

## **RGHSS STAFF ASSOCIATION MEETING MINUTES**

APRIL 27, 2021 | 10:00 - 11:30AM  
VIRTUAL MEETING LINK: [MICROSOFT TEAMS](#)

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Attendees: All Attended Virtually

Odom, Chelsey Tabakian	Center for Sustainable Journalism
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
Denham, Danyelle	Department of Psychological Science
Karanja, Annemarie	Department of Psychological Science
Sheridan, Shari	Department of Sociology and Criminal Justice
Siggelko, Kathryn	Department of Sociology and Criminal Justice
McPherson, Donna	Department of Technical Communication and Interactive Design
Apter, Brandon	RCHSS Office of the Dean
Castelbuono, Melissa	RCHSS Office of the Dean
Clark, Ashlee	RCHSS Office of the Dean
Kiser, Shelly	RCHSS Office of the Dean
McGovern, Janet	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
Connelly, Nicole	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
Lopez Escamilla, Jocelyn	Undergraduate Advising Center

Guests:

Monterroso, Raquel	HR Business Partner
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### I. Guests:

- a. Staff Teleworking for Fall – Raquel Monterroso, HR Business Partner
  - i. Alternative Working Arrangements (AWA) related to COVID are ending May 30th. Future options are ADA or Teleworking requests that would go through your manager and HR. Raquel will be reaching out to managers in late June/early July for updated telework agreements.
  - ii. Question on whether any of the reclassifications done will be revisited as some staff were moved down to Administrative Assistant but they do so much more than that. Raquel said the titles were discussed with the manager, HR, and comp and class. HR will only look into making changes if requested by the manager.

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- II. Furniture Purchases – Ashlee Clark
  - a. For furniture purchases your first step is to reach out to Facilities. Include that email with your order. The only exception is Varidesk.
  - b. Requested amounts that have changed need to be emailed to Ashlee Clark or Janet McGovern. They need to check on purchases and make sure numbers match up, so please let them know of any price changes.
  
- III. Email Communications to Students – Shelly Kiser
  - a. Shelly met with Paul Parker, Executive Director at the Registrar’s Office, to clarify the Guiding Principles on Access to Personable Identifiable Information. We are not allowed to email students about recruitment or solicitation for programs, events, or RSOs. We can email this information as part of a student newsletter where we share a condensed version of the information with a link to further details. Emails may be used for notifying students related to advising, program changes, degree changes, course waitlist, course changes, etc. Students may be notified via email of important changes, deadlines and information related to their enrollment.
  - b. If you have information that you would like to go to students in our college, please send that information to Brandon Apter or his student assistant, Jhordan John, to be included in the biweekly student email. You can post in the Student Inform, and put events on the website, and social media. The OwlLife platform reaches many students across campus and is a great alternative.
  - c. Paul Parker will be attending the chairs/directors meeting on Friday and will be speaking about this with them. This was a recent topic in the Deans’ Council and the Provost has set up a group to review this policy.
  
- IV. Updates – Melissa Castelbuono
  - a. Melissa will be creating a centralized location for admin information on the website.
  - b. There is a Staff Senate vacancy in our college. Please email to Denise Tucker if you are interested in being considered. If you plan to nominate someone else, it is best to check with them first to make sure they are willing to serve.
  - c. Nicole Connelly is leaving KSU. Her last day is May 7th. Also, leaving us on Friday, April 30<sup>th</sup> is Cherie Miller, as previously mentioned, and also Gladys Edeh, our Tech Support Specialist. We wish them well.
  - d. Program Coordinator positions for ISD and HIS-PHIL have been posted. Please share with anyone you think might be interested.
  - e. Supplemental Pay Approval Form Instructions were created. They will be posted in Basecamp.
  - f. The RCHSS Town Hall is tentatively scheduled for August 13th at 9am as an in-person event in the auditorium with a tentative breakfast from 8am-9am. Academic Affairs has not released the opening week calendar yet, but we were informed that August 13th is set aside for college/department meetings. Please do not schedule anything Monday through Thursday that week because Academic Affairs will have meetings that department chairs/school directors,

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- faculty, and new faculty will need to attend. Typically, new faculty orientation is on Wednesday with CETL and Thursday with the college or it may be vice versa.
- g. Our staff meetings will resume in August and will be in-person in the History Center, SO 5074. We will change the start time to 9am starting in the fall.
  - h. We have not been informed yet when breakrooms can be opened up and microwaves/fridges can be used. Raquel stated that HR is planning to reopen on June 1<sup>st</sup>. Staff are encouraged to attend the last Fall 2021 Information session today to ask that question or any others they have.

<b>Fall 2021 Info Sessions with Tricia Chastain, Karen McDonnell, and Kathy Schwaig,</b>			
Tuesday, April 27	12:00 – 1:00 p.m.	<a href="#">Click here to join the meeting</a>	MS Teams

There being no other business, the meeting was adjourned at 10:45am.