

## **RGHSS STAFF ASSOCIATION MEETING MINUTES**

FEBRUARY 23, 2021 | 10:00 - 11:30AM  
VIRTUAL MEETING LINK: [MICROSOFT TEAMS](#)

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### Attendees: All Attended Virtually

Brennen, Terri	Department of English
Dudenhoeffer, Terri	Department of English
McCulloch, Marni	Department of English
Nemeth, Rhonda	Department of English
Burnette, Nina	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
Denham, Danyelle	Department of Psychology
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
Apter, Brandon	RCHSS Office of the Dean
Castelbuono, Melissa	RCHSS Office of the Dean
Kiser, Shelly	RCHSS Office of the Dean
Majors, Julie	RCHSS Office of the Dean
McGovern, Janet	RCHSS Office of the Dean
Rudick, Sarah	RCHSS Office of the Dean
Sahasrabudhe, Ana	RCHSS Office of the Dean
Lopez-Escamilla, Jocelyn	RCHSS Undergraduate Advising Center
Jones, Jeannine	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
Lahtinen, Ellen	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:

Monterroso, Raquel	HR Business Partner
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- I. SMART Goals – Ms. Raquel Monterroso
  - a. HR ePerformance Link: <https://hr.kennesaw.edu/eperformance.php>
  - b. SMART Goals are required for 2021.
  - c. Staff should discuss their goals with their manager as part of their annual review meeting.

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- d. There is no minimum or maximum number of goals, but Ms. Raquel Monterroso suggested 3-5 goals.
  - e. S.M.A.R.T Goals are small/specific, measurable, attainable, realistic and have a time frame.
  - f. Ms. Monterroso cannot create a staff member's goals, but she can provide help as needed.
  - g. When the portal is open to staff, an email will be sent to KSU college deans.
  - h. A firm deadline for submission has not been established yet.
  - i. Goals will be part of the following years evaluation. They are not individually rated, but it is weighed in your evaluation, under performance factors.
- II. Business Operations Updates – Ms. Ana Sahasrabudhe
- a. Lecture Agreements and Independent Contractor Agreements:
    - i. The name on the agreement is the legal name of the vendor. This is the name on the vendor's Social Security Identification or Federal Employer Identification. This name must match the name on the Supplier Registration Form.
  - b. Memberships and Virtual Conference Registrations:
    - i. Faculty will not be reimbursed if payment for a membership or virtual conference registration is made prior to the approval from department chair and Compliance (if Compliance approval is needed for the Membership Form).
    - ii. Process:
      - 1. The faculty member emails the Chair first for approval for the registration and/or membership. The chair or admin (as decided upon) forwards these emails indicating approvals to the department's business operations specialist.
      - 2. The faculty member completes the Membership Form, if purchasing a membership and obtains signatures and approvals as needed.
      - 3. After the above approvals have been obtained, then the faculty member can proceed with paying for the conference/membership and seeking reimbursement via OwlPay.
- III. Pre-approved Lecture and Artistic Performance Agreements – Ms. Janet McGovern
- a. These forms are no longer located on RCHSS Fiscal Resources webpage, but there is a reference directing everyone to [KSU's Contract Management System \(CMS\)](#). You need to log into CMS using your NetID and password and access them under "View My Templates" on the bottom left side of the homepage.
  - b. The forms are currently in a Word document. It will hopefully be changed to a fillable PDF.
- IV. Miscellaneous
- a. Candidate Searches:
    - i. Lecturer candidates will interview with Dr. Thierry Leger for 30 minutes.
      - 1. Send requests to Ms. Rudick ([srudick@kennesaw.edu](mailto:srudick@kennesaw.edu)).
    - ii. Tenure-track candidates will interview with Interim Dean Pam Cole for 30 minutes.
      - 1. Dean Cole's calendar fills up quickly, and requests should be sent to Ms. Castelbuono ([mcastelb@kennesaw.edu](mailto:mcastelb@kennesaw.edu)) as soon as possible.
    - iii. Research presentation invitation should be sent to Dr. Evelina Sterling

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- b. Committee Assignments:
  - i. Ms. Castelbuono will be reaching out to request college-level committee assignments soon.
  - ii. The College Promotion and Tenure Committee representatives are due to Academic Affairs on May 1<sup>st</sup> so the deadline to submit all committee assignments to the Dean's Office will be mid-April.
- c. The next Staff Association meeting will be held on March 30th at 10am.

There being no other business, the meeting was adjourned at 10:40am