

RGHSS STAFF ASSOCIATION MEETING MINUTES

JANUARY 26, 2021 | 10:00 - 11:30AM
VIRTUAL MEETING LINK: [MICROSOFT TEAMS](#)

Attendees: All Attended Virtually

Odom, Chelsey	Center for Sustainable Journalism
Brennen, Terri	Department of English
Dudenhoeffer, Terri	Department of English
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
Westlund, Rene	Department of History and Philosophy
Karanja, Annemarie	Department of Psychology
Wilcox, Nicole	Department of Psychology
Sheridan, Shari	Department of Sociology and Criminal Justice
Siggelko, Kathryn	Department of Sociology and Criminal Justice
Miller, Cherie	Interdisciplinary Studies Department
Castelbuono, Melissa	RCHSS Office of the Dean
Clark, Ashlee	RCHSS Office of the Dean
Kiser, Shelly	RCHSS Office of the Dean
Majors, Julie	RCHSS Office of the Dean
McGovern, Janet	RCHSS Office of the Dean
Rudick, Sarah	RCHSS Office of the Dean
Sahasrabudhe, Ana	RCHSS Office of the Dean
Lopez-Escamilla, Jocelyn	RCHSS Undergraduate Advising Center
Jones, Jeannine	School of Communication and Media
Redd, Amy	School of Communication and Media
Whiteley, Amanda	School of Communication and Media
Densmore, Nicole	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:

Cole, Pam	Interim Dean, Norman J. Radow College of Humanities and Social Sciences
Santy, Ryan	Training and Analytics Manager, Office of Fiscal Services

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I. Q&A – Interim Dean Pam Cole

- a. Dean Cole introduced herself.
- b. A virtual memorial for the late Dean Shawn Long is being organized.
- c. There is currently no information about a new RCHSS Dean search yet. As soon that information is available for dissemination, Dean Cole she will pass that on to the College leadership.
- d. HR sent out an email regarding staff compensation on January 25th. If staff have questions, they should speak with their supervisor first, but Dean Cole wants RCHSS staff to feel supported and is willing to have conversations to ensure that.
- e. Dean Cole held a time for questions and answers:
 - i. Ms. Cherie Miller inquired when the second-round vaccines for KSU personnel over 65 would be made available? Dean Cole stated she would send an inquiry to Provost Schwaig to see if there is any new information. Dean Cole encouraged every staff member to complete any surveys they receive regarding the vaccine rollout as soon as possible.
 - ii. Staff discussed the cut-off time for registration/drop-add, which falls outside of normal business hours 11:45pm. Staff stated that this is not a student friendly nor personnel friendly process. Ms. Jeannine Jones stated that the answer she has received from the Registrar’s Office is that this time allows every student to attend at least one class before the drop/add deadline. Ms. Jones also stated that SOCM has an override form that states their cut-off time is during work hours. Dean Cole will look into this more. She also stated that departments may want to consider working modified hours during that time in the semester.

II. New Supplier Registration Process – Mr. Ryan Santy

- a. In December 2020, USG decommissioned Payment Works, which was a portal to register new vendors.
- b. KSU has returned to using paper forms for gathering this information, found here <https://fiscalservices.kennesaw.edu/accounting/vendors-suppliers/vendor-registration.php>.
- c. Faculty, staff, and students have a different form than external vendors.
- d. KSU employees will need to use their KSU ID and password in order to access the forms. A link should not be sent outside of KSU. It will need to be downloaded by a KSU employee and sent to vendor.
- e. Completed forms should not be emailed due to containing confidential information. The form can be:
 - i. Mailed or Dropped Off: Attn: Vendor Registration
Office of Fiscal Services
3391 Town Point Drive
Suite 3700, MD 9110
Kennesaw, GA 30144
 - ii. Upload the completed form to the secure file transfer site Jirafeau (<https://jirafeau.kennesaw.edu/>). Students do not have access to Jirafeau.

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- iii. Fax: 470-578-9187. Mr. Santy said there has been issues with faxing, and that other options might be better.
- f. For outside vendors, KSU's Office of Fiscal Services conducts a pre-validation check before it is sent to USG Shared Services.
- g. The process should take 5-7 business days to complete.
- h. The same forms are used for vendors who need to change their existing information.
- i. In order to pay a non-U.S. based company or international individual, please see the [International Payment Checklist](#) for required documents. A completed [vendor registration form](#) will also need to be submitted to Vendor Registration.

