



**HSS Staff Association  
Minutes  
Tuesday, February 25, 2020  
SO 5074  
9:00 AM - 10:35 AM**

**Present:**

Odom, Chelsey T.	Center for Sustainable Journalism
Castelbuono, Melissa	CHSS Office of the Dean
Caya-Stewart, Lauren	CHSS Office of the Dean
Clark, Ashlee	CHSS Office of the Dean
Coore, Aisha	CHSS Office of the Dean
Majors, Julie	CHSS Office of the Dean
McGovern, Janet	CHSS Office of the Dean
Rudick, Sarah	CHSS Office of the Dean
Sahasrabudhe, Ana	CHSS Office of the Dean
McCulloch, Marni	Department of English
Nemeth, Rhonda	Department of English
Burnette, Nina	Department of Foreign Languages
Francois, Sonja	Department of Foreign Languages
Powell, Marsha	Department of Foreign Languages
Tilbian, Patricia	Department of Foreign Languages
Rothery, Susanne	Department of Geography and Anthropology
LePore, Gabrielle	Department of History and Philosophy
Karanja, Annemarie	Department of Psychology
Sheridan, Shari	Department of Soc. and Criminal Justice
Miller, Cherie	Interdisciplinary Studies Department
Jones, Jeannine	School of Communication and Media
Low, Amanda	School of Communication and Media
Redd, Amy	School of Communication and Media
Connelly, Nicole	School of Conflict Management, Peacebuilding and Development
Lahtinen, Ellen	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

**Guests:**

Shavers, Karla	Office of Fiscal Services
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**I. Staff Member of the Month – Ms. Aisha Coore**

- Ms. Aisha Coore announced that Ellen Lahtinen is February's CHSS Staff Member of the Month.

**II. Contracts – Ms. Ana Sahasrabudhe & Ms. Janet McGovern**

- Ms. Ana Sahasrabudhe created a guide to reference when determining what type of contract should be created and the order in which it should be filled and submitted. This guide has been uploaded to the Fiscal Services website.
- Ms. Janet McGovern then encouraged the group to use DocuSign for contracts when possible as it greatly speeds up the signing and submitting process. The DocuSign login can be found on the UITS webpage along with training courses.

**III. JE vs. VC, Promotional Items, Account Codes - Ms. Ashlee Clark**

- Ms. Ashlee Clark notified the group of a few changes and important reminders for the candidate travel policy. For one, international candidates must fill out a wire transfer form with the exception of those who are in Puerto Rico. Additionally, if a candidate is staying in a hotel for multiple days, this has to be approved by Dr. Leger first. Ashlee will be updating the Fiscal Services webpage soon to reflect and highlight these points.
- She then moved on to clarify the differences between a Journal Entry (JE) form and Voucher Correction (VC) form. Both forms are used to fix a purchase entry that was made on the wrong speed key or chart. JEs are used specifically for pCard and print/copy purchase errors whereas VCs are used to correct ones made on OwlPay and ePro. Ashlee also warned that the JE form is automatically set to print 15 pages and to make sure that the user only prints the actual number of forms they need.
- For ePro and OwlPay orders relating to promotional items, Ms. Ashlee Clark asked that users include a memo indicating who the promotional items will be given to. (I.e. Students at an event, employees, etc.)
- Ms. Ashlee Clark finished by reminding everyone to look up the account codes on the Fiscal Resources page before submitting an order. The account codes listed on that page always have the latest versions of the codes. It is important to make sure you are using the correct one when placing an order to prevent delays.

**IV. Future Supply Swap – Ms. Susanne Rothery**

- Ms. Susanne Rothery suggested that the staff bring their unused supplies to the next Staff meeting in order to exchange them. From this, the Supply Swap project was created in Basecamp for staff to post and trade their unwanted supplies.

**V. Procurement – Ms. Karla Shavers & Ms. Ana Sahasrabudhe**

- Ms. Karla Shavers introduced herself and gave a presentation on the procedures and FAQs of the Purchasing department, including the order of precedence, timeliness of purchases, typical PO delays, and more. She also

reminded everyone that training for PeopleSoft, pCard, OwlPay, and Marketplace are available through OwlTrain. Her comprehensive PowerPoint slides have been added to the CHSS Staff Meeting OneDrive. If you have a question regarding purchasing or procurement, please contact her at [kshaver3@kennesaw.edu](mailto:kshaver3@kennesaw.edu) or extension 3055.

## **VI. Staff Senate Update – Ms. Jeannine Jones**

- Ms. Jeannine Jones gave an update from the latest Staff Senate meeting. A few of the points that she brought up were:
  - Future fundraising events will possibly include Brewster’s Scoops for Dollars and discounted tickets on Braves games the GA Aquarium. None of these events will conflict with other Kennesaw State Events.
  - Bereavement leave and TAP for dependents were found to be in direct violation of the USG gratuity policy, so these will not be implemented.
  - HR will stop sending their newsletters via email in the near future. Going forward, the newsletter will be posted to the HR webpage around the 15<sup>th</sup> of each month.
  - HR is currently short-staffed and split between the Kennesaw and Marietta campuses. The typical response rate for questions submitted is 24 business hours for a phone call and up to 4 business days for an email. If you are having difficulty reaching someone in HR for an urgent issue, please contact Orië Thornton at either [othornto@kennesaw.edu](mailto:othornto@kennesaw.edu) or extension 4509.
  - There will be two new training programs opening for managers. New Manager Orientation is for non-KSU employees that are hired as managers and will be required during their orientation period. “How to Be a Manager” is an optional training program for employees of KSU that were promoted to a managerial role that will become mandatory in the near future.
  - The new Pay Band website is expected to be live by the time of the mid-March Staff Senate meeting. If a staff member is making less than what the new listed minimum is, they will automatically receive a raise to meet this minimum. If a merit raise occurs, it will not affect the Pay Band rate.
  - April is the last month in which Ms. Jeannine Jones will be the Staff Senate representative for KSU; voting for the new representative will begin in May. If you would like to run for this position, please contact Jeannine for more information.

## **VII. Miscellaneous**

- There were no other miscellaneous topics brought up by the staff members.

This meeting was adjourned at 10:35 AM with no further business.