



Staff Senate November Meeting Minutes

11/19/25

Call to order

Time called to order 10:02 AM

Attendance

Alejandra Thomas	Alexis Melchior	Amiee Kane
Barbara Bowler	Bee Blank	Blake Schneider
Carla Budinsky	Dakota Kaloustian	Dorianne Gutierrez
Adriana Gonzalez (proxy for Franklin Ard Jr.)	Hadley Cottingham	Samantha Gough (proxy for Haley True)
Hillary Dreyfus	Janina Peachey	Jennifer Gerdis
Jessica Urquhart	Jin Jo	Kalya Barbosa
Karen McDonnell	Marie Stephens (proxy for Katherine D'Ambra)	Katie Hegebarth
Kawonza Jones-Wilson	Kelley Price	Maya Harper
Melisa Gonzalez	Michael Alvarez	Nasia Perez
Orie Thornton	Qing Qing Norris	Samantha Burke
Sarah Holik	Scott Wiltsee	Shelina Munoz
Sherrie Goodman	Stephanie Marchant	Stephen Sprague
Trudi Vaughan	Colin Ake	Lynn Kunkel

Reading & Approval of October minutes

Note of any changes- none requested



Motion to approve: Amiee second: Orië

No Further discussion

All in favor; any opposed- all in favor, none opposed

Motion passes

Presentation: [information]

Community and Professional Engagement Expo – Ryann Capps

Jan 7th- Flyer Attached 5:30-9PM

Department holds Monthly Open House (Students) on first Wednesday of every month; in an informal format where students can meet staff and learn about offered programs.

CPE Expos (January & August – First Wednesday)

- Larger, presentation-based expos to introduce courses, Attendance expected: **250–300 students**. And includes a career fair open to the community.
- Some vendors include campus partners such as Career and Planning and Development offering resume building assistance and Macy's providing stylist for professional dress guidance, color/makeup advice, fashion trends,
- Free headshots.

Volunteers Needed

- Volunteers requested for the night session (check-in, Scrappy handler, etc.). Reach out to **Ryan** if interested.

For Staff & Faculty:

Same day Jan 7th, Open House (12:30–1:00)

- Event includes staff showcasing certificate programs and professional development opportunities, food will be provided



- Program areas span business, healthcare, legal, technology, culinary and others with formats offered in-person and virtual. Employees should consult managers about using Departmental professional development budget. Faculty/staff receive 25% discount on most courses
- Encouraged to share event information with coworkers; will appear in Weekly Feed.
- Melissa Gonzales represents the department on Staff Senate.
- Event website: <https://cpe.kennesaw.edu/openhouse/cpe-expo/>

Old business

Professional Development Day General Info, Wed 4/8 KSU Center open to all employees

Survey Results Overview Presentation:

[professional development day.pdf](#)

- Top topics of interest: Soft skills (ranked #1) Project Management (ranked #2) Additional interests: management (#3), networking (#4), customer service (#5).
- Preferred session format: hands-on, activity-based sessions.
- Participants encouraged to submit ideas in the chat.

Software & Technology Training Requests

- Most-requested tools: SharePoint and Excel.
- Additional requests: Planner, Adobe, EVM, DocuSign, Canva.
 - Hands-on technical sessions; Hadley to lead tech-focused training ideas and presenters.

Additional Training & Development Interests



- Career growth and use of AI tools.
- HR-related topics: policies, SMART goals, performance reviews, organizational effectiveness.
- Wellness and networking opportunities.

Additional Feedback

- Record sessions for remote or alternate-campus viewing.
 - Interest in wellness-related sessions: fitness, stress management, RTO wellness programming.
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Action Items

- Issue call for proposals.
 - Issue call for tables.
 - Collect vendor/sponsor recommendations.
-

Professional Development Day Committee Updates

Communications

- When reviewing responses for PDD about half of responses received were a result of posting in weekly feed, excited to see the interest

Logistics

- Met to refine main logistics points and action items, Established event timeline, will Continue regular meetings, Badge supplies confirmed.

