

MSAC Meeting Minutes Thursday, March 9, 2006

Present: Terri Fox, Eva Eichinger, Kris Moloney, Elise Riggle, Scott Savage, Vicki Ryan, Cindi Thompson, Cathy Stimpert

ITEM 1

Mansfield Outstanding Staff Award

Cathy Stimpert distributed the binders of the Outstanding Staff nominees. We acknowledged that only the voting members of MSAC will have a vote. Vicki and Scott, being ex-officio members of MSAC and Executive Committee representatives, were not privy to nominees, application, letters or discussion.

Cathy shared with us the following:

- Rating: there is a 1-5 rating (1 being lowest, 5 being highest) on the evaluation criteria sheet
- She reviewed of the evaluation criteria and answered our questions
- There is subjectivity in our evaluation process. We are free to incorporate what we know and what we read on the nomination statement and the letters of support.
- There is objectivity in the process as well through the last item on the evaluation criteria.

We may want to consider implementing a policy that does not allow for late submissions. The consensus of the committee is that, in the future, we will support not accepting late submissions.

Kris will create a summary sheet that lists the names of the nominees (in alphabetical order) and a place for our individual scores. We will then send Cathy our scores who will give us a summary of all the scores when we meet to select the winner. We will meet to select the winner in late March.

ITEM2

MSAC Logos

Kris had copies of all of the MSAC logo suggestions. We selected a logo that everyone liked. Elise will edit the logo slightly to make the written "Mansfield Staff Advisory Council" font look like the font on the OSU logo.

Kris will solicit quotes from vendors to create a banner with the MSAC logo on it that has grommets across the top. Elise will also share the PMS colors with Kris so that she can share them with the printing company.

ITEM 3

Liaison to Technology Services

In order to make it easy on Sharon Henry and Tech Services, all correspondence to Sharon should be sent through Elise who will share information with Sharon on Thursday mornings. Please be sure that you get the information to Elise by 5:00 PM on Wednesday to ensure that it gets to Sharon on Thursday. This will streamline the process for Sharon.

ITEM 4

Ginny Corso's Meeting with the Provost

We tabled this item until April since no one has spoken to Ginny about her meeting with the Provost.

ITEM 5

Reports from Sub-Committees

The Staff Awards Sub-committee (Scott, Larry, Shari, Laura, Ginny, Paula, Becky) met this week. They agreed to create a list of standardized gifts that will be implemented this year and in years to come. They are looking things like coasters, letter openers, Cheryl's Cookies,

The Staff Appreciation Committee (Terri, JR, Jen, Ann, Michelle, Donna, Deb, Shari, Rodger) have been working on several events including:

- *Book Swap*: Wednesday, March 22nd, 9:00 AM – 1:00 PM; with food; folks can donate books, videos, CD's and DVD's and others can come and take them. All left over books, etc.
- *Cooking Demo (and forming cooking club)*: 12:00 – 1:00 PM, April 10th, B-117; presentation by a student chef
- *Chautauqua Tail Gate*: grilling out in the picnic pavilion (rain location: cafeteria); crafts for kids; staff are encouraged to bring their family
- *Summer staff appreciation events*: in process
- Other ideas they are working on: scrapbooking, cards, walking, crocheting, etc.

New Business:

- Scott shared that we will have a common book experience next year, facilitated through Donna Hight. He wondered if we should be doing something to involve staff. Cindi believes this would be a great thing for the Staff Appreciation Committee to work on.
- Vicki shared an email from Gary Kennedy regarding staff members on Faculty Standing Committees. We briefly discussed the value of staff being ex-officio and therefore non-voting.

NEXT MEETING: Thursday, April 6th at 9:00 AM in the Center's Board Room.
We will also meet May 4th at 9:00 PM in the Center's Board Room.