

Staff Senate Meeting Minutes

September 11, 2023, 10-12 am

Attendance:

Daniel Terry	Claire Rutte	Jacqueline Winters-Allen	Carla Budinsky
Cynthia Tatis	Kelley Price	Andy McCanless	Jessica Redding
Mark Kirkley	Hadley Cottingham	James Stinchcomb	Vickie Lee
Jenna Scanling	Karen McDonnell	Caitlin O'Kelley	Christy Storey
Lisa Hasket	Monique Richardson	Sanjoosh Akkineni	Savannah Lockman
Kyle Dawson	Rob Bridges	Janice Malone	Carla Barton
Amiee Kane	QingQing Norris	Brittany Scott (added 11/13/23)	

- Approval of Minutes from 8/7/23
 - Motion: Hadley Cottingham
 - Seconded: Kelley Price
 - 16 voted in favor of approving the minutes.
- Old Business
 - Star Staff edit to the bylaws had been voted on and no edits have been received so the addition of printing the comments for Star Staff candidates is now adopted into the by-laws.
- New Business
 - USG Conference in Augusta
 - Need 2 members of the KSU staff senate to go and represent KSU and gain insight on the conference since we host in fall of 2024.
 - Usually, it's the president and president-elect so Andy and Rob will attend as long as their supervisors approve their absence. If one can't, another member will be selected.
 - Staff Senate will cover the cost of them going.
 - Other senators can go if their supervisor approves, and they can cover the cost.
 - USG Conference at KSU
 - The committee is on hold until we hear from USG on the date.
 - Karen is going to USG and will get information and report back to Exec. Committee
 - Fundraising Ideas
 - Staff Senate needs to raise funds for the Staff Scholarship and Star Staff expenses.
 - Past endeavors: before pandemic, a Staff Senate Cookbook was sold and had good success.
 - Ideas:
 - Have a Hang Out with Staff Senate in October on the Campus Green with hammocks, frisbees, and a bake sale with items donated by Staff Senators.
 - Could we add hot dogs and a soda? Logistics and preparation were voiced as issues with this addition.

- Savannah: We could print or email appeals to staff. Alumni Engagement does that regularly and she could make the arrangements for a print copy for Staff Senate.
 - There are also KSU pages (like GoFundMe) that could be set up for Staff Senate.
 - Discussion tabled to the Executive Committee.
- Committee Reports
 - Finance:
 - The bookstore donated \$50 gift card for Staff Senate. The gift card will be picked up by Staff Development later on Monday.
 - Received a bill for USG Dues for \$50 that is due in October. Bill will be paid out of Foundation account once clearance paperwork is completed.
 - Balances: \$2972 in Foundation account/ \$802 in Odds and Ends account
 - Funds for attending the conference will come out of the Foundation account. Last year the person paid the fees, and the Staff Senate reimbursed the individual.
 - After meeting, Treasurer submitted via email different amounts in the two accounts:
 - Foundation account: \$1,250
 - Staff Senate: \$2,987.25
 - Bylaws: Final vote on additional items for Star Staff of the Semester
 - No edits since presentation.
 - Motion to accept the revision: Jenna
 - Second: Rob
 - No discussion and adoption was voted in favor with 16 votes.
 - Addition of Parliamentary Role to the by-laws
 - Elected/appointed as a non-voting member for one year as an officer.
 - Duties: rules in Robert Rules of Order and shall govern all deliberation.
 - The final vote will be taken in October.
 - Senators encouraged to look over all by-laws and share any additional necessary edits.
 - Communications
 - The president gave major kudos to committee chairs for their work with the newsletter.
 - The committee did not have anything new to report.
 - They will continue to follow the process discussed in the Executive Committee for sharing the minutes and newsletter to other senators.
 - They did discuss creating a more robust SharePoint file for Staff Senate at the past executive committee which will be done soon.
 - Policy and Procedures
 - Will hold their first meeting in October.
 - There are no updates currently.
 - Staff Development and Recognition
 - The Star Staff of the Summer award will be given this week.
 - Due to cost, the plaque has been replaced with a framed certificate along with a gift card and various swag.

- Currently we are accepting nominations for the Star Staff for the fall. Please spread the word.
 - Elections
 - There are no updates to report.
 - Are working on creating a committee for the USG Conference at KSU.
 - Parking
 - Our representative, Dee Rule, was not present but has been in contact with the KSU committee and should have a report in the next two months.
- UITS Presentation by Christine Harkreader
 - UITS Updates
 - If staff and faculty need Adobe software, they now need to download a license each semester. The access carries through the breaks. Once you download the license once, you will receive an email reminder to update your license for the next semester.
 - Videos created in Kaltura Media Space now automatically include captions that are 80-90% accurate.
 - Teams Calling plans are now available for all departments. It allows users to call and receive calls externally through Teams.
 - UITS offers free tech training through its site.
- Open Forum
 - Several senators had questions regarding sharing the newsletter with their departments including the best contact for getting email addresses for the department, how best to disseminate the information and how to access the listserv.
 - Utilize the web pages for department to find a list of staff and their email addresses. Senators might have to dig a little, but the information is out there.
 - One senator set up a Teams group account.
 - The issue was raised that Academic Affairs department is split between 4 people so in some cases they don't have access.
 - Recommendations: reach out to an individual and ask for listserv; develop a relationship with a few individuals and use that as a base for contacting others with Staff Senate information.
 - President encouraged senators to share any information on methods to the Staff Senate email and encouraged senators to reach out to Office Managers and Executive Assistants in the various departments since they are often good points of contact with their departments.
 - Staff Development and Recognition initiatives
 - Elicited ideas for recognizing staff in general.
 - Kudosboard
 - Social Media platform on a weekly basis.
 - In the past, senators would post on the Instagram account "Catching Staff" doing a great job. Encouraged senators to get out of their department to find those people.
 - It's important to include all people on campus.
 - Other ideas on Fundraising
 - Are we doing Shamrocks and Staff Recognition Stars like last year? Yes.
 - Maybe we could add a New Year's firework message?
 - Hooty Hoo highlight on social media.

- Halloween and Homecoming might be a good opportunity for fundraising messages.
 - Savannah offered to provide a fundraising presentation about options and where money goes from Alumni and Foundation at a future meeting.
- Blood donation time off question from past meeting
 - Staff can receive up to 8 hours of vacation time for giving blood. It is under Vacation time and can only use 1 hour for each donation, up to 8 times a year.
- Can a flyer be created for the Star Staff Award and other deadlines like Staff Scholarship? Yes. It will be discussed at the next Executive Committee meeting.
- Motion to adjourn
 - Motion: Andy McCanless
 - Seconded: James Stinchcomb

The meeting adjourned at 11:00 am. Next meeting is in person on the Kennesaw Campus at Sturgis Library on October 9th.