Call to Order:
A general meeting of the Kennesaw State University Staff Senate was held at the Wilson Student Center, Marietta Campus, on Monday, February 24, 2020. David Tatu, Staff Senate president, called the meeting to order at 10:05 a.m.

Members in Attendance:
Bonnie Acton, William Bradshaw, Shelli Cossel, David Easterwood, Erica Florence, Stefanie Green, Jeannine Jones, Jessi Jones, Connie Lane, Rebecca Mattox, David Tatu, Anna Traykova, Emmie Trull, Denise Tucker, Lydia West, Natasha Williams, Christine Zelt

Visitors in Attendance:
Amy Phillips, Karen McDonnell, Cheryl Dobson, Jaime Fulsang, Wayne Smith, Renee Gamache, Vincent Coubley

Approval of Agenda:
David Tatu offered the Agenda for approval, and with a motion and a second, the agenda was approved.

Guest Presentation:
Previously confirmed speakers were both unable to attend the meeting, so the president moved to the first agenda item.

Minutes:
Minutes of the January meeting were approved as written.

Election of two Interim Senators:
Former senator Jessi Jones left Staff Senate when she transferred to Campus Services; however, that department needed representation, so Jessi volunteered to become their representative. Cencillia Obika has volunteered to become the Staff Senate representative for Honors College. A motion was made and seconded to approve these candidates, and the motion passed by unanimous vote.

Committee Reports:
Jeannine Jones, Treasurer, reported that Staff Senate took in $20 in donations in December.

Bill Bradshaw, the new chairman of the Bylaws Committee, is looking into how small departments with one or two staff might be combined to have representation on Staff Senate. He reported that committees are working on verbiage to update the bylaws.

Kelli Tracy will serve as interim chair for the Communications Committee, and she and Jesse Jones will be making updates to the Staff Senate website.

Anna Traykova reported that the Staff Development & Recognition Committee had their first planning meeting about creating and delivering a campus-wide professional development program. Staff feedback was received regarding the importance of convenience and how to alleviate any issues with
supervisor approval. The committee is looking at several options that include up to a week of training. Anna is in the process of posting the recipients of Staff Senate Scholarships on our website. The committee is also working on the annual staff awards and will have something to vote on by the end of this semester.

David Tatu said that a faculty member attended the awards ceremony immediately following our last meeting and complimented us on how nice it was.

Denice Tucker reported that the Bruster’s Real Ice Cream store located in Kennesaw will provide Scoops for Dollars at a scholarship event. She is working with the Atlanta Braves to give Staff Senate a percentage of ticket sales to KSU staff members who attend a specific game. The Georgia Aquarium may provide special pricing for KSU staff.

David Easterwood provided an update from the last USG Staff Council quarterly meeting that he attended via Zoom on February 19th. A presentation was made regarding the new Well Being program that is accessible through https://oneusgconnect.usg.edu, but it requires a new password. Incentives of $100 per individual or $200 per family are being offered to those who wish to participate.

Lashika Thomas said the USG staff council website has finally been updated after four years. Exec. Board is creating procedures and guidelines for continuity in the future. Dr. Juanita Hicks, Vice Chancellor of Human Resources, said the Governor has mandated 4% and 6% reductions in the USG budget.

Action Items Discussed:
  1. Why is Kaiser not offered statewide? Atlanta and Athens are the only physical locations for Kaiser, therefore it cannot be offered statewide.
  2. Health care costs and how chronic health problems and opioid addiction are driving up prescriptions costs and others.
  3. Possible increase in the Well-Being award to $200/$400
  4. Questions about bereavement leave. It was looked into and no state employee gets that benefit; however, it was determined that we should use our own sick leave for the death of a close relative and use annual leave for a friend’s death or illness.
  5. It was determined that the former benefit of 90 minutes of release time per week for exercise conflicts with the state gratuities policy.
  6. Professional development for staff was discussed.
  7. Extending tuition assistance for dependents was researched, but it conflicts with state gratuities policy.

