Call to Order:
A general meeting of the Kennesaw State University Staff Senate was held at KSU Center on Monday, August 5, 2019. David Tatu, Staff Senate president, called the meeting to order at 10:02 a.m.

Members in Attendance:
Bonnie Acton, Judy Barnes, Jeffrey Benedict, Shelli Cossel, Thomas Dale, Stephanie Dean, David Easterwood, Andrea Johnson, Jeannine Jones, Jessica Jones, Connie Lane, Rebecca Maddox, Tyler Parham, David Tatu, Denise Tucker, David Tatu, Kelli Tracy, Anna Traykova, Lydia West, Christine Zelt
Proxy’s in attendance: Mariel Fox for Stephanie Green, Donald Fredeman for William Bradshaw

Visitors in Attendance:
Chris Beam, Nicole Connelly, Donna DeGrender, Candice Dickson, Cristen Dutcher, Rachel McFarland, Michael Pourreau, Joe Risby, Amber Smith. Pam Smith

Guests in Attendance:
Dessi Beagle, Employee Wellness Coordinator and Fitness Center Manager

Approval of Agenda:
Shelli Cossel moved to approve the Agenda submitted by David Tatu and the motion carried.

Guest Presentation:
Dessi Beagle made a brief presentation asking Staff Senators to make constituents aware of the upcoming wellness events and programs. More information is available at https://employeewellness.kennesaw.edu/.

1. Barbara Oldham, nutritionist, is offering workshops and cooking events again this fall.

2. Monday evenings, Free Yoga by Kaiser Permanente @ The Battery Atlanta Plaza beginning August 5th, 6:30 p.m. – 7:30 p.m. and continuing on Mondays when the Braves are not playing.

3. A 16-week diabetes prevention program will be offered beginning August 20th at the Kennesaw campus and August 21st at the Marietta Campus. Both events are from 12:00 Noon until 12:45 p.m., and the first 20 people to sign up will receive free tuition.

4. Onsite Wellbeing Coaching begins September 10, 2019 from 12:30 – 1:30 p.m. at Town Point, Room 2220. RSVP for the kickoff.
5. **Owl Be Well** Workshops are available at the department/college level. For information, please contact boldham1@kennesaw.edu at least six weeks before the desired event date to allow time for preparation.

6. Kaiser Permanente **Run Walk Roll** event on September 11th at Georgia World Congress Center. Join the USG team.

**Committee Reports:**

**Finance**

Jeannine Jones, treasurer, reported that Staff Senate accounts show the following balances:

1. $1,250.00 = funding from the KSU President’s Office that is an annual “spend or lose” account
2. $2,377.20 = funding from donations
3. $2,019.95 = Scholarship Fund [through KSU Office of Advancement]
4. $850.61 = Fund 14, which may roll off if not spent this year.

David Tatu added that USG dues for this year and last year must be paid from these funds and reminded the senators that three $500 scholarships were funded by Staff Senate last year.

**Staff Development and Recognition:**

Anna Traykov, committee chair, reported that the committee will resume the *Employee of the Month* program soon.

The 2019 Benefits Fair will be held October 18th from 11:30a.m. – 1:30p.m. at the Kennesaw Campus and October 29th, same time slot, at the Marietta Campus. Staff Senate will have a booth at the fair, and Jeannine Jones offered to secure Donor Cards for that event.

**Bylaws:**

No Report

**Communications:**

Thomas Dale, committee chair, reported that plans are underway to broadcast Staff Senate meetings over the Internet, and they hope to have the equipment in place before our next meeting.

Consideration is also being given to allowing senators to attend the meeting remotely. He asked that all senators follow the Staff Senate Facebook page, which is being managed by Kelli Tracy. Improvements have been made to the Staff Senate website. David Tatu remarked that the “comments” area on the website does not relay the identity of the person making the comment. Thomas will update this area so that we may respond when employees leave comments.

Anna Traykova suggested setting up a Microsoft Team for exclusive use by Staff Senate. Thomas Dale offered to do this. Microsoft Team training will be provided.

**Policy and Procedures:**

Kate Billard, committee chair, said that the committee is trying to be proactive this year instead of reactive. They are in the process of prioritizing issues at this time.
Old Business:

David Tatu asked for discussion regarding the purchase of Staff Senate nametags. Jeannine Jones said that there are new specifications for KSU nametags that are part of the rebranding, and they cost $15.00 each. She will talk with Michael Creasy in Strategic Communications to determine whether we may order a companion, smaller name tag that simply says “Staff Senator” and report at the next meeting.

David sent each senator an Excel file containing the names of every staff person, their email, boss, and department, sorted by department. Senators may use the list to contact their constituents.

New Business

Human Resources emails the Staff Senate a notification each time a new staff member is hired. David proposed that we send a “welcome” email to new staff. After discussion, it was decided that such an email will be sent out each week from the Staff Senate president to new hires.

David suggested that we consider establishing formal “Guest Speaker Guidelines” that will be published on our website. The guidelines will include a time limit of five minutes for presentations. David will draft the guidelines for presentation at the next meeting.

Jessica Jones informed the group that the Food Advisory Committee and the Public Safety Committees have been disbanded. Therefore, Staff Senate representation is no longer required.

Denise Tucker passed along employee concerns regarding the lack of staff professional development funds within her college, the “conflict of commitment” issue, and how to report employee harassment. She was directed to the KSU Legal Affairs website and the KSU Human Resources website for instruction. Jeannine Jones suggested that we invite Karen McDonnell, AVP of Human Resources, to come to a meeting to address these issues.

There being no further business to come before the Staff Senate, the meeting was adjourned at 11:15 a.m.