III. Updates – Ms. Ana Sahasrabudhe

- a. Printer Cartridges for Faculty Working from Home Due to AWA
 - i. Printer cartridges is an allowable purchase, subject to Chair approval, availability of dept funds, and the following guidelines:
 - 1. The faculty member has an approved AWA accommodation.
 - 2. The faculty member is using a KSU issued printer that has been approved to be taken home (the [Approval to Take Equipment Off Campus Form](#) has been submitted).
 - 3. No more than one printer cartridge per semester, per faculty member, is to be purchased.
 - ii. Please notate in the comments on the requisition that the purchase is for a faculty member who has an AWA accommodation and is using a printer issued by KSU. No other documentation is required.
- b. Ergonomic Purchases
 - i. Anytime a purchase is made for an ergonomic item (ergonomic keyboard, mouse, VariDesk, etc), please email the RCHSS Human Resources Business Partner, Ms. Raquel Monterroso, and provide these details:
 - 1. The name of the person who will use it.
 - 2. The name of the item.
 - 3. The amount.
 - ii. Approval from Ms. Monterroso is not required to move forward with the purchase. This is for informational purposes only.
- c. Payroll Amendments
 - i. Ms. Sahasrabudhe, the RCHSS business operations specialists, and the Dean do not sign instructional payroll amendments. Ms. Sahasrabudhe only signs the non-instructional ones, and only if they are funded with RCHSS funds.
 - ii. Please maintain a spreadsheet of PBE faculty for your dept, for each semester.
- d. CHSS Fiscal Resources: <https://radow.kennesaw.edu/fiscal/index.php>
 - i. The [account codes](#) is a list of frequently used account codes/numbers for staff to refer to. If in doubt as to which account number to use, please reach out to your respective RCHSS business operations specialist.
 - ii. The [Contract Quick Guide](#) is a useful resource to refer to. Please note that a contract (with the exception of the KSU Lecture Agreement or Artistic Performance Agreement)

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needs to reviewed and approved by Contract Compliance. It is important to start the process early (at least 1-2 months in advance) in order to allow ample time for review. No services/products are to be delivered or work started until the contract is approved by Contract Compliance and fully executed.

- e. Operating Expenses
 - i. All dept funds are to be expended or encumbered by 4/30/2021.

IV. Updates – Ms. Melissa Castelbuono

- a. The College’s name has been changed to the Norman J. Radow College of Humanities and Social Sciences and website links have been updated to reflect the name change. Department forms should be updated with new College name and with new website links.
- b. The Office of the Dean resource emails have been updated to rchss@kennesaw.edu (external) and rchssdean@kennesaw.edu (internal).
- c. A number of forms on the [RGSS website](#) have been updated to utilize DocuSign PowerForms. Please send any questions to Ms. Castelbuono.
- d. Ms. Castelbuono will inquire about the vaccine rollout in University Council.
- e. RGSS is creating a safety council committee. Staff should contact Ms. Castelbuono if they wish to be involved.

V. Miscellaneous

- a. Ms. Clark provided the following updates:
 - i. Virtual Conference Registrations
 - 1. Virtual conference registrations need to be approved by the Chair in advance of payment, and the Bus Op Specialist needs to get the approval emails that the Chair has approved so the funds can be encumbered in the budget. The RGSS Business Operations Team will clarify with each department as to who in the dept will have this responsibility.
 - ii. Individual Memberships
 - 1. If the Chair approves an individual membership for a faculty member, the faculty member needs to complete and sign the KSU Membership Form and submit it to the Chair for signature. The signatures can be obtained in DocuSign.
 - 2. The process to be followed further depends upon what option is selected on the KSU Membership Form:
 - a. If the option “Membership Beneficial to KSU and Results in Cost Savings” is selected, the faculty member must save a pdf of the benefits of the membership and cost savings indicated (such as a free or lower registration fee to a conference for members from the organization’s website) and forward that to the dept admin along with the fully signed KSU Membership Form.
 - b. If the option “Other” is selected, approval from compliance is required. The faculty member must email the pdf of the fully signed KSU Membership Form to Compliance (Compliance@kennesaw.edu) with a

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- written explanation that provides the business purpose and the direct benefit to the University. Please attach the pdf of the benefits of the membership from the organization's website as well.
3. After approval from the Chair has been obtained and the KSU Membership Form has been fully approved, then the faculty member can pay for the membership and seek reimbursement.

There being no other business, the meeting was adjourned at 11:17am