

## **MSAC Meeting Minutes**

### **Thursday, September 29, 2005**

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

#### ITEM 1

##### **Approval of Minutes**

After some discussion, the minutes from the September 13, 2005 meeting were approved as amended.

#### ITEM 2

##### **Outstanding Staff Award**

Kris met with the subcommittee that is working on the Outstanding Staff Award and although the brochure and process is not yet finalized, Kris shared the following:

- The nomination brochure is being finalized. Tammy Smith is modeling it after the one Columbus uses for its Distinguished Staff Award.
- The Office of Human Resources Human Resources will oversee the process.
- Once OHR receives nominations, they will compile and copy for MSAC. The voting members of MSAC plus 2 previous award winners (once those people exist) will make up the selection committee. Human Resources will explain how the formal evaluation process will work to the selection committee.
  - Members of the selection committee will review each of the nominee's applications and evaluate them on specific criteria and rank nominee's according to the criteria.
  - OHR will then compile the rankings and create a master list ranking all nominees.
  - The selection committee will then meet again, and - in a discussion facilitated by Human Resources – determine the overall winner.
- OHR will then ascertain the monies and the plaque for the winner.
- The winner will be announced at the faculty-staff dinner in the spring.

This year, nominations will be due by 5:00 PM on Monday, February 6, 2006.

The subcommittee will write its formal recommendation and forward it to MSAC by Friday, October 7, 2005. MSAC will then discuss and (hopefully) approve the recommendation prior to the October 17<sup>th</sup> meeting with Dean Freeman in the hope she will approve the recommendation as well.

#### ITEM 3

##### **Meeting with the Dean**

MSAC will meet with Dean Freeman on Monday, October 17<sup>th</sup> at 10:00 AM in Eisenhower Board Room. The items we wish to discuss with her include:

- President Holbrook's Town Hall Meeting on Monday, November 7<sup>th</sup> from 12:00 – 1:00 PM. (What kind of time should staff use for this? Company? Personal?)

- Process for selecting staff representatives to Executive Committee
- Staff representation on standing and ad hoc campus committees
- Staff Development Funds
- The Outstanding Staff Award
- Fall Staff Forum – MSAC recommends that it occur prior to the Nov. 7<sup>th</sup> Town Hall Meeting

#### ITEM 4

##### **Update from the Executive Committee**

Bill shared that there was some discussion as to whether the process by which staff representatives to EC are selected. Some discussion ensued, but the decision was made to discuss this with Evie on October 17<sup>th</sup>. Bill also shared that the transition meeting for incoming and outgoing EC members will occur the week of December 12<sup>th</sup>. Two other issues being discussed at EC are campus recycling – the campus cannot find a way to recycle cost effectively – and faculty governance particularly as it relates to faculty committees.

**NEXT MEETING:** Tuesday, October 11<sup>th</sup> from 10:00 – 11:30 AM in Eisenhower Board Room