

RCHSS STAFF ASSOCIATION MEETING MINUTES

AUGUST 31, 2021 | 9:00AM – 10:30 AM
SO 5074

Attendees: In- Person

Odom, Chelsey	Center for Sustainable Journalism
Dudenhoeffer, Terri	Department of English
Nemeth, Rhonda	Department of English
Sheridan, Shari	Department of Sociology and Criminal Justice
Siggelko, Kathryn	Department of Sociology and Criminal Justice
Lopez-Escamilla, Jocelyn	Interdisciplinary Studies Department
Castelbuono, Melissa	RCHSS Office of the Dean
First, Molly	RCHSS Office of the Dean
Reyes, Alberto	RCHSS Office of the Dean
Rudick, Sarah	RCHSS Office of the Dean
Sahasrabudhe, Ana	RCHSS Office of the Dean
Whiteley, Amanda	RCHSS Office of the Dean
Jones, Jeannine	School of Communication and Media
Wilson, Maureen	School of Government and International Affairs

Attendees: Virtually

Burnette, Nina	Department of Foreign Languages
Powell, Marsha	Department of Foreign Languages
Denham, Danyelle	Department of Psychology
Karanja, Annemarie	Department of Psychology
Wilcox, Nicole	Department of Psychology
Milam, Brayden	RCHSS Office of the Dean
McGovern, Janet	RCHSS Office of the Dean
Densmore, Nicole	School of Conflict Management, Peacebuilding, and Development
Caudell, Linda	School of Government and International Affairs
Ginn, Clara	School of Government and International Affairs

I. Guest

- a) Atlanta Home Brokers – Ms. Amanda McFerrin
 - i. Realtor, listing and selling agent, that can help faculty and staff get acclimated to the area by driving guest around from either KSU or their hotel.
 - ii. Bank South is their lender of choice because the bank works with KSU employees to obtain a mortgage loan.

II. Vendor Fair – Molly First

- a) Vendor fair has been cancelled due to COVID-19 restrictions but will hopefully be rescheduled

III. Upcoming Travel Training – Molly First

- a) Upcoming Trainings

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ePro New User Training	September 7 th from 2:30PM-4:00 PM	Teams link will be sent to registered users
RCHSS Travel Training	September 8 th starting at 12:30PM	Click here to join
Contract Compliance Training	September 14 th starting at 1:30PM	Teams link will be sent to registered users
P-Card Training	September 21 st starting at 10:00 AM	Teams link will be sent to registered users

IV. Dean’s Office Updates – Melissa Castelbuono

- a) Course assignment/stipend forms do not need signatures outside of RCHSS as this form is internal to our college.
- b) Please send one form per faculty. Make sure to include all course reassignments and stipends on one form if sending a new form.
- c) Please send all DocuSign forms directly to rchssdean@kennesaw.edu and do not send them directly to the Dean.
- d) For Listserv additions and deletions, please be sure to check format in the Basecamp Listserv project. We would like you to put email address, first and last name, and title for additions.
- e) Activity committee creation for the 2021-2022 academic year, if interested in joining please contact Melissa Castelbuono
- f) Create a safety plan within your departments and schools

V. Miscellaneous

There being no other business, the meeting was adjourned at 10:00 AM.