



**HSS Staff Association Minutes**  
**August 27, 2019**  
**SO 5074**  
**9am – 10:30am**

**Present:**

Storey, Christy	Burruss Institute
Odom, Chelsey	Center for Sustainable Journalism
Castelbuono, Melissa	CHSS Office of the Dean
Clark, Ashlee	CHSS Office of the Dean
Martin, Kacy	CHSS Office of the Dean
Reardon, Tiffani	CHSS Office of the Dean
Rudick, Sarah	CHSS Office of the Dean
Sahasrabudhe, Ana	CHSS Office of the Dean
Mulkey, Carley	CHSS Undergraduate Advising Center
Nemeth, Rhonda	Department of English
Powell, Marsha	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
McPherson, Donna	Dept. of Technical Comm. and Int. Design
Miller, Cherie	Interdisciplinary Studies Department
Jones, Jeannine	School of Communication and Media
Low, Amanda	School of Communication and Media
Redd, Amy	School of Communication and Media
Caudell, Linda	School of Gov. and International Affairs
Ginn, Clara	School of Gov. and International Affairs

**Dean's Office Task**

**Admin Task**

**Policy Info**

This meeting started at 9:00am.

### **I. DocuSign**

- Ms. Melissa Castelbuono provided a template for sending DocuSign documents to the Dean's Office for signature. Documents need to be sent to [chssdean@kennesaw.edu](mailto:chssdean@kennesaw.edu) and the role needs to be set as "Specify Recipients" not "Signer". The Office of the Dean admins will assign the documents to the appropriate dean for signature.
- Ms. Castelbuono stated that DocuSign currently is not required, but she encouraged using the system for commonly used forms; such as payroll amendments and KSURSF forms.
- Ms. Rene Westlund that she would send a template she created for payroll amendments to all the CHSS staff.
- Dr. Thierry Léger will be approving Payroll Amendments. If he is unavailable, another dean will be assigned.
- Email messages can be customized and saved for different templates, thus automatically prompting instructions for that particular document.
- UITS is offering DocuSign: Getting Started workshops through OwlTrain.

### **II. Semester Reminders**

- Ms. Castelbuono will post a document of semester reminders to Basecamp soon.
- Most everything is the same as last semester. However, the dollar amount for candidate dinners is still undecided. The dinner amount for chair searches will be higher than regular faculty positions.
- A few reminders are:
  - Send messages that you wish to distribute college-wide to [chssdean@kennesaw.edu](mailto:chssdean@kennesaw.edu).
  - To add or remove any faculty/staff to ListServ, post names to the ListServ project on Basecamp.
  - Please use a routing form for paper documents brought to Dean's Office or sent via email for signature.
  - Please post any department events to the KSU master calendar, so the Office of the Dean can put events in weekly events email. Send additional event information to for social media posts to [chss@kennesaw.edu](mailto:chss@kennesaw.edu).

### **III. Staff Member of the Month**

- Ms. Castelbuono announced that Ms. Danyelle Denham is August's CHSS Staff Member of the Month.

### **IV. Team StrengthsFinder Grid**

- Ms. Castelbuono showed the StrengthsFinder grid on Basecamp. Staff are welcome to add their top 5 strengths to share how the CHSS staff fall into each of the four domains of leadership: Executing, Influencing, Relationship Building, and Strategic Thinking.

## V. Travel & P Card Updates, Holidays

- Ms. Ashlee Clark has created a personal travel request form. When staff/faculty include any personal travel days to travel requests, the form must be completed. Personal time is defined as adding a day (or more) to your trip that has no business purpose. In addition to this form, a price comparison for airfare will need to be added, from Concur, to show the difference between travel for personal travel days vs. business travel days. If the personal travel day expenses are higher than a business travel day, the individual will have to reimburse the University. The form must be signed by traveler and their supervisor. The traveler will be responsible for all expenses incurred on personal travel days; unless approved by the KSU travel team in writing. Ms. Clark will send out an email with the form.
- Ms. Clark stated that the Fly America Act is only required for federal funding. Any flight can be used with state funds, as long as the flight doesn't trigger a "company travel rule" in Concur.
- Ms. Clark stated that she and Ms. Kacy Martin will be splitting the CHSS business operations responsibilities by department. An organization chart will be sent to faculty and staff.
- Ms. Clark stated that shipping costs do not have to be split when using P-Card, as long as it is a reasonable amount. Shipping does need to be split when purchasing through EPro and OwlPay.
- Ms. Clark inquired if anyone would like to join the Holiday Planning Committee. Those interested should contact Ashlee directly. The tentative plan is to have a potluck lunch for Thanksgiving and go out for lunch for the winter holiday.

