

Academic Specialist Advisory Committee Meeting
16 October 2014
Administration Building, Room 155

Meeting Minutes

Meeting called to order by Michael Everett at 11:02 am.

Attending: Jan Byrne, Carmellia Davis-King, Michael Everett, Kristin Getter, David Gilstrap, Mary Beth Graebert, Richard Hensh, Regan Kania, Scott Schopieray, Qing Xia

Ex Officio: Terry Curry, Melanie Trowbridge

Absent: Jennifer Gansler, Jo Anne Latimore, Sobha Ramanand, Michael Zabrowski

Speakers: Lynne Zelenski

Motion to accept the agenda: Motion to approve agenda by David Gilstrap and seconded by Mary Beth Graebert with two additions to new business (Faculty Senate Report and on-line navigation of the academic specialist handbook). Motion carried unanimously.

Motion to approve September 2014 minutes: Motion to approve minutes with no corrections by Richard Hensh and seconded by Jan Byrne; carried unanimously.

Speaker Lynne Zelenski

- Lynne spoke to us as a representative of the Faculty Health Care Council (FHCC).
- The FHCC reviews health care concerns as it pertains to faculty and academic specialists. The FHCC committee consists of faculty and academic specialists with healthcare backgrounds (healthcare economists, physicians, nurses, etc.)
- They have been involved in decisions on implementing a generic prescribing program, Best Doctors, and more. Today she talked to us about the potential for a new health care clinic on campus:
 - MSU healthcare is self-funded. MSU pays insurance companies (Blue Cross as an example) to administer health care claims and provide a network of doctors with contracted rates, but employees' actual health care bill for any doctor visit is paid for by MSU. So, it is in all of our best interests to seek healthcare savings wherever possible.
 - The idea for this health care clinic was from faculty who approached the administration as a way to save money.
 - The potential new health care clinic would be strictly focused on faculty and academic specialists for now. Other bargaining groups may join later.
 - This onsite healthcare facility seeks to establish a new model for primary healthcare delivery. They would hire physicians who are paid a flat salary

and thus will not be paid per visit. Each appointment with a physician will be 30 minutes. This helps you to establish a good relationship with your doctor and seeks to prevent patients from getting ill. The goal is to have quick access to physicians, have an urgent care on-site, and use evidence based care for better outcomes. For example, 51% of faculty and academic specialists have not had a primary care appointment in the last two years. The FHCC believes better primary care will result in better outcomes.

- More information about how this clinic might work was given in a handout, as was a Best Doctors summary report for September 2013.
- Questions from ASAC members about this potential new clinic:
 - Regan Kania asked if MSU's Clinical Center will be combined with this new clinic. Answer: It might be housed there, but will operate under this new model. In the new model, the physicians would have no academic responsibilities and the doctors will solely be focused on practice.
 - Melanie Trowbridge asked if participation in this clinic is voluntary. Answer: Yes, but there will be incentives (presumably lower premiums) to use it. You could still keep your own doctor, but there will be a financial incentive to use the on-site clinic. You will still need your current insurance plan for specialist visits and such. We would like to see all primary care be in this clinic.
 - Richard Hensh asked if there are any other universities doing this in the rest of the country. Answer: Not that we are aware of, although Purdue has something similar (but not the same), however other industries are using this model.
 - Melanie Trowbridge commented that many employees may have privacy concerns of tying healthcare to their employer. Answer: The FHCC talked about this topic extensively and HIPAA laws will protect your privacy as it is the law. While some people may not be aware of how HIPAA protects their privacy, the FHCC will make an effort to educate them.
 - David Gilstrap asked if family members will be covered at this on-site clinic. Answer: Yes, they will be. The FHCC has to still work out the logistics of families not living in the area yet.
 - Regan Kania expressed a concern with doctor turnover as there is high turnover at the Clinical Center. Answer: This new model will try to keep doctor stability.
 - Mary Beth Graebert commented that at the Clinical Center you usually have to make a doctor's appointment one month in advance and they never provide same-day service. Answer: It is this clinic's goal to provide same-day service and if not, there is an urgent care on-site.
 - Mary Beth Graebert also asked how the clinic will know how many physicians and staff to hire? Answer: The FHCC is working with consultants that have formulas to help answer that. They will take the number of subscribers and calculate the number of physicians, nurses, physician assistants, etc. that are needed.
 - David Gilstrap asked if an employee will be able to see the same doctor

every time. Answer: The clinic will operate like a normal practice. They will try to schedule you with your primary doctor, but depending on availability you may see a nurse practitioner or another doctor in the practice.

- The FHCC is working with the faculty and academic specialist community and MSU human resources to develop an incentive model. Our MSU president is interested in this project but has financial concerns. Financial models show that MSU will save money in the long run and we could expect to recoup our initial investment in 2 to 3 years.
- Carmellia Davis-King asked where the potential new clinic will be located. Answer: On or near campus.

