

Academic Specialist Advisory Committee Meeting

April 18, 2018

Room 155 HAB

11:00 am – 12:00 pm

Call to order: 1100 a.m.

ABSENT: K. Janka; K. Pavangadkar; C. Poitra; S. Hession

PRESENT: J. Jagger; M. Everett; D. Handspike; M. Wallace; Y. Anderson; N. Imbrascio; J. St. Charles; N. Gisholt; M. Brock; K. Kammel; T. Curry; M. Trowbridge; 5 guests

1. Welcome (M Everett)
 - a. Brief introductions to guests and newly elected members of 2018-2019 ASAC present.
2. Amendments and approval of Agenda
 - a. Adding representative model discussion to New Business
 - b. 2018/19 officers
 - c. May meeting logistics
 - d. PACDI; Presidential Advisory Committee on Disability Issues
 - i. Motion to approve inclusion of these topics by Y. Anderson; seconded by N. Gisholt; unanimous approval.
3. Approval of March 2018 meeting minutes
 - a. It was noted that attendance through zoom will count as being in attendance (Y. Anderson attended March meeting via zoom)
 - i. Motion to approve by N. Gisholt; seconded by J. St. Charles. Unanimous approval
4. Terry Curry Report and Updates
 - a. Dean Searches
 - i. Interviews/Visits are currently ongoing with goal to have those positions filled by next academic year including:
 1. Director of libraries
 2. College of Vet Medicine
 3. Lyman Briggs
 - b. Change in bylaws
 - i. The inclusion of verbiage appropriate to include Academic Specialists as members of faculty senate have been approved by the Senate.
 - ii. Awaiting approval by Board of Trustees.
 - c. T. Curry mentioned work is ongoing regarding Nasser related civil lawsuits with goals to better understand settlements before end of next academic year. Stressed timeliness of this issue as it will assist university in fully understanding financial implications.
 - i. It was noted by M. Brock that individuals with Outreach responsibilities are having difficulty in navigating and understanding news when interacting with students. It was stressed that all must be authentic in support of survivors and attempt to embrace transparency in an effort to impact current university culture. With questions of where support might exist for faculty/staff, it was

related that some deans and/or colleges are currently engaged in implementing counseling and other support activities through the Employee Assistance Program (EAP) where initial counseling is available at no cost to university employees. It was noted that units should be engaging in group discussions and town halls to disseminate through employee ranks.

- ii. It was also noted that future ASAC meetings might include members of OIE to assist in better understanding and navigating current events on campus.

Old Business

1. Elections Update (Kari)
 - A. Elections were completed last Friday with 3 new elected members to 3 year terms (details and formal introductions to occur at next ASAC meeting);
 - B. It was asked of the number of 1 year appointments available; K. Kammel will confirm with M. Trowbridge.
 - C. It was noted that elections for 2018-2019 ASAC leadership positions (Chair, Vice-Chair and Secretary) will need to take place. That these positions were typically voluntary (self-nomination) and consist of a 1 year commitment. Additionally, historical responsibilities of Chair were presented by M. Everett as including:
 - Agenda; letter crafting; not responsible for additional meetings
 - Meeting with T. Curry and M. Trowbridge as needed
 - Arrangement of guest speakers
 - PACDI representation from ASAC (1 meeting/month)
 - It was reiterated that ASAC is not intended to be an advocacy group for individuals however to act as an advocate for all specialists on campus through direction and assistance in obtaining resources as necessary.
2. Academic Governance Update (Nicolas)
 - A. Currently awaiting Bylaw changes approved by BOT as noted above.
3. Raise Letter Discussion
 - A. Kristi to provide suggestions; forwarded M. Trowbridge powerpoint for additional materials to include in letter however it was decided not to add any of these materials.
 - B. Contact with T. Tomlinson; chair of UCFA noted that faculty recently submitted their letter with letter publicly available through Academic Governance website.
 - C. Trowbridge suggests ASAP for sending of letter and in light of faculty's recent letter, it was motioned by K. Kammel to include a 4.5% salary increase in the draft letter. This motion was seconded by N. Imbrascio. No further discussion occurred and it was met with unanimous approval.
4. Committee Updates
 - A. Engagement (Kari)
 - Working with Jill Bryant in AAN for consistency in hiring/orientation.
 - It was noted that starting last fall, all new specialists were receiving notifications.
 - New website forthcoming with assistance from College of Engineering (who designed previous website)

- Newsletter
 - Currently looking for advising/teaching specialists to be “featured”
 - The newsletter is sent to all members of the ASAC Listserve.
- 5. Handbook (Dwight)
 - A. Passed out document highlighting framework with the goal to be organized parallel to other documents (i.e. faculty handbook).
 - i. The goal is for this to be a “searchable” document and as nothing has been omitted or changed, pending review from T. Curry, should be available within the next month.
 - ii. It was suggested that the document also be made available in PDF format.
 - a. It was noted that the Web team should be able to provide it as both a searchable online document as well as PDF
 - B. T. Curry mentioned that there was continued discussion central HR to maintain accessibility for all employees.

New Business

1. Discussion with Provost Dr. June Youatt - Postponed.
2. Continuing Education Funding (Kari) –
 - A. It was noted that specialist have not been using earmarked funding for Professional Development thought funding is available.
 - i. Employees after 2 years employment qualify to obtain funds towards job related and continuing education coursework, including PhD’s.
 - ii. These funds are typically awarded on a first come/first serve basis and is funded through a central fringe account managed by Executive Vice President Satish Updah who may increase/decrease amounts depending on demand.
 1. Currently the account is set to approximately \$125,000/year.
 2. It was noted that you do not have to be enrolled in a FT program and that funds can be used towards a single course.
 3. These funds are typically awarded at the beginning of each academic year.
 - iii. It was noted that this information was provided in the most recent ASAC newsletter.
3. Representative model proposal (N. Imbrascio);
 - A. It was noted that our current model of ASAC representation is based on functional assignments rather than college/unit representation.
 - B. It was discussed that perhaps a hybrid model which might include elections by functional designation with membership consisting of 1 year appointments by college/association
 - C. It was noted that this new format would be more closely aligned with the appendix of specialist handbook.
 - D. It was suggested that this idea be passed on to AAN for assistance in further development as it is typical for academic governance.

- E. It was noted that this initiative would likely be on the agenda for next year's ASAC with potential for facilitation and development through the ASAC professional development forum scheduled for spring 2019;
- 4. It was mentioned by M. Trowbridge that a significant administrative change recently undertaken is the complete centralization of IT services across colleges (with the exception of COE and HPCC which might be considered Centers of Excellence) but will include aspects of the academic enterprise
 - A. This centralization is designed to bring all IT support staff and other IT job functions under the direction of the university CIO
 - i. Based in part with the introduction of the new campus data center, this initiative is designed to provide security and better cost efficiency with abilities to manage/buy in "bulk".
 - ii. It was noted that many within the administration were not surprised but note that it is still a significant change in how many colleges will conduct day-to-day business.
 - B. Impact analysis of this initiative are still ongoing including the numerous platforms and servers across colleges.
- 5. It was noted by J. St. Charles who is working to create an engagement meeting/walk-through of the neighborhoods initiative with Dr. Royal. It was suggested that this be moved to the fall meeting where it might be more suitable.
- 6. It is anticipated that William Donahue from the Faculty Grievance and Dispute Office will be the guest speaker for the May meeting, scheduled for 11-12 p.m. on 5/16, at the Brody Cafeteria

Motion to adjourn by M. Trowbridge, seconded by M. Brock. Unanimous support.

Adjourn 1208

Dutifully submitted,

J. Jagger