Humanities Department Meeting Noon-1 p.m. October 2, 2012 Room 314 Approved Minutes

Present: Nannette Kelly, Hope Davis, Van Decker, Ric Colunga, Jr., Carol Hegarty Called to order at 12:10 p.m. Ended 1:00.

- 1. Minutes of meeting on Sept. 4, approved as amended. Moved by Van Decker, seconded by Hope Davis.
- 2. Spring schedule was discussed including room needs. Spring schedule is still be worked on.
- 3. Book orders send Toni the title, publisher, edition number of your textbooks for spring. It was decided that Toni should order whatever you send her this semester, or and will do so automatically unless you tell her otherwise.

Desk copies shall be ordered by faculty themselves.

- 4. Travel money and conferences, including out of state was discussed. The travel form must be filed out and sent to Dr. Ruhl for approval. If out of state travel is requested the form will go to Kathy Berry who will take it to the Board for approval.
- 5. There is a lack of secretarial help. Do not ask secretaries to make copies.
- 6. Supplies are available but you have to go pick them up directly from Toni.
- 7. Lottery money is available. Submit requests to Carol Hegarty and she will compile them and turn them in to Dr. Ruhl. This needs to be done as soon as possible.