MSAC Meeting Minutes April 4, 2012

Members in attendance are Wayne Rowe, Emily Meyer, Penny Eyster, Cathy McClain, Sharon Gattshall, Bryan Sickmiller and David Collins.

Old Business

Staff Development Funds – Will Smith did not attend the conference he had originally intended with his first submission. He resubmitted a request for $655.00 for another conference. In addition, Donald Bahizi submitted a request for $2441.20 for a Cisco conference in San Diego. Carol Bowman was already granted $1289.00 for a conference. It was decided to give Will the $655.00 and give Donald the remainder of the money left from the original $3000.00. Bryan will work with Donald to see if this amount will help him attend his conference. The next years Staff Development money announcement will be sent in autumn for a December deadline. This will be the first announcement and if all of the money is not allocated, it will be announced again.

Monthly Staff Meeting – The Dean will let us use his funds to purchase coffee, tea, and cookies for the monthly staff meeting. Bryan will work with Barb to supply this.

Employee Orientation – Bryan and Sharon brought the groups ideas of setting up a Marion orientation to Mary Jo Mundy of HR. She accepted the list and thought it was a good idea. She was waiting on a Columbus HR website coming out in April to see how much employee orientation will be included in the new program. We also asked about the Welcome Basket for new employees. Mary Jo thought that this should be announced first that this will start on a certain date. She did not want past employees upset because they did not receive a welcome. After the announcement date, she felt it would be alright. She also like the mentoring for new employee idea and wanted to work on this with new employees and MSAC.

New Business

MSAC Rotation – Three members will be off August 31. Wayne, Christine and Emily are completing their terms. Announcements and application instructions will be sent in July so the committee can review the applicants at the August meeting. The members agreed this employee should have supervisor approval.

Walking Program - Nadia Khorbotly attended the meeting to talk about the walking path and program. A half mile path is going to be marked and will be in honor of Hope Emmons. Maps have been made and distributed. A ceremony to dedicate the path with Hope’s family is planned. MSAC would like to have an employee program similar to Hit the Road with the Buckeyes. For team spirit we want you to team up with 2 or 3 staff members on your team. Starting time would be May 1 – Oct. 31. Wayne will make a log sheet for individual members to keep track of miles walked on campus. It would be nice to have money for some incentives for T-shirts, water bottles etc.. Bryan is going to talk to Sherri King in HR about the wellness program to see if there is anything available. Wayne is going to make the log and Sharon is writing out the directions.
President Gee Visit – Sharon suggested that for the staff session with President Gee we have staff submit questions that can be anonymous for him to answer during the session. Bryan is going to talk to Greg about this possibility. These questions would be submitted to Greg and President Gee ahead of time. We would also like more than 20 minutes if possible.

Leadership Marion – Sharon has talked with Karin Ream about the Leadership Marion Program. It was suggested that staff could submit an application to be considered and Karin and Greg would still review and chose the applicant each year. This would get more information to staff about the opportunity and make it accessible to staff would want to do this. Sharon is working with Karin to get this process started. It was also suggest than more employees have an opportunity to attend Rotary, Kiwanis, Lions or other service organization in behalf of the university.

CSI – Bryan will talk to Greg about having CSI do a monthly topic for the Deans office.

Ugly Mug Contest – The next staff meeting Bryan will conduct an ugly mug contest. Staff will bring their ugliest mug and the winner will receive a small prize.

Good Bye Quarter Potluck – Penny is organizing a staff/faculty potluck May 30 to celebrate the end of quarters and the start of semesters. Games and semester information are planned. Quarters will be collected to donate to Relay for Life.

Relay for Life - The OSU/MTC Relay for Life is June 1-2. The advising department will be organizing some lunch and bake sales the month of May for donations. Anyone wishing to help is appreciated.

Meeting was adjourned.

Respectively Submitted – Sharon Gattshall, Vice Chair