



**HSS Staff Association Meeting
September 24, 2013
S05074-History Center
9:00-10:30am
Agenda**

Present:

Marsha Powell	Foreign Languages
Nicole Lane	Foreign Languages
Alyssa Smith	Communication
Aisha Coore	Dean's Office
Elizabeth Davis	Dean's Office
Rhonda Nemeth	English
Barb Witt	English
Renee Westlund	History and Philosophy
Jeannine Jones	Communication
Lauren Booth	Communication
Ana Sahasrabudhe	Dean's Office
Ashlee Clark	Dean's Office
Sherelle Glenn	Undergraduate Advising Center
Shari Sheridan	Sociology and Criminal Justice
Cherie Miller	ISD
Nicole Densmore	PhD in INCM
Brett Fielder	Dean's Office
Regina Washington	ODE
Gladys Edeh	ITS
Melissa Gray	Geography and Anthropology
Megan MacDonald	History and Philosophy

Dean's Office Task

Admin Task

Policy Info

This meeting was called to order at 9:03 am to discuss the following items:

I. \$2500 Relocation for New Faculty

- Ms. Ana Sahasrabudhe informed this staff association to use Academic Affairs account code (1005010) when filling out the paperwork for new faculty employee reimbursement, up to \$2500.
- Ms. Sahasrabudhe asked this committee that if there is any amount over the general \$2500 to please keep her in the loop so that she can let staff know where to charge the additional money.

II. P-Card

- Ms. Ashlee Clark informed the staff that travel request approval documentation needs to be included with the p-card statement when purchasing registration on the p-card, even though travel is now submitted through concur.
- Ms. Clark advised the staff to use account code 714160 for books and 742100 for business cards.
- **Ms. Clark will email an informational document with chart string information for i-Phone payments.**

III. Simple Meeting Requests

- Ms. Rhonda Nemeth informed this staff association that she is having problems seeing rooms for simple meetings event though she knows the rooms are available.
- Ms. Jeannine Jones advised the staff that they can contact Maureen Patton to get specific rooms added but that this will open the rooms up to the entire University.

IV. Digital Signage Procedure

- Mr. Brett Fielder informed the staff of the procedures for getting events submitted and displayed for digital signage in the Social Science Building.
- Mr. Fielder stated that there should be a special template size used for announcements and that the text should be no smaller than 24 font.
- Mr. Fielder stated that requests should be sent to Dr. Kirby with a cc to him and to allow 204 days for approval.

V. WOYM Website

- Mr. Brett Fielder informed the staff that Dean Dorff wanted a way to come up with something that will allow people to have an open dialogue with him to address any concerns or questions.
- Ms. Aisha Coore informed the staff that the Dean will be holding 2 informal forums to discuss the questions, comments and concerns that are submitted to the What's on Your Mind website.
- Ms. Coore informed this committee that the website is completely anonymous and staff should feel free to submit queries to the website.

VI. Holidays

- Ms. Coore asked the members of the staff association for volunteers for the Thanksgiving and Christmas staff meeting events. The following committees were formed:

Thanksgiving Committee

Renee
Alyssa
Ashlee
Lauren

Christmas Committee

Ashlee
Lauren
Brett
Barb

VII. Miscellaneous

- Ms. Clark informed the staff that an email went out through KSU inform to say that the Enterprise car rental contract will no longer be used by KSU and Hertz will be the new company, but the email was retracted.
- Ms. Clark advised this committee to continue to use Enterprise and National until further notice.

This meeting was adjourned at 9:35am with no further business