



## HSS Staff Association Meeting

January 27, 2015

S0 4060

9:00-10:30am

### Agenda

#### Present:

Marsha Powell	Foreign Languages
Nicole Lane	Foreign Languages
Alyssa Smith	Communication
Lauren Booth	Communication
Jeannine Jones	MAGIC
Kaleigh Kendrick	Dean's Office
Aisha Coore	Dean's Office
Barbara Witt	English
Rhonda Nemeth	English
Renee Westlund	History & Philosophy
Megan MacDonald	History & Philosophy
Ana Sahasrabudhe	Dean's Office
Ashlee Clark	Dean's Office
Sherelle Glenn	Undergraduate Advising Center
Shari Sheridan	Sociology & Criminal Justice
Kathryn Siggelko	Sociology & Criminal Justice
Nicole Densmore	Ph.D. in INCM
Melissa Gray	Geography & Anthropology
Lanay	Psychology
Lori Buechling	Psychology
Gladys Edeh	HSS UITs
Kyle Cooke	HSS UITs
Laura McRaney	CCWE
Maureen Wilson	Master of Public Administration
Linda Caudell	PSIA
Brett Fielder	Dean's Office
Oliver Mahone	Center for Sustainable Journalism

#### Guests:

#### SPSU Campus

Donna McPherson	Digital Writing and Media Arts
Sarah Weldon	Digital Writing and Media Arts
Alda Wood	Office of Special Assistant to the Provost (SPSU)

This meeting was called to order at 9:00 am the following items were discussed:

### **I. P-Card and Travel Updates**

- Ms. Ashlee Clark informed this committee that there is a new travel (Concur) and P-card (Works) interface. She demonstrated the changes to both systems.
- Ms. Clark informed this staff association that the P-card deadline date for the college is June 1<sup>st</sup> and to please have all p-card purchases completed by this date.
- **Ms. Clark will send the information regarding deadlines out via email to the Staff Association.**

### **II. Payroll Amendments**

- Ms. Marsha Powell informed this staff association that staff will need to submit payroll amendments for each change they have for faculty teaching.
- Ms. Ana Sahasrabudhe asked the members of this staff association to submit the payroll amendments to her, she will then get them to Dr. Léger for his signature. Once the forms have both signatures she will send them back to the departments.

### **III. Dean's Office Questions**

- Ms. Aisha Coore asked the members of this staff association to please submit any questions, requests, needs or concerns to the [hssdean@kennesaw.edu](mailto:hssdean@kennesaw.edu) email. This will ensure a faster turnaround for individual department needs.

### **IV. HSS Meal Card Requests**

- Since there have been multiple complaints of people not being able to get into the Commons when they have requested entrances Ms. Coore asked the members of this staff association if they liked the idea of having one meal card with multiple meals loaded per department.
- **Ms. Coore advised the Staff that she will contact the individual departments to assess their needs and try to get them a card per department most likely effective for the fall semester.**

### **V. AIM Requests**

- Ms. Kaleigh Kendrick informed this committee to proceed with submitting an AIM requests if they see building needs or issues in their respective areas. If they have not heard back in 3-5 business days please contact the hssdean email

and include the request number so that the Dean's office can escalate the request if needed.

- In the case of emergency Ms. Kendrick advised the staff to contact the Dean's office if they have not heard back from facilities in 1-2 hours.

## VI. Building Services

- Ms. Kathryn Siggelko asked Ms. Coore who the administrative staff should sent information they are hearing regarding the moving of furniture and building services. Ms. Coore advised Ms. Siggelko to please copy or send the information to the hssdean email so that the information can be escalated if needed.

## VII. HSS UITs

- Ms. Gladys Edeh introduced the members of the staff association to Mr. Kyle Cooke, the new TSS in the college and replacement for LaRon Bell.
- Ms. Edeh informed the staff association that there is a new form that needs to be submitted when submitting a move request.
- Ms. Edeh pointed out that the difference is that the forms with go to [campusmoves@kennesaw.edu](mailto:campusmoves@kennesaw.edu) which will route the move requests.

## VIII. HSS Distribution Lists

- Ms. Coore advised this committee to please add new faculty and staff to their respective distribution lists when submitting their new account setup form upon being hired ([hss\\_staff@kennesaw.edu](mailto:hss_staff@kennesaw.edu), [hss\\_pt\\_fac@kennesaw.edu](mailto:hss_pt_fac@kennesaw.edu) and [hss\\_ft\\_pt@kennesaw.edu](mailto:hss_ft_pt@kennesaw.edu)).
- If the employees are no longer employed with KSU service can be contacted to remove previous employees from the distribution lists. **Ms. Coore stated that she would send all the staff an email list of who is currently on the distribution list(s) and she will send the corrections to service. Staff will then be able to contact service should any changes occur after this initial correction.**

## IX. 2015 Staff Meetings

- Ms. Coore passed out the meeting dates for the HSS Staff Association through May. Staff do not meet in the summer but will reconvene in the Fall.

## X. Upcoming Trainings CCM

- Ms. Coore passed out a flier on behalf of Ms. Ellen Lahiten for their upcoming 5<sup>th</sup> International Conflict Management Conference, April 17-18 at the Center of Continuing Education. More information can be found at: <http://ccm.hss.kennesaw.edu/events-progemas/2015/2015-04-17>

## **XI. Bulletin Boards**

- Ms. Lori Buechling noted the bulletin boards are often bombarded with information that is outdated or does not need to be on the boards.
- Ms. Kendrick informed this committee that the student assistants in the Deans office are now adding the dates to the fliers and stated that if staff see fliers that are outdated or incorrect to pull them down.
- Ms. Kendrick stated that she and Dr. Donovan are working on a more permanent solution to try and control the amount of items on the boards.

This meeting was adjourned at 10:15am with no further business