



HSS Staff Association Minutes

July 28, 2020 | 10am – 11:30am

Collaborate Ultra: <https://us.bbcollab.com/guest/f5b5606d56fd4d4383603e768921838e>

Present:

Odom, Chelsey	Center for Sustainable Journalism
Apter, Brandon	CHSS Office of the Dean
Castelbuono, Melissa	CHSS Office of the Dean
Clark, Ashlee	CHSS Office of the Dean
Coore, Aisha	CHSS Office of the Dean
Douglas, Karen	CHSS Office of the Dean
Fielder, Brett	CHSS Office of the Dean
Kiser, Shelly	CHSS Office of the Dean
Majors, Julie	CHSS Office of the Dean
McAlear, Peggy	CHSS Office of the Dean
McGovern, Janet	CHSS Office of the Dean
Rudick, Sarah	CHSS Office of the Dean
Sahasrabudhe, Ana	CHSS Office of the Dean
Dudenhoeffer, Terri	Department of English
McCulloch, Marni	Department of English
Nemeth, Rhonda	Department of English
Burnette, Nina	Department of Foreign Languages
Francois, Sonja	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 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
Weldon, Sarah	Department of Technical Communication and Interactive Design
Miller, Cherie	Interdisciplinary Studies Department
Jones, Jeannine	School of Communication and Media
Redd, Amy	School of Communication and Media
Whiteley, Amanda	School of Communication and Media
Densmore, Nicole	School of Conflict, Management, Peacebuilding and Development

Lahtinen, Ellen	School of Conflict, Management, Peacebuilding and Development
Risby, Joseph	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:

Miles, Yolanda	HR Specialist II, Human Resources
Monterroso, Raquel	Human Resource Business Partner, Human Resources
Santy, Ryan	Procurement Systems Administrator, Office of Fiscal Services
Shavers, Karla	Senior Purchasing Agent, Office of Fiscal Services

Dean's Office Task

Admin Task

Policy Info

The meeting started at 9:00am.

I. Guests:

- a. Payment Works: Ryan Santy, Procurement Systems Administrator
 - i. KSU will be utilizing Payment Works to automate supplier onboarding.
 - ii. Requesters access Payment Works via GeorgiaFIRST Financials (ePro). Access is limited to requesters. Approvers do not have access.
 - iii. Job aids can be found at https://www.usg.edu/gafirst-fin/payment_works
 - iv. If changes are required, USG does not make the changes. The supplier uses their individual link to request changes.
 - v. Paper forms should still be used for faculty, staff, and students. Payment Works is for external suppliers only.
 - vi. For international suppliers, KSU's internal tax specialists will need to be contacted first.
 - vii. When E-Verify is applicable - in instances of vendors who provide services greater than \$2,499.99 – inform the potential supplier that they will need to supply the affidavit via PaymentWorks or directly to the admin (if already set up as a vendor) before the services are procured.
 - viii. Send PaymentWorks questions and any issues to vendor@kennesaw.edu.
- b. Purchasing PPE: Karla Shavers, Senior Purchasing Agent
 - i. There were no questions about purchasing PPE at this time.
 - ii. OEM will be providing masks for students assistants along with staff and faculty.
- c. HR Updates: Raquel Monterroso, Human Resources Business Partner
 - i. Ms. Yolanda Miles stated that staff title changes have been put on hold until Fall. A date is not known at this point.
 - ii. Staff hires can be requested but any requests are being reviewed with a high level of scrutiny. All staff hires must be approved by Academic Affairs to determine if the hire is critical.
 - iii. All staff need to have an updated teleworking agreement approved and on file if they will be teleworking due to COVID-19. There are not set

perimeters for teleworking. However, any expectations to be met need to be discussed and approved by an employee's manager. HR may need to review.

- iv. Current teleworking agreements are valid until 9/7/20, and then they will undergo a review process, which will happen every 90 days.
- v. If a student tests positive for COVID-19, HR will contact the departments and professors.
- vi. The Georgia Department of Health will oversee contact tracing for any positive COVID-19 cases.
- vii. For more information regarding returning to campus, please look online at <https://coronavirus.kennesaw.edu/returntocampus/index.php>. Due to COVID-19 being a fluid situation, information and guidelines change frequently.

II. Contracts: Janet McGovern

- a. Ms. McGovern informed staff that the Contract Compliance Office has a new contract management system, and the old system is being deactivated. <https://fiscalservices.kennesaw.edu/contracts/submission.php>
- b. The process for KSU pre-approved lecture agreements and artistic performance agreement have not changed. They will just need to be uploaded to the new system.
- c. The process for external vendor contracts has changed and Fiscal Services will be providing a new workflow soon. These unsigned contracts, if \$2,500 or greater, should be attached to the ePro requisition and will be submitted by your buyer partner via the Contract Management System (CMS) for all additional approvals. **Further update (not discussed in the meeting): The dept is responsible for submitting the unsigned contract via the CMS for contracts that are less than \$2,500. Once approved, the contract is to be signed by both parties (KSU signs last) AND attached to the OwlPay Request.** Ms. McGovern suggested starting the process as soon as possible to have enough time for approvals.

III. COVID-19 Departmental Contingency Plans: Cherie Miller

- a. Departments that have only one admin should contact the Dean's Office if the admin contracts COVID-19 and cannot be on campus or needs to take sick leave.

IV. Miscellaneous

- a. Ms. Ana Sahasrabudhe informed staff that the 12 digit Combo Code to enter on the Employee Relocation Reimbursement Form for the standard \$2,500 covered by Academic Affairs for new faculty hires is 43000100501B.

This meeting was adjourned at 11:05 AM with no further business.