Present: Briggs Cormier, Jane Evans, Susan Huntington, Larry Lewellen (1:45-2:00), Susan Marsico, Lamar Murphy, Barb Pletz

1. There were no changes to the August 10, 2004, meeting notes.

2. Discussion about the standard letter of appointment for graduate associates focused on the following:

   a. Implementation timeline.
      i. Delay introduction for one term. S. Huntington, L. Lewellen, and L. Murphy raised concerns about distributing the letters in September or October and expecting units to use the letters for appointments beginning this fall. Delaying distribution until early in the winter term would have several advantages. A major advantage is that it would provide time to work through remaining details and issues in concert with the Provost, deans, and vice presidents. Units would then have time to adjust their offer procedures to incorporate the standard letters as part of their offers in the spring for future appointments. It would allow for introduction and feedback from graduate programs at the October 20 workshop for graduate studies chairs and administrative staff. Ideally, it would allow enough time to make more of the process electronic. In addition, it would allow additional time to create a solid communication plan for introducing the letters to the OSU community. Introducing the letters now and requiring them to be used for appointments beginning in the fall would greatly increase the workload for certain staff at a very busy time of the year – and without warning.

         ii. Introduce immediately. B. Cormier and B. Pletz expressed concern about delaying introduction, since CGS has been promising its constituents for several years that documents summarizing standard terms and conditions of appointment were going to be implemented. The letters will be especially helpful to students who are not currently receiving this type of information from their appointing units.

   b. Compliance and enforcement. The most likely possibility is that there would not be an active auditing function in the first year if September 2004 implementation proceeds. Instead, in 2004-05 there would be investigation of problem situations brought to the attention of the Graduate School and/or Human Resources.

   c. Graduate associate appointment forms. L. Murphy and S. Huntington circulated copies of an appointment form that was last updated in August 1989. Although the form needs to be revised to reflect current policies, it includes much of the
information that the draft standard letters of appointment include, and it is in triplicate. There was not a lot of interest in modifying the form to use instead of the letters.

d. Feedback about letters. In addition to the comments already circulated by e-mail, the following points were raised:

i. **Specific duties.** The letters should include sample language about duties for GTAs, GRAs, and GAAs. The language would need to be customized for each situation.

ii. **Unit-specific rules.** The letters should be constructed in such a way that units would attach information about unit-specific rules.

iii. **25% appointments.** A template for 25% appointments needs to be created.

iv. **Duties over break periods.** This section of the letters needs to be refined.

v. **Dates.** Once the implementation schedule is finalized, the dates should be adjusted so that they are more closely aligned with the letters' release date.

vi. **Pay date.** Add language indicating that stipend checks are issued on the last working day of each month.

vii. **Fees.** These sections should be modified to accommodate better those units that cover all fees for their students. The health insurance subsidy needs to be corrected to 64%. The health insurance subsidy for dependent coverage needs to be included.

viii. **Graduate School Handbook references.** Specific references should be included.

ix. **Fourth-quarter fee authorizations.** Language needs to be revised to reflect policy.

x. **Bereavement and sick time.** Address whether this is paid time off.

xi. **Supervisor’s responsibilities.** Item 13 should be revised to make it clear that the graduate associate needs to discuss requests for time off with the supervisor, who will determine whether the request can be accommodated.

xii. **Intellectual property.** An item should be included about intellectual property.

xiii. **Nondiscrimination and ADA compliance.** An item should be included to cover these policies.

3. S. Marsico distributed a draft *Graduate Associates’ Benefits Overview Booklet* for FY 2004-05. Comments should be sent to her no later than Friday, September 3. The booklet will be posted on the Human Resources’ Web site and will be distributed at various orientation programs in September. Print copies will also be made available to the Graduate School and other units as appropriate. Over the coming year we can work together to identify ways that the brochure might usefully be expanded to include other information about GA appointments.
4. L. Murphy will revise the letters and circulate them. We will meet again on September 21 beginning at 11:30 a.m. to continue discussion of the documents and the implementation plan.

5. The meeting ended at 3:10 p.m.

Prepared by Lamar Murphy
August 31, 2004