

Staff Senate Meeting Minutes

October 9, 2023, 10-12 am

Attendance:

Andy McCanless	Rob Bridges	Jenna Scanling	Jessica Redding
Brittany Scott	Kyle Dawson	Jacqueline Winters-Allen	Claire Rutte
Savannah Lockman	Vickie Lee (guest)	Melissa Lappe	Janice Malone
Amiee Kane	Sanjoosh Akkineni	Ryan Capps	Mark Kirkley
Donald Spener	Lindsay Jefferson	Susanne Rothery	Monique Richardson
Cynthia Tatis			

Meeting called to order at 10:00 am

Reading and Approval of Minutes

Motion: Jenna Scanling

Seconded: Rob Bridges

Approved: minutes approved; Quorum not present so vote is delayed to next meeting.

Old Business:

- USG Conference in Augusta
 - 1 person attended: Susanne Rothery
 - Incredible conference; She was sad that she was the only person to attend. There was great professional development and networking; 1st day was break-out sessions with a choice on what to attend. Some options included:
 - Change management
 - Leadership
 - Critical Thinking
 - Break-out rooms were organized into four time slots.
 - 2nd day was empowering talks from different speakers.
 - A speaker from Augusta National spoke on customer service and the concept of how students are our customers and its impact on how that drives our interaction with students.
 - Sonny Perdue spoke. He is always very supportive of the staff.
 - Several other speakers
 - We are hosting it next year and need to come up with a date and communicate it to Kat, USG, and related organizations.
 - All KSU Senators need to plan to attend even if it's homecoming week or fall break.
 - After the second day, there's a business meeting with an open forum on what each staff senate is doing.

- One rep. group from GT was compensation/benefits. They are working on something called “employee experience.” They are investing on career education programs for staff. Susanne thought this was a good idea that we should investigate for KSU. All colleges are struggling to keep good staff.
 - Question: Who sets the date? We make suggestions and USG chooses one.
 - Kick off Meeting this afternoon to plan for when we host the conference.
- Adding Staff Senate to News from the Nest
 - Andy has reached out to Jim Sabourin to request being added but has not heard back. He will follow up with him today.
 - Later that Monday, Andy received confirmation that Staff Senate Newsletter would be added to the publication and gave us a deadline for submission each month.

New Business:

- The current Staff Senate Newsletter has information for the Star Staff Award and other deadlines like Staff Scholarship.
- Fundraising Idea:
 - Possible date for end of October before Halloween to do a hang out with Staff Senate. Checking with Events to make sure no other activities are planned that could interrupt.
 - Owl-O-Ween Halloween Email Message Sale
 - It will be like the Shamrock and Valentine sale done last year.
 - An example was shared in the chat.
- Savannah Lockman can have something set up for donations to the scholarship fund: <https://community.kennesaw.edu/givetoscholarships>
- KSU 2023 Benefits Fair
 - October 26th from 9AM – 1:00 PM
 - Venue Location – KSU Center, 3333 Busbee Drive, Room 400, Kennesaw, GA 30144
 - Staff Senate will have a booth.
 - Andy will man the booth during the entire event.
 - Rob and Jessica will come to help, all are welcome.
 - Can seat 2 or more people if anyone wants to party with Andy.
- Kick Off for 2023 USG Conference scheduled for 10/09/2023
 - Jessica Redding has initiated this meeting to brainstorm ideas for the upcoming KSU conference.
 - Committee assembly to follow.
- Here’s how the meeting minutes are being disseminated through Staff Senate:
 - Unapproved meeting minutes and the next meeting’s Agenda will be sent out for review no later than the Thursday before the next meeting.
 - Approved meeting minutes will be included in the Newsletter.
 - Example:
 - September’s Newsletter will have approved meeting minutes from August.
 - In October’s meeting we will vote on September’s meeting minutes
 - October’s Newsletter will have September’s meeting minutes.

