



**HSS Staff Association Agenda
Wednesday September 28th, 2016
S05074-Histoy Center
9:00am-10:30am
Agenda**

Present:

Jeannine Jones	MAIGC
Amy Redd	SCOM
Susanne Rothery	SCOM
Sarah Weldon	DWMA
Rhonda Nemeth	ENG
Barbara Witt	ENG
Missy Gray	GEO
Marsha Powell	FL
Rene Westlund	HIST
Mark Seah	HIST
Cherie Miller	ISD
Linda Caudell	PSIA
Nicole Connelly	MSCM
Clara Ginn	PSIA
Nicole Serpico	PSY
Aisha Coore	Dean's OFC
Ashlee Clark	Dean's OFC
Ana Sahasrabudhe	Dean's OFC
Melissa Castelbuono	Dean's OFC
Kacy Martin	Dean's OFC
Audra Boyd	ODE/Dean's OFC
Ellen Lahtinen	CCM

GUESTS:

Associate Dean Dr. Carmen Skaggs

This meeting began at 9:00a.m.

I. Digital Signage

- Associate Dean Dr. Carmen Skaggs reviewed the new policy for digital signage for the college.
- Associate Dean Skaggs informed this committee that there will be monitors on every floor.
- All requests for digital uploads will need to be approved by the department Chair. Once approved the requests will come to Brett Fielder in the Dean's office for uploading only.
- Associate Dean Skaggs informed this committee that the Dean's office will no longer be responsible for making, changes, corrections, edits or approvals.
- The new policy will be posted to the HSS college website.

II. New Policy on Access

- Ms. Cherie Miller asked the members of this staff association about the email that was sent out by Chief Stearns regarding the new policy on access.
- The members of the staff association asked if we can invite Chief Stearns, Gary Garner, Leesa Hay and Dr. Julie Newell to our next staff meeting for clarification of the new access policy.
- Ms. Aisha Coore stated that she will send out invites for an upcoming staff meeting.

III. Visitors Parking

- Ms. Melissa Castelbuono informed this staff association of the new policy regarding visitors parking.
- Visitors parking will no longer use or accept parking vouchers.
- The visitors parking now has a kiosk where visitors enter a code to get in and out of visitors parking.
- Ms. Castelbuono informed this committee that they can contact parking to get visitors parking codes. Parking provides a certain amount of codes for the month but departments are only charged for the codes that have been used.

IV. Owlpay Requests

- Ms. Ana Sahasrabudhe asked the members of this staff association to attach an invoice for Lecture Performance Agreements when submitting owlpay requests.
- Ms. Sahasrabudhe also asked the staff to delete approvers on the revenue side of the owlpay request when submitting intercompany payments.

V. Color Printer vs. Color Copier

- Ms. Marsha Powell informed the members of this staff association that UITS no longer wants to provide color printers and are asking everyone to use the Ricoh copiers for color copy jobs.
- Ms. Powell was able to get UITS to provide her department with a color printer after approval.

VI. Pcard Updates

- Ms. Ashlee Clark advised the members of this staff association to either submit travel requests for registration, add a note specifying that the charge on the pcard

is for registration only or specify if no reimbursement is being requested when reconciling pcard statements.

- Ms. Clark advised the staff to attach the ad, approval from design and an invoice when paying for faculty jobs ads with a pcard.
- Ms. Clark asked the staff to please write “no packing slip received” if a packing slip is not provided for items purchased with pcards. She also asked the staff to be sure they sign on the invoice when not receiving a packing slip and be sure the supervisor signs as well.
- A missing receipt form is no longer needed.

VII. FLSA Letters

- Ms. Aisha Coore asked the members of this staff association if anyone has not received their FLSA letters from the supervisors or if anyone has questions regarding the distribution of the letters to please see her after the meeting.

VIII. Miscellaneous

Ms. Sahasrabudhe informed the staff that administrative stipends are meant to be ongoing. If a faculty member is doing additional temporary duties that should be paid through an overload not an admin stipend.

Ms. Sahasrabudhe advised the staff that if a faculty member is no longer performing additional duties a status change form needs to be filled out and submitted to reflect the change.

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