



**HSS Staff Association Agenda
Wednesday, September 26, 2015
S04060-History Center
9:00am-10:30am
Agenda**

Present:

Aisha Coore	Dean's Office
Audra Boyd	Dean's Office
Marsha Powell	Foreign Languages
Amy Redd	Communication
Melissa Castelbuono	Dean's Office
Rhonda Nemeth	English
Barbara Witt	English
Megan MacDonald	History & Philosophy
Rene Westlund	History & Philosophy
Susan Rothery	Communication
Kaleigh Kendrick	Dean's Office
Ana Sahasrabudhe	Dean's Office
Ashlee Clark	Dean's Office
Shari Sheridan	Sociology & Criminal Justice
Cherie Miller	Interdisciplinary Studies
Lanay Mahaffey	Psychology
Sherelle Lundy	Undergraduate Advising Center
Missy Gray	Geography and Anthropology
Ashley McFarland	Interdisciplinary Studies
Natalia Meneses	Political Science and International Affairs
Marueen Wilson	Political Science and International Affairs
Nicole Connelly	MSCM
Jeannine Jones	Communication
Linda Caudell	Political Science and International Affairs
Clara Ginn	Political Science and International Affairs
Donna McPherson	Digital Writing and Media Arts
Sarah Weldon	Digital Writing and Media Arts

I. One Time Vendor

- Ms. Ashlee Clark reported that university policy has changed and one-time vendors are now supplier forms.

II. P-Card Training

- Ms. Ashlee Clark reminded everyone that P-Card Training is scheduled for this afternoon at KSU Center, room 174, from 2:30 p.m. to 4:30 p.m.

III. TOSS Meeting/Trainings

- Ms. Ashlee Clark announced that a workshop for TOSS teachers who need help with travel will be held on Wednesday, September 2 at 2 p.m. in SO 3024.

IV. Marietta Campus Staff Support

- Ms. Sarah Welden announced that the new Faculty Support Office (FSO) is now open on the Marietta Campus in the Atrium Building room J305.
- Ms. Welden requested that admins who have faculty on the Marietta Campus should direct those faculty members to this new office for answers to questions, supplies, etc.
- The FSO can be contacted by email at fsomarietta@kennesaw.edu or by phone at (678) 915-7442.
- Ms. Welden is also working in the FSO office and can be reached at sarah@kennesaw.edu.

V. Signature Process

- Ms. Aisha Coore explained that all signature requests for the Kennesaw campus departments must be received on paper instead of electronically. Each request should be accompanied by a routing sheet. The template for the routing sheet is available in the Signatures project on Basecamp.

VI. Student Centered Meals

- Ms. Ana Sahasrabudhe explained that the new “catering/student meals” account code is 727500 (Program Related Meals). Please make sure to have completed the Food Approval Form. These meals need to be majority students,

VII. SHARED Vendor Process

- Ms. Ana Sahasrabudhe explained that there is no longer a “One Time Vendor” form. There is now a student form and a non-employee form that must be filled out. Also, vendors are now “suppliers”. To look up a vendor in PeopleSoft

(external vendors), change the “SetID” to SHARE. To look up a new employee, change the “SetID” to 4300B.

VIII. Candidate Meal Cards

- Ms. Aisha Coore advised the staff on the new process for meal card requests: To request a meal card, department admins should go to <http://hss.kennesaw.edu/resources/faculty/> and complete the CHSS Meal Card Request Form. When submitting the form, please attach an itinerary/agenda for the meal. Once you submit the form, you will receive an email prompting you to submit the list of attendees. Please make sure to respond back with the attendees. Once the Dean’s office receives your request, you will be contacted to come and pick up your meal card. Once the meal is over, you will need to return the card to the Dean’ office.

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