



**HSS Staff Association Agenda
Tuesday May 27, 2015
S04060-History Center
9:00am-10:30am
Agenda**

Present:

Marsha Powell	Foreign Languages
Nicole Lane	Foreign Languages
Sonja Francois	Foreign Languages
Amy Red	Communication
Melissa Castelbuono	Dean's Office
Aisha Coore	Dean's Office
Rhonda Nemeth	English
Barbara Witt	English
Terri Brennan	MAPW
Megan MacDonald	History & Philosophy
Rene Westlund	History & Philosophy
Susan	Communication
Kaleigh Kendrick	Dean's Office
Ana Sahasrabudhe	Dean's Office
Ashlee Clark	Dean's Office
Shari Sheridan	Sociology & Criminal Justice
Kathryn Siggelko	Sociology & Criminal Justice
Cherie Miller	Interdisciplinary Studies
Brett Fielder	Dean's Office
Lanay Mahaffey	Psychology
Sherelle Lundy	Undergraduate Advising Center
Missy Gray	MSCM
Alda Wood	Marietta Campus
Ellen Lahiten	CCM
Derek Brott	UITS
Kyle Cooke	UITS

Guest: Mr. Stephen Gay-Executive Director of UITS Information Security Office

I. Malware and Data Confidentiality Policy

- Mr. Stephen Gay from UITS Information Security Office came to speak with the staff regarding suspicious emails that have been coming through KSU's email system.
- Mr. Gay advised the staff association not to open suspicious emails and that if they are unsure if the email is spam to please forward it to abuse@kennesaw.edu.
- Mr. Gay encouraged the staff to contact the service desk for information regarding software and antivirus protection.
- Mr. Gay informed the staff that the University is looking at implementing OneDrive as an alternative to cloud storage for files (dropbox, goggle drive, etc.)
- Mr. Gay reminded staff that records such as HIPPA, FERPA, student information, grades and medical information cannot go on cloud storage.
- Mr. Gay reminded staff of the UITS Town Hall meeting to help with any technology issues. He also encouraged staff to attend Cyber Awareness Day October 21st on the Kennesaw Campus and October 22nd on the Marietta Campus.
- Mr. Gay advised staff to feel free to contact him or his office should any further questions arise regarding information security.

II. UITS (AV)

- Mr. Derek Brott introduced himself as well as his student assistant and informed the staff to reach out to him should they have any AV needs for events in the future.

III. P-Card

- Ms. Ashlee Clark informed this staff association that the last day to use p-cards is May 31st.
- Ms. Clark informed the staff that cell phone bills for the month of June will need to be paid before the procurement lockout begins.
- Ms. Clark informed the staff that June 1st is the travel deadline for travel up to May 31st.

IV. Electronic Signature Process

- Ms. Aisha Coore asked the members of this staff association their input on the effectiveness of the electronic signature process.
- Ms. Coore stated that she would take all suggestions and try think of another way to make the process more seamless. Ms. Coore will give an update at the staff meeting in the fall.

V. Miscellaneous

- Ms. Ana Sahasrabudhe informed the staff the budget would be wrapped up by the end of next week for fiscal year 15.
- Ms. Sahasrabudhe asked the members of the staff association to please make sure to let the department admin, Chair and Business Manager know if a faculty member is working on a grant.

This meeting was adjourned at 10:00am with no further business