HSS Staff Association Meeting
May 27, 2014
S0 5074-History Center
9:00-10:30am
Agenda

Present:

Marsha Powell  Foreign Languages
Alyssa Smith  Communication
Lauren Booth  Communication
Sandra Pugh  Dean’s Office
Aisha Coore  Dean’s Office
Barbara Witt  English
Terri Brennan  English
Renee Westlund  History & Philosophy
Megan MacDonald  History & Philosophy
Kaleigh Kendrick  Dean’s Office
Ana Sahasrabudhe  Dean’s Office
Ashlee Clark  Dean’s Office
Shereelle Glenn  UAC
Shari Sheridan  Sociology & Criminal Justice
Cherie Miller  ISD
Nicole Densmore  Ph.D. in INCM
Regina Washington  ODE/Dean’s Office
Melissa Gray  Geography & Anthropology
Jennifer Boynton  Psychology
Lori Buechling  Psychology
Jade Hill  MAST
Ellen Lahtinen  Center for Conflict Management

Guests:  Academic Affairs

Lynn Lamanac
Jennifer Clarkson
Liz Dolezal
Dean’s Office Task | Admin Task | Policy Info
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This meeting was called to order at 9:03 am the following items were discussed:

I. Faculty Pay Procedures
- Academic Affairs informed this staff association that an amendment form for full-time faculty needs to be filled out instead of an overload form for the summer Build-a-Web workshops.
- A part-time non-instructional form needs to be filled out for part-time faculty attending the Build-a-Web workshops.
- Ms. Regina Washington provided a spreadsheet with instructions on how to populate the amendment forms.

II. CHSS Town Hall
- Ms. Aisha Coore informed this staff association that the HSS Town Hall will be August 15th at 9:00am-10:30am in S01021. There will be a continental Breakfast served at 8:00 a.m. in the HSS Atrium
- Ms. Coore stated that the Dean is leaving the rest of the day for Departments to have their meetings/retreats.

III. Journal Entry Presentation
- Ms. Ana Sahasrabudhe and Ms. Ashlee Clark advised that admins will now be responsible for submitting journal entries (please see Ms. Clark’s presentation).

IV. Updates
- Ms. Sahasrabudhe advised that the deadline to stop using p-cards is June 6th and that after June 14th p-card activity will be suspended.
- Ms. Clark stated that June 2nd is the travel deadline for expense reports up to May 31st and June 16th is the deadline for travel between June 1-13.

V. Staff Meetings
- Ms. Coore informed this staff association that this will be our last meeting until the fall and that all of the fall meetings will be posted to the staff website.

VI. Space Requests
- Ms. Coore reminded everyone to please send any simple meeting space requests (that cannot be booked in the department) to Dr. Li with a cc to Ms. Sandra Pugh.

VII. Miscellaneous

This meeting was adjourned at 10:07am with no further business