



Staff Senate August 2025 Meeting Minutes

August 27, 2025 10:00am-12:00pm

Call to order

Time called to order 10:02am

Attendance:

Alexis Melchior

Amiee Kane

Barbara Bowler

Bee Blank

Blake Schneider

Carla Budinsky

Colin Ake

Dorianne Gutierrez

Franklin Ard Jr

Hadley Cottingham

Haley True

Hillary Dreyfus

Janina Peachey

Jessica Urquhart

Jin Jo

Karen McDonnell

Katherine D'Ambra

Katie Hegebarth

Kawonza Jones-Wilson

Kelley Price

Melisa Gonzalez

Michael Alvarez

Nasia Perez

Orie Thornton

Qing Qing Norris

Robert Bridges

Samantha Burke

Sarah Holik

Scott Wiltsee

Shelina Munoz

Sherrie Goodman

Stephanie Marchant

Stephen Sprague

Trudi Vaughan

Reading & Approval of July 2025 minutes

Note of any changes: One committee update

Motion to approve: Sarah Holik; second: [name]

Kelley Price tried to open further discussion but could not get mic working from offsite location. The update is a correction to a committee



assignment as noted and does not necessarily impact minutes approvals. This will be addressed after the meeting.

All voted in favor, the motion passed.

Presentation: Campus Space Management

Campus space management: Amanda Jones, Planning, Design, & Construction

[\(See slide deck\)](#) Overview of space planning and utilization, especially in light of RTO. Review of quick facts on size and acreage. Primary space utilization is office space at about 1/3 of our space. Reviewed planning partnerships as well as governance structure for space approvals: Coordination with partners/stakeholders->Space working group->Executive space committee. Review requests must meet specific criteria for space management to move forward with plans (see slide). This group reviews changes of space purpose, office moves outside department area. In space analysis and optimization, group reviews classrooms, office space, and tech solutions. Likely that operation space will move to more shared spaces so long as appropriate support space is also available.

QUESTION: What do you mean by “hoteling?” **ANSWER:** Hoteling refers to space that is not designated to one person but is shared by multiple users.

Facilities portal will fully replace the AIM maintenance request system. Launched Spring 25, Space module implementation in Summer 25, and work will continue to fully integrate

QUESTION: Floorplan integration, did that include updated floorplans or just existing plans? **ANSWER:** Both. Some have been updated, and some are still in progress.

We got to see a snapshot of the floorplan setup in the facilities portal dashboard to better understand how space management makes plans.



QUESTION: Where do we see this? **ANSWER:** Floorplan views are in the dashboard but are not publicly viewable just yet. It is part of the future rollout once data is corrected.

QUESTION: Can you elaborate on the shared office solution? **ANSWER:** Right now, we're taking larger offices (over about 150 sq ft) and putting 2-3 individuals in oversized individual spaces.

QUESTION: Is there a process to request specialty spaces (soundbooths) are kept safe from mitigation systems? **ANSWER:** That is something we are aware of and are working to ensure those spaces are kept safe and compliant with safety standards.

QUESTION: For staff here 8-5, has there been any consideration for health and safety concerns for spaces where individuals are sharing space? **ANSWER:** It hasn't come up specifically to this unit, but there's agreement that PTO/sick leave needs to be used appropriately as it is hard to control in a shared environment. Karen McDonnell clarified that teleworking while ill may be a possibility, but all arrangements need to be made with supervisor and used appropriately.

QUESTION: Is there anywhere online I can see a FULL list of all building naming conventions? **ANSWER:** Not that we know of but that might be something we need to address. KSU facilities portal and space management work is working to align all names to signage and database so that everyone is using the same official terms.

INPUT: (Bee) I work in facilities on the team that is renaming buildings and assets in the workorder system, and that should have all addresses and official names.

INPUT: Enable pop ups for facilities portal!