Sessions

- Committee to become active after Thanksgiving break. Continue discussion on topics, vendors, and session ideas.

Budget

- Want to provide at no fee but Considering charging a nominal fee to improve attendance commitment.

Ideas & Suggestions

- Wellness activities: invite chiropractor office for chair massages.
- Campus partners: emotional-support animals (library willing to bring dogs/corgis).
- Vendors: Dunkin' Donuts, Chick-fil-A—may offer discount coupons (not low-cost).
- Owl Swap initiative: professional clothing drive/resource center; tie into spring cleaning.

Committee reports

House

Presented budget update, (Attached) Discussed beginning to plan fundraising in Jan after break

Staff Impact

- Scholarship apps closed, 16 applications received. Selection Committee scheduled to pick winner, will distribute applications and essays and scoring rubric for committee members to review before meeting - Want to select by December and plan presentation of winner.

<https://campus.kennesaw.edu/policies-governance/staff-senate/initiatives/index.php>

- Welcome committee items discussed- flyer for new employee packet presented cost issue, decided to pivot to email introducing Staff Senate with follow up email 3-6 mos later. Emails will start in January. Karen will provide list of new employees, Committee will work out logistics for emails between now and January .

Community Impact

- Shout out to Alexis and Kowonza for getting clothing drive going, and bee for Bee ensuring boxes delivered as well as picking up things and make sure delivered to owl swap. 4 big boxes collected and delivered for drive. Please continue to donate.
- Have been reminded that committee is tasked with Scholarship Funding Raising- working on ways to increase donations. Ideas included testimony collections, use Valentines Day to do fundraising. Will get with Treasurer on how to collect funds.

Communications

- Meeting Friday to plan some ideas for calling for proposals and ideas for PDD. Offered to make one for Town Hall to send out in the Weekly Feed. Cannot go out in the HR newsletter because we won't have another one before the date but can hopefully get in one or more of the Weekly Feeds.
- Shelina (serving on both Communications and Staff Impact mentioned Communications handling the Welcome Committee email, agreed they could do that.

New business

- Town hall scheduled Marietta 1-6 1-2, Kennesaw 1/8-10-11
- Purpose is to give staff senate updates and hear concerns- Hadley and executive committee will take lead on planning. Will give to communications to create flyer and distribution plan
 - Q- will it be updates from only staff senate?
 - A-Only staff senate

Open forum

No topics submitted

Question/Issue #1- Jessica Urquhart-Chair of her dept mentioned communications may start standardizing flyers, communications in Canva.

Comment: Stratcomm has communities for people in marketing depts to join and standardized Canva templates have been rolled out to people in those groups

Question- are standards required? Everything submitted has to be submitted to brand approval but can refer to two links below for more information

- Information on MarComm: <https://campus.kennesaw.edu/offices-services/stratcomm/marcomm.php>

Digital Asset Resources - Strategic Communications and Marketing

- Digital asset resources: <https://campus.kennesaw.edu/offices-services/stratcomm/creative-services/digital-asset-resources.php>

Comment/Announcement: Sherri Goodman- Career fairs are being planned to more in align with industry and All Majors Fairs will be held end of Jan 28th and 29th-, Posted in Handshake-

Question- how is communicated?

Answer: Will go out in weekly feed and deans will get email directly, posted on owl tv, owl life, Sherri offered to send to Maya directly to get info to RA's,

Comment: Jessica Urquhart-Radow college hosted Canned food drive and held contest to build "Uncanny Creation" with food donated. Jessicas team won and got gift card for lunch, College raised 5K items for campus cares

Adjournment

Motion to adjourn: Maya; second: Trudi

Further discussion

All in favor; none opposed

Motion passes

Meeting adjourned 10:56

Invited to join break out groups for individual discussion of Professional Development day by committee



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