

MSAC Meeting Minutes Friday, February 28, 2005

Present: Larry Stimpert, Cindi Thompson, Ginny Corso, Elise Riggle, Bill Bauer, Kris Moloney, Cathy Stimpert

ITEM 1

Time away from the office for campus events

Cathy Stimpert talked to MSAC about apparent inequities in release time for staff members, dependent upon their manager. She indicated this is a heated issue. Cathy and Major Price investigated how release time was handled on the main campus and found there were no “rules” that were followed. Instead, each department manages this issue as it sees fit. When asked if there were any other universities with a policy, Cathy said OSU does not want a “policy” in writing due to the need for flexibility.

Cathy encourages MSAC to consider this issue and form a recommendation. She said that she, Major, Ted Dahlstrand, and Mark Ellis tackled this issue once with no resolution, deciding instead to defer any action to the newly formed MSAC. Cathy encouraged MSAC to consider hours away from the job, whether the staff member will be on campus or away from campus, who has the authority to release, what types of release staff may need (wellness, committee work, staff appreciation, volunteer work, etc.) and to tie any recommendations to numbers and dollars. Cathy suggested one resolution to some of the issues could be that managers need to “manage” and organize shifts so staff can rotate release time and still have offices covered.

Cathy also mentioned the new release form that each staff member has to have his or her manager sign as a way of approval for release time. Many were unaware of this form. Cathy said she would email it to MSAC. Elise asked what signatures were needed on the form, just the immediate supervisor or additional supervisory approval. Although only the immediate supervisor’s approval is needed, it was recommended to inform primary supervisors as a courtesy.

The following list summarizes suggestions:

- There is no existing equity policy, and we probably don’t want a policy per se.
- We need a statement that lends to fairness and consistency across campus.
- The idea of time being taken from different “buckets” was discussed, the “buckets” being wellness, professional development and recreation.
- We need to tie number of hours off work to money.
- The manager should have the right to override the request for time away with valid rationale.
- Phrases to consider using in the statement are “Managers must manage” & “service time”.

- We need to consider if there is a distinction between on-campus events and off-campus events, how training should be considered, the difference between being appointed to a committee and volunteering for a committee, etc.
- People coverage should not be an excuse to disallow people from attending at least a portion of an event.
- A form should be created/revised to create a paper trail that works both ways listing when, where, why, and how long; allowing for a veto with explanation for the veto; encouraging committee and wellness equity within a department; including the requester and the manager's signatures.
- MSAC should seek a budget.

MSAC decided to meet again on Monday, March 7th to discuss the issue further. In the meantime, an email will be sent to all staff members inviting them to a brown bag lunch on Wednesday, March 16th from either 11:30 – 12:30 or 12:30 – 1:30. After MSAC meets on the 9th, a second email will be sent to staff with some type of general recommendation regarding this issue, asking staff members to attend the brown bag to give their input.

ITEM 2

“Hot Topics” Workshops on Campus

Modeling the Columbus model, Cathy asked that MSAC solicit session ideas as well as local people who might be willing to come and present topics of interest to our campus. MSAC agreed that an email survey is an easy way to figure out what issues people are thinking about. Some ideas include: tax preparation, financial planning, etc.

ITEM 3

MSAC Web site

Elise informed the group that she has initiated a web site for MSAC and asked everyone to look at it.

THE NEXT MEETING IS SCHEDULED FOR MONDAY, MARCH 7TH AT 10:00 AM IN C-100P