The Staff Council annual meeting will be October 8-9, 2020, at Fort Valley State University.

University Council met for first time in a while and brainstormed. President and Provost both came. Walked away with action items. Doug Moody, president of Faculty Senate, arranged it. He has been updating the university handbook to delete committees that no longer exist and include new committees.

Mr. Tatu turned the meeting over to Karen McDonnell and Amy Phillips from KSU Human Resources who led a roundtable discussion. During a recent phone conference meeting with Dr. Juanita Hicks, the USG Vice Chancellor of Human Resources, it was decided that in the interest of better communication, representatives from human resources should have roundtable discussions.
Six different topics/questions were sent in before the meeting, but before addressing them, AVP Karen McDonnell provided some general information. She said that the purpose of these discussions is to determine what we can do differently regarding communication.

Ms. McDonnell reminded us that every department at KSU has an HR generalist and an HR specialist assigned to them. Jeanine Jones asked how long it should take to receive a response from HR when we have questions. McDonnell said that when the generalist and the specialist are out in the colleges, sometimes they cannot answer phone calls, but contact should be made within 24 business hours. If we do not get a response in that amount of time, she asked that we report it to Orie Thornton, the HR Business Partner Manager.

The first issue of *The Owl HR Exclusive*, a new monthly HR newsletter, was very well received, and will continue to be a communication tool. Amy Phillips asked how we would like for HR to notify us of a new issue if they cannot continue to blast it in our email. One idea was to post signs on campus saying the new issue is available and pace it under an easy to remember url.

Human Resources has an office at the Marietta Campus in Norton Hall, room 107. Payroll staffs it on Thursday and HR staffs it the other four days. The main offices for Human Resources are located in the Town Point Building on the Kennesaw Campus.

McDonnell informed the group that we have a Human Resources Advisory Council at KSU that they obtain input from, and she wishes to broaden the scope of input and communication with that group.

She’d like to bring Partner Teams to Staff Senate Meetings to introduce them so senators know the person to go to for their office.

She would also like to provide regular OneUSG support, similar to the First Friday program that UITS has.

Questions that we sent in.

Are supervisors and Managers required to go through a training program? Right now, they are not, but HR has been charged by the President to build out more leadership development and staff development this fall semester. HR staff are working on a program to help new managers transition from a peer to a manager, and they hope to launch it next academic year. In addition, a general leadership program is being developed. Amy Phillips told us about a New Manager Orientation (NMO) program that will teach people how to become a manager. This will be in addition to the training they have for new KSU managers who have managed before.

Why doesn’t KSU require feedback from staff in a manager’s review process? McDonnell said that we are piloting a tool for the entire university system right now that does have that option to identify people to provide feedback. A UITS team is building it for the entire USG system. It is called a 360 Evaluation. The receiver can see who said what in the present system, and we want that type of input to give the person making it anonymity.

Are supervisors required or rewarded to get PD? No, PD is not required unless it is required by licensure, and rewards are not permitted. Anna said at the University of Oregon they have PD as 5% of your job.
When are promotions appointed instead of advertised? In general, if we are adding duties to an existing job that are significant, that is a reclassification, and we advertise. If a job classification is getting new duties across the board, it is advertised internally only.

The new policy includes a promotional policy. KSU policy cannot be more lenient than USG, but we can make them more strict than USG.

When will new paybands be publicly released? The work was completed in October but implementation had to be put off because of the need for an external evaluation. New paybands and other items will be presented in a month to six weeks. New people come in at the new paybands so when are existing employees going to receive pay adjustments? McDonnell explained that there isn’t a final deadline because it is dependent upon budget. Payband adjustments could be on a staggered basis year to year.

Amy Phillips is chairing a ????????????? committee. There is constant conversation with outside leadership and HR because they see the turnover firsthand. They are working on quantifying how many good employees leave to go to higher paying jobs and/or jobs that allow working from home and flex hours, etc. If you are below the minimum for the job you are doing, you will be brought to the minimum of the range as quickly as possible. but funding must be there.

The meeting was adjourned at 11:30 a.m.