



HSS Staff Association Minutes
October 27, 2020 | 10am – 11:30am
Microsoft Teams: [Join Microsoft Teams Meeting](#)

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
Kiser, Shelly	CHSS Office of the Dean
Majors, Julie	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
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
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

Guests:

Duvall, Jessica	Cultural and Community Centers
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The meeting started at 10:00am.

- I. Guest: Ms. Jessica Duvall, Assistant Director of Cultural and Community Centers
 - Ms. Duvall shared a PowerPoint Presentation regarding the uses of the platform, Owl Life, attached hereto.
 - Helpful Links:
 - i. OwlLife Platform - <https://owllife.kennesaw.edu/>
 - ii. Owl Life Support:
<https://studentaffairs.kennesaw.edu/assessment/resources/owllife.php>
 - KSU employees automatically receive access and sign in with their KSU NetID and password.
 - Ms. Duvall will need to organize and create anything used for Co-Curricular paths. Ms. Castelbuono stated that could potentially be useful for the CHSS Passport to Success Program.
 - Ms. Duvall stated that any questions regarding using Owl Life for departmental uses can be sent to her directly via Microsoft Teams or email.

- II. Position Inquiry Report – Ms. Ana Sahasrabudhe
 - Ms. Sahasrabudhe stated that there have been changes made to the Critical Hire Form. Most of the information needed can be found in the Position Inquiry SAS report found here, <https://fiscalservices.kennesaw.edu/budget/position-inquiry.php>.
 - Salaries or any other confidential information is not included in this report. Chairs should reach out Ms. Sahasrabudhe for salary information.
 - Departments should pull up a report monthly because once an employee leaves, their name will no longer be included on the report, instead it will show “VACANT”.
 - Departments should contact Ms. Sahasrabudhe for limited term position numbers.

- III. Ad hoc Approver for Chair Expenses – Ms. Janet McGovern
 - Ms. McGovern stated that chairs should not approve their own expenses.
 - The chair's supervisor (temporarily Dr. Thierry Léger) should be added as an ad hoc approver in OwlPay and EPro.
 - With P-Card, the paper P-Card Prior Approval Form should be used and Dr. Léger should sign.
 - i. Fiscal Services is in communication with UITS to hopefully add the function of adding an “Ad hoc” option to the digital P-Card Prior Approval Form.
 - Ms. Miller stated that Chairs are listed in the approval flow even when adding an Ad hoc. Ms. McGovern confirmed that Chairs will still need to approve the expense to move the request forward., which is fine as long as the Ad hoc approver has been added.

- Grant expenses are not included, because those approvals come from the Grant PI and Grants Manager.
- IV. Holiday Virtual Event – Ms. Melissa Castelbuono
- Ms. Castelbuono requested that staff send her suggestions regarding holding a virtual holiday event.
 - Some ideas that were discussed were trivia, bingo, and a virtual gift exchange.
- V. Real Estate Contact – Ms. Melissa Castelbuono
- Ms. Castelbuono informed staff of a contact that can help identify temporary or permanent housing accommodations for new KSU employees.
 - Amanda McFerrin
Atlanta Home Brokers
(770) 262-4165 Cell
amanda@atlantahomebrokers.net
www.atlantahomebrokers.net
- VI. Miscellaneous
- Ms. Sahasrabudhe informed staff that for KSU faculty/staff and students the Supplier Registration Form is to be used instead of PaymentWorks in order to set them up in the system.
 - This form can be submitted:
 - i. Mail: Attn: Supplier Registration
Office of Fiscal Services
3391 Town Point Drive
Suite 3700, MD 9110
Kennesaw, GA 30144
 - ii. Fax: 470.578.9187
 - iii. Secure File Share: Uploaded through the secure file transfer system (jirafeau.kennesaw.edu) and the link sent to vendor_registration@kennesaw.edu
 - iv. Ricoh Scan: #VendorRegistration (This cannot be searched for, but it is listed before the “A” NetIDs within the scan function in Ricoh Printers)
 - v. Never email the form directly as it contains sensitive information
 - Ms. McGovern informed staff that the [CHSS Fiscal Resources webpage](#) has been updated.
 - i. A [Contract Quick Guide](#) has been added.
 - ii. Contracts is offering a series of [drop-in sessions](#) to answer questions regarding the contracts process and the new Contract Management System.
 - Ms. Clark provided the following P-Card updates:
 - i. Shipping costs should not be separated in Works.
 - ii. Signatures on the P Card report printed from Works is no longer required, because we are submitting them electronically & it is mandatory for approvers to sign off on your transactions in Works.

- iii. If you are missing a packing slip or need to sign an in-store receipt, you may submit the receipt/invoice through DocuSign. Please only send the document you need to sign through DocuSign and not the whole P Card packet.
- iv. Approvers need to be signing off on all transactions by the deadline. Admins should be reminding their approving officials.
- v. Fiscal Services is offering [P-Card drop-in sessions](#).
- [Ms. Castelbuono will contact Dr. Léger regarding the expectations for department's on-campus presence after Thanksgiving.](#)
- Ms. Connelly informed staff that KSU will be redesigning the University's websites.
 - i. The projected completion date is Spring 2022.
 - ii. The goal is to make it more user-friendly, especially for prospective students.
 - iii. The college-level landing pages will be more easily accessible and readable.
 - iv. Departments will be expected to reduce any repetitive and/or unnecessary information on their respective websites.
- Ms. Connelly provided the following Staff Senate updates:
 - i. KSU Catering recently furloughed a number of employees.
 - ii. Updated staff titles are expected to be released soon.

This meeting was adjourned at 10:45am with no further business.