



**HSS Staff Association Agenda
Wednesday, September 30, 2015
S04060-History Center
9:00am-10:30am
Agenda**

Present:

Audra Boyd	Dean's Office
Melissa Castelbuono	Dean's Office
Ashlee Clark	Dean's Office
Aisha Coore	Dean's Office
Melissa Gray	Geography & Anthropology
Jeannine Jones	Communication
Kaleigh Kendrick	Dean's Office
Ellen Lahtinen	Conflict Management
Megan MacDonald	History and Philosophy
Lanay Mahaffey	Psychology
Ashley McFarland	Interdisciplinary Studies
Cherie Miller	Interdisciplinary Studies
Rhonda Nemeth	English
Amy Redd	Communication
Susanne Rothery	Communication
Ana Sahasrabudhe	Dean's Office
Shari Sheridan	Sociology & Criminal Justice
Kathryn Siggelko	Sociology & Criminal Justice
Barbara Witt	English

The meeting began at 9:03am

Dean's Office Task

Admin Task

Policy Info

I. Dean Dorff

- Dean Dorff reported that enrollment is up on both campuses, and thanked the staff for their dedication and diligence as the consolidated university navigates its first fall semester as the “new U”.
- Dean Dorff opened the floor for questions and discussion. The primary concerns that the staff relayed were concerns about mail delivery between campuses, particularly for those faculty who have a teaching presence on both campuses, parking, and getting supplies to faculty who reside on the Marietta Campus.
- Dean Dorff reminded the staff about the Faculty Support Office, and suggested that the staff share information about that office with their faculty on the Marietta Campus.
- Dean Dorff will continue to relay the staff’s concerns to the appropriate offices as the growing pains of the “new U” continue to make themselves known.

II. Schedule Building

- Associate Dean Dr. Carmen Skaggs announced that the college is currently developing a lactation room for faculty and staff. The space identified is in the English building. Once the room is operational the Dean’s Office will send out an announcement.
- Dr. Skaggs solicited feedback on possible adjustments to the scheduling timeline. The staff suggested that more time be allotted for schedule building, and highlighted a need for at least two days for each step of the process so that if the department scheduler is out, they have a second day to try to get the schedule done. The staff also mentioned that less time is necessary for pre-assignments.
- Dr. Skaggs emphasized the need for staff to set the campus preference—Kennesaw or Marietta—for optimization.
- Dr. Skaggs also asked the staff to check to ensure that enrollment does not exceed the room capacity.
- Dr. Skaggs reported that the college is considering a scheduling policy. More information to follow.

III. P-Card Updates

- Ms. Ashlee Clark reported that there were a lot of missing packing slips this month with people’s reports and asked the staff to write “no packing slip received” with their signature and their supervisor’s signature to prevent write ups.
- Ms. Clark also reminded the staff that a copy of the travel request is needed prior to paying for registrations.

IV. PT Faculty Offices

- Ms. Kaleigh Kendrick announced that a third part-time faculty office has been created on the second floor in room SO 2003. The room has ten computers, lockers, and printing capabilities. The adjacent room, SO

2002B, is a small conference space equipped with a single computer station. Once the room is operational, an announcement will be sent college-wide.

- Ms. Kendrick emphasized that the part-time offices are not specific to departments—part-time faculty should have access to all three spaces for their use.
- Ms. Kendrick also explained that the number of lockers has been exceeded by the number of part-time faculty, and that the college is re-examining the current locker policy. More to follow.

V. Holiday Committees

- Ms. Aisha Coore asked for volunteers for the holiday committees.
- Ashlee Clark, Kaleigh Kendrick, and Audra Boyd will serve on the Thanksgiving Committee.
- Barb Witt, Ellen Lahtinen, Ashlee Clark, and Audra Boyd will serve on the Christmas Committee.

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