



**HSS Staff Association Agenda
Wednesday October 26th, 2016
S05074-Histoy Center
9:00am-10:30am
Agenda**

Present:

Jeannine Jones	MAIGC
Amy Redd	SCOM
Susanne Rothery	SCOM
Sarah Weldon	DWMA
Terri Brennen	MAPW
Rhonda Nemeth	ENG
Barbara Witt	ENG
Missy Gray	GEO
Marsha Powell	FL
Nina Burnette	FL
Cherie Miller	ISD
Linda Caudell	PSIA
Nicole Connelly	MSCM
Clara Ginn	PSIA
Nicole Serpico	PSY
Shari Sheridan	SCJ
Aisha Coore	Dean's OFC
Melissa Castelbuono	Dean's OFC
Kacy Martin	Dean's OFC

This meeting began at 9:00a.m.

I. Communication with Dean's Office Regarding Calendars

- Ms. Aisha Coore asked the members of this Staff Association to please send any communication regarding appointments for Associate Dean Skaggs and Dr. Leger to hssdean@kennesaw.edu while Ms. Kaleigh Kendrick is out on maternity leave and staff can resume sending requests to Ms. Kendrick when she returns.

II. Dean Paying For Items

- Ms. Coore advised the staff that items the Dean agrees to pay for should be submitted through their respective departments and if funds are needed to cover the items, Ms. Ana Sahasrabudhe will transfer the funds into the department budgets.
- Ms. Coore stated that the Dean's office will not be responsible for submitting most department requests with the exception of Foundation funds.

III. Aim Requests

- Ms. Melissa Castlebuono stated that Associate Dean Léger wanted to remind everyone to submit maintenance requests through AIM at aimweb.kennesaw.edu.

IV. Class Cancellations

- Ms. Castelbuono informed the staff that departments are responsible for putting up and taking down class cancellation signs when appropriate.

V. Holiday Gatherings

- Ms. Kacy Martin asked the members of this Staff Association for suggestions on if they would like to have potluck for Thanksgiving and go off campus for the Christmas party, and the staff agreed.

- Ms. Martin informed the staff that she will be sending email correspondence regarding choices for the Christmas off campus lunch as well as a sign up list for foods to bring to the Thanksgiving lunch.
- The Thanksgiving lunch will be November 11th at 11:00am in S05074 and the Christmas lunch will be December 12th at 12:00pm (restaurant to be determined).

This meeting was adjourned at 9:30am with no further business