



**HSS Staff Association Agenda
Tuesday April 25th, 2017
S05074-History Center
9:00am-10:30am
Agenda**

Present:

Jeannine Jones	MAIGC
Amy Redd	School of Communication and Media
Rhonda Nemeth	English
Barbara Witt	English
Marsha Powell	Foreign Languages
Missy Gray	Geography and Anthropology
Rene Westlund	History and Philosophy
Cherie Miller	Interdisciplinary Studies
Linda Caudell	Political Science and International Affairs
Clara Ginn	Political Science and International Affairs
Nicole Connelly	MSCM
Lory Beuchling	Psychology
Nicole Serpico	Psychology
Shari Sheridan	Sociology and Criminal Justice
Ana Sahasrabudhe	HSS Dean's Office
Kaleigh Kendrick	HSS Dean's Office
Melissa Castelbuono	HSS Dean's Office
Kacy Martin	HSS Dean's Office
Tiffany Reardon	HSS Dean's Office/ ODE
Donys Callado	HSS Dean's Office/ ODE
Laurel Lowe	HSS Dean's Office/ CCWE
Ellen Lahtinen	CCM

Dean's Office Task

Admin Task

Policy Info

The meeting started at 9:00 am.

I. Marketing Quotes

- Ms. Kacy Martin informed the members of the Staff Association that some departments were granted Year End Marketing Funds and the chairs are working with Strategic Communications here on campus to develop a campaign.
- Ms. Martin and Ms. Sahasrabudhe will be touching base with departmental admins with details for entering quotes in ePro to encumber the funds as they are received.
- These campaigns are not to start until fall, which means they cannot be entered in OwlPay or on the P-card.

II. Staff Retreat

- Ms. Aisha Coore advised this Association that the staff retreat is scheduled for Friday, August 4th, 2017. More details will follow soon.

III. Crisis Coordinator

- Ms. Coore informed the staff that the College is in need of a new lead crisis coordinator since Ms. Kaleigh Kendrick left and asked for volunteers.
- Ms. Laurel Lowe volunteered to be the lead for the College.

IV. Updates

- Ms. Ashlee Clark advised that single transaction limits are only approved for five days.

- **She also advised that there is a new directive from the Dean's Office that will require faculty to pay for conference registration out of pocket.**
- **P-cards can be used for student registrations, but we cannot reimburse students or faculty through OwlPay. Requests must be submitted through Concur.**
- **P-card training must be completed by May 15th for users and supervisors.**
- Paper forms must be submitted for candidate travel expenditures.

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