



Staff Senate September Meeting Minutes

September 24, 2025

Call to order: 10:05am

Attendance:

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

Reading & Approval of August minutes, parts one and two:

Trudi V. motioned to approve, Orie T. seconded. All in favor, no amendments, motion passes.

Presentations:

Driver Program – Janet Nash, Insurance and Risk Management

(See slide deck) Janet went over the MVR review process, including its history, importance, and contents. This process affects all KSU 'employees' who



operate any vehicles for business purposes on behalf of the university. CLCP covers qualified employees for auto liability and physical damage to KSU owned vehicles. There are two levels of training. Level 1 is required annually of ALL employees. Level 2 is only required if an employee transports others or operates a KSU-owned vehicle. Training should be completed on Firefox, Chrome or Internet Explorer. Safari will not allow employees to fully finish the training and be noted as compliant.

Please note, the exemption form should only be submitted if an employee meets the qualifications for an exemption. If they do and end up in a

QUESTION: I recently updated my license, but it was outside of the timeframe for this documentation, should I redo it? **ANSWER:** Yes!

QUESTION: If I already submitted the form but need to submit an updated form, how do I do that? **ANSWER:** Visit our resource page and look for MVR request form through docuSign.

QUESTION: Let's say my ID expires, do I need to renew this once I renew my license? **ANSWER:** If your info has not changed, no, as our system will automatically pull it and match it up.

QUESTION: Do you have to have a state or university insurance card present at the time of an accident for coverage? **ANSWER:** Some police say yes, some say no. General rule of thumb is if you're driving for business a lot, keep one on you.

QUESTION: How do I get that then? **ANSWER:** Reach out to riskmanagement@kennesaw.edu

QUESTION: Are we covered if we are sent out to pick something up (lunch, etc.) in a personal vehicle? **ANSWER:** Yes, if it is for business and not personal, you're covered.

We offer a safe driving course that some private insurers accept for a safe driving discount.

QUESTION: I've tried registering for that course but it is always full, is there a way to get on a waitlist? **ANSWER:** Yes, we can't offer the larger classes



anymore so we can get you on a waitlist if we have space. We can't do the course for individuals, but we can schedule for departments.

QUESTION: Is this only for driving? **ANSWER:** Yes. There is some policy information but this is only related to driving a motor vehicle.

QUESTION: If I want to take others (employees, supervisor, etc.) in my car to lunch is that a personal trip? **ANSWER:** Yes.

QUESTION: I was told that we can transport another employee with just level 1? **ANSWER:** Yes, if that is part of their job. No guests or students, though.

QUESTION: I thought we couldn't transport any students ever? **ANSWER:** If it is business related, i.e. for a field trip, it is permissible but not for general transport.

Education Abroad – Alexis Melchior, Global Education

(See slide deck) There are more programs going abroad than you might think! A lot of trips are going to Europe next year along Japan and South Korea, etc. If a student wants to visit somewhere we don't currently support, we help them find a way to get there. There are 2 main programs that Study Abroad facilities. Faculty-led are the primary programs offered where faculty leads a group for course credit, and everything is included and very structured. The second are exchange programs, which are usually suggested to seasoned travelers. Exchange programs are more immersive and independent. There are minimum requirements students must meet in order to participate in each type of program, outlined in the slides linked above. KSU offers several consortium programs (Montepulciano, USG Goes Global) in agreement with other USG institutions. Alexis shared some data showing that study abroad students generally have very favorable post-grad outcomes and see professional benefits from engaging in these programs. Education Abroad fair is coming up Sept 30 and Oct 8, please stop by and check it out!

Old business:

- Staff Senate shirts
 - We are going with just the polos. Samples were present at Kennesaw meeting, Aimee Kane is sending out a form to request sizes and will order them ASAP.

- November meeting date change and virtual attendance
 - Meeting date will be moved up by a week and made virtual for maximum flexibility. Motioned, seconded, all voted in favor motion passed.
- Bylaws review
 - First reading, next meeting will be a second reading and vote.
 - **QUESTION:** Does that change include issues from constituents?
ANSWER: Yes, as much as possible
- Benefits Fair
 - There are still volunteer spaces available, please sign up if you can!

