



HSS Staff Association Minutes
September 24, 2019
SO 5074
9am – 10:30am

Present:

Odom, Chelsey	Center for Sustainable Journalism
Clark, Ashlee	CHSS Office of the Dean
Coore, Aisha	CHSS Office of the Dean
Fielder, Brett	CHSS Office of the Dean
Martin, Kacy	CHSS Office of the Dean
Reardon, Tiffani	CHSS Office of the Dean
Rudick, Sarah	CHSS Office of the Dean
Sahasrabudhe, Ana	CHSS Office of the Dean
Nemeth, Rhonda	Department of English
Powell, Marsha	Department of Foreign Languages
Tilbian, Patricia	Department of Foreign Languages
LePore, Gabrielle	Department of History and Philosophy
Westlund, Rene	Department of History and Philosophy
Karanja, Annemarie	Department of Psychology
Sheridan, Shari	Department of Sociology and Criminal Justice
Siggelko, Kathryn	Department of Sociology and Criminal Justice
Miller, Cherie	Interdisciplinary Studies Department
Low, Amanda	School of Communication and Media
Redd, Amy	School of Communication and Media
Connelly, Nicole	School of Conflict Management, Peacebuilding and Development
Densmore, Nicole	School of Conflict Management, Peacebuilding and Development
Lahtinen, Ellen	School of Conflict Management, Peacebuilding and Development
Risby, Joseph	School of Conflict Management, Peacebuilding and Development
Caudell, Linda	School of Government and International Affairs
Ginn, Clara	School of Government and International Affairs
Wilson, Maureen	School of Government and International Affairs

This meeting started at 9:00am.

I. Financial Compliance

- Robert Bridges, Director of Financial Compliance, made a presentation before the Association regarding compliance.
- A copy of the PowerPoint presentation is attached hereto.

II. Purchasing Updates, Vendor Updates

- Ms. Kacy Martin informed the Association that she would be out of the office the week of September 30th. She requested that all purchasing requests be submitted by Thursday, September 26th. Ms. Martin also requested that staff communicate with their respective approvers to avoid requests escalating.

III. Holiday Committees

- Ms. Aisha Coore announced that a holiday planning committee would be created to plan Thanksgiving and winter holiday staff events. Those who volunteered for the committee were:
 - Ashlee Clark
 - Nicole Connelly
 - Kacy Martin
 - Tiffani Reardon
 - Joe Risby

IV. CHSS Website and Social Media Update

- Mr. Brett Fielder stated that the Faculty and Staff Resources webpage is now located under the resources tab on the CHSS website.
- Mr. Fielder stated that there will be two new websites in the near future for:
 - CHSS Faculty and Staff Development
 - CHSS Travel and Business
- Mr. Fielder reminded the Association to publish their department events on the KSU master calendar so events can be posted on the CHSS website and social media.
- Mr. Fielder announced that there would be a social media manager meeting soon.

V. Staff Senate Update

- Ms. Rene Westlund provided the Staff Senate update on behalf on Jeannine Jones.
- Human Resources will be posting generic pay bands to their website.
- The Hiring Manager will be able to provide the base pay amount for open positions.
- The Staff meeting was live streamed, but select individuals had issues with viewing.
- There will be a new surcharge of \$100 per month applied to employees who choose to cover their spouses in the USG healthcare plan if the employee's spouse

works for an employer other than the USG and receives an offer of coverage from that employer.

VI. Travel Updates, P Card Reminders

- Ms. Ashlee Clark stated that there are still ongoing instances of staff inputting the wrong account codes on requisition requests. Ms. Clark requested that staff contact Ashlee or Kacy when they are unsure of which account code to use.
- 753100 (For Contracts) is no longer available for use.
- Ms. Clark stated that if staff have recommendations for the travel/business page to please email them to her.
- The CHSS business team is available to attend department meetings.
- Ms. Clark informed the Association that the Concur PDF has been updated.
- If a staff or faculty member is going to a conference, and is claiming registration only, the registration can be paid through OwlPay. In this instance only, we do not need a travel request in Concur; however, we need a completed paper travel request to be attached to the OwlPay. If any other travel expenses are to be reimbursed, a travel request must be completed through Concur.

VII. Book Sales for Guest Lecturers

- Ms. Sarah Rudick informed the Association that a recent guest speaker wanted to sell books themselves at an event and not through the bookstore. Legal added language and perimeters to the lecture agreement. Ms. Rudick advised that staff should reach about to legal and make them aware when a speaker wishes to sell books on their own.

VIII. UPS - Promotional Items

- Ms. Rudick stated that UPS has been approved as a licensed vendor for designing and distributing KSU promotional items. The UPS contact is Michelle Yeager, myeager4555@theupsstore.com.

IX. Miscellaneous

- Ms. Cherie Miller stated that the TV's on each floor that display digital signage for the College are being unplugged each day. The Dean's Office will look into this matter.
- Ms. Ana Sahasrabudhe stated that current employees of the University System of Georgia no longer need additional paperwork to guest lecture at other USG institutions. The pre-approved lecture agreement is sufficient.
- Mr. Joe Risby announced that the School of Conflict Management, Peacebuilding, and Development will be hosting its' 20th anniversary celebration on October 11, 2019.
- Ms. Nicole Connelly stated that she enjoyed the Staff Meet & Greet event hosted by Dean Long.

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