Call to Order:
A general meeting of the Kennesaw State University Staff Senate convened at KSU Center on Monday, September 9, 2019. David Tatu, Staff Senate President, called the meeting to order at 10:00 a.m. This is the first Staff Senate meeting live streaming on a soft launch.

Members in Attendance:
Judy Barnes, Jeffrey Benedict, Bill Bradshaw, Jonathan Coker, Shelli Cossel, Stephanie Dean, David Easterwood, Stefanie Green, Christy Hendricks, Jeannine Jones, Jessica Jones, Rebecca Maddox, Tyler Parham, Erica Torrance, Kelli Trac, Anna Traykova, Denis Tucker, Natasha Williams, Christine Zelt, Lydia West, Michael Fellows

Visitors in Attendance:
Debra Anders, Yvonne Anderson, Ashley Richardson, Trudi Vaughan, Cristen Dutcher, Ashlee Clark, Christina Alexis, Christy Story, Andy Altizer, Donna DeGrendel, Cindy Gillam, Sharon Sherlock, Amy Phillips, Chuck Nwagwu, Kim Mangiaracina, Debra Hill, Mariel Fox, Chris Beam

Guests in Attendance:
Veronica Trammel, Executive Director, UITS Technology Outreach
Karen McDonnell, Assistant Vice President of Human Resources
Michael Pourreau, Associate Director, UITS

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

Approval of August Minutes
Jeannine Jones moved to approve the minutes of the August 5, 2019 meeting. The motion was seconded by Anna Traykova and carried.

Guest Presentations:
Veronica Trammel, Executive Director of UITS Tech Outreach provided various campus updates.

DocuSign Technology is available to all faculty and staff. Training will take place at the end of the month for Dashboard in Owl Train. Windows 7 is being decommissioned.

Everyone is encouraged to attend Cyber Awareness Day on October 1st. For information, https://cybersecurity.kennesaw.edu/index.php.
We can subscribe to technology information updates through *IT Connected* Newsletter. Each issue contains detailed updates on exciting new and ongoing projects from University Technology Services and provides an in-depth look at the information infrastructure and services that help empower KSU community members to be successful.

**Karen McDonnell**, Assistant Vice President of Human Resources, was invited to Staff Senate to answer questions from senators that were provided to her in advance.

She is unable to answer questions regarding changes to our insurance/benefits programs and costs, as these decisions are made at the USG system level and will not be provided to campus level Human Resource management until the end of the month.

Several questions dealt with the switch to new pay bands. New employees are coming in making more than existing employees in the same positions. Why? McDonnell said that the market has changed in Cobb County, and we must be competitive to get good people. She understands that this makes existing employees uncomfortable but assured us that she will look at internal equity adjustments this fall.

A recent article was published about the 12 highest paid employees in the University System of Georgia. Only two were at KSU, not the entire list of 12, as was rumored.

The confusion regarding the wellness push at a time when the 90 minutes-a-week for exercise was perceived as being taken away will be discussed at the next Human Resources Roundtable Meeting in Atlanta. For years, there was a misconception that 90 minutes during work time could be used for fitness/wellness activities with a supervisor’s approval. However, further investigation revealed this was not the intent and that the time had to be made up. McDonnell will attend the next USG HR meeting and ask that a consistent policy be developed.

She assured the audience that there will be no additional CAR layoffs at KSU, but that CAR projects continue and are listed on the HR website. CAR took priority and delayed some of KSU’s work regarding salaries of existing staff being adjusted to market rate. There are still 93 jobs for which human resources has not been provided descriptions. Once they have all the information, HR will publish a complete report and have an in depth roll out with training sessions this fall.

McDonnell does not know whether the Governor’s budget cuts will impact raises in the future. With regard to why merit raises are figured as a percentage of salary instead of as a flat dollar amount, that policy is in keeping with industry standards.

The Policy and Procedure Committee will review Karen’s comments and decide what further actions might be pursued.
Michael Pourreau, Associate Director, UITS, provided initial training for Microsoft Teams, which can be accessed from Office 365 and works very much like OneDrive. He explained that Teams is a cloud-based platform for several channels and walked us through some examples. Microsoft Teams is collaborative in real time and is used for messaging, video meetings and file sharing.

COMMITTEE REPORTS

Bylaws Committee
Johnathan Coker, chair, reported that three campus committees – Food Advisory Committee, Parking & Transportation Committee, and the Public Safety Committee are now part of Campus Services and no longer require separate Staff Senate representation. Staff Senate will add two representatives for Campus Services and one for iTech.

As names of departments change – such as College of Professional Education, formerly College of Continuing and Professional Education – Bylaws will be updated to reflect the correct names.

A general discussion was held regarding how to allocate Staff Senate representation in small departments – those with less than five people.

Policy and Procedure
Jeff Benedict, acting for the committee in the absence of committee chair Kate Billard, informed the group that most of the questions for Karen McDonnell were compiled by this committee and they will discuss what further actions may need to be pursued.

Staff Development & Recognition
Anna Traykova, committee chair, reported that she met with Karen McDonnell to discuss reinstating the Staff Employee of the Year award. Karen said the winner for the year should be chosen from the 12 Employee of the Month recipients for that year. The committee is looking at the sustainability of the awards and reached out to the President’s office for policy regarding professional development for staff. USG policy is that 1% of an employee’s salary should be allocated for professional development. This committee is working closely with human resources and the president’s office for continuity.

Communication
Committee chair Thomas Dale could not attend this meeting, and Kelli Tracey gave this report. She said that the committee worked with UITS to set up the first WebX telecast of the Staff Senate meeting today. There is no charge for this service.
The Comments Section on the Staff Senate webpage has been revised so that we can respond to staff members who leave messages there. Kelli asked that all senators sign up for the Staff Senate Facebook page.

**OLD BUSINESS**

**Staff Senate Nametags**
Main Question: With names of current Staff Senators or without. Jeannine Jones worked with Mike Creasy in the Office of Strategic Communication and Marketing to develop two approved nametags that would contain only the words “Staff Senate” without the individual senator’s name. After a discussion, Natasha Williams made a motion to order the preapproved silver nametags for Staff Senators and include the names of the senators instead of just the words “Staff Senate.” The motion was seconded and approved.

**Scholarships**
Kellie Tracy made a motion that $1,500 be encumbered for Staff Senate scholarships, and the motion was seconded and carried.

**NEW BUSINESS**

Bill Bradshaw suggested that the Staff Senate consider hosting social events for staff to increase awareness on campus. The idea was well received and will be discussed again at the next meeting. The Staff Development and Recognition Committee will look into whether we can carry out this suggestion.

David Easterwood attended the last USG Staff Council Meeting, where Dr. Juanita Hicks, Vice Chancellor of Human Resources, University System of Georgia, updated the group regarding surcharge changes, dependent audits, and the $100 Well Being Bonus. Dr. Hicks stated that Staff Award Programs at member universities must be approved by the University System of Georgia. She asked all in attendance, “What are your top five concerns?”

The USGSC meets once a quarter in February, May, July, and October. The February, May and July meetings are held at Georgia College and State University in Macon. The October meeting is a statewide annual staff conference which is open to all staff of the University System.

New staff member in University Advancement, Christina Alexis, attended the meeting and suggested that Scott Bryant, the new AVP in Advancement, come to a Staff Senate meeting to speak to the group.

The meeting was adjourned at 11:35 a.m.