



**HSS Staff Association Agenda  
Wednesday February 28, 2016  
S05074-Histoy Center  
9:00am-10:30am  
Agenda**

**Present:**

Marsha Powell	Foreign Languages
Nicole Connelly	MSCM
Ellen Lahtinen	CCM
Jeannine Jones	MAIGC
Amy Redd	Communication
Donna McPhearson	DWMA
Melissa Castelbuono	Dean's Office
Aisha Coore	Dean's Office
Rhonda Nemeth	English
Barbara Witt	English
Megan MacDonald	History/Philosophy
Rene Westlund	CCWE
Kacy Martin	Dean's Office
Kaleigh Kendrick	Dean's Office
Ana Sahasrabudhe	Dean's Office
Ashlee Clark	Dean's Office
Kacy Martin	Dean's Office
Linda Caudell	PSIA
Clara Ginn	PSIA
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 (MAPW)
Melissa Gray	Geography/Anthropology
Sherelle Lundy	Undergraduate Advising Center

## **GUESTS:**

Associate Dean Carmen Skaggs  
Amanda McFerrin-Atlanta Home Brokers  
Steve McFerrin-Atlanta Home Brokers  
Kathy Toth-Silverton Mortgage

**Dean's Office Task**

**Admin Task**

**Policy Info**

This meeting started at 9:00a.m.

### **I. Atlanta Home Brokers**

- Mr. Stephen McFerrin and Mrs. Amanda McFerrin from Atlanta Home Brokers introduced themselves to the members of this this staff association.
- Mrs. McFerrin explained the partnership Atlanta Home Brokers has with KSU regarding assisting with KSU candidates with housing options. Atlanta Home Brokers provides potential candidates with a one-on-one tour of Kennesaw and the surrounding areas to help candidates assess the best area should they join KSU.
- Ms. Kathy Toth from Silverton Mortgage introduced herself and stated that she works closely with Atlanta Home Brokers and can help candidates with their mortgage needs remotely.
- Ms. Toth provides quick assistance for housing costs should candidates decide to move forward with buying a home in Georgia.
- Amanda advised this staff association that she is licensed in the state of Georgia and can help with needs outside of Cobb County.

### **II. HSS Award Ceremony**

- Associate Dean Carmen Skaggs informed the staff that the HSS awards ceremony will be April 21<sup>st</sup>.
- Dr. Skaggs informed the staff that we are introducing a new student assistant award for students in the College of Humanities and Social

Sciences that will recognize the contributions our student workers have given to the departments, centers, offices, etc.

- Ms. Aisha Coore informed the staff that nominations close on March 25<sup>th</sup> and that we will have two award categories for staff again this year with a prize of \$300 per winner. The student assistant winner will receive a \$100 gift certificate to the bookstore
- Dr. Skaggs showed the staff the new staff/student nomination form which is located on the HSS website and explained that all the rules and details of how staff/students can be nominated is included with the nomination form.
- **Ms. Coore will be sending out the nomination link to the entire college this week.**

### **III. Door Lock Issues**

- Ms. Kathryn Siggelko expressed her concern for professors that have been propping doors open and asked what the policy is since some people seem to be following the procedures and some do not.
- Dr. Skaggs informed this staff association that the policy is that the doors are to be locked at the beginning of class.
- Dr. Skaggs asked the members of the staff association to email [acceesscontrol@kennesaw.edu](mailto:acceesscontrol@kennesaw.edu) and copy Gary Garner so that the issues with the conference rooms and doors not being open for faculty can be resolved.

### **IV. Travel Updates**

- Ms. Ashlee Clark informed this staff that there is a new form that needs to be filled out in order to get someone uploaded in concur.
- Ms. Clark stated that May 31<sup>st</sup> is the last day for staff to use their p-cards due to the year-end deadlines.
- Ms. Clark informed this staff that any travel after June 15<sup>th</sup> will be on FY'17 funds.

## **V. Miscellaneous**

- Dr. Skaggs advised the staff association to be sure to choose their area preference when working on scheduling classes for courses.
- Dr. Skaggs encouraged the staff to look at the draft of schedule building so changes can be made before the draft is completed.
- Ms. Ana Sahasrabudhe informed the staff to use the online budget of 02087 when making purchases for year-end tech requests.
- Ms. Kaleigh Kendrick advised the staff to download the campus police LiveSafe app so that emergency can be reported especially when crisis coordinator radios

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