



**HSS Staff Association Agenda  
Tuesday April 28, 2015  
S04060-History Center  
9:00am-10:30am  
Agenda**

**Present:**

Marsha Powell	Foreign Languages
Nicole Lane	Foreign Languages
Lauren Booth	Communication
Melissa Castelbuono	Dean's Office
Aisha Coore	Dean's Office
Rhonda Nemeth	English
Barbara Witt	English
Megan MacDonald	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
Regina Washington	ODE/Dean's Office
Lori Buechling	Psychology
Lanay Mahaffey	Psychology
Sherelle Lundy	Undergraduate Advising Center
Nicole Connely	MSCM

**Dean's Office Task**

**Admin Task**

**Policy Info**

**I. Year-End Deadlines**

- Ms. Ashlee Clark informed the members of this staff association of the year-end deadlines.
- Ms. Clark stated that all cellphones needs to be paid by June 1 and that May 1<sup>st</sup> is the last day to request travel in FY'15.
- Ms. Clark advised that P-cards are not to be used after May 31<sup>st</sup>.
- Ms. Clark asked the members of this staff association to please refer to the travel website on the college's webpage and they will find all the information needed for travel, year-end deadlines and p-card.

## **II. Electronic Signature Process**

- Ms. Aisha Coore discussed with this committee the purpose and reasoning behind the electronic signature process.
- Ms. Coore informed this committee that this will hopefully help the signature process move more seamlessly.
- **Ms. Kaleigh Kendrick showed the members of this staff association the project in Basecamp that they all have access to which gives instructions for mapping the signature folder to their computers and how the signature process will work.**

## **III. Tornado Alerts**

- Ms. Kendrick asked the members of this staff association to please submit a list of questions and concerns to the Basecamp project for Crisis Coordinators regarding the tornado alerts and other issues and Ms. Kendrick and Dr. Donovan will meet with the safety office to discuss items and hopefully have other meetings which will include the staff.
- **Members of this staff association asked if Dr. Roxanne Donovan can send an email to faculty regarding the suspension of classes until after alerts have passed.**

## **IV. iPhones**

- **Ms. Coore asked the members of this staff association to please contact her with any change requests to Chairs/Directors phone bills** and she will work with our telecommunications department after approval from the Dean is granted. This is regarding cell phones that the Dean's Office pays for.

#### **V. Miscellaneous**

- Ms. Coore advised the staff that there will be one more meeting for the semester May 26, 2015 and that the staff association will reconvene in August.

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