KENNESAW STATE UNIVERSITY
COLLEGE OF HUMANITIES
AND SOCIAL SCIENCES

HSS Staff Association Minutes
September 22, 2020 | 10am – 11:30am
Microsoft Teams: Join Microsoft Teams Meeting

Present:

Odom, Chelsey	Center for Sustainable Journalism
Apter, Brandon	CHSS Office of the Dean
Castelbuono, Melissa	CHSS Office of the Dean
Clark, Ashlee	CHSS Office of the Dean
Fielder, Brett	CHSS Office of the Dean
Majors, Julie	CHSS Office of the Dean
McGovern, Janet	CHSS Office of the Dean
Rudick, Sarah	CHSS Office of the Dean
Sahasrabudhe, Ana	CHSS Office of the Dean
McCulloch, Marni	Department of English
Nemeth, Rhonda	Department of English
Burnette, Nina	Department of Foreign Languages
Francois, Sonja	Department of Foreign Languages
Powell, Marsha	Department of Foreign Languages
Tilbian, Patricia	Department of Foreign Languages
Rothery, Susanne	Department of Geography and Anthropology
Karanja, Annemarie	Department of Psychology
Wilcox, Nicole	Department of Psychology
Sheridan, Shari	Department of Sociology and Criminal Justice
Siggelko, Kathryn	Department of Sociology and Criminal Justice
Miller, Cherie	Interdisciplinary Studies Department
Jones, Jeannine	School of Communication and Media
Redd, Amy	School of Communication and Media
Whiteley, Amanda	School of Communication and Media
Connelly, Nicole	School of Conflict, Management, Peacebuilding and Development
Densmore, Nicole	School of Conflict, Management, Peacebuilding and Development
Ginn, Clara	School of Government and International Affairs
Wilson, Maureen	School of Government and International Affairs

Guests:

Booth, Lauren	Academic Affairs
Clarkson, Jennifer	Academic Affairs
Grimes, Jamie	Academic Affairs
Lamanac, Lynn	Academic Affairs

Hallock, Jennifer   Office of Fiscal Services
Mehalko, Lisa   Office of Fiscal Services

Dean's Office Task   **Admin Task**   **Policy Info**

The meeting started at 10:00am.

I. GUEST: Contract Management System - Jennifer Hallock
    a. Jennifer Hallock conducted a demonstration of KSU's new Contract Management System.
    b. Supplemental documents:
        i.   How Do I Submit A Contract?
        ii. Overview of Contracts
        iii. Contract Request Process Flow
    c. Important Information:
        i.   The "View My Templates" in the portal is currently limited to University-level templates. Contracts is working with Legal Affairs to have pre-approved departmental contracts added as well in the future.
        ii. Once you begin creating a contract request, it does not need to be submitted all in one session. A draft can be created and saved.
        iii. Fiscal Services can add additional individuals to be copied as the contact moves through the approval process. List those additional recipients in the contract description, and they will be added to the workflow.
        iv. If the vendor does not have a contract and you need Legal Affairs to create a contract, then list as much information as possible in the contract description field, including:
            1. Scope of Work
            2. Dates
            3. Payment Amount
            4. Ms. Sahasrabudhe informed Ms. Hallock and reminded staff that CHSS typically attempts to pay a lump sum which includes the base fee, travel (if applicable) or any additional fees that is requested, rather than several individual payments. Ms. Hallock stated that is a normal practice and suggested using the term "Amount not to exceed (lump sum amount)".
        v.   If it is not a one-time contract, staff can be sent a reminder to renew.
        vi. Currently, there is not a direct feed from Peoplesoft, and all vendor information will need to be added to the Contract Management System.
            1. Input unknown@email.com if email is unknown.
            2. All other information is required.
        vii. If needed, E-Verify information can be added to the request.
        viii. The expected turnaround time to draft a contract is seven business days; however, that is not a firm number due to many factors such as supplemental information requests, if other departments (such as UITS, KSU Travel, Procurement, etc.) need to be involved, and the varying workload within the Contracts office due to the time of year.

         ix.   Contract requests need to be submitted as far in advance as possible.
- d. Email contracts@kennesaw.edu with any questions.
- e. Further information can be found on the Contracts website.

