



**HSS Staff Association Minutes
Tuesday, August 29th, 2017
S05074-History Center
9:00am-10:30am
Minutes**

Present:

Jeannine Jones	MAIGC
Amy Redd	School of Communication and Media
Susanne Rothery	School of Communication and Media
Terri Brennen	English/MAPW
Rhonda Nemeth	English
Barbara Witt	English
Sonja Francois	Foreign Languages
Nina Burnette	Foreign Languages
Marsha Powell	Foreign Languages
Patricia Tilbian	Foreign Languages
Missy Gray	Geography and Anthropology
Rene Westlund	History and Philosophy
Gabrielle LePore	History and Philosophy
Cherie Miller	Interdisciplinary Studies
Linda Caudell	Political Science and International Affairs
Clara Ginn	Political Science and International Affairs
Lori Beuchling	Psychology
Shari Sheridan	Sociology and Criminal Justice
Kathryn Siggelko	Sociology and Criminal Justice
Aisha Coore	HSS Dean's Office
Ashlee Clark	HSS Dean's Office
Melissa Castelbuono	HSS Dean's Office
Kacy Martin	HSS Dean's Office
Tiffany Reardon	HSS Dean's Office/ ODE
Laurel Ann Lowe	HSS Dean's Office
Donys Callado	HSS Dean's Office/ ODE
Brett Fielder	HSS Dean's Office
Sarah Rudick	HSS Dean's Office/CWC

Dean's Office Task

Admin Task

Policy Info

The meeting started at 9:00 am.

I. Staff

- Senior Associate Dean, Dr. Thierry Lèger expressed his appreciation to the HSS staff for their continuous hard work.
- Dr. Lèger stated that there will be a study to be completed in February to compare the compensation of staff and faculty for the entire University System of Georgia.

II. Faculty Information

- Faculty Affairs Coordinator, Ms. Lauren Booth advised the Association of the correct way to complete forms for the Office of Faculty Affairs including payroll amendments, part-time payroll, overloads, etc., (documents to be uploaded to Basecamp).
- Ms. Booth went over procedures for faculty searches and hiring.

III. Dean's Office Email Addresses

- Ms. Melissa Castelbuono advised the Association that the hss_@kennesaw.edu and hssfoundation@kennesaw.edu email addresses have been retired and have been replaced with hssdean@kennesaw.edu.
- Ms. Castelbuono also stated that all information regarding departmental candidate interviews is located in Basecamp.

IV. Staff Senate Updates

- Ms. Tiffani Reardon informed the Association that she attended the Staff Senate meeting held on August 24, 2017.
- KSU's Marietta campus will be undergoing improvements.

- Exempt vs. non-exempt staff positions are being re-evaluated. Ms. Reardon will post a link to the U.S. Department of Labor request for information in Basecamp.
- The Staff of the Month Award will be reinstated in January. The election process for the Award will be modified; however, those changes are currently unknown.

V. Door Access

- **Ms. Laurel Lowe advised the Association that she will be sending out a spreadsheet to be completed each semester by the departmental admins that lists the active faculty members in order to activate their door access cards.**
- Part-time faculty remains the responsibility of the departmental admins.

VI. KSURF & Student Assistants – Kacy Martin

- Ms. Kacy Martin advised the Association that detailed information for KSURF will be required for business purposes.
- Ms. Martin reminded the Association that all printing must have design approval, including job ads.
- **Ms. Martin will send a list to the staff to determine which student assistants and work-study students are still active.**

VII. P Card & Travel

- Ms. Ashlee Clark advised the Association how to properly complete a P-Card purchase request.

- She advised that when purchasing from Amazon, be sure to select items that are sold and shipped solely from Amazon in order for items to be tax-exempt. Kindle books should not be purchased on the P-Card.
- Memberships purchased on the P-Card can only be for one year. Individuals will need to complete an Individual Membership Dues Receipt Form.

VIII. Holiday Meetings

- Ms. Clark stated that committees will be formed to plan the upcoming HSS holiday meetings to be held in November and December.

IX. Basecamp

- Ms. Aisha Coore explained how to post messages on Basecamp.
- Ms. Coore stated that minutes for the HSS Staff Association meetings will be posted on HSS staff website.

This meeting was adjourned at 11:00am with no further business