QUESTION: Are these slides available? Who do we contact to make suggested maps/directory changes? **ANSWER:** Slides will be made available through Hadley. For maps, campus services has a role to maintain them but floorplan updates go to space administration. Send an email to Amanda Jones or the resource email account.

Presentation: Campus Parking

Campus parking: Lee White and Kelly Johnson, Business Services

[\(See slide deck\)](#) RTO prep work included analyzing remote work data (telework assessment: about 300 people working from home 3+ days per week, and space inventory), reviewing existing occupancy, adjusting parking permit allocations, identifying opportunities. Keep in mind, parking allocation reviews do not mean that everyone who wants a space in a specific lot can get space, but rather that there is sufficient availability across all lots.

Occupancy data for Kennesaw and Marietta shows 10am and 2pm are peak activity windows, specifically for students. There are 4 lots on Kennesaw and 5 lots on Marietta that consistently have faculty/staff parking available. See slide for details.

QUESTION: Housing and res life are wondering, with Summitt II coming what is being planned for parking there? At the moment Summitt students are parking at North deck, far from their residence. **ANSWER:** This is still in planning, but the expectation that residents will be able to park right by their housing is going away. We just don't have space to add parking to meet that demand.

QUESTION: What guidance has been given to parking enforcement regarding student parking recently? **ANSWER:** We've been more aggressive at the start of the Fall 25 semester than ever before. Enforcement is concentrated on faculty/staff areas to alleviate that pain point, but all areas are being monitored. Citations are electronic, but we've moved back to paper ticketing to be more visible and try to cut down on faculty/staff concerns about improperly parked vehicles not being cited.

QUESTION: Lots of students didn't even have schedules set until the end of last week, are we able to work with the Registrar's office to be sure improperly parked students even have schedules before ticketing? Students can't get permits until they are scheduled so there is a



mismatch there that could be troublesome? **ANSWER:** We're working on ramping up communication and making it more clear that students need to park in visitor parking if they do not have a permit. We are aware we will need to be more vigilant on the appeals side and be more aware of these situations as well.

QUESTION: There's new painting in the east deck, are we planning to repaint areas on the first floor? **ANSWER:** There is maintenance work coming up and we aren't positive when that will occur but we can take a look.

QUESTION: How does parking work with campus police, especially at start of semesters? Last week there was a terrible accident caused by a student driver, can there be a better police presence to help with traffic flow in/out of the decks? **ANSWER:** We are already working with Trudi on getting a stronger presence out on the high-volume days.

QUESTION: Faculty are parking in service spots, and they are getting fewer and fewer anyways. When this was reported in the past, I've gotten varied answers on who/why they give tickets. There seems to be a lack of communication and training. Students have asked about getting discounts for *not* driving/parking on campus if they live on campus but do not bring a car to campus. IS there any consideration for adding more scooter/bike lanes? **ANSWER:** Hard to speak to the training issue without specifics but we can discuss that off-line. There is not a hard-line definition of who gets to use those spaces that contribute to a lack of clarity, but we can look into all that. The student questions are very interesting and can definitely be reviewed. Scooter/bike/bus lane expansion across campus is already under consideration.

QUESTION: Can you speak more about data collection on how long spaces are being occupied? Is the length of time spaces are occupied also being reviewed? **ANSWER:** We are trying to infer that information, we don't have highly granular data but we're paying attention to it and trying to interpret it as best we can.



QUESTION: Are there stipulations for any hours when anyone can park anywhere? **ANSWER:** FLEX parking starts at 5 (this will need to be verified) but commuter permits are valid in any lot from 5pm-7am.

QUESTION: Are we out ticketing past 3:30pm? **ANSWER:** Yes, we're working on hiring more so we can be out past 5pm though.

QUESTION: Are there steps that KSU is actively taking to make the first week or so of the semester less dangerous and stressful for students, specifically, and the whole campus community?

QUESTION: There have been issues of buses waiting to get to a certain occupancy, etc., that makes the transportation time for students difficult. **ANSWER:** Busses are on a set schedule but sometimes they can get off from that. We've got CobbLinc service added for the K to M route, but there are options for students to manage that flow.

