Good Afternoon Grv Reps!

 We’re emailing you today with an ask that’s of great importance!

 MSCF is launching a membership engagement/organizing campaign with a metro pilot program beginning this current spring semester. More information will be sent out to chapters very soon, but there’s a component to it that we need the help of our grievance reps. As you know, every semester you engage in a contract compliance check at your campuses. Part of this process requires requesting a copy of the master schedule from your registrar’s office. This request is compliant with contractual language found in Article 7 MSCF Rights. We need copies of all the master schedules so that we can create more comprehensive membership lists for each college.

 We’ve included in this email the name of the master schedule report that we need you to request and have it emailed to you. Once you receive the report, please email it to John Ward at [john.ward@edmn.org](mailto:john.ward@edmn.org).

Our office will then convert the report into an excel spreadsheet and include additional membership information. We need you to request this report ASAP!!!

 Here’s the detailed instructions for what we’re asking of you:

 1). Request from your registrar’s office a copy of the CT0100CP Master Schedule Report to be emailed to you. We need spring semester schedules.

2). Because we need it in electronic format, there’s a chance it may be too large to email. If this is the case, ask that it be put onto a flash drive.

3). Once you have it emailed to you, please forward it onto John at the email address provided above. If it’s on a flash drive, let us know and we’ll work out details with you to retrieve it.

4). If you run into problems with the request, please let us know. (We’ve attached a screenshot with detailed instructions on how to run this report you can share with your registrars.)

Again, we need copies of this asap!

 If you have any questions or need any help, please let us know.

MSCF thanks you!

