



**HSS Staff Association Agenda
Wednesday January 25th, 2017
S05074-Histoy Center
9:00am-10:30am
Agenda**

Present:

Marsha Powell	Foreign Languages
Nina Burnette	Foreign Languages
Jeannine Jones	MAIGC
Amy Redd	Communication
Susanne Rothery	Communication
Donna McPhearson	DWMA
Aisha Coore	Dean's Office
Melissa Castelbuono	Dean's Office
Ana Sahasrabudhe	Dean's Office
Rhonda Nemeth	English
Barbara Witt	English
Rene Westlund	History/Philosophy
Brett Fielder	Dean's Office
Kaleigh Kendrick	Dean's Office
Ashlee Clark	Dean's Office
Kacy Martin	Dean's Office
Tiffani Reardon	Dean's Office
Laurel Lowe	Dean's Office
Linda Caudell	PSIA
Clara Ginn	PSIA
Cherie Miller	Interdisciplinary Studies
Sherelle Lundy	Undergraduate Advising Center
Nicole Serpico	Psychology
Shari Sheridan	Sociology and Criminal Justice
Kathryn Siggelko	Sociology and Criminal Justice

GUESTS:

Chief Stearns- Assistant Vice President of Public Safety & Chief of Police
Wayne Smith- Director, Office of Public Safety Systems
Mr. Gary Garner- Locksmith
Dr. Julie Newell- Special Assistant to the Provost and Professor of Interdisciplinary Studies
Ms. Alda Wood- Administrative Associate- FSO Office
Ms. Leesa Hay- Administrative Associate-FSO Office

This meeting started at 9:00a.m.

I. Access Control

- Chief Stearns introduced himself to the members of the staff association as well as Director Wayne Smith and Mr. Gary Garner.
- Chief Stearns informed the staff that the locksmith office has moved to the Public Safety Department.
- Director Wayne Smith informed the staff that DPS is working on a new form for key/lock requests, terminations and changes, which will be available to the campus soon.
- DPS is requesting information be submitted to access control when someone leaves KSU.
- The Department informed everyone that there is a different form for bulk key requests, and for batch requests. These forms should be submitted through email (accesscontrol@kennesaw.edu) or campus mail.
- Mr. Garner advised that overtime key locks would be phased out and keycards would replace them.
- The Department of Public Safety encouraged staff to reach out to them with any questions, concerns or issues.

II. FSO Office

- Dr. Julie Newell introduced herself to the members of the Staff association as the Special Assistant to the Provost and Professor of Interdisciplinary Studies. Dr. Newell also introduced Ms. Leesa Hay and Ms. Alda Wood (admins in the FSO office).
- Dr. Julie Newell shared that the FSO office is in service of the entire University and serves five colleges.
- Dr. Newell informed the members of this staff association that shared workspaces and areas where faculty can have closed door meetings will be available in the J building on the Marietta campus.
- Dr. Newell stated that mailboxes will be provided for faculty members who need them. The mail drop number is 9049.
- Dr. Newell informed the staff that faculty needing copies while on the Marietta campus will have to make their own copies and scans, so that it can be charged to the right budget. The FSO does not have the necessary staffing to help with this.
- Dr. Newell took suggestions from the members of the staff association and will follow-up when she has more information for the items discussed.

III. Travel and Pcard Reminders- Ms. Ashlee Clark

- Ms. Ashlee Clark requested the staff to use the Pcard report created by Pam Barnes.
- Ms. Clark stated that the approval stamp provided by the Pcard office must be used when signing off on pcard statements.

- Ms. Clark advised the staff to contact procurement if they are in need of an approval stamp.
- The Year-end deadlines are as follows:
 - April 28th- Travel Request Deadline
 - June 2nd- Last day to use Pcard
 - June 19th- Expense Reports are due
 - June 16th- 30th- Travel Deadline
 - June 30th- Last day for Travel Requests
- **Ms. Ana Sahasrabudhe will send out an email with purchasing deadlines.**

IV. Student Assistant Hiring

- Ms. Aisha Coore advised the staff that student assistant hiring must go through Hiretouch. SEPAFs will no longer be accepted. SEPAFs are only need when terminating student assistants.
- Ms. Coore advised the staff to contact Human Resources for training if they do not have access to Hiretouch.

V. Updates

- Ms. Ana Sahasrabudhe advised the staff to use status change forms to delete administrative stipends if they no longer apply.
- Ms. Sahasrabudhe also made the staff aware that sponsorships will need to go through compliance, and be sure to copy her on the emails.

- Ms. Sahasrabudhe stated that intercompany payments should be processed through Owlpay and to be sure to remove the revenue side for approvers, and leave the project field blank.

VI. Digital Signage

- **Mr. Brett Fielder presented a PowerPoint presentation regarding the new policy on digital signage.**
- Mr. Fielder informed the staff of the dates that ads need to be submitted in order to be approved for display.
- All policy information can be found on the HSS website.

VII. Calendar Appointments

- Ms. Kaleigh Kendrick asked the members of this staff association to submit all calendar requests for Associate Dean Léger to hssdean@kennesaw.edu so that all requests are answered in timely manner.

The meeting was adjourned at 11:00am with no further business