



KENT STATE
UNIVERSITY

Staff Council

Agenda
Staff Council Regular Meeting
Tuesday, May 12, 2026
2:00-3:00 p.m.
Virtual
Microsoft Teams

Welcome (Crystal)

Approval of Minutes for April 14, 2026 Staff Council General Meeting (Craig)

- Handout: April 14, 2026 Minutes

Conclusion of the Community Agreement Discussion (Katie)

Shared Governance Update (Crystal, Megan, and Craig)

Committee Reports and Business (Crystal)

- See Appendix A

Adjournment



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Minutes
Staff Council Regular Meeting
Tuesday, May 12, 2026
2:00-3:00 p.m.
Virtual
Microsoft Teams

Attendance:

Present: Kara Barnett, Erin Beseda, Meagan Blake, Zach Boggs, Matthew Cola, Matthew Craver, Patti Davis, Stephanie Evans, Sally Fadorsen, Carmen Grubbs, Melissa Halozan, Crystal Hamon, Aimee Johnson, Cheryl Kanis, Jaclyn Macomber, Madison Massey, Katie Mattise, Darcy McBride, Nikki Mills, Monica Morson, Phillip Nelson, Barbara Ozimek, Jennifer Richmond, Shaunte Rouse, Rachel Rundo, Jennelizabeth Sepulveda, Megan Smeznik, Heather Stupecki, Jen Villanueva, Judy Yasenosky

Absent: Craig Berger (excused); Aimee Johnson (unexcused); Tiffany Williams (excused); Cassie Pegg-Kirby (excused)

Welcome and Approval of Minutes (Crystal)

- Meeting called to order at 2:00 p.m.
- **Minutes Approval:** Crystal presented the April 14, 2026, minutes. Phillip Nelson motioned to approve, Rachel Rundo seconded, and the minutes were unanimously approved.

Conclusion of the Community Agreement Discussion (Katie)

- **Purpose and Format:** Katie led the follow-up discussion to conclude the Council's Community Agreement work. The engagement structure included small-group discussion, large-group discussion, and individual reflection.
- **Engagement Norms:** Katie reviewed expectations for participation, including doing what is needed to focus, considering how much space each person is taking up, using moments such as 15 seconds of silence, acknowledging power dynamics, using the hand feature to ask questions, co-creating the agreement within the shared space, and



working productively and respectfully.

- **Confidentiality:** Katie emphasized that the discussion was intended to be a safe space and that what was shared in the space should stay in the space.
- **Documents Shared:** Katie added links into the chat, including the current Staff Council Agreement and a living document for the updated agreement.
- **Process Framing:** Katie noted that no one person is dictating what the Community Agreement should look like. The agreement is intended to be aspirational and to serve as a tool the Council will strive toward.
- **Systemic and Process Concerns:** Katie indicated that systemic or process concerns may come up during the discussion and that she would make notes about those items. She also noted that some follow-up work may need to take place virtually.
- **Discussion Prompts:** Council members reviewed comments from the previous meeting and the current Community Agreement. Prompts included: What is missing? How can this group support these comments? What would specific, identifiable behavior look like?
- **Small Group Work:** Council members participated in small group work and another form was used to gather feedback.
- **Next Steps:** Katie will compile the feedback into more actionable or action-focused items for future review and a vote.
- **Resources:** Resources for community agreements and the Employee Assistance Program were identified as relevant supports.
- **Additional Suggestion:** Crystal suggested, during the feedback discussion, that Staff Council consider creating a mantra or motto.
- **Follow-Up:** Council will wait to hear from Katie regarding next steps.



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Shared Governance Update

- **Update:** Administration declined Staff Council's inclusion into the University's formal shared governance structure.
- **Next Steps:** Crystal, Megan, and Craig are working on addressing these issues and will bring other Staff Council members into the work as things begin moving again.

Committee Reports and Business

- **Communications Committee:** The Staff Council Newsletter is in development and will be sent on the last Wednesday of each month.
- **Staff Shout-Outs Webpages:** Matthew Cola shared that, for communications, anyone who wants to see what has been built for the Staff Shout-Outs webpages can schedule a meeting with him to go through it. He noted that the page will likely be added to the top bar and include a subpage.
- **Staff Shout-Outs Demo:** Matthew Cola gave a brief demo of the Staff Shout-Out honoree page. Additional information was provided in the open meeting for all Staff Council members.

Adjournment: Crystal adjourned the meeting at 3:03 p.m.



Appendix A: Submitted Committee Reports

Communications Committee:

- Staff Council Newsletter in development; newsletter will be sent on the last Wednesday of each month.
- Staff Shout-Outs webpages have been built for review, including a likely top-bar page and related subpage.
- Brief demo of the Staff Shout-Out honoree page provided to Staff Council members.

Shared Governance Update:

- Administration declined Staff Council's inclusion into shared governance.
- Crystal, Megan, and Craig are working on addressing the issue and will bring additional Staff Council members into the process as appropriate.

Other Committees:

No additional Committee Report Forms were included in the provided draft notes.