



**HSS Staff Association Minutes
Tuesday, March 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
Rhonda Nemeth	English
Barbara Witt	English
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
Ellen Lahtinen	School of Conflict Management, Peacebuilding and Development
Nicole Densmore	School of Conflict Management, Peacebuilding and Development
Clara Ginn	Political Science and International Affairs
Maureen Wilson	Political Science and International Affairs
Lori Buechling	Psychology
Annemarie 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
Melissa Castelbuono	HSS Dean's Office
Kacy Martin	HSS Dean's Office
Tiffani Reardon	HSS Dean's Office
Laurel Ann Lowe	HSS Dean's Office
Dony Callado	HSS Dean's Office
Sarah Rudick	HSS Dean's Office/CWC
Ariel Walley	Undergraduate Advising Center
Chelsey Tabakian Odom	CSJ

Dean's Office Task

Admin Task

Policy Info

The meeting started at 9:00 am.

I. Pcard/Candidate Travel

- Ms. Ashlee Clark informed the Association that new hires who have questions regarding travel should be directed to the HSS Travel webpage to access the Navigating Concur PDF file. If the individual is not set up in Concur, fill out the New Travelers form: How to Obtain Access to Concur form. Employees should confirm with Ms. Clark the default Speed Chart and Department Budget ID.
- Ms. Clark went over the Travel Expense Statement Form for candidate travel:
 1. Candidates need to fill out the Supplier Authorization form with the address where they want to receive the check.
 2. Ms. Clark will add the vendor number.
 3. Define Travel is Non-Employee Domestic
 4. SpeedCart number is 42204.
 5. The amount fields on the first page should be left blank because it will be automatically populated from the expenses on the second page.
 6. Dean Dorff is the approval authority and Ms. Clark is the business manager.
 7. Candidates that wish to use their own vehicle for travel are eligible for tier-2 mileage rates, which is \$.18 per mile. Maps must be provided that include specific addresses, not just cities.
 8. For meals, 100% per diem is available, excluding meals that are provided during the interview process, which should be on the itinerary.
 9. Airfare information must show the full flight class.

- PCard:
 1. For Books, use account code # 714113.
 2. DVD's and business cards are considered supplies.
 3. The DOAS Special Approval Form is a request to temporarily increase CL and STL for P Cards located on the Fiscal Services website. This should be sent to pcard@kennesaw.edu.
 4. Ms. Clark advised that supervisors should approve transactions in Works each Friday.
 5. Ms. Clark stated that prior approval forms can be approved quickly if she has advance notice. Admins should email Ms. Clark to inform when the forms are being brought to her office.
 6. The current P-Card deadline is Friday, March 30, 2018, and all transactions must be allocated and signed off in Works.

II. Hotel Direct Billing

- Ms. Ashlee Clark stated that the candidate hotels will be updated on the 2018 HSS Candidate Instructions PDF on the HSS Travel webpage. Ms. Clark stated that for non-employees, taxes will be charged.

III. Staff Senate Updates

- Ms. Tiffani Reardon provided the Staff Senate updates:
 1. Bylaws have been updated.
 2. The Chair's title is now President.
 3. The Staff Senate will be comprised of one staff member per college or department. Ms. Reardon and Ms. Jeannine Jones will complete their respective terms.

4. April 14, 2018 - Day of Service
5. April 24, 2018 - Administrative Professionals Day
6. KSU Parking & Transportation will no longer issue decals. Front license plates will be made available for \$15 to allow for backing into spaces.

IV. Dean's Signature Items

- Ms. Laurel Lowe advised the Association that forms that allow digital signatures must be sent to hssdean@kennesaw.edu. The Dean will need one week to review. At this time, The Graduate College is the only unit accepting digital signatures. A question was posed whether faculty should send forms directly to the Dean's Office. Ms. Lowe advised that admins should be the ones to submit forms so there is clear communication between the Dean's Office and the departments.

V. Miscellaneous

- Ms. Kacy Martin informed the Association of May 18, 2018 events:
 1. 8 AM – 9 AM: CHSS Crisis Coordinator Appreciation Breakfast
 2. 9 AM – 12 PM: "Until Help Arrives" OEM Safety Class
 3. 1 PM – 4 PM: 2018 Owlympics
- Ms. Martin will be Team Captain for the Owlympics and a sign-up sheet was circulated during the meeting.
- Ms. Ana Sahasrabudhe informed the Association that she will be sending out a reminder to admins to enter non-instructional pay on the summer workbooks that gets submitted to Payroll.
- Ms. Sahasrabudhe stated that year-end requests have been approved by Dr. Léger.

- Ms. Ariel Walley advised the Association that faculty members should contact her regarding questions about academic advising holds.
- Departments who elected to use KSU's Office of Strategic Communications and Marketing department for marketing campaigns need to submit invoices to Ms. Kacy Martin.

This meeting was adjourned at 9:40 am with no further business.