

MSAC Meeting – May 4, 2006, 9 a.m. – The Center for Corporate Education Conference Room

Attendees: Cindi Thompson, Eva Eichinger, Scott Savage, Terri Fox, Kris Maloney, Evie Freeman, and Cathy Stimpert

Evie began the meeting by talking about the upcoming Spring Staff Forum. It will be held May 25, 2006. There will be two sessions: 7:30-8:15 a.m. and 8:15-9 a.m. Items to be discussed will include: Chautauqua and Staff Appreciation Event, Performance Review Procedures, Outstanding Staff Award and Faculty/Staff Banquet details, future fall events, and new building progress.

There will be 2 permanent plaques – one for Staff Award winners and one for Faculty Award winners to be placed in the new building. The night of the Banquet the award winner will receive their cash award and a very nice certificate.

The Performance Review process is beginning. We'll be keeping the same format as last year. Eva asked out self-evaluation process and Cathy stated that it can still be considered part of the process.

Evie mentioned that the University would be adding staff positions for next year. The University Relations/Development position will be separated into 2 positions on our campus. Roger Smith will become full-time as University Relations and a full-time Development Officer will be hired. In addition, a Multi-cultural Coordinator position is also being developed. Unknown at this time whether the position will be full-time or part-time. Scott suggested that this person should have some Grantsmanship capabilities because of the nature of the position. After discussion, the committee felt that would be a good idea.

Evie directed the committee to a sample letter used for notifying staff of salary adjustments. She asked that we review the letter to determine clarity and if the content was appropriate based on how staff salary percentages are determined. Scott brought up what benchmarks are used for equity purposes may be helpful to the staff.

The report from the Executive Committee Meeting by Scott included e-mail policies and future scheduling for events.

Due to numerous conflicts we will be unable to participate in the town meeting scheduled for May 11.

Kris will be getting two banner samples for us to look at so that we will have them in time for the Staff Appreciation event at Chautauqua.

Our meeting concluded at 10:20.