



**HSS Staff Association Minutes
Tuesday, October 31, 2017
S05074-History Center
9:00am-10:30am
Minutes**

Present:

Jeannine Jones	MAIGC
Amy Redd	School of Communication and Media
Susanne Rothery	School of Communication and Media
Rhonda Nemeth	English
Barbara Witt	English
Nina Burnette	Foreign Languages
Marsha Powell	Foreign Languages
Patricia Tilbian	Foreign Languages
Missy Gray	Geography and Anthropology
Rene Westlund	History and Philosophy
Gabrielle LePore	History and Philosophy
Linda Caudell	Political Science and International Affairs
Ellen Lahtinen	School of Conflict Management, Peacebuilding and Development
Clara Ginn	Political Science and International Affairs
Lori Buechling	Psychology
Shari Sheridan	Sociology and Criminal Justice
Kathryn Siggelko	Sociology and Criminal Justice
Donna McPherson	Technical Communication and Interactive Design
Ariel Walley	Undergraduate Advising Center
Aisha Coore	HSS Dean's Office
Ana Sahasrabudhe	HSS Dean's Office
Ashlee Clark	HSS Dean's Office
Melissa Castelbuono	HSS Dean's Office
Tiffani Reardon	HSS Dean's Office/ ODE
Laurel Ann Lowe	HSS Dean's Office
Donys Callado	HSS Dean's Office
Brett Fielder	HSS Dean's Office
Sarah Rudick	HSS Dean's Office/CWC

[Dean's Office Task](#)

[Admin Task](#)

[Policy Info](#)

The meeting started at 9:00 am.

I. Staff Senate Update

- Ms. Jeannine Jones presented the Staff Senate update.
- KSU is hosting an event called “Chill-Time” for all staff on both the Kennesaw and Marietta campuses on October 31, 2017 from 11am – 1pm. This will be a regularly occurring event to be held once a semester to allow staff to mingle.
- The annual Chili & Cheer event will be held on December 7, 2018.
- If a department is interested in having the history of their department researched and archived, please contact KSU Archives.
- Policies:
 - Salary Cap: The 15% salary cap is being reduced to 10%. Anything greater will have to be approved by the Board of Regents.
 - Animals: Policies regarding animals on campus are being reviewed that will not inhibit or change any ADA regulations.
 - Contracts: The Division of Legal Affairs has established a new contract review and approval process that will go live November 1, 2018.
- Public Safety is reviewing candidates for the vacant Chief of Police position.
- Parking
 - Carpool slots have been removed. Staff who carpool can park in any parking space designated for faculty/staff.
 - Vehicle license plate readers are being used to verify proper permitting.
 - Flex parking begins at 5pm until 7am.
 - There is a new online parking portal that will make the citation appeals process more efficient.

- Beginning March 25, 2018, ADP will be replaced by PeopleSoft. FIS will be included. Training for staff will be conducted in January 2018. Also starting March 25, 2018, the Board of Regents will no longer approve off-cycle checks. Any missed checks will be paid on the following pay date.
- The compensation/class review study for the University System of Georgia has been put on hold. An internal review for KSU employees is being discussed; however, no time-frame has been declared.
- Exempt vs. non-exempt staff positions are still being re-evaluated.
- Ms. Tiffani Reardon stated that policies regarding donating educational support leave and bereavement leave are under review.

II. Announce Holiday Poll Results

- Ms. Ashlee Clark requested that if any faculty have questions about booking travel arrangements, please contact Ms. Clark directly and she will contact the KSU Travel Team.
- Ms. Clark also requested that all Pcard prior approval forms be submitted and approved prior to purchase.
- The CHSS staff will have a Thanksgiving potluck lunch on the CHSS premises on November 15, 2017 from 11:30 – 1:30 pm.
- The winter holiday celebration will be held at Mandarin Cafe on December 14, 2017. Staff should bring a \$10-\$15 present for a gift exchange.

III. ePro & OwlPay Items

- Ms. Ana Sahasrabudhe requested that the staff be sure to mark delivered items as “received” in ePro in order to close out the request. Please contact Kacy Martin if items are not delivered.

- Ms. Sahasrabudhe also requested that staff regularly check OwlPay to ensure that payment requests are being approved.

IV. Digital Signage and Website Changes

- Mr. Brett Fielder informed the staff that the Digital Signage process will change so that ads can be uploaded via the web. One admin per department will be responsible for digital signage. The new system is expected to go live in November; however, there is no official start date.
- Mr. Fielder also stated that the current KSU websites will be switching to Omni. This process will start in January 2018; however, there is no official date that the websites will be changed to the new system.

V. Holiday Break

- **Ms. Aisha Coore stated that she would contact the CHSS Department Chairs to determine which departments would be open from December 18th – December 21st.** The CHSS Dean's office staff will be teleworking that week.

VI. Miscellaneous

- Ms. Melissa Castlebuono provided staff with a handout with instructions for candidate interviews. The form will also be uploaded to Basecamp.

This meeting was adjourned at 10:30am with no further business.