Guest Speaker – Ann Schroeder, Director of Compliance- Youth Programs
(PowerPoint slides included at the end of the minutes)

- She will hit some high points during the presentation.
 - Child Abuse facts
 - USG and KSU policy to protect minors
 - Types of programs
 - Requirements under the policy
- Risks:
 - 1 out of 6 girls/ 1 out of 8 boys are victims of sex abuse before 18 years old.
 - Many acts are crimes of opportunity, so we want to limit those opportunities when youth are on campus.
 - Abuse occurs through access, privacy, and control so we need to limit these opportunities.
 - Where?
 - Student organizations, academic programs & competitions, sports and rec, camps, music lessons and programs, tutoring, mentoring, research, and internships (significant increase after pandemic).
 - KSU Stats on groups interacting with minors on campus (FY 23)
 - KSU owned – 92
 - Jointly operated – 39
 - 3rd parties – 119
 - Total – 250
 - Minimum number of students (yearly) 14,350
 - Max number of students (yearly) = 31,000
- Policy
 - Anyone who comes in contact are “authorized individuals”
 - Participants must be registered.
 - Requirements:
 - a. Screening and background checks
 - b. Code of conduct
 - c. Supervision ratios
 - d. Safety and security planning
 - e. Required retention of documents
 - f. All parental forms (liability, medical authorization, pickup auth authorization, etc.)
- Mandated reporting
 - Authorized individuals are mandated reporters, who are required to report within 24 hours.
 - Failure to report is a criminal misdemeanor.
 - Reporting Breakdown of why many do not report.
 - Staff see behavior that is risky but do not recognize it as potential abuse.
 - Staff see but do not know who to tell.
 - Staff see but do not report.
- **There’s been a move from risk management to Culture of Institutional Integrity.**
 - Two websites listed in slides.
 - She would appreciate it if we passed along the information to the greater community at KSU.

Questions

-Are we “mandated reporters” outside of campus? Yes, as educators, or at least report to an authorized representative.

Committee Reports

- Budget:
 - \$50 dues have been paid but have not hit accounts; he has been in touch with Foundation.
 - Foundation: \$2992
 - Odds and Ends: \$1250
- Bylaws:
 - Have the edits for by-laws but since we don’t have quorum, we will wait till November to vote on Parliamentary addition.
 - Edits
 - Addition of Parliamentary (line 159)
 - Elected by Staff Senate
 - Duties: parliamentary non-voting member that governs rules of order for Staff Senate meetings.
 - Member of executive committee
 - Issues to Staff Senate Scholarship
 - Bursar was able to pull amount, so it did not affect the recipient of the Staff Scholarship’s TAP award.
 - Staff Senate asked Karen how we can avoid this problem in the future. Karen will check with payroll and get the issue addressed soon.
 - Amy Phillips informed us that in the past, it was a physical check that could be used for books. Must keep scholarship separate to avoid conflict with TAP program.
 - The check was changed due to taxes on the check, but that was done before USG changed the policy.
- Communications:
 - No major updates.
 - Getting Staff Senate involved to provide holiday decorations to update the social media posts for Staff Senate.
 - They are working on getting newsletter disseminated to campus.
- Policy and Procedure
 - Not many updates. There are four major ones:
 - 1. Policy portal is being moved to SharePoint system.
 - 2. Cohort schedule for campus.
 - 3. Change access to university for people outside of staff.
 - 4. Professional staff pet policy is being written and will be shared soon. Next meeting is Nov. 14

Question: numerous comments regarding DUO. Advisors were wondering if we could have one DUO a day. Currently this is a policy through UITS but he will take it back to the policy to consider. Rob shares the frustration. Susanne voiced the opinion that as staff, we should have access.

Hadley (UITs) – DUO an important security measure. Hackers do not stop and we want to protect students’ information.

- Staff Development and Recognition: no news to report
- Election
 - USG Conference committee will meet this afternoon.
 - Will share information after they meet.
- James/Parliamentarian – absent

Open Forum

Question:

Do we have a shared team calendar? We could put deadlines and meetings.

- Andy liked the idea, and we will discuss at next Executive Meeting

Halloween Owl-a-ween Treat bags? No treat bags. Will limit it to Owl-a-ween email.

Jessica recommended bringing candy to the benefits fair for the table. It was well liked last year.

Motion to Adjourn

- Motion to close: Jessica Redding
- Seconded: Cynthia Tatis

Meeting adjourned at 10:51 am