

RGHSS STAFF ASSOCIATION MEETING MINUTES

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

Attendees: All Attended Virtually

Odom, Chelsey Tabakian	Center for Sustainable Journalism
Brennen, 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
Reyes, Alberto	Department of History and Philosophy
Westlund, Rene	Department of History and Philosophy
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
Castelbuono, Melissa	RCHSS Office of the Dean
Clark, Ashlee	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
Jones, Jeannine	School of Communication and Media
Redd, Amy	School of Communication and Media
Whiteley, Amanda	School of Communication and Media
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:

Garbe, Sam	HR Program Coordinator
Monterroso, Raquel	HR Business Partner

I. Guests:

- a. Discuss Changes to Student Assistants Working in Summer – Mr. Sam Garbe, Student Employment Program Coordinator and Ms. Raquel Monterroso, HR Business Partner
 - i. Previously, students were able to work up to 40 hours in the summer even if they were not enrolled in summer courses. Going forward, a student must be enrolled in at least one credit hour to be considered a student assistant, and payroll taxes will not be deducted from their pay.

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- ii. If not enrolled for summer courses, that student can work as a temp, and payroll taxes will be deducted. The pay rate would be the same if the duties are not being altered.
- iii. Maymester courses do count as summer courses.
- iv. If a department has several students, it is possible to group them into one temp position.
- v. Department admins should contact Ms. Raquel Monterroso and Mr. Sam Garbe to begin this process.

II. Business Operations Updates – Ms. Ana Sahasrabudhe

- a. Ms. Sahasrabudhe will be distributing department budget reports this week.
- b. All travel and operating funds must be used by the end of April 2021.
- c. The RCHSS Course Reassignment/Stipend Request Form is an internal college form and does not need to be sent to Academic Affairs.
- d. The KSU Additional/Interim/Retention Pay Approval Form is being revised to remove “not to exceed 90-days”. This form needs to be attached to the MSS transaction to initiate a new stipend.
- e. Ms. Julie Majors’ last day at KSU is April 9, 2021. All her departments will be divided between Ms. Ashlee Clark and Ms. Janet McGovern.

III. Updates – Ms. Melissa Castelbuono

- a. Committee assignments are due April 16, 2021.
- b. Dr. Baunach has left KSU and Dr. Ruth Goldfine will replace her effective April 1, 2021.
- c. The Makerspace is currently not available for events or student use. It will be used for three days for the Adobe Jam event only. The opening is tentatively planned for Fall 2021, and a 3D printer will be installed.
- d. The University is hosting a number of information sessions to discuss returning to campus for fall 2021 and KSU personnel should attend if possible.

Fall 2021 Info Sessions with Tricia Chastain, Karen McDonnell, and Kathy Schwaig,			
Friday, March 19	2:00 – 3:00 p.m.	Click here to join the meeting	MS Teams
Monday, March 22	2:00 – 3:00 p.m.	Click here to join the meeting	MS Teams
Thursday, March 25	11:00 – 12:00 p.m.	Click here to join the meeting	MS Teams
Monday, March 29	9:00 – 10:00 a.m.	Click here to join the meeting	MS Teams
Wednesday, March 31	12:00 – 1:00 p.m.	Click here to join the meeting	MS Teams
Monday, April 12	9:00 – 10:00 a.m.	Click here to join the meeting	MS Teams
Wednesday, April 14	3:00 – 4:00 p.m.	Click here to join the meeting	MS Teams
Monday, April 19	10:00 – 11:00 a.m.	Click here to join the meeting	MS Teams
Thursday, April 22	10:00 – 11:00 a.m.	Click here to join the meeting	MS Teams
Tuesday, April 27	12:00 – 1:00 p.m.	Click here to join the meeting	MS Teams

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- e. A search for the new RCHSS Dean will begin soon with an anticipated start date of January 1, 2022.
- f. The next staff meeting will be April 27, 2021 at 10am.

IV. Miscellaneous:

- a. Ms. Monterroso stated that HR is still gathering 2020 annual evaluations. Once completed, the OneUSG portal will open for personnel to input their SMART goals.
- b. OwlPay:
 - i. Ms. McGovern informed staff that there are two categories for supplier/vendor IDs in OwlPay:
 - 1. KSU faculty, staff, and students (including student assistants), starting with a "B" character
 - 2. Non-employee, non-students of KSU, starting with an "S" character
 - ii. We could have a former KSU employee or student ("B" ID) no longer with the University, but then later hired as a freelancer or guest speaker, so they will need an ID starting with an "S". In order to update their ID, they will need to complete a supplier registration form.
 - iii. Another situation could be if someone was registered as a supplier/vendor prior to starting at KSU. They were reimbursed for interviewing for a position here, then later hired and had to be reimbursed for something else, so they may have two IDs, "S" and "B". For this situation email Vendor_registration@kennesaw.edu and let them know which supplier/vendor ID to deactivate.

There being no other business, the meeting was adjourned at 10:30am.