Ad Hoc Graduate Associate Compensation and Benefits Committee  
156 University Hall  
Tuesday, August 10, 2004  
11:00 a.m. to 12:30 p.m.  
Meeting Notes

Present: Briggs Cormier, Jane Evans, Susan Huntington, Larry Lewellen, Susan Marsico, Lamar Murphy, Barb Pletz

The primary purpose of the meeting was to review items that we had previously agreed to prepare or pursue, as listed below.

1. Prepare benefits booklet for graduate students to be ready by late August or early September 2004.
   - **Status.** Gina Johnson (HR) and Amy Johnson (Student Insurance) are working with Susan Marsico to develop a brochure that will focus initially on HR aspects of GA appointments (health insurance and subsidy, etc.). Over the coming year, the brochure can be refined and expanded to embrace all aspects of GA appointments (including workload, fourth-quarter fee authorizations, etc.).
   
   - **Timeline.** Booklet will be circulated to the meeting attendees within the next few weeks. If possible, it will be included in the Graduate School’s packet for the new graduate student orientation on September 20. It will definitely be available that day as a handout. We need to work out how best to make it available to all 10,000 graduate students (possibly including publicizing a Web link through the graduate and professional student electronic newsletter; posting it on the HR, CGS, and Graduate School Web sites; mailing paper copies to graduate programs; having paper copies available at HR, CGS, and the Graduate School; and encouraging its use at other new graduate student orientation sessions).

2. Meet with grad studies chairs and support staff in late August/early September 2004 to discuss changes.
   - **Status.** We agreed that late August or early September would not be a good time to bring this group together for this sole purpose. The Graduate School will take the lead in arranging its annual session in October for graduate studies chairs and support staff. As part of that meeting, we will probably seek feedback on leave policies, for which we will need to have clarity by the middle of Winter Quarter 2005 at the latest if we want to implement GA leave policies in 2005-06.

   - **Timeline for meeting.** L. Murphy and S. Huntington will identify a meeting date soon. It needs to be a time when S. Marsico and L. Lewellen are available to attend.

   - **Timeline for developing and approving GA leave policies for implementation in Autumn Quarter 2005.** We need to work out the timeline by which a work group [also to be identified] should make recommendations about GA leave
policies so there is sufficient time for review and approval by the Grad Council’s GA and Fellowship Committee, followed by the full Council on Research and Graduate Studies and whatever other University bodies will need to review and approve. An early autumn discussion at the GA and Fellowship Committee would be advisable.

3. Attend/Provide information about benefits enhancements for graduate student orientation sessions.

- **Status.** We agreed on the following:

  o **Orientation kit.** It would be good to provide a packet of materials that units could use for their orientation sessions. The materials could be posted on the Graduate School’s Web site and advertised to units for downloading. L. Murphy will take the lead in working with Graduate School staff and others to address this.

  o **Orientation sessions for new international students, August-September.** S. Marsico will check to see if Amy Johnson from Student Insurance will be attending the orientation sessions for new international students.
    - Wed., Aug. 25, 8:00 a.m. to 5:00 p.m.
    - Wed., Sept. 1, 8:00 a.m. to 5:00 p.m.
    - Wed., Sept. 8, 8:00 a.m. to 5:00 p.m.
    - Wed., Sept. 15, 8:00 a.m. to 5:00 p.m.
    - Thurs., Sept. 23 (back-up)

  o **Orientation sessions for new TAs, Mon.-Wed., Sept. 13-15.** L. Murphy/Graduate School staff will contact FTAD about providing a packet of information for participants.

  o **Graduate School orientation for new graduate students, Mon., Sept. 20, 9:30 a.m. to 12:30 p.m.** Shari Breckenridge is coordinating.

  o **College of Education orientation sessions.** B. Pletz is planning to attend these sessions, and will be happy to distribute information.

4. Send an e-mail reminder in late August to HR contacts about subsidy changes.

- **Status.** We agreed that this is not necessary. Instead, we agreed that:

  o **Reminder to units about appointment deadline.** L. Lewellen will send out a letter [in early to mid-October?] to remind units about the deadline for completing GA appointment paperwork.

  o **Reminders to students about appointment paperwork.** L. Murphy will work with Nichole Collier in the Graduate School to insert reminders [late
September, October] in the electronic graduate and professional student newsletter to students about completing appointment paperwork.

- **Information about September 15 appointment starts.** S. Marsico will provide a fact sheet by the end of the month to CGS and the Graduate School with language about the availability of the September 15 appointment start, including the related handling of the health care subsidy. This will not be widely advertised this year, although it is available and will be done where requested. Given all the other changes being implemented, trying to implement this on a mass scale would put a tremendous strain on HR systems.

5. Work out a process to follow up on compensation and benefits issues.

- **Status.** B. Pletz will clarify how CGS will be handling its internal Academic and Human Resources Committee. It appears that J. Evans will be asked to focus exclusively on the academic portion of the committee’s work (and the extension of the G-QUE). It was not clear from the discussion whether a separate Human Resources Committee would be established or whether designated CGS officers/members would instead continue to meet with representatives from HR and the Graduate School.

- **Status of Senate-level Graduate Compensation and Benefits Committee.** L. Lewellen and/or S. Huntington will talk with Susan Fisher about this. We believe that it is important for a formalized mechanism to be in place at the Senate or University level to address these issues on an ongoing basis.

6. Publicize clarifications of the Council on Research and Graduate Studies about certain aspects of graduate associate appointments.

- **Status.** S. Huntington will send a memo about the changes in early September to all appointing units (academic and administrative): deans, vice presidents, department chairs, graduate program chairs, and graduate program staff.


- **Status.** L. Lewellen will keep us posted as the national conversation continues and the University determines what effect, if any, these changes will have on GA appointments.

8. Identify implementation process for FY 2004-05 items listed below.

- **Timeline for clarifying formalized process for early GA terminations.** S. Marsico and L. Lewellen will take the lead in developing a process within HR to handle.
- **Status of finalizing and distributing to appointing units the standard letter of appointment for grad associates.** We agreed:
  
  o L. Murphy will revise the drafts to reflect Council changes, and will circulate the updated drafts to the group for review and comment.
  o S. Marsico will simultaneously circulate the updated drafts to selected fiscal officers (and deans and department chairs?). She will allow two weeks for comments.
  o We will meet again in late August (preferably August 25, 26, or 27) to finalize the documents and the distribution plan. We tentatively agreed that we will require that one copy of the letter be returned to the Graduate School. Auditing would probably not begin until Autumn Quarter 2005.

9. The meeting ended at 12:30 p.m.

Prepared by Lamar Murphy
August 11, 2004