



**HSS Staff Association Agenda
Wednesday October 28, 2015
S04060-Conference Room
9:00am-10:30am
Agenda**

Present:

Marsha Powell	Foreign Languages
Nicole Lane	Foreign Languages
Susanne Rothery	Communication
Amy Redd	Communication
Melissa Castelbuono	Dean's Office
Aisha Coore	Dean's Office
Rhonda Nemeth	English
Barbara Witt	English
Megan MacDonald	History & Philosophy
Renee Westlund	History & Philosophy
Jeannine Jones	Communication
Kaleigh Kendrick	Dean's Office
Ana Sahasrabudhe	Dean's Office
Ashlee Clark	Dean's Office
Linda Caudell	PSIA
Clara Ginn	PSIA
Maureen Wilson	MPA
Shari Sheridan	Sociology & Criminal Justice
Cherie Miller	Interdisciplinary Studies
Ashley McFarland	Interdisciplinary Studies
Audra Boyd	ODE/Dean's Office
Lanay Mahaffey	Psychology
Terri Brennan	English
Melissa Gray	Geography/Anthropology
Sherelle Lundy	Undergraduate Advising Center

Dean's Office Task

Admin Task

Policy Info

This meeting started at 9:02a.m.

I. Design Approval

- Ms. Ashlee Clark advised this staff association that design approval is needed when placing an ad with or without the KSU logo.

II. Education Support Leave

- Ms. Clark informed this staff association that per the HR benefits information session 8 hours of education leave is available to staff per 12-month calendar year. The education leave is in the drop down menu of ADP and can be used for kids' field trips, volunteering at a school, etc.

III. Holiday Stuff

- Ms. Clark informed this committee that the Thanksgiving lunch will be Friday November 13th at 11:30am at Henry's in Acworth. She asked the members of the staff association to RSVP the week before so that an accurate count can be given to the restaurant.
- Ms. Clark informed this staff association that the Christmas party will be December 16th at 11:30am. She stated that she will send out a list so that people can sign up for the food they would like to bring.

IV. Award Ceremony

- Ms. Aisha Coore informed this staff association that the faculty/staff awards ceremony will be April 21st at 12:30pm and lunch will be provided.

- Ms. Coore informed the staff that the deadline for awards nominations for faculty/staff is February 15th at 5pm **and information for the nomination forms is forthcoming.**
- Ms. Coore informed the staff that Dr. Skaggs is introducing a student assistant award this year (more details to follow).

V. Access to SO 4060 for Chairs

- Ms. Shari Sheridan asked the members of the staff association to get access added for Staff, Chairs to S04060 so that they can gain entrance anytime they need it. She also asked staff to get access added for faculty that have reserved the room.

VI. Miscellaneous

- Ms. Kaleigh Kendrick informed this committee that the lactation room for faculty/staff will be in the English building and that we are just waiting on the furniture for the room to be ready for use.
- **Ms. Kendrick asked the members of this staff association to send her a spreadsheet with all of their faculty/staff names as Associate Dean Carmen Skaggs would like all HSS KSU employees to have access to all rooms in the building.**
- **Ms. Kendrick asked for a spate spreadsheet for part-timers and stated that access would roll-over from semester to semester.**

This meeting was adjourned at 10:00a.m. with no further business