New business:

Policy review: 2025 Hazing Policy and 2025 Continuity of Operations Policy

- Vote: Hazing Policy – Recommend approval, recommend with changes, do not recommend
QUESTION: How are we defining hazing? What is our role in this?
ANSWER: Our role is just to act in the policy process. The concern is that this policy will be passed haphazardly without full understanding by this body. Karen M. outlined the full policy process, noting that a recommendation from senate is not an approval and formal change. Orie motioned to table, on condition redline is provided, Trudi seconded, vote passed.
- Vote: Continuity of Operations Policy – Trudi motioned to Recommend approval, seconded, and vote passed unanimously.
QUESTION: Is this new policy supposed to supersede RTO? **ANSWER:** That is my understanding, but I do not have a final answer from HR on that. HR (Karen M) says they are working on it.
Concern: Policies should be shared before we come for a vote so that we can review

Committee reports:



House: Aimee reported House met to discuss the bylaws update presented earlier. Scholarship accounts paid out from 3419 to 2926.39 for the year. Hadley and Trudi's conference attendance was paid out bringing account to 2729.90. This account also covers shirts.

Communications: Alexis has assumed chair position, Kelley will remain as co-chair to assist. Shelina has taken charge of scholarship announcements and we are working on a more robust comms plan.

Impact: Staff scholarship communication will be going out in HR newsletter announcing application dates and directing folks to the website. Right now the website has applications open, we can't seem to close it, so we will accept applications if they do come in.

QUESTION: At orientation we discussed ad hoc committees, is there going to be a committee to review scholarship applications? **ANSWER:** Yes, we will have an ad hoc for application reviews.

QUESTION: How much is the scholarship offering? **ANSWER:** One winner, \$500 net will be awarded.

QUESTION: We have a lot of TAP usage and only 1 scholarship. Have we considered more awards to support more staff? **ANSWER:** It is a question of funding; we don't have much to give to make that a consistent option. We can address that, though.

Communication followed about structuring scholarship for future award cycles. Some were in favor of splitting to award to more, others pointed out the current scholarship only goes so far depending on your individual needs.

QUESTION: Is the vote during Fall semester and award in Spring? **ANSWER:** We vote at the end of Fall and award the check quickly in the Spring.

Open forum

Note: Orie will be keeping an eye on time for us.

QUESTION: How should we bring up concerns and topics for open forum moving forward? **ANSWER:** We don't have the in place yet



QUESTION: I'm confused about structure of meetings where open forum is concerned. What do we do here? **ANSWER:** Concerns we can vote or act on go in the agenda as new business, etc. Open forum is more for announcements and departmental information.

QUESTION: I feel like not all areas of campus are represented in staff senate, can we identify areas that need representation? And can we reach out to areas that are highly stressed at certain times? **ANSWER:** The outreach would be part of the community committee's purview.

QUESTION: It was mentioned that something like read.ai would be helpful for us to take back notes, can we get something like that or bulletpoint notes. **ANSWER:** Read.AI is not reliable and we are keeping minutes that are published. Kelley suggested she can share them sooner for senate review and use.

QUESTION: Is there some sort of template or example of departmental communications I can see? I'm new to this and my predecessor was not sending much or didn't keep notes of what was done. **ANSWER:** This has not historically been a very organized effort. Each department is different and uses different communication plans. Others that are sending things can share but this is not a standardized practice. Share the most relevant points but departments do not need a blow-by-blow account of everything that happened.

QUESTION: Is there some sort of official function we serve on behalf of other staff members outside of our roles as staff? **ANSWER:** I am not sure.

Bee recently went to HR to discuss a decision on behalf of facilities staff and wasn't sure if there was an official process for something like that.

ANSWER: No, if you are acting on behalf of a unit it might be different but generally speaking you are an employee bringing forward a concern.

Motion for Adjournment at 12:00pm passed unanimously.