



HSS Staff Association Minutes
October 29, 2019
SO 5074
9am – 10:30am

Present:

Storey, Christy	Burruss Institute
Odom, Chelsey	Center for Sustainable Journalism
Castelbuono, Melissa	CHSS Office of the Dean
Caya-Stewart, Lauren	CHSS Office of the Dean
Clark, Ashlee	CHSS Office of the Dean
Coore, Aisha	CHSS Office of the Dean
Fielder, Brett	CHSS Office of the Dean
Martin, Kacy	CHSS Office of the Dean
Rudick, Sarah	CHSS Office of the Dean
Sahasrabudhe, Ana	CHSS Office of the Dean
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
LePore, Gabrielle	Department of History and Philosophy
Westlund, Rene	Department of History and Philosophy
Karanja, Annemarie	Department of Psychology
Sheridan, Shari	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
Connelly, 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
Meneses, Natalia	School of Government and International Affairs

This meeting started at 9:00am.

I. Staff Member of the Month

- Ms. Aisha Coore announced that Ms. Tabitha Robinson is August's and Ms. Clara Ginn is October's CHSS Staff Member of the Month.
- Ms. Ana Sahasrabudhe announced that Ms. Kacy Martin's last day will be October 30, 2019.

II. Holiday Events Update

- Ms. Nicole Connely announced that the Thanksgiving potluck will be a "crockpot party" to be held either on November 15th or 18th.
- Christmas lunch will be held on December 10th at Bernie's or Diner Bakery Company. Please bring a \$15 white elephant gift.
- A poll will be sent to staff for voting.

III. Procurement & Travel Updates

- Ms. Ashlee Clark stated that the CHSS business website is now live.
- When using the Dean's budget, erase all previous information and enter the chart string as follows:
 - 10000
 - 1042204
 - 14000
 - 11000
- Ms. Clark stated that a Concur travel request is not required when the only expense is the event registration. A paper travel request, located on the CHSS business website, will need to be completed and the registration can be paid through OwlPay. For all other travel expenses, it must requested through Concur.
- Ms. Clark should be added to all travel request as an approver. If faculty have any travel questions, please advise them to first look at business website before contacting Ms. Clark.
- For P-card prior approvals, UITS and/or design approval must be obtained prior to and attached to the prior approval request.
- All requisition approvals are currently being routed to Ms. Sahasrabudhe.

IV. Bookstore Requisition Form

- Ms. Sahasrabudhe stated that when purchasing promotional items from the bookstore, a short memo needs to be included regarding what the products will be used for.

V. Business Op Update

- Ms. Sahasrabudhe stated that a job ad has been posted for the vacant business operations specialist position.
- Ms. Coore stated that the Dean's Office is in the process of hiring a communications manager, with an anticipated start date in January 2020.

VI. Staff Senate Update

- Ms. Jeannine Jones provided a Staff Senate update.
- It is currently open enrollment. Ms. Jones advised staff to log-in to their account and choose "nonsmoker" or a smoking surcharge will be added to their premium automatically.
- Ms. Jones suggested that staff look at the HR website regarding the working spouse surcharge.
- Staff Senate meetings will continue being livestreamed.
- The KSU policy portal has been reactivated and will regularly be updated.
- Pay scales should be public soon. Individuals can contact HR directly for base salary information for vacant positions.
- Some ongoing topics of discussion are:
 - TAP – allowing an employee's dependents to use TAP benefits
 - Well-being time release
 - Bereavement options

VII. Miscellaneous

- Ms. Coore introduced Ms. Lauren Caya-Stewart as the new admin for the Civil War Center and the Dean's Office.

This meeting was adjourned at 10:00 AM with no further business.