Associate Provost/Associate Vice President for Academic Human Resources update (Terry Curry):

- MSU has no more new Dean searches. For the three existing Dean searches: a search committee has been formed for the College of Business; a search committee is almost formed for Arts and Letters; the CANR is a little further behind.
- In past meetings, ASAC had asked for additional recipients for the academic specialist awards. If approved by the Provost, we will receive additional funding so that we don't have to reduce the amount given per recipient. However, the Provost wants to reevaluate the number of awards given across all of campus in part due to the fact that the awards ceremony evening is already too long. In addition, the Provost wants to see if the calibration is still appropriate given the changes in the number of faculty and staff over time. Terry will report back to us after 1 January 2015 with the results of the Provost's evaluation.

Subcommittee reports:

- **Bylaws subcommittee (Richard Hensh and David Gilstrap):**
 - During their first meeting of reviewing and modifying the ASAC bylaws it was noted that the make-up of and the size of ASAC is based upon 2000 data (of the number of academic specialists employed at that time). The bylaws clearly state that data needs to be revisited in 2006 and then 2013. The first order of business then should be to do a recount. Melanie Trowbridge will provide that data to the bylaws subcommittee.
 - The Bylaws subcommittee also wanted to know what other concerns there were with the current bylaws. Mary Beth Graebert commented that one concern is that there are different types of specialists (elected versus appointed, fixed-term versus continuing term) comprising the ASAC. There is some confusion if fixed-term employees are elected, then does the fixed-term position that is explicitly designated to serve on ASAC need to be filled? What if there are no nominations for a particular category (outreach, teaching, advising, etc)? Another concern was that there are currently two processes to serve on ASAC: an election and an appointed

process, which often causes confusion. Can we combine these processes? A third concern was that it is difficult to solicit self-nominations and nominations in general. How can we improve upon that? Michael Everett will provide last years' voting process information to the subcommittee.

- **Academic Specialists Professional Development subcommittee (Qing Xia and Jennifer Gansler)**
 - Qing Xia commented that they need one other person to serve on this subcommittee. Carmellia Davis-King volunteered to assist.
 - The subcommittee also needs to know what budget is available to them, what venues are available, the number of attendees in the past, as well as past topics.
 - Melanie Trowbridge commented that her office (Academic Human Resources) will provide support to this subcommittee as well. She will check on budget and let the subcommittee know.
 - Mary Beth Graebert also told the subcommittee that surveys have been done to solicit input from academic specialists about topics they would like to have at the professional development forum. She will share that with the subcommittee.
 - All of ASAC will also brainstorm for other topic ideas at our next meeting.

New Business:

- **Sexual misconduct policy: Melanie Trowbridge.**
 - MSU is updating the sexual misconduct policy with guidance from the U.S. Department of Education's Office of Civil Rights (OCR). A committee was formed and met weekly this past summer to go over the current policy and compare it to OCR standards. The draft form of this new policy is available at <http://www.inclusion.msu.edu/equity/Relationship%20Violence%20and%20Sexual%20Misconduct%201/Relationship%20Violence%20and%20Sexual%20Misconduct%20.html> and a summary will be provided to ASAC as a handout for this meeting.
 - The biggest change to this policy is that training will be mandatory and all faculty will be mandatory reporters of sexual misconduct. Training will be on-line and should roll out 1 January 2015.
- **Faculty senate committee update: Kristin Getter**
 - There was some talk about a smoke-free campus initiative and safety for pedestrians and bikes on campus. This appears to be an ongoing topic and no decisions or motions were made.
 - MSU's President talked about the lame-duck congress and funding for higher education. We don't anticipate any mid-year cuts so we think we have stability for now in funding.
 - MSU is kicking off a capital campaign for seeking private donations. Some large projects on campus in the past have resulted from donations.
- **Other: Navigating the on-line academic specialist handbook (Richard**

Hensh):

- The on-line academic specialist handbook is hard to navigate and you cannot print the entire document at once (and you used to be able to). Melanie Trowbridge will find out who can change this for us. Richard also commented that two links were broken too. Scott Schopieray is on the MSU committee for web accessibility (<http://webaccess.msu.edu/>). He will give an update at our next meeting about that committee's work, as our handbook and broken links are the sort of things they are addressing.
- **Other: Salary adjustment guidelines (Mary Beth Graebert):**
 - A letter describing how the recent raises were determined for academic specialists was sent out to the Dean, Directors, and Department Chairs recently. Many of the ASAC members said they have not seen such a letter. Mary Beth will send a link of where to find the letter (which is public information) to the entire academic specialist listserv.

Chairperson's update (Michael Everett):

- 1) Renee Rivard will come to the ASAC November 2014 meeting.
- 2) Michael Everett is teaching in this upcoming spring semester during our normal meeting time. Should we move the time ASAC meets or shift his responsibilities to Mary Beth Graebert? Mary Beth will send out a doodle poll to all members of the ASAC to see if there is another common time that we can all meet.

Old Business: None

Motion to adjourn by David Gilstrap, seconded by Richard Hensh. Motion carried unanimously.

Meeting adjourned: at 12:12 pm

Next scheduled meeting: 20 November 2014 at 11:00 am in 155 Administration Bldg.

Attachments:

- Faculty Health Care Council faculty initiated on-site health center and Best Doctors report for September 2013.
- Summary of MSU's updated sexual misconduct policy