## VI. Guest:

- Dean Shawn Long stated that he is excited to be at Kennesaw State University and thanked the staff for their important roles in the College.
- Dean Long stated that he is moving forward quickly with strategic planning and goal setting for CHSS, which will involve and depend on staff.
- Dean Long opened the floor to questions:
  - What are your goals?
    1. Be impactful.
    2. Incubate the next generation of leaders.
    3. Accelerate research and engagement.
  - Status of the Marietta Campus faculty support office being closed?
    1. Dr. Long is meeting with KSU leadership at the Marietta Campus the following day. More information will be available soon.
- Dr. Long stated that he will be hosting Meet and Greet events over the academic year. The staff event will be held on September 13<sup>th</sup> from 3:30 – 4:30pm.

## VII. Complete Books, Account Codes, Other Misc.

- Ms. Ana Sahasrabudhe stated that even with the new business operations split between Ms. Clark and Ms. Martin, any and all payroll matters and position lines will still be Ms. Sahasrabudhe's responsibility.

- New faculty are eligible to receive \$2,500 for relocation expense reimbursement, if certain requirements are met. The original offer letter must be attached to the request. This is taxable income.
- Ms. Kacy Martin stated that a new account list has been created and sent out. She recommends printing it out for quick reference. If you have any questions, please reach out. If you see an account not in Works, email Christy Bohannon.
- Ms. Martin reiterated that shipping costs need to be listed as a separate line in OwlPay and EPro requests.
- Ms. Martin asked that staff be vigilant in being sure that payments requests are being approved by a supervisor, and not sitting and being escalated.
- There have been cases where international plans have remained on bills by staff/faculty who are no longer traveling, causing the bill to be higher than normal. Please be sure to contact Audra to remove the international plan.
- Cell phone procedures are being evaluated by Dean Long.
- Ms. Clark informed the staff that if a chair and or faculty member does not have a work cell phone, international plans, for business related trips only, can be reimbursed. The expense needs to be listed in the travel request.
- Ms. Martin stated that if there are any payment issues, and staff are in contact with fiscal services representatives, to please loop approvers (Ashlee or Kacy) in on the conversations.
- Ms. Martin requested that when student assistants are hired, send her the names.
- Ms. Martin stated that lecture agreements need to be completed, with Contracts approval, before any speaking engagements. There have been a large number of unauthorized commitment forms this summer.
- Talon Express now prints business cards and is a cheaper option to More Business Solutions.
- Ms. Martin stated that a travel request is not required when the only expense is the event registration. Include in the OwlPay comment section “registration only”.

#### **VIII. Staff Senate Update**

- Ms. Jeannine Jones stated that the next Staff Senate meeting will be held on September 9, 2019. The meeting will be live-streamed. CAR is on the agenda.
- Ms. Jones recommended following the Staff Senate Facebook page.
- KSU Today will be replaced with a new campus announcement system.
- The staff discussed the upcoming healthcare changes.
- The Kaiser Permanente 5K will be held on September 11<sup>th</sup>. USG employees can sign-up for a discounted price.

#### **IX. Upcoming UAC meeting regarding CPOS**

- Ms. Carley Mulkey stated that the Undergraduate Advising Center will be having a meeting regarding the Course Program of Study (CPOS) process on September 6<sup>th</sup> from 2 – 4 P.M. Ms. Mulkey stated that if staff have any questions, please forward them to her for discussion.

This meeting was adjourned at 10:15 AM with no further business.