



**HSS Staff Association Agenda
Tuesday March 31, 2015
S05074-History Center
9:00am-10:30am
Agenda**

Marsha Powell	Foreign Languages
Melissa Castelbuono	Dean's Office
Aisha Coore	Dean's Office
Barbara Witt	English
Rhonda Nemeth	English
Terri Brennan	English
Megan MacDonald	History & Philosophy
Kaleigh Kendrick	Dean's Office
Ana Sahasrabudhe	Dean's Office
Ashlee Clark	Dean's Office
Shari Sheridan	Sociology & Criminal Justice
Cherie Miller	ISD
Nicole Densmore	Ph.D. in INCM
Regina Washington	ODE/Dean's Office
Melissa Gray	Geography & Anthropology
Lanay Mahaffey	Psychology
Lori Buechling	Psychology
Ellen Lahtinen	Center for Conflict Management
Nicole	MSCM
Donna	Digital Writing and Media Studies
Sarah Weldon	Digital Writing and Media Studies
Linda Caudell	PSIA
Clara Ginn	PSIA

GUESTS

Ann Schroeader
Heather Lohrey
Veronica Trammel

I. UITS Workshops

- Ms. Veronica Trammel informed the members of this staff association that UITS provides technology training, video production services, outreach and online tutorials for HSS Faculty and Staff.
- UITS has First Fridays on the Kennesaw campus and Third Thursdays on the Marietta campus to assist faculty/staff with desktop trainings applications.
- Ms. Trammell advised the staff that one on one training sessions can be set up for faculty/staff in need of additional technology assistance.
- Ms. Trammell informed the staff that Qualtrics training will begin on the Marietta campus and then the Kennesaw campus.

II. Human Resources

- Ms. Heather Lohrey and Ms. Ann Schroeder came to the staff meeting to answer questions and talk about Staff Performance Evaluations.
- Ms. Lohrey explained that HR has four HR Specialist that work with employees to assist with staff hires.
- Ms. Lohrey informed this staff that HR provides Hiretouch training, recruiting training for committees and performance evaluation training and to contact her if she can assist with any HR needs.

III. Travel Updates

- Ms. Ashlee Clark asked the staff to please give paper travel forms (first-time vendors) to Ms. Coore so that she can obtain the Dean's signature.
- Submit journal entries to Ms. Clark

IV. P-Card

- Ms. Clark asked the staff association to call her if they are unsure of the correct account code to charge items on the p-card to and she will get staff set-up with the correct account.
- Ms. Clark asked the staff to make sure that there are no flags before printing p-card expense reports.

V. Spring Workshop Payments

- Ms. Regina Washington advised the staff that spring workshop participants will be sent out this week.
- Ms. Ana Sahasrabudhe stated that summer payroll needs to be submitted on the summer payroll (for work being completed in the summer) spreadsheet and not in the form of an overload.

- Ms. Sahasrabudhe asked the staff to only use a payroll amendment to add/delete payments and that any work in the summer will count towards full-time faculty's 33%.

VI. Foundation Requests

- Ms. Coore informed the staff that the Dean's office is now asking everyone to submit foundation requests to the new foundation account (hss_foundation@kennesaw.edu) email and that the requests should be submitted in the correct format.

VII. Space Requests

- Ms. Coore informed the staff that the Dean's office is now asking everyone to send space requests for this building to the new space requests email (hss_space@kennesaw.edu).

VIII. Staff Evaluations

- Ms. Coore informed the staff that the evaluations are due today and to let her know if there are any issues with submitting the evaluation online.
- Ms Coore asked if anyone had any questions or concerns to please contact her or feel free to contact Ms. Lohrey.

The meeting was adjourned at 10:24am with no further business