



**HSS Staff Association Agenda
Wednesday March 29th, 2017
S05074-History Center
9:00am-10:30am
Agenda**

Present:

Jeannine Jones	MAIGC
Amy Redd	Communication
Susanne Rothery	Communication
Donna McPherson	Digital Writing and Media Arts
Rhonda Nemeth	English
Barbara Witt	English
Nina Burnette	Foreign Languages
Marsha Powell	Foreign Languages
Rene Westlund	History and Philosophy
Cherie Miller	Interdisciplinary Studies
Linda Caudell	Political Science and International Affairs
Clara Ginn	Political Science and International Affairs
Nicole Serpico	Psychology
Shari Sheridan	Sociology and Criminal Justice
Kathryn Siggelko	Sociology and Criminal Justice
Aisha Coore	HSS Dean's Office
Melissa Castelbuono	HSS Dean's Office
Kacy Martin	HSS Dean's Office
Tiffany Reardon	HSS Dean's Office/ ODE
Laurel Lowe	HSS Dean's Office/ CCWE
Donys Callado	HSS Dean's Office/ ODE

GUESTS:

Ana Edwards	Senior Associate Registrar- Enrollment Services
Rob Smith	Assistant Vice President for Institutional Research
Stephen Gay	KSU Executive Director- UITS

The meeting started at 9:01 a.m.

I. FERPA Presentation

- Ms. Ana Edwards, Mr. Stephen Gay and Mr. Rob Smith came to the HSS staff meeting to present on FERPA.
- FERPA starts the moment a student is accepted into KSU.
- FERPA cannot disclose student information without their consent.
- **Ms. Aisha Coore will send the PowerPoint presentation to the Staff in the College.**

II. KSURF

- Ms. Kacy Martin informed this Association to expect a three-week turn around for KSURF reimbursements submitted through the Dean's Office.

III. E-Pro

- Ms. Susanne Rothery asked if other staff members were having any issues using Marketplace in e-pro for supply orders.
- Ms. Laurel Lowe did a short tutorial on submitting items through Marketplace.

IV. Pcard/Travel Updates

- Ms. Ashlee Clark advised the staff to use OwlPay to pay vendors directly.
- Paper forms must be filled out and submitted to Ms. Clark for student travel reimbursements.
- April 12th is the travel request deadline for this fiscal year.

V. Staff Senate

- Ms. Tiffani Reardon informed the staff that she attended a Staff Senate meeting and the information relayed is that, parking is not going to be raising our rates (as was said in the previous meeting), but does still have free and economy parking options. They also said they are getting rid of the gates, and will be eventually moving to a no-decal system with automated parking tickets, though there is no timeline on that yet.

VI. HSS Award Ceremony

- Ms. Aisha Coore reminded the staff that the College of Humanities and Social Sciences' award ceremony is April 20th in S01021.

VII. Miscellaneous

- Ms. Ana Sahasrabudhe stated that April 18th is the summer payroll deadline.

This meeting was adjourned at 10:36am with no further business