



**HSS Staff Association
Minutes
Tuesday, January 28, 2020
SO 5074
9:00 AM - 10:30 AM**

Present:

Odom, Chelsey T.	Center for Sustainable Journalism
Castelbuono, Melissa	CHSS Office of the Dean
Caya-Stewart, Lauren	CHSS Office of the Dean
Clark, Ashlee	CHSS Office of the Dean
Coore, Aisha	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
Mulkey, Carley	CHSS Undergraduate Advising Center
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
Westlund, Rene	Department of History and Philosophy
Karanja, Annemarie	Department of Psychology
Siggelko, Kathryn	Department of Soc. and Criminal Justice
Miller, Cherie	Interdisciplinary Studies Department
Jones, Jeannine	School of Communication and Media
Low, Amanda	School of Communication and Media
Redd, Amy	School of Communication and Media
Risby, Joseph	School of Conflict Management, Peacebuilding and Development
Caudell, Linda	School of Government and International Affairs
Ginn, Clara	School of Government and International Affairs
Wilson, Maureen	School of Government and International Affairs

Guests:

Long, Shawn	CHSS Dean
Folster, Robyn	Embassy Suites
Monterroso, Raquel	Human Resources

I. Dean Shawn Long

- Dean Shawn Long thanked the staff for their support and opened the floor to questions.
- Dean Shawn Long provided details on upcoming programs and projects, namely the construction of the Academic Learning Center and the Passport to Success student program.

II. Embassy Suites – Ms. Robyn Folster

- Ms. Robyn Folster announced that a discounted, flat-rate charge of \$149.00 will be offered to employees of KSU at their Kennesaw location. This will include breakfast and afternoon drinks. There are also special rates for the weekend.
- Later in the meeting, Ms. Ashlee Clark stated that employees and job candidates should only stay at Embassy Suites if the other KSU-approved hotels designated on the CHSS travel site are unavailable due to cost savings.

III. HR – Ms. Raquel Monterosso

- Ms. Raquel Monterosso reminded the attendees that there were 49 days left to complete any required staff evaluation forms. The official due date is March 15th. She then opened the floor for questions.

IV. Staff Member of the Month – Ms. Aisha Coore

- Ms. Aisha Coore announced that Ms. Chelsey T. Odom is January's CHSS Staff Member of the Month.

V. Journal Entries, Candidate Travel, & Promo Items – Ms. Ashlee Clark

- Ms. Ashlee Clark provided the following contact list for questions regarding specific payment methods:
 - OwlPay: Bonnie Folkner
 - ePro: Ryan Santy
 - P-Card: Katerina Lynch
 - Travel: Heather Mead
- Ms. Ashlee Clark then provided an update on student travel requirements. A new student travel form has been uploaded to the CHSS travel page. Any student requesting travel must either be presenting at a conference or accepting an award. If a professor plans to include a required class trip, they must send Compliance an email beforehand to obtain approval and then must also include the travel assignment in the class syllabus.
- Ms. Ashlee Clark also stated that updates to the candidate travel policy have been posted to the CHSS travel site. Some points to note:
 - Candidates who are local (i.e. within 50 miles of KSU) cannot be reimbursed for a hotel unless they either cannot drive in the dark (in which case they would need a doctor's note) or would not get home until an unreasonable hour. For those that do need a hotel, a list of preferred locations are given on the CHSS travel guidelines.

- If a candidate needs extra leg room for a flight, they must either provide a doctor's note or book an aisle seat.
- Candidates who are flying in for their interview cannot also rent a car. KSU has several contracts for limos, taxis, Ubers, and Lyfts that can be used instead. However, vehicles can be rented for candidates who are driving to the interview instead of flying.

VI. Introduction of New Bus Ops & Supplier Form Update – Ms. Ana Sahasrabudhe

- Ms. Ana Sahasrabudhe announced that the new CHSS Business Ops team consists of Ms. Ashlee Clark, Ms. Janet McGovern, and Ms. Julie Majors.
- Ms. Ana Sahasrabudhe then presented the changes that have been made to the Supplier Registration form. Going forward, the form must be filled out completely and sent to the KSU Supplier Registration department via fax, mail, or a RICOH scan. There has not been a JobAid created for this process yet and the Supplier Registration department is still working on updating their instructions, but Ana believes this will be changed in the near future.

VII. Contracts – Ms. Janet McGovern

- Ms. Janet McGovern provided details on submitting Pre-Approved Agreements. This includes both Lecture Agreements and Artistic Performance Agreements.
 - Both documents must be signed by all parties that are employed by KSU before it can be signed by the vendor.
 - For the signature line titled “Dean/Vice President,” any contract that costs less than \$10k can be signed by the department Chair instead.
 - If an event needs Audio/Visual help, UITS must sign. Brandon Harris is the current UITS contact.
 - Ms. Janet McGovern encourages employees to use Docusign if possible as it is generally easier for both KSU and vendors to sign.

VIII. Staff Senate Update & Critical Hire Info – Ms. Jeannine Jones

- Ms. Jeannine Jones announced that KSU Today will no longer be used as of next week. The following forms of communication will be used instead:
 - Localist is an opt-in master calendar system that is available to the public. EMS reservations will stay the same.
 - There will be a new email notification system called KSU Announcement System. (ksuannouncement@kennesaw.edu) Email announcements will be opt-in and likely limited to one per day.
 - “Best of the Nest” is a new newsletter that will highlight positive stories from staff, faculty, and students. This newsletter will be posted weekly and is also opt-in.
- Ms. Jeannine Jones also provided details about the new Critical Hire policy that was passed by the governor on December 15, 2019. Contact HR for questions or concerns.

IX. Semester Reminders – Ms. Melissa Castelbuono

- Ms. Melissa Castelbuono announced that the new semester reminders have been uploaded onto Basecamp.
- For candidate interviews, the maximum amount that can be spent is \$125.00.
- An updated checklist for onboarding new faculty/staff has been uploaded to Basecamp.
- Ms. Melissa Castelbuono asks that you include chssdean@kennesaw.edu when using Docusign. This will allow the Dean's Office to assign the signer and keep record of the document.
- Room SO 3027 is now a classroom. There are no more computer labs available in the CHSS building, but there are still RICOH printers available for student use on the second and third floors.

This meeting was adjourned at 10:51 AM with no further business.