



**HSS Staff Association Minutes
Tuesday, January 30, 2018
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
Rene Westlund	History and Philosophy
Gabrielle LePore	History and Philosophy
Cherie K. Miller	Interdisciplinary Studies
Linda Caudell	Political Science and International Affairs
Ellen Lahtinen	School of Conflict Management, Peacebuilding and Development
Clara Ginn	Political Science and International Affairs
Maureen Wilson	Political Science and International Affairs
Lori Buechling	Psychology
Annemarie Karanja	Psychology
Shari Sheridan	Sociology and Criminal Justice
Kathryn Siggelko	Sociology and Criminal Justice
Nicole Densmore	School of Conflict Management, Peacebuilding and Dev/INCM
Aisha Coore	HSS Dean's Office
Ana Sahasrabudhe	HSS Dean's Office
Ashlee Clark	HSS Dean's Office
Melissa Castelbuono	HSS Dean's Office
Kacy Martin	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
Ariel Walley	Undergraduate Advising Center

Guests:

Lauren Booth	Academic Affairs
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Dean's Office Task

Admin Task

Policy Info

The meeting started at 9:00 am.

I. Payroll Amendments

- Faculty Affairs Coordinator, Ms. Lauren Booth advised the Association that payroll amendment tracking is mandatory. Ms. Booth also went over recurring payroll errors, partially benefits eligible forms, dual appointment agreements, stipends, etc., (document to be uploaded to Basecamp).

II. FPA/ARDs

- Ms. Aisha Coore stated FPA's and ARD's need to be submitted to the Dean's Office by March 2, 2018. The signature page also needs to have the faculty member's name printed on a label (first & last). The forms need to be placed in a folder labeled with the department's name.
- Ms. Coore advised the Association that all forms submitted requiring Dean Dorff's signature need to have a routing form attached.

III. WebEx Web Conferencing

- Ms. Melissa Castelbuono informed the Association that each KSU college has a new web conferencing account through WebEx. The CHSS login information, along with a link to user guides, is located on Basecamp.

IV. Spring 2018 Open House

- Ms. Laurel Ann Lowe informed the Association that January 30, 2018 is the CHSS Open House from 12:30pm to 2:30pm. CHSS affiliated student organizations will be in the atrium of the Social Sciences Building, and they will direct the students to the departments and provide two pizza tickets per student. Sign-in sheets need to be sent to Ms. Lowe following the conclusion of the event.

V. Year End Travel Deadlines & Travel Updates

- Ms. Ashlee Clark informed the Association that when faculty members are traveling to Atlanta with students for overnight trips, approval will need to be given by Julie Peterson by sending a request to travel@kennesaw.edu
- For non-employees, hotels are the only option for lodging reimbursement.
- Ms. Clark advised the Association to inform faculty members that have questions regarding travel to visit the CHSS travel webpage.
- For travel expense forms, Dean Dorff is the “Approver Authority” and Ms. Ashlee Clark is the “Business Manager”.
- CHSS year-end travel deadlines are located on the website.
- Ms. Clark stated that she previously emailed staff the updated account code list for P-Card holders. The document has been uploaded to Basecamp. The current P-Card deadline is Thursday, February 1, 2018, and all transactions must be allocated and signed off in Works.

VI. Financing Items

- Ms. Kacy Martin advised the Association of new policies regarding Lecture Agreement Forms (document to be upload to Basecamp). Department Chairs no longer have signature authority and forms need to be signed by the Dean. Forms should be given at least one weeks' time for signature. Unmodified contracts need to be sent to the Contracts Office after OwlPay submission. Modified contracts need to be approved by the Contracts Office before being signed.
- Ms. Martin also advised the Association to make sure that EPro and OwlPay requests are being approved. Ryan Santy has the authority to close EPro

requisitions and approve on the Dean's behalf if the Dean is unavailable for approvals.

VII. Food Approval Process

- Ms. Ana Sahasrabudhe advised the Association that food approval forms should be sent to Ana for approval and no longer directly sent to compliance. Ms. Sahasrabudhe went over a sample document and how to fill it out (documents to be uploaded to Basecamp). Dr. Li is the approver for food purchases.
- Foundation food approval should go through Bruce McElfresh.

VIII. Digital Signage

- Mr. Brett Fielder informed the Association that the new digital signage system is live. There is a new size, and the template and OwlTV Quick Guide is located on the CHSS Faculty & Staff Resources webpage. Each department can have four slides for the CHSS system and two for the campus-wide system.
- Mr. Fielder also stated that UITS will be conducting training sessions for the new University website in the near future.

IX. Vaddio Request Form

- Ms. Melissa Castlebuono informed the Association that that the Vaddio/MediaSpace Request Form is located on the CHSS Faculty & Staff Resources webpage for rooms 1019 and 5074. The form will be directed to UITS.

X. CHSS Majors Fair

- Ms. Ariel Walley informed the Association that the Undergraduate Advising Center will be hosting the CHSS Majors & Minors Fair on March 6th (Marietta Campus – Ballrooms A & B) and March 7th (Kennesaw Campus – University

Rooms) from 10:00am – 12:30pm on both campuses. Ms. Walley will provide the departments with promotional materials for the event.

XI. Miscellaneous

- The Association discussed departments being asked to provide resources for students in need. Staff should contact the CARE Services Director, Marcy Stidum with any questions.
- Bookstore deadlines:
 - March 1, 2018 – Summer Semester
 - March 15, 2018 – Fall Semester

This meeting was adjourned at 10:35am with no further business.