: USG conference or Mentor program in HR: cohort type project; will move from 6 months to a year; rotational program on campus to allow you to see different areas of campus.
  + Communication and Collaboration plays a vital role in transparent, effective communication and fostering collaboration among staff members; monthly newsletter; have town hall meetings to enhance the community.
    - No idea was listed but currently they create the newsletter and do updates to the Staff Senate website.
    - Concern: anonymous submission of a concern similar to faculty senate – there is a current link that sends an email to staff senate email address
      * StratCom working on updating all websites including ours.
  + Environment and Service embodies the organization’s commitment to sustainability, service and improving workplace conditions; include parking and sustainability committees and addresses environmental concerns.
    - Idea: Day of Service for staff
  + Executive: a leadership and coordination role within Staff Senate consisting of key positions of President, President Elect, Secretary, Treasurer, Parliamentarian and Standing Committee Chairs; responsible for the strategic oversight of Staff Senate activities.

Question: committees serve all staff and can pull other staff from campus outside Staff Senate? Yes

* Background information on committees (Karen)
  + Many universities, such as Georgia Tech, are disbanding all committees and doing 5 projects; Georgia Southern is also revamping.
  + KSU is not sure about getting rid of committees; but want to move toward doing more than just meeting and disseminating information.
* Discussion from the floor
  + Owl Olympics: biggest thing KSU has going on.
  + Rather than Staff Senate sitting at a table, suggestion was made to get staff engaged. That’s been difficult in the past due to staff turnover.
  + Week of May 13th – will be added to Staff Senate website.
  + Could Staff Senators act as referees since space is limited.
    - Raquel will report back to planning committees.

Meeting adjourned at 11:30 am.