



**HSS Staff Association Meeting  
March 21, 2014  
S0 5074-History Center  
9:00-10:30am  
Agenda**

**Present:**

Marsha Powell	Foreign Languages
Nicole Lane	Foreign Languages
Alyssa Smith	Communication
Sandra Pugh	Dean's Office
Aisha Coore	Dean's Office
Rhonda Nemeth	English
Barbara Witt	English
Renee Westlund	History & Philosophy
Jeannine Jones	Communication
Kaleigh Kendrick	Dean's Office
Ana Sahasrabudhe	Dean's Office
Ashlee Clark	Dean's Office
Shari Sheridan	Sociology & Criminal Justice
Cherie Miller	Interdisciplinary Studies
Nicole Densmore	Ph D. in INCM
Bret Fielder	Dean's Office
Regina Washington	ODE/Dean's Office
Gladys Edeh	Information Technology
Megan MacDonald	History & Philosophy
Melissa Gray	Geography & Anthropology
Clara Ginn	Political Science and International Affairs
Linda Caudell	Political Science and International Affairs
Natalia Meneses	Political Science and International Affairs
Jennifer Boynton	Psychology
Deana Hendrickson	Center for Sustainable Journalism
Spencer Callhoun	Center for Sustainable Journalism
Jade Hill	Interdisciplinary Studies
Kathryn Siggelko	Sociology & Criminal Justice
Ellen Lahtinen	Center for Conflict Management

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

### I. Dean's Office-Dean Robin Dorff

- Dean Dorff explained the restructuring process for the Dean's Office and his rationale behind the decision to restructure. He also discussed the consolidation in brief.

### II. Event Request-Ms. Aisha Coore

- Ms. Aisha Coore explained that all event requests should be e-mailed to Dr. Chien-pin Li with a cc to Ms. Sandra Pugh going forward.

### III. P-Card Updates

- Ms. Ashlee Clark informed the staff members that there will be an open Concur Sessions on April 17<sup>th</sup> 2:00-3:15pm in 3024 in Lab 3024. Ms. Clark asked that staff e-mail her if they are planning to attend.
- Ms. Clark also informed the staff members that they do not have to submit a Missing Receipt form any longer for missing packing slips. Instead they are to sign the invoice, and have their supervisor sign as well. Also, indicate that you were not given a packing slip for the purchase.
- Ms. Clark informed the staff members to use the P-Card Stamp for the front of the P-Card Report. She specified that they should stamp once for their signature, and once for each supervisor signature.
- Ms. Clark also mentioned that design approval is still needed for employee ads that are purchased with P-Cards, but that they are working on getting that resolved. She also stated that Academic Affairs has already approved the form, and that they will provide progress updates.
- Ms. Clark went on to explain that the Company Card Transaction e-mails that people are receiving are just to inform that airfare, rental, and travel agent fees have been charged directly to KSU. She also noted that these charges will need to be imported to an expense report when the faculty/staff member returns from their trip.
- Ms. Ana Sahasrabudhe informed the staff that recently emails were sent out to Chairs about year-end tech requests. **For requests that were approved (these were marked as #1, and had the following instructions), please use speed chart 02087 (Dept. # 1002087).**
- Ms. Sahasrabudhe further noted that once the requests were approved. To please proceed with getting ITS approval for purchases and placing orders. She also asked that if in the event that your total expenses are above the projection by more than \$200.00, please let us know. If it is more than \$1,000.00 please contact the Dean's office to get additional approval. If possible, please complete purchase orders by March 31.

#### **IV. Digital Signage Procedure- Mr. Brett Fielder**

- Mr. Brett Fielder discussed the new submission process for displaying ads on the digital signage in the Social Sciences building. He also went over the rationale behind the new two-step approval process. Finally, he provided the location of where to find template and sizing information for ads on the CHSS web.

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