



KENNESAW STATE UNIVERSITY

Staff Senate Meeting

March 26, 2025

Senators attending in person:

- Robert Bridges
- Carla Budinsky
- Ryan Capps
- Hadley Cottingham
- Becca Cox
- Amiee Kane
- Mark Kirkley
- Lynn Kunkel
- Melissa Lappe
- Savannah Lockman
- Kelley Price
- Susanne Rothery
- Patrick Steimer

Senators attending online:

- Molly First
- Qing Qing Norris
- Andrew McCanless
- Claire Rutte

Proxies:

Elaina Johnson (proxy for Caitlyn O'Kelley)

Guests: Alonna Rogers, James Sweet

Minutes

- Andy McCanless – motion to pass
- Aimee Kane – second

Carla Budinsky – KSU Reservation Portal

- Program: 25 Live
- Anticipated launch date of May 19, 2025
- Moving to this new program for improved vendor support, improved academic scheduling, better space optimization
- Detailed training, communication, and support for the program from UITs
- Cathy: “How is the information being loaded into 25 Live?”
 - Concerns that the information in EMS is not accurate
 - Carla says that the classroom information is coming in through Banner, but the rest of the spaces are being added manually so that they are correct
 - Events are being imported into 25 Live
 - The databases between EMS and 25 Live are different; not all events can be imported seamlessly, and some manual work will be required
 - The day they go live, everything will be in the portal
 - The portal will be single sign-on (SSO)
 - Training and a certificate will be required to get access to the system, will need to submit a Service Now access request
 - Department rooms will be loaded into 25 Live and designated for the department approval
- The communication plan starts this week

- Group/department training for the portal can be requested via Group Training requests in Service Now and via the UITS website

Joe Lamb will be attending next month to discuss the Gazebo.

Old business

- Election Committee will meet in the next few weeks
- Bylaws Review – Looking for volunteers

New Business

Updated KSU policies:

- 2025 Media Relations Policy
- Financial Conflict of Interest Research Policy

Rob Bridges – Kudos to Staff Senate for being involved in ongoing discussions in our Teams Chat

Committee reports

- Communications
 - Discussion of ending newsletter, social media
 - Moving communications to Weekly Feed
 - Vote next month
- House
 - Revisit the responsibilities of the House committee
 - No mention of fundraising, should this be part of the House committee?
 - We have money to fund a scholarship this year!
 - \$1,316
 - Two scholarships, the amount of take-home would be \$610
 - Based on current regular monthly donors, we would be able to fund one scholarship next year
 - Focus on donations to Staff Senate on Giving Day
 - Need to find the scholarship application
 - No report that we paid for a scholarship last year
 - We have \$3,044 in the account, has to be spent by end of May
 - In the next week, the application needs to be launched
- Community Impact Committee
 - Day of Service is this weekend
 - Registration for Day of service: <https://kennesaw.givepulse.com/event/546866>
- Susanne Rothery: Concern about engagement and visibility in departments + attendance in Staff Senate
- Lynn Kunkel: Question about changes in language for DEI/federal compliance and official communications

Motion to close: Andy McCanless

Second: Kelley Price