Ad Hoc Graduate Associate Compensation and Benefits Committee
226 University Hall
Wednesday, April 20, 2005
8:00 to 9:00 a.m.
Meeting Notes

Present: Carole Anderson, Jane Evans, Marjie Hamlett, Susan Marsico, Anne Massaro, Lamar Murphy, Barb Pletz, Kathleen Wallace

1. Update from Legal Affairs. A. Massaro will ask L. Lewellen to follow up about both the GA appointment form and the GA leave guidelines.

2. Overall timetable for rollouts. We agreed to publicize the GA appointment form, the GA leaves guidelines, and the GCBC in general communications in May (specifics below). All materials for the GA appointment form implementation need to be finalized in May. We will distribute implementation information about the GA leaves guidelines beginning in May and extending through the summer and September. More detailed information about GCBC will become available as the appointments to that committee are made.

3. GA appointment form. We agreed:

- The form will be required for 2005-06 appointments.

- We need to consider whether to include a space for student identification number. We should ask departmental users whether this would be useful. It could be an optional field.

- We need to consider whether the GA leaves guidelines and/or FAQ should explicitly reference the GA appointment form.

- The GA appointment form and instructions need to be posted to the Graduate School Web site by May 19 at the latest. We will target May 13. L. Murphy and K. Wallace are working with David Sugar on this. We distributed the first draft of the Web documents, and will be seeking feedback through the design process from this group, from some individuals from the pilot study units, and from others to be designated.

- OHR (and CGS?) will link to the appointment form. L. Murphy will discuss with David Farrell and Barb Pletz.

- We envision the following communications:

  - Paper letter to all funded graduate and professional students to share information about the GA appointment form, GA leaves guidelines, GCBC (probably just a brief reference), and next year’s health-insurance subsidies. The letter will come from Carole Anderson, Larry Lewellen, and Barbara Snyder. Target date for mailing: May 16. L. Murphy is taking the lead on this and hopes to coordinate with David Farrell.
• E-mail to vice presidents, deans, and chairs to share the student communication. Target date: May 16. L. Murphy is taking the lead on this and will coordinate with David Farrell.

• E-mail to Graduate School staff, grad studies chairs, grad contacts, Council on Research and Graduate Studies, and Council of Graduate Students. Target date: May 16. L Murphy is taking the lead on this and will coordinate with Susan Reeser and Barb Pletz.

• We will work with Karen Patterson and her staff to have a story in the May 19 *OnCampus*, the May 23 *OSUWeekly*, and the May 23 *OSUToday*. L. Murphy is taking the lead on this.

• We need to set up training sessions for summer and/or fall. M. Hamlett, A. Massaro, and L. Murphy are taking the lead on this.

• We need to request that the agenda and meeting materials for the following meetings include information about these topics. A. Massaro and L. Murphy will take the lead in working with L. Lewellen on this.
  • Department chairs, May 5
  • GA and Fellowship, May 6
  • CGS, May 6
  • Council of Deans, May 17
  • Council on Research and Graduate Studies, May 18
  • HR Council, date to be determined (if it meets this quarter; M, Hamlett will check)
  • SFO meeting(s), date to be determined
  • Other meetings?

4. **GA leave guidelines.** We agreed:

• The GA leave guidelines and FAQ will need to be posted on the Graduate School Web site by May 19. K. Wallace and L. Murphy will work with David Sugar on this.

• We need to develop a template for units to use or adapt to track leaves. A. Massaro will take the lead on this.

• We need to clarify the procedure for the domestic partner affidavit. We discussed the possibility of revising the existing affidavit form to make it more generic. We also discussed the possibility of requiring that the forms be submitted only to the Graduate School and, in cases where students wanted to obtain student health insurance coverage for a domestic partner, to the Student Health Insurance Office. M. Hamlett and S. Marsico will take the lead in addressing this, including revising the affidavit.

• OHR (and CGS?) will link to the GA leave information. L. Murphy will discuss with David Farrell and Barb Pletz.
• We envision the following communications, with dates to be determined later:
  
  • E-mail reminder to all graduate and professional students early in the fall term (perhaps through OSUWeekly).
  
  • E-mail to vice presidents, deans, and chairs to share the student communication.
  
  • E-mail reminder to grad studies chairs, grad contacts, and Council of Graduate Students.
  
  • Reminder in fall OSUWeekly and OSUToday.
  
• We need to set up training sessions for the summer and/or fall. M, Hamlett, A. Massaro, and L. Murphy are taking the lead on this.
  
• We need to request that the agenda and meeting materials for the meetings listed above for the GA appointment document also include information about the GA leave guidelines.

5. **Next meeting.** We did not schedule another meeting, but will do so if necessary.

6. **Adjournment.** The meeting ended at 9:05 a.m.

Prepared by Lamar Murphy
April 20, 2005