II.   GUESTS: OneUSG Careers - Lynn Lamanac, Jennifer Clarkson, Jamie Grimes, and Lauren Booth from Faculty Affairs
- a. The Careers module is located in the Manager Self Service in OneUSG.
    - i. "Careers" is not in the module name. It is "Recruiting Self-Service".
    - ii. Admins will not have access.
    - iii. Hiring managers are the only ones able to move process forward.
- b. Important Websites:
    - i. Faculty Affairs
    - ii. Faculty Openings Listings
    - iii. Conducting Faculty Searches
- c. Ms. Lamanac recommended that staff read the updated guidelines for conducting faculty searches, located here.
- d. Due to issues that arose with faculty searches, Academic Affairs reconfigured the process for posting faculty job openings. Chairs no longer will be creating job openings until a permanent solution is created. Templates for job openings are listed on the "Conducting Faculty Searches" webpage.
- e. Ms. Lamanac went over the Full-Time Tenure-Track template as an example:
    - i. Position Numbers:
        1. For FT, contracted, or limited term positions, the position number must match the fully approved critical hire form.
    - ii. Information on the form can be changed slightly, but it is the preference of Academic Affairs to use standard language for job postings.
    - iii. Academic Affairs will be automatically requiring a cover letter and CV from applicants when they are submitting their application. Those two items do not need to be listed on the job posting as required documents.
    - iv. Only the faculty affairs team will be listed as recruiters. HR not involved in faculty openings
    - v. Hiring managers are the only ones that can take action on applicants and prepare job offers. Ms. Lamanac recommended that hiring managers not delegate that authority because only a small portion of the approvals can be delegated. Hiring managers who want others to review can list those individuals as search committee members so they can review documentation and make recommendations.
    - vi. Search committee members must be listed on the form and be internal to KSU. No external reviewers will be permitted access.
    - vii. Completed forms need to be sent to facultysearches@kennesaw.edu. It should be posted within 24 – 48 hours.

III.   Faculty Searches - Melissa Castelbuono
- a. All faculty search meetings will need to be 100% virtual.
- b. Dr. Léger would still like hard copies of the application documents and itinerary, which can be sent to the Dean's Office. His virtual meetings will still need to be 45 minutes.

IV. KSU Catering - Melissa Castelbuono
   a. Catering will now be accepting requests through EMS.
   b. You must input your menu choice within three days. If the menu is left blank, the request will be cancelled.
   c. The menu can be changed later if needed.
   d. If state funds are used for catering, an email must be sent to Ms. Sahasrabudhe (copy the department's business operations specialist) to receive approval prior to the event. The completed form will be sent for signature after the event.
   e. A job aid and presentation is attached hereto.

V. ePro Demonstration - Sarah Rudick
   a. Ms. Rudick and Ms. Sahasrabudhe explained that Fiscal Services prefers that requesters use the ePro punch-out catalog for everyday purchases instead of using a purchasing card.
   b. Ms. Rudick conducted a demonstration of how to use the punch-out catalog, and a job aid is located here.

VI. Business Operations Update: Individual Membership Form - Ana Sahasrabudhe
   a. The CHSS Business Operations team has updated the frequently used account codes list and it is on the CHSS Fiscal Resources webpage.
   b. If staff ever have any questions about account codes, please email the department's business operations specialist rather than guessing on a requisition.
   c. There has been a change on the Individual Membership Form where if the "Other" box is selected on the form, it will need to be approved by Compliance (compliance@kennesaw.edu) prior to purchase.
      i. This form is not required for institutional memberships, it just needs to be clearly stated that the membership is institutional on the OwlPay request.

VII. Miscellaneous
   a. Any person (faculty or staff) with an individual phone line can submit a request to service@kennesaw.edu for a Digital Fax account with no monthly charge.
      i. Resource accounts may not be used for security purposes.
      ii. Digital Fax should not be used for confidential information.
      iii. You can convert an existing fax number or be assigned a new number.
      iv. Notifications can be sent via email. It will not show the fax itself.
      v. You will send and receive faxes through OpenScape Xpressions,
      vi. Digital Faxing Job Aid
      vii. For confidential information, departments can request approval from UITS to purchase eFax.
   b. CHSS has a new KSU Foundation contact Gwen Asanye:
      i. Office Number: 470-578-3334; Email: gasanye@kennesaw.edu
      ii. Training for the newly updated Financial Edge Expense Management system will be held on Tuesday, September 29th.
   c. Ms. Sahasrabudhe clarified one aspect of the Contract Management System (CMS) discussion:

      i. Departments are responsible for submitting unsigned contracts via the CMS for contracts that are less than $2,500. Unsigned contracts, $2,500 or greater, should be attached to an ePro requisition and will be submitted by your buyer partner via the CMS for all additional approvals.

     ii. Ms. Miller stated that it would be beneficial if Contracts could provide a form of what information is needed to draft a contract.

d. Ms. Connelly inquired if Ms. Coore's and Mr. Fielder's positions will be filled? Ms. Castelbuono stated that Dr. Léger is working with HR to hopefully have these positions approved to begin searches, but that those requests have not been approved yet.

e. There was discussion of possibly utilizing Microsoft Teams for CHSS staff communication instead of Basecamp. Ms. Castelbuono will do more research prior to making any changes.

f. Ms. Castelbuono inquired if anyone had any feedback about returning to campus? There were no concerns or questions to report.

This meeting was adjourned at 11:30 AM with no further business.