



**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
Sherelle 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:**

Lynn Lamanac  
Jennifer Clarkson  
Liz Dolezal

**Academic Affairs**

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 15<sup>th</sup> 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 6<sup>th</sup> and that after June 14<sup>th</sup> p-card activity will be suspended.
- Ms. Clark stated that June 2<sup>nd</sup> is the travel deadline for expense reports up to May 31<sup>st</sup> and June 16<sup>th</sup> 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