

**Academic Specialist Advisory Committee Meeting**  
**Thursday, March 17, 2016**  
**Administration Building, Room 155**

1. **Call to order** (Time 11:03 am)
2. **Minutes taken by:** Kristin Getter
3. **Attending:** Kristin Getter, David Gilstrap, Mary Beth Graebert, Regan Kania, Jennifer Gansler, Michael Everett, Kristin Janka Millar, Richard Hensch, Jo Anne Latimore, Sobha Ramanand, Dorcia Chaison, Scott Schopieray and 12 non-ASAC members
4. **Ex Officio:** Terry Curry, Melanie Trowbridge
5. **Absent:** Michael Zaborowski, Camille Archer
6. **Speaker:** Dave Byelich
7. **Agenda:** Michael Everett made a motion to approve the agenda and was seconded by Regan Kania. Motion passed unanimously.
8. **Approval of February 2016 minutes:**  
Motion by Richard Hensch to approve the February 2016 minutes as corrected by David Gilstrap, seconded by Michael Everett. Motion passed unanimously.
9. **Asc Prov Ast VP Academic Human Resources update (Terry Curry)**  
The Provost recently sent out an e-mail asking for faculty participation in a survey (if invited) by the Chronical of Higher Education called the Great Colleges to Work for Survey.

Dr. Curry also indicated that MSU is on its way to becoming a Tobacco Free Workplace. The policy will be effective August 16, 2016. More communications will follow. See <http://tobaccofree.msu.edu/> for more information.

Another MSU Human Resource issue are the new proposals for changing the Fair Labor Act. In 2004, the rules for being considered an exempt employee (i.e. – not subject to overtime pay) had two conditions: 1) must make above \$450/wk and 2) the duties had to be professional (doctors, lawyers, teachers, other professionals). The new proposal will now increase the pay condition to ~\$50,000/yr. At MSU, some staff or academic specialists, coaches, etc. may be under that salary threshold that were previously considered exempt and will now no longer be. That means they will be eligible for time and a half (\$ or compensatory time). As of now, MSU is aware of about 80 employees who may be potentially impacted if the proposal goes through. Earlier this week the proposal went from the federal Department of Labor to the Department of Management and Budget. It may be implemented as early as Labor Day. Post-docs

will also be impacted. Every higher education association is lobbying against the post-docs becoming non-exempt. MSU has a task force on campus working on this issue.

Dr. Curry updated ASAC on the current Dean searches. Two candidates for Dean of Undergraduate Studies. Those public presentations will be March 29 and April 1. Look for more communications to follow. The College of Law, College of Agriculture and Natural Resources both have new Deans now and the Broad Art Museum has a new director. The Social Sciences College and College of Human Medicine have Dean searches that are currently in progress.

## **10. Old Business**

### **a. Subcommittee on Promotion & Mentoring**

#### *i. F&OD Survive & Thrive Program for Specialists*

Mary Beth Graebert indicated that she and others members of ASAC met a few weeks ago with F&OD to talk about ways to help specialists who want to go through the promotion process. The specialists F&OD Survive and Thrive program will mimic the faculty program. The first program will be offered this fall.

#### *ii. Future Activity: Update Specialist Handbook*

The subcommittee also met with Dr. Curry and Melanie Trowbridge and they went through the Academic Specialist Handbook looking at the verbiage that addresses promotion and mentoring. They have identified some changes, but want to do a deeper evaluation of the handbook that will be continued this fall.

### **b. Subcommittee on Specialist Compensation Equity**

#### *i. Progress on gathering information for analysis*

The subcommittee met with Planning and Budget staff to get data for analysis. We have some of the data now, but we need more time to look at it further.

### **c. Subcommittee on Elections**

#### *i. Timeline*

David explained that we aren't doing a good job of following the bylaw election process (in terms of balance of functional areas). About 65% of specialists on campus are fixed term, but only 2/14 of ASAC are FT. We would like to try to achieve better balance. Nomination deadline is next Friday – only two people have applied. Regan suggested each ASAC member ask two people to apply. Richard asked if we can resend the request for nomination. A reminder will be sent next week. Word of mouth is useful. Regan mentioned that people kept asking him to join, so he finally did. Michael had the same sentiments; ASAC is a great way to get involved and to understand the university. Someone asked that we add a little bit more about what the commitment entails to the call for nomination. Mary Beth will add this to reminder next week.

### **d. Future Guests**

- i. Patti Stewart (Faculty & Organizational Development) – April 21, 2016  
She will talk more about the Survive and Thrive specialist's program.

## 11. **New Business**

### a. *Bylaw Changes: Flexibility to adjust election process.*

Mary Beth Graebert and David Gilstrap presented the proposed changes to the ASAC bylaws that will give us more flexibility to keep functional membership areas balanced (see handout for the changes). Michael Everett made a motion to adopt the changes. Sobha Ramanand seconded the motion. The motion passed unanimously.

### b. *Raise Letter*

Mary Beth Graebert presented a draft version of the ASAC recommendation for 2016-2017. Last year faculty asked for a 4% raise and ASAC asked for a 5% raise in order to address the increasing salary gap between specialists and tenure-stream faculty. We were not granted a higher raise, probably due to the fact that we are pooled with tenure-stream faculty for raises. Due to time issues, ASAC will vote on our raise letter via e-mail. A finalized letter will be submitted mid-April.

## 12. **Guest Speaker:** Dave Byelich, Assistant Vice President and Director of the Office of Planning & Budgets

Dave Byelich listened to our concerns about our raise recommendation letter and the increasing salary gap between academic specialists and tenure-stream faculty. He then presented the university 2016-2017 estimated budget (see handout for details). Richard Hensh asked if MSU can bring in more students to help increase revenue. Dave indicated that we are about as high as we can go due to capacity, but a different mix of students can affect revenue levels.

## 13. **Adjournment (Time 12:15pm).** Michael Everett moved to adjourn the meeting and Richard Hensh seconded the motion.