Call to Order: A general meeting of the Kennesaw State University Staff Senate convened at KSU Center on Monday, January 27, 2020. David Tatu, Staff Senate President, called the meeting to order at 10:00 a.m.

Members in Attendance:
Bonnie Acton, Kate Billard, William Bradshaw, Stephanie Dean, David Easterwood, Erica Florence, Stefanie Green, Gayle Jones, Jeanine Jones, Jessi Jones, Christie Hendricks, Connie Lane, Rebecca Mattox, David Tatu, Kelli Tracy, Anna Traykova, Emmie Trull, Lydia West, Natasha Williams, Christine Zelt

Visitors in Attendance: Kathy Rechsteiner, Renee Gamache, Cecilia McDaniel, Rachel Schrauben Yeates, Kevin Gwaltney, Gabrielle Smith, Ronald Bertrand, Melissa Conners, Jessi Jones, Michael Pourreau, Haime Fulsang, Andy Altizer, Karen McDonnell, Cole Connelly, Jessica Rezil, Jeffrey Bernard, Joe Risby, Jefferey Murphy, Kevin Gecowets

Guest Speakers in Attendance:
Kevin Gwaltney, Director of Policy, Kennesaw State University
Tammy Demel, Assistant Vice President, Strategic Communication, Kennesaw State University

Approval of Agenda
A motion was made and seconded to approve the Agenda submitted by David Tatu and the motion carried.

Guest Presentations
Kevin Gwaltney thanked Jeannine Jones, the Staff Senate Representative on the Public Safety Committee, for her interest in campus safety issues. He introduced Andy Altizer, the Director of the KSU Office of Emergency Management, to brief the Staff Senate about KSU policy with regard to Unmanned Aerial Systems [drones] (UAS).

In 2016, changes were implemented to UAS policy to enhance safety and privacy. All UAS, other than hobbyist systems, must be approved by the FAA before requesting permission from KSU. Due to KSU’s proximity to Dobbins Air Reserve Base and Cobb International Airport/Mccollum Field, FAA Certificates of Authority take at least 90 days to process.

At the present time, KSU has issued approval for drones associated with the KSU football program and the KSU Office of Strategic Communications and Marketing. Questions regarding UAS policy can be addressed by emailing drones@kennesaw.edu.
**Tammy Demel** made the Staff Senate aware of new internal communication systems that are about to launch. KSU Today, which was meant to be a temporary communication tool, is being phased out in favor of a system used successfully at some of the other USG institutions.

EMS for room reservations will remain intact, but the EMS master calendar is being migrated to the new system as of February 3rd. The new events calendar will operate under the name **“Localist.”** Due to the resignation of Thomas Dale, the migration to Localist could take a little longer than originally expected.

In addition to Localist, **“Best of the Nest”** is an opt-in electronic newsletter that will link to Localist, the Human Resources Newsletter, and others.

**“KSU Announcement”** will be used for campus blasts to all students, faculty and staff when an important announcement or action is needed to process the business of the university. The redesign will minimize the use of campus blasts.

Ms. Demel will work with Human Resources to incorporate the use of these communication tools into new employee training.

**Staff Senate Committee Reports**

**Budget, Finance and Fundraising** – Jeannine Jones informed the Staff Senate that efforts to get sponsorships from the Georgia Aquarium, Hawks, Braves, Delta, Coca Cola, etc. had not yielded results. She encouraged senators to network using their own connections to establish corporate relationships for Staff Senate.

Since three $500 Staff Senate Scholarships were awarded this year, Ms. Jones reminded all senators that we need to replenish the scholarship fund. Donations can be made through payroll deduction, and donor cards were on the table by the sign in sheets.

**Bylaws** – no updates. Jonathan Coker, chair of this committee, recently resigned from Staff Senate. Connie Lane is trying to contact him to determine the status of updates to the bylaws.

**Communications** – The committee is working with the live stream team to archive Staff Senate meetings on YouTube. The chair of this committee Thomas Dale, left KSU in December.

**Policy and Procedures** – Kate Billard reported that there are no updates at this time.

**Staff Development & Recognition** – Anna Traykova, committee chair, reported that she would be awarding three $500 scholarships to KSU staff after our business meeting today. The scholarship winners are Kevin Gecowets, CETL Director of University Learning; Anwuan Holloway, Academic Advisor in University College; and Katherine Adamson, Graduate Admissions Specialist in the Graduate College.

The committee is working on a redesign to the former Employee of the Month program, possibly changing it to Employee of the Season and having one award per semester.
Old Business

Dr. Juanita Hicks, Vice Chancellor of Human Resources for The University System of Georgia, recently held a Staff Council meeting to discuss communication. Karen McDonnell, KSU Asst. VP for Human Resources, attended and is working on our behalf to restore some of the campus events that have been discontinued such as the Opening of the University and the Provost Meet and Greet. Updating the USG Handbook and website were also discussed. Ms. McDonnell will keep us current regarding these and other Staff Council issues.

David Tatu said that he attended the last Faculty Senate meeting and learned that management is phasing out reserved parking spaces on campus. Faculty is asking management to reconsider, and to allow faculty to park in student spaces when all faculty and staff spaces are full.

Kate Billard asked if there has been an update to the pay band issue regarding the fact that new employees are coming in at higher wages than existing employees in the same position. Karen McDonnell is in the process of dealing with this issue. Ms. Billard asked that staff have a voice in the decision-making process and Ms. McDonnell agreed.

Kathy Rechsteiner spoke about the need for training/professional development for newly appointed managers that would include a New Manager Orientation in Human Resources. She reminded us that when TRS tried to stop 1.5% increases in retirement benefits every six months, Staff Senate fought it, and the issue was dropped with the increases still in place.

Ms. Rechsteiner said that other universities have Staff Development Days with workshops sponsored by Staff Senate. Anna Traykova said she would hold a meeting for Staff Senators who are interested in planning a Staff Development Day.

David Easterwood spoke briefly about whether three-year term limits for Staff Senators is practical. The Bylaws Committee was asked to look into the terms of other USG institutions; therefore, we need to check with Jonathan Coker regarding status. In May, Staff Senate will send out a Call for Nominations of new members of Staff Senate.

There being no further business to discuss, the meeting was adjourned at 11:25 a.m.