

MSAC Meeting Minutes Thursday, May 12, 2005

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

ITEM 1

Evie's response to the e-mail about years-of-service awards, senior A&P staff serving on MSAC, and bargaining unit participation

1. Evie clarified through an e-mail message that recognition for years of service would be given for staff at the June, 2005 dinner. This includes all A&P staff and CCS staff. She also approved the gifts proposed by the Staff Recognition Committee. These are:
 - 5 years: Card Set (\$9.99 ea)
 - 10 years: Umbrella (\$19.99)
 - 15 years: Cheryl's Cookie Tin (\$22.95)
 - 20 years: Folding Chair (\$39.99) (
 - 25 years: Cooking Jar w/cookies (\$59.99)Eva agreed to have a formal request made on the appropriate form.
2. Evie also clarified that council seats on MSAC are open to all staff members and are appointed at the Dean's discretion. Per Evie, at this time, senior A&P staff will not be appointed to MSAC because of their participation in the Dean's Leadership Team.
3. Evie also requested that the union steward be informed about anything planned by MSAC that may involve staff participation.

ITEM 2

Guiding Principles for the Staff Development Fund

We discussed what the guiding principles should be for the staff development fund. The following ideas were suggested:

1. The availability of staff development funds should be advertised to the staff with some examples of qualifying events such as short courses, seminars, workshops, supplies related to a course, textbooks, travel, and travel accommodations.
2. There should be a quarterly deadline with late applications accepted pending availability of funds.
3. Time away from the job should be arranged with the approval of the staff member's manager.
4. There should be a form to fill out to request staff development funds and this form should require the signature of the manager. Supporting documentation such as a copy of registration or a flyer should be attached.

5. The Dean should decide who receives funding. She can consult with MSAC if she chooses.
6. The dollar amount of the award should be determined by the Dean.