



**HSS Staff Association Minutes
Tuesday, September 26, 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
Rhonda Nemeth	English
Barbara Witt	English
Marsha Powell	Foreign Languages
Gabrielle LePore	History and Philosophy
Cherie Miller	Interdisciplinary Studies
Linda Caudell	Political Science and International Affairs
Ellen Lahtinen	School of Conflict Management, Peacebuilding and Development
Lori Beuchling	Psychology
Annemarie Karanja	Psychology
Shari Sheridan	Sociology and Criminal Justice
Donna McPherson	Technical Communication and Interactive Design
Ariel Walley	Undergraduate Advising Center
Aisha Coore	HSS Dean's Office
Ashlee Clark	HSS Dean's Office
Kacy Martin	HSS Dean's Office
Tiffany Reardon	HSS Dean's Office/ ODE
Laurel Ann Lowe	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. PeopleAdmin

- Ms. Aisha Coore stated that when moving faculty candidates in PeopleAdmin, be sure to select Dr. Léger's name for approval.

II. P-Card Updates

- Ms. Ashlee Clark requested that all P-Card prior approval forms are dated.
- Ms. Clark stated that the Compliance Office approves the purchase of an item but not how it is purchased. A decision matrix will be available soon. She requested that staff contact the Office of Procurement and Contracting if there are any questions.
- Ms. Clark requested that when admins have questions regarding faculty purchases using grants, be sure to contact the Kennesaw State University Research and Service Foundation (KSURSF) and the Grants Office.

III. Miscellaneous

- Associate Dean Carmen Skaggs addressed the staff's concern that the classroom assignments that were posted on the EMS system have been erased. Dr. Skaggs stated she will request an extension if that is the case; however, she believes the information should be put back on the website by mid-morning.
- Dr. Skaggs stated that KSU will be a part of a pilot program during fall 2018 for a system to replace EMS. This will not affect the current procedures. If the program is considered successful, staff will then have training for the new system.

- Dr. Skaggs informed this Staff Association that CHSS, both at the Kennesaw and Marietta campuses, will be hosting an open house on Tuesday, October 3rd from 12:30pm – 2:30pm. The Dean’s Office will order pizza for all of the departments. Dr. Skaggs will be sending out a flyer to each department and the departments will be responsible for sending it to their respective students.

IV. Holidays

- Ms. Clark stated that the staff will have a Thanksgiving lunch on the CHSS premises on November 15, 2017. A sign-up sheet will be posted on Basecamp.
- A survey will be sent out to vote on the restaurant and gift exchange game for Christmas lunch on December 14, 2017.

V. Miscellaneous

- Ms. Coore introduced a recently hired temporary admin, Ms. Ariel Walley, from the Undergraduate Advising Center.
- Ms. Lori Buechling introduced a recently hired admin, Ms. Annemarie Karanja, from the Department of Psychology.
- Ms. Coore stated that Lauren Booth’s admin tips have been posted to Basecamp, and the minutes from the last Board meeting are on the staff website.

This meeting was adjourned at 9:30am with no further business.