

## **MSAC Meeting Minutes Thursday, April 14, 2005**

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

### ITEM 1

#### ***Report From the Executive Committee Representatives***

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

1. Campus fleet vehicles – Steve Abedon has sent a survey at to the campus. He will share the responses with Evie who will make a decision.
2. Outstanding Staff Award – Bill recommended to EC that both the faculty and staff awards for outstanding service be given for 2005-06 (not enough time to pull it off for 2004-05). After the initial year when both are given, a determination will be made as to what group will get the award first.

### ITEM 2

#### ***MSAC Meeting Minutes***

As a group, we went through minutes from all of the previous meeting minutes, except April 7<sup>th</sup>, as well as the March 16<sup>th</sup> Brown Bag. We reviewed them and suggested revisions. The revised minutes will be uploaded to the MSAC web site. Notification will be emailed to [all@manfield.ohio-state.edu](mailto:all@manfield.ohio-state.edu) with a link to the web site.

Eva moved that the minutes to accepted as revised. Ginny seconded the motion.

### ITEM 3

#### ***Release Time Approval Form***

MSAC made more suggestions to the Release Time Approval Form. Eva will revise the form. We will share our suggestions with Evie and hope that she will proceed with it in a manner that suits both staff and managers.

### ITEM 4

#### ***Guidelines for Staff Professional Development Funds***

MSAC has many questions pertaining to how to proceed in this task Evie asked for our assistance with.

Some of our questions are:

- Are staff allotted a certain number of dollars for professional development presently?
- How is this money different from the professional development funding as it exists now?

- What paperwork/forms that pertains to professional development funding exists already?

Kris will investigate if there is a dollar amount associated with individual professional development as well as the paperwork/forms issue. However, we tabled our discussion pending our conversation with Evie.

## ITEM 5

### ***Meeting with Dean Freeman***

Because of the numbers issues that MSAC has already addressed as well as many more questions that require clarification, MSAC will meet with Evie on Wednesday, April 20<sup>th</sup> from 2:30 – 4:00 in C100P

Our agenda items for that meeting are:

1. We wanted to discuss with Evie the comments staff made at the brown bag lunch regarding discrepancies in the way managers handle release time, the problem this presents, and the fact that attendees were attending that very meeting using a variety of "times" (some vacation, others lunch, others on the job, etc.)
2. We wanted to get Evie's input on this issue and determine what if anything can be done about it. Does the type of position dictate how release time can be taken? (A&P vs. Civil Service vs. CS bargaining units?) What is Evie's position on the matter? Is she be willing to discuss this issue with managers? Does an e-mail sent by Evie announcing a campus activity imply this is something staff should try to attend and consider it "on the job" or do staff need to use "other" time? (A good example is the ground breaking ceremony coming up and the visits by President Holbrook. What about the staff "town meeting" coming up?)
3. We wanted to ask Evie more about the staff development money and the guidelines she wants us to consider. Questions arose at our last meeting about the nature of the money. Does it represent a "one-time" shot" or will funds be available on an on-going basis? How much money is available? Is there an annual conference stipend for A&P staff? For others? Is the staff development money different than the annual conference stipend some staff have available to them or is it in lieu of that money? Specifically, what type of guidance is Evie looking for? Activities that would qualify as staff development? Limits on dollar amount? Limits on time away from the job? A procedure staff would use to apply for money? A form staff would use or do we use current forms? We felt we needed some clarification.
4. We wanted to ask her about a budget for MSAC. Do we need to ask for one? Would the staff awards at the end of the year come out of that budget? What

amount of money is Evie willing to budget? Is a Stone Lab excursion even feasible considering the cost? time off the job?

5. Some suggestions were made to allow MSAC a few minutes at the upcoming staff forum on the 27th. A suggestion was made to have a form ready for staff to fill out indicating interests in working on the end-of-the-year staff awards and also staff appreciation.. Would this be possible?

Prior to April 20<sup>th</sup>, Kris will send Evie all previous meeting minutes as well as our anticipated agenda.

#### ITEM 6

##### ***Town Hall Meeting***

USAC in Columbus has scheduled a Town Hall Meeting on Tuesday, May 17<sup>th</sup> from 12:00 – 1:00 PM where staff members from every campus will be “videolinked” to Columbus and can ask Ohio State President, Karen Holbrook, questions. Our videolink will be set up in B-117. We will ask for Evie’s help as to how best allow the greatest number of staff to attend the meeting (release time)

#### ITEM 7

##### ***MSAC Budget***

MSAC discussed whether or not we needed to ask for a pre-determined amount of money for the FY05-06 or if we could simply ask for it when we need it. We also thought it might be a good idea to research what kinds of events other USAC affiliates do and what their budgets look like.

A partial list of line items:

- Staff appreciation
- Year of Service Awards

#### ITEM 8

##### ***Staff Appreciation***

MSAC will ask Evie if funds are available to support staff appreciation for the remainder of this fiscal year. Additionally, we will ask Evie for her assistance in helping us to clarify how we classify events in order to allow the greatest number of people to attend. MSAC recognizes the value of staff appreciation, and we intend to not only have an event this quarter but also form a subcommittee prior to the end of this academic year to work on continual staff appreciation.

#### ITEM 9

##### ***April 27<sup>th</sup> Dean’s Forum***

We determined that it is important for members of MSAC to attend both sessions of the forum. Eva, Larry, Elise and Cindi will attend the early session, and Ginny, Bill and Kris will attend the later one. We will ask Evie for a moment to talk to staff about the Town Hall Meeting, web site updates (new address, minutes), MSAC Subcommittees, and what ideas they have for presentations sponsored by the Human Resources Office. Elise will work on the form that asks people to volunteer for the staff appreciation, years of service awards, and Outstanding Staff Award subcommittees. The form will also list some possible HR presentations and allow space for staff to write in additional suggestions.

**THE NEXT MEETING IS SCHEDULED FOR WEDNESDAY, APRIL 20<sup>TH</sup> WITH THE DEAN IN C-100P.**