



**HSS Staff Association Minutes  
Tuesday, February 27, 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
Barbara Witt	English
Nina Burnette	Foreign Languages
Marsha Powell	Foreign Languages
Rene Westlund	History and Philosophy
Gabrielle LePore	History and Philosophy
Cherie K. Miller	Interdisciplinary Studies
Linda Caudell	Political Science and International Affairs
Maureen Wilson	Political Science and International Affairs
Lori Buechling	Psychology
Shari Sheridan	Sociology and Criminal Justice
Kathryn Siggelko	Sociology and Criminal Justice
Aisha Coore	HSS Dean's Office
Ana Sahasrabudhe	HSS Dean's Office
Ashlee Clark	HSS Dean's Office
Laurel Ann Lowe	HSS Dean's Office
Sarah Rudick	HSS Dean's Office/CWC
Ariel Walley	Undergraduate Advising Center
Chelsey Tabakian Odom	Center for Sustainable Journalism

**Dean's Office Task**

**Admin Task**

**Policy Info**

The meeting started at 9:00 am.

## **I. Candidate Expense Reports**

- Ms. Aisha Coore stated that the Dean’s Office is receiving direct contact from faculty candidates regarding travel expenses. Ms. Coore requested that department admins dedicate time during the candidate interview schedule to go over expenses.

## **II. Shutterstock Subscription**

- Ms. Laurel Lowe stated that CHSS has a subscription with Shutterstock. Ms. Lowe encouraged staff to use the subscription for their department digital and/or print materials. The account information has been given to department chairs and can be shared with faculty members. Ms. Lowe requested that the account information not be shared with students.

## **III. Line OwlPays & Marketing Items**

- Ms. Ana Sahasrabudhe requested that staff remove the “Catering Department” as an approver for OwlPay requests to be paid to Catering. Ms. Sahasrabudhe stated that there is a glitch in the system, and approvers must be removed before the first submission. If the request has to be resubmitted, approvers cannot be removed.
- Membership forms need to be signed by the membership holder and their direct supervisor. Supporting documentation must be submitted along with the form indicating the benefits of the membership.
- Departments who elected to use year end funds for marketing campaigns through KSU’s Office of Strategic Communications and Marketing, need to submit invoices to Ms. Ana Sahasrabudhe and Ms. Kacy Martin.
- Ms. Sahasrabudhe informed the Association that there is a new version of the Academic Year and Fiscal Year Faculty Contract Addendum for the temporary

overload compensation form. The faculty member's existing workload needs to be listed.

#### **IV. Pcard**

- Ms. Ashlee Clark reminded the Association that the upcoming P-card allocation deadline is March 1, 2018. She suggested allocating and signing off transactions in Works when staff receive the email notification. After making changes to report, allow two hours before printing.
- Ms. Clark stated that candidates that wish to use their own vehicle for travel are eligible for tier-2 mileage rates, which is \$.18 per mile.
- Ms. Clark requested that she be informed when candidates are planning to include personal travel in expense reimbursement requests, prior for approval.

#### **V. Crisis Management Reminder**

- Ms. Cherie Miller inquired if Dr. Skaggs would be willing to send an email out to faculty advising them to keep classrooms doors closed during class. Blinds should be open unless there is an emergency. Ms. Miller also asked if there could be a crisis meeting in the near future to discuss safety concerns. Ms. Laurel Lowe will discuss with Dr. Skaggs. Ms. Lowe also stated that if anyone has safety concerns, please email her.

#### **VI. Book Club**

- Ms. Aisha Coore stated that a book club has been formed for faculty. A sign-up sheet was passed around to assess interest in forming a staff book club, which will be organized by Dr. Skaggs.

#### **VII. Miscellaneous**

- Ms. Jeannine Jones provided Staff Senate updates.
  - 1) **KSU's Programs Serving Minors Policy:** Any program that involves minors, excluding dual-enrollment students, needs to be registered with Ann Schroeder.
  - 2) **Presidential Search:** The search will be confidential and names of the candidates will not be released. The job description is being written. Ms. Jones stated that staff can contact Parker Executive Search to suggest qualities they would like to see in the next KSU President.
  - 3) **Bylaws:** The Staff Senate bylaws will be changing to allow each unit of KSU to have only one representative.
  - 4) Ms. Jones is launching an initiative that allows staff members to attend KSU programs without taking time off.

This meeting was adjourned at 9:42 am with no further business.