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 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’s office.

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