QUESTION: What recourse do students have if buses are not in sync with posted route times? **ANSWER:** Please have them report it so we can review and address the issues.

QUESTION: How do students know to reach out to TalonOne? **ANSWER:** It is posted in multiple places, emailed, and all response units are directed to redirect those questions to TalonOne.

Presentation: Ombuds Office

Ombuds services: Luc Guglielmi, University Ombuds

[\(See slide deck\)](#) The Full-Time Ombuds position is new as of Aug 1, 2025. Ombuds office creates a safe space to explore conflicts, explore resolution options, and report concerns to administration. The Ombuds office listens, (tries to) understands, assists, guides, coaches, facilitates, refers, and identifies. Practice standards of neutrality, independence, informality, and confidentiality are set by the International Ombuds Association. Ombuds is employed by KSU but does not work for KSU, Ombuds is a neutral party. Ombuds does not advise the president, only



makes her office aware. The Ombuds office serves anyone with a connection to KSU. This office can discuss a wide array of things (see slides). Visits with the Ombuds include listening, identifying goals, brainstorming and exploring options for resolution. The Ombuds are not advocates, fixers, decision-makers, therapists, lawyers, judges, or formal investigators.

QUESTION: If I am aware of an issue and a coworker came to me about it and they want me as an objective observer/moral support is that acceptable? **ANSWER:** Yes, anyone can come to these meetings. The only limit includes legal representation; we are not qualified to handle that.

QUESTION: If multiple people have the same issue, can they go together to speak to you? **ANSWER:** Yes, I am here to help direct and share information so that is ok. Depending on the situation I may want to redirect it, but that is a case-by-case determination. So long as everyone truly shares the same concern, yes.

QUESTION: Can we get these slides for distribution? **ANSWER:** YES please do share and get the word out.

QUESTION: How do we distinguish whether to contact you or HR? **ANSWER:** That depends on the level of formality you require for the situation. If it is something you're comfortable putting in writing, HR might be appropriate but ultimately the decision is yours. Ombuds should be the first person you go to as we are informal and can help you decide but it truly is at your own discretion.

Presentation: UITS

KSU tech updates: Christine Harkreader and Christina Coronado, UITS

[\(See slide deck\)](#) DUO is going away and being replaced with Microsoft Authenticator. This is so we can reduce the number of verifications we have to give each day.



QUESTION: So we think Microsoft Authenticator will help with this versus DUO ANSWER: Yes, the behind-the-scenes integration will help.

On September 3rd all will be prompted to download Authenticator. Email will go out with details and steps. Authenticator will use personal phone number as a backup in case you need to reset password or as an alternative for authentication.

QUESTION: Are there privacy concerns with using Authenticator on a personal phone? **ANSWER:** If there is, users can use the phone number (call me) option.

QUESTION: WE were told not to use Teams on a personal phone, does putting authenticator on your phone mean you can no longer use personal social apps like TikTok, etc., on that device? **ANSWER:** That is a good question, I am not sure. Karen is going to double check this.

The service desk is going to be available to help set this up and answer questions but strongly encourages laptop/desktop usage to set this up and that everyone set this up sooner than later. Communication will be coming out next week

QUESTION: Will this work similarly to DUO where the authentication will “follow” and allow multiple items to be authenticated, without authenticating over and over? **ANSWER:** Yes, that is the goal. Ultimately the experience should be better, though there will be a short window where DUO and Microsoft will overlap.

Since time was running short, Aimee Kane motioned to add a virtual meeting to cover items we missed in this meeting, Trudi Vaughan seconded. All voted in favor, motion passed, and Hadley Cottingham will send an invitation to a one-off virtual supplemental meeting.

Adjournment

Motion to adjourn: Hadley Cottingham; second:

No further discussion, all voted in favor and motion passed.



Meeting adjourned at 11:46am

Continuation of meeting, September 10th at 10:00am,
Virtual