



Present: HSS Staff Association Agenda
Tuesday August 26, 2014
S05074-History Center
9:00am-10:30am
Agenda

| | |
|-------------------|--------------------------------|
| Marsha Powell | Foreign Languages |
| Alyssa Smith | Communication |
| Lauren Booth | Communication |
| Jeannine Jones | MAIGC |
| Sandra Pugh | Office of the Dean |
| Aisha Coore | Office of the Dean |
| Barbara Witt | English |
| Terri Brennan | English |
| Megan MacDonald | History & Philosophy |
| Kaleigh Kendrick | Office of the Dean |
| Ana Sahasrabudhe | Office of the Dean |
| Ashlee Clark | Office of the Dean |
| Sherelle Glenn | UAC |
| Katheryn Siggelko | Sociology & Criminal Justice |
| Cherie Miller | ISD |
| Nicole Densmore | Ph.D. in INCM |
| Regina Washington | ODE/Office of the Dean |
| Melissa Gray | Geography & Anthropology |
| Lanay | Psychology |
| Lori Buechling | Psychology |
| Jade Hill | MAST |
| Ellen Lahtinen | Center for Conflict Management |
| Linda Caudell | PSIA |
| Nicole Connelly | MSCM |
| Clara Ginn | PSIA |
| Maureen Wilson | MPA |
| Marsha Powell | Foreign Languages |
| Spencer Callhoun | CSJ |
| Ariel | CSJ |
| Brett Fielder | Office of the Dean |
| Guests: | |
| Dean Robin Dorff | Office of the Dean |
| Bruce McElfresh | Foundation |
| Bob Lang | SSS |

This meeting started at 9:03am

Dean's Office Task

Admin Task

Policy Info

I. Welcome

- Dean Dorff welcomed the staff of HSS back for the fall semester.
- Dean Dorff informed this staff association that HSS will be gaining an new department (Digital Writing and Media Studies) as part of the consolidation process with Southern Polytechnic University.
- Dean Dorff stated that faculty and staff in the new department will stay intact at Southern Poly and that July 1, 2015 is the official start date of "The New KSU".
- Dean Dorff stated that as of now there will be a Marietta Campus and a Kennesaw campus.
- Dean Dorff advised that the communication and operations process flow for consolidation is still being determined and that new contracts will go out to all faculty in January as part of "The New KSU".

II. Crisis Coordinator Award Presentation

- Mr. Bob Lang presented Ms. Kaleigh Kendrick with the Crisis Coordinator of the Quarter award for her diligence and hard work with crisis coordination.
- Mr. Lang informed this staff association that effective December 31st he will no longer be KSU's Director of SSS and that crisis coordinator operations will now fall under the Police department. He also stated that Mr. James Westbrook will be the focal contact.

III. Foundation Updates and New Information Questions and Answers Session

- Mr. Bruce McElfresh introduced a new web invoicing add/change request form to this staff association and asked that this form be used when changing foundation authorization.
- Mr. McElfresh stated that required documents include: receipts/invoices, documentation stating business purpose, agenda, itinerary and a list of participants. All of the items above should be included with the foundation request were applicable.
- Mr. McElfresh stated that if a vendor is not in the pay system a W9 will need to be submitted so they can get added.
- Mr. McElfresh stated that allowable expenditures need to have some type of event associated with them. He also added that when submitting request use the first day of the current month if the event has already occurred.

IV. Space Requests

- Ms. Aisha Coore informed the members of this staff association to please send space requests to our new interim Associate Dean Dr. Roxanne Donovan and copy Ms. Sandra Pugh.

V. Travel and P-Card Updates- Ms. Ashlee Clark

- Ms. Ashlee Clark asked this staff association for feedback regarding the p-card training that was done with Ms. Pam Barnes. She informed this staff association to use one binder clip on their p-card statements not paperclips.
- Ms. Clark stated that when allocating the p-card report to choose “Pam’s New Report” for the p-card statement.

VI. CPR Training

- Ms. Kaleigh Kendrick informed this staff association that the CPR refresher training will be September 24th from 9am-12pm. **Ms. Kendrick stated that she would find out information for those that would like to be certified for CPR. She also asked the staff to let her know if they are interested in crisis coordinator training.**

VII. Miscellaneous

- Ms. Kendrick informed this staff association to submit an aim request with any safety concerns and if they do not hear back from plant operations in two days to please email her with the information.

This meeting adjourned at 10:07am with no further business