

MSAC Meeting Minutes Monday, March 7, 2005

Present: Ginny Corso, Elise Riggle, Bill Bauer, Kris Moloney, Eva Eichinger

ITEM 1

Report From the Executive Committee Representative

Bill shared two issues with us that are “hot topics” at Executive Committee:

1. New vehicle policy – EC has formed a subcommittee to look at whether maintaining our current fleet of campus vehicles is justified.
2. Black History Month programming – The Diversity committee will be more involved in cultural programming in the future. Bill also told us that the Technology Committee will be looking into the issue of recorded campus events.

ITEM 2

The Issue of Time Away from the Office

Kris shared that she believes we need to come up a general recommendation that hits at the spirit of the issues and appeals to the hearts of the managers. Should everyone be “entitled” to a set number of hours each year for participation in campus events? The group consensus seems to be ‘NO’. However, managers should allow staff to participate in events that are intended to foster professional development and campus community building.

Types of events that would require staff to be away from their job responsibilities were divided into three categories – wellness, personal development/community enrichment and professional development, and some basic statements of understanding were made.

1. When participating in **wellness programs** (such as 10 Minute Head & Neck Massages, Mobile Mammography, HR wellness sessions and wellness videoconferences, etc.), *sick* time, *personal* time (lunch or otherwise) or *schedule modification* should be used to ensure 40 hours of service is maintained.
2. When participating in **personal development/community enrichment programs** (such as taking a class, participating in a campus event, giving blood, etc.), *personal* time (lunch or otherwise), or *schedule modification* should be used to ensure 40 hours of service is maintained.
3. When participating in **professional development programs** (such as training, professional conferences, campus committee work, etc.), you must have approval from your manager. Managers should support and encourage the professional development of his/her staff. MSAC encourages the managers to

recognize the value of professional development both to the individual and the institution.

There was extensive talk about professional development of staff. Some general statements arose.

- We intend to ask the Dean to help senior staff to recognize the value of professional development. Staff seeking training should be allowed to do so within their hours of service to the university and managers should strongly encourage professional development, not simply training directly related to job responsibilities but also training that improves the overall capabilities of staff (BEST & STEPS training, Fred Pryor workshops, etc.). Unless the opportunity causes a lapse in office coverage, a manager should always allow staff to participate in training that directly relates to job responsibility. Managers should also seriously consider allowing staff to attend take advantage of opportunities indirectly related to job responsibilities.

ITEM 3

March 16 Brown Bag

MSAC is hosting a Brown Bag on March 16th to create a forum where staff can voice their concerns regarding time away from the office. Elise agreed to create a rough agenda, email message and power point to be distributed to MSAC prior to it being shared with staff. Cindi and E Riggie will facilitate the 11:30 Brown Bag and Ginny, Kris and E. Eichinger will facilitate the 12:30 session. Bill and Larry will each attend one session and aid only if needed.

ITEM 4

Other Issues for Future Meetings

Because of the monumental task of addressing staff concerns, MSAC recognizes that we will not be able to tackle every issue that comes to the table. However, we will keep those issues in mind. Some that surfaced at the March 7th meeting include: closure of entire offices, staff appreciation, an MSAC distribution list (email). These items will be addressed as time permits.

THE NEXT MEETING WAS NOT SCHEDULED. HOWEVER, WE WILL PARTIALLY CONVENE AT THE BROWN BAGS ON MARCH 16th. IN THE MEANTIME, MEMBERS WERE ASKED TO LOOK OVER NOTES FROM PAST MEETINGS SO THAT THEY CAN BE DISTRIBUTED TO THE CAMPUS.