



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

Present:

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|---------------------|-------------------------------|
| Marsha Powell | Foreign Languages |
| Nicole Connelly | MSCM |
| Ansley Wood | MSCM |
| Jeannine Jones | MAIGC |
| Amy Redd | Communication |
| Donna McPhearson | DWMA |
| Sarah Weldon | DWMA |
| Aisha Coore | Dean's Office |
| Melissa Castelbuono | Dean's Office |
| Rhonda Nemeth | English |
| Barbara Witt | English |
| Megan MacDonald | History/Philosophy |
| Kacy Martin | Dean's Office |
| Kaleigh Kendrick | Dean's Office |
| Ashlee Clark | Dean's Office |
| Kacy Martin | Dean's Office |
| Linda Caudell | PSIA |
| Cherie Miller | Interdisciplinary Studies |
| Audra Boyd | ODE/Dean's Office |
| Terri Brennan | English (MAPW) |
| Robert Gray | English/KMWP |
| Sherelle Lundy | Undergraduate Advising Center |

GUESTS:

Danielle Herrington-Registrar's Office
Jessica Baker-Human Resources
Elizabeth Dolezal-Human Resources

This meeting started at 9:00a.m.

I. Assistant Registrar

- Ms. Jeannine Jones introduced Ms. Danielle Herrington to this staff association as the Assistant Registrar at KSU. Ms. Herrington is primarily over scheduling and e-core. Ms. Herrington advised this committee to contact her if they have any questions or concerns regarding scheduling.

II. Human Resources

- Ms. Aisha Coore introduced Ms. Jessica Baker and Ms. Liz Dolezal from Human Resources to the staff association.
- Ms. Baker informed the staff that she support the College of Humanities and Social Sciences as the HR partner and that HR separates the University offices by divisions.
- Ms. Baker stated that her primary job function is to support the management for staff employees (Chairs, Supervisors, etc.). And her goal is employee relations and, to determine if policies are being violated.
- Ms. Liz Dolezal is the HR specialist for CHSS and handles the onboarding process for new employees.
- Ms. Dolezal informed the staff that all student assistant jobs will now go through Hiretouch including work study students. The student assistant job board will no longer be used to hire students.

- **Ms. Baker and Ms. Dolezal encouraged the staff to attend one of the upcoming training sessions for Hiretouch if they are in charge of hiring students and to contact extension 6030 to be added to an upcoming training session.**
- Ms. Dolezal informed the staff that the SEPAF form used to hire student assistants is no longer needed due to the application process going through HireTouch.

III. University Staff Awards

- Ms. Ashlee Clark informed the staff that if staff members are being nominated for the University awards three letters of recommendation will need to accompany the nomination.
- Ms. Clark stated that the monthly staff awards will now offer 25 gift certificates, 30 gift cards to the bookstore and vouchers for the Commons.
- **Ms. Clark will email the staff information about upcoming deadlines.**

IV. Miscellaneous

- Ms. Kaleigh Kendrick advised the staff that if student assistants come into the office on their cell phones they will be asked to step outside until they are finished with their call as it is disruptive to the front office.

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