



**HSS Staff Association Agenda
Wednesday May 25th, 2016
S05074-Histoy Center
9:00am-10:30am
Agenda**

Present:

Jeannine Jones	MAIGC
Amy Redd	SCOM
Susanne Rothery	SCOM
Sarah Weldon	DWMA
Rhonda Nemeth	English
Barbara Witt	English
Missy Gray	Geo/Anthro
Megan MacDonald	Hist/Phil
Anna Clayton	Hist/Phil
Ashley McFarland	MA
Cherie Miller	ISD
Linda Caudell	PSIA
Nicole Connelly	MSCM
Clara Ginn	PSIA
Shari Sheridan	SCJ
Kathryn Siggelko	SCJ
Sherelle Lundy	UAC
Rene Westlund	CCWE
Aisha Coore	Dean's Office
Kaleigh Kendrick	Dean's Office
Ashlee Clark	Dean's Office
Ana Sahasrabudhe	Dean's Office
Kacy Martin	Dean's Office
Audra Boyd	ODE/Dean's Office
Ellen Lahtinen	CCM
Gladys Edeh	UITS

GUESTS:

Associate Dean Dr. Carmen Skaggs

This meeting started at 9:00a.m.

I. Space

- Dr. Skaggs stated that HSS will try to get ahead of the game and get all issues solved this summer and that If staff know of any issues to please submit only corrections and additions for example, new and old coming and leaving.
- **Dr. Skaggs asked staff members to fill out one form, attach a list that has all individual's names and send requests Gary Garner and copy Access Control.**
- Dr. Skaggs stated that faculty on the Marietta campus has to go to card services, and that Marietta campus part-time faculty will continue to have a problem.
- Dr. Skaggs advised members of this staff association to set reasonable expectations with part-timers to let them know they may have problems the first few weeks.
- Dr. Skaggs informed the staff that Full-time faculty access should carry over from spring to fall.

II. Updates

- Ms. Ashlee Clark informed the staff that the last day to use P-cards is June 1st and to double cell phone bills for the year-end deadline. The travel deadline is June 16th.
- Ms. Clark reminded staff that Owl Olympics is June 10th and they are still working on the team name. There is a staff senate meeting tomorrow in the Student Center.

III. Payroll Amendments/Overloads

Ms. Melissa Gray asked about the process for submitting budget amendments and Ms. Ana Sahasrabudhe stated to please proceed as usual and to reach out to department admins if needed or if the form is coming from outside the college.

IV. Staff Retreat

- Ms. Aisha Coore informed the members of this staff association that the Dean's office would like to hold the college's first staff retreat and asked staffed members for suggestions on topics.
- The staff in this association talked about possible topics and Ms. Coore stated that she would pick a topic from the suggestions given.
- Ms. Coore informed the staff that the retreat would be half a day Friday **and that she will be sending out information once all details have been finalized.**

V. Miscellaneous

- Dr. Skaggs informed the staff that she is working on putting together a resource booklet for new HSS employees.
- Dr. Skaggs asked members of this staff association if one person would volunteer to serve on the safety committee. The safety committee meets once a semester and was designed to call our attention to any safety matters in our building
- Ms. Audra Boyd informed the staff that if faculty need extra laptops, drive space, webcams, recorders, etc., to please contact her in the Office of Distance Education.

This meeting was adjourned at 10:30am with no further business