

Academic Specialist Advisory Committee Meeting

Wednesday, February 21, 2018

Room 155 HAB

11:00 am – 12:00 pm

PRESENT: J. St. Charles; S. Hession; M. Brock (online); D. Handspike; M. Wallace; K. Janka; K. Kammel; N. Imbrascio; J. Jagger; M. Everett; N. Gisholt; T. Curry; M. Trowbridge.

ABSENT: K. Pavangadkar; Y. Anderson; C. Poitra

GUESTS: 4

Call to order at 1110

Welcome (M Everett)

Approval of Agenda; Motion by D. Handspike second by K. Janka. Unanimous approval.

Motion to approve February 2018 minutes; Motion by M. Wallace; second by J. St. Charles. Unanimous approval

Terry Curry Report and Updates

1. As of 2/8/18 the National Science Foundation (NSF) issued a notice to all university presidents and colleges that have oversight regarding grants and funding that for upcoming and all foreseeable awards, terms and conditions will require reporting of any allegations of any and all allegations of sexual harassment. This oversight must cover all PI/co-PI activities as well as anyone directly related to the activities as overseen by the University Office of Contracts and Grants. Currently the president and provost are awaiting details for full implementation however it is understood that Office of Institutional Equity (OIE) will be responsible for maintaining/ensuring compliance and investigation.
2. Currently, every October a letter is sent from Provost Curry to all unit administrators regarding proposed/suggested merit and salary increases. It was then up to the individual unit heads to further disseminate this information. Recent technology proposals will allow this letter to be sent to each and every staff/faculty member. It was the general consensus of the committee that this latter method would be preferred, in that it would ensure the information was sent to everyone involved. It was also noted that this new information method would be more simplified and economical considering electronic communication can be streamlined.
3. Ongoing dean search committees: CAN; Lyman-Briggs (video interviews coming in two weeks. Vet-Med and Library.

4. Also noted that the Steering Committee met yesterday to consider bylaw amendments to include language pertinent to the academic specialist as a whole. Changes are currently held back due to need for clarification regarding; full time / fixed term specialist for final Board of Trustee (BOT) approval however it is anticipated that these changes will take effect by the end of this academic year.

I. OLD BUSINESS

- a. Academic Governance (N. Gisholt)
 - i. Updates per TC above (#4)
 - ii. N. Gisholt personally noted that he had been invited to participate on Faculty Health Care Council.
- b. Election Process Updates (K. Kammel and N. Imbrascio)
 - i. Ongoing with update pushed to next meeting (3/21).
 - ii. It was noted here that voluntary appointment may be continued on a year to year basis.
- c. Survey Update and Next Steps (K. Kammel)
 - i. ASAC initiated contact with the entire specialist community via email on 2/06/2018 to gather feedback from the entire specialist community regarding their views on current issues within the community. As a committee we felt it imperative to better understand the thoughts and feelings of the community we are being asked to represent. For details regarding the survey questions or responses, a copy may be requested from either J. Jagger or K. Kammel.
 1. With 286 respondents, the Agree/Disagree responses are listed sequentially below as follows.
 2. In addition, there were 57 written responses. These responses ranged in passion and volume however at first glance, and addressed numerous concerns including:
 - a. Frustration with lack of participation
 - b. Fear of speaking up.
 - c. Lack of communication specific to specialists.
 - d. Inclusion to leadership
 - e. Access to mental health support
 - f. Others?
 3. Methods of formally classifying the feedback were discussed including possible "text mining" (S. Hession).
 - ii. A volunteer subcommittee consisting of N. Imbrascio ;K. Kammel, K. Janka and J. Jagger was formed in attempt to address the concerns raised and provide the community timely feedback.
 1. It was discussed how individual colleges were dealing with these challenging issues-
 - a. D. Handspike highlighted recent examples of "hear/speak/share" within units of the Broad College and how these provided avenues of access and support.

- b. No other examples of support were given and it was concluded that different support systems existed within each unit of each college.
- II. NEW BUSINESS (pushed to next meeting; 3/21)
 - a. Raise Letter Discussion
 - i. M. Everett mentioned that he was still waiting to receive feedback from faculty representatives to better inform this.
 - b. Questions for Dr. Youatt's presentation**
 - i. All members of ASAC are being asked to submit their questions to M. Everett for Dr. Youatt's presentation scheduled for the next ASAC meeting (3/21).**

Move to adjourn early to accommodate guest speaker. Motion by D. Handspike, seconded by K. Kammel. Unanimous approval.

Adjourn Time: 1141

- III. Dave Byelich (Office of Planning and Budgets; Assistant Vice President and Director) presented an overview update on budget and planning processes, provide comment on some current Committee on Faculty Affairs initiatives and to provide a general idea of the current financial health of the university.
 - a. BOT pro-forma budget is available online for FY19 and include major information areas. In recent budgeting years, there was a 1% deduction across the board which was designed to provide funds to the Provost to assist funding university-wide initiatives. There is currently an estimated shortfall of approximately \$600,000. Note the general fund is typically ~\$1.4 Bn. <https://opb.msu.edu/>
 - b. Assurance of utility areas on campus are sufficient and effective. Forecasting saving to budget approximately \$3M.
 - c. Noted the drop in Chinese enrollment across the country (9-12% reduction in Midwest) however there is an approximate 33% drop at MSU. It was noted that these numbers were prior to recent events made public. In light of this decreased enrollment that other international student bases are being considered in order to both boost international enrollment as well as to ensure diversity on campus. It was highlighted that enrollment of domestic non-resident and international students are critical to budgeting process. It was also noted that state of Michigan has a lower high school population than in year's past (which is also a regional phenomenon). Current student costs are approximately \$14,000/year resident and \$40,000/year for non-residents. These tuition rates are subject to continuous analysis and modification depending on markets.
 - d. Looking ahead; expansion of student housing in prime East Lansing areas, including corner of Bogue and Grand River with initial estimates of housing up to 2000 students. It was noted that EL community is changing and that MSU, as an institution will need to realize and consider (i.e. increased housing in the immediate campus community and impact on resident hall occupation rates).
 - e. The University Committee on Faculty Affairs have submitted a provision for matching retirement benefits similar to semester teaching for summer load/salary contributions. Currently employees teaching summer courses on an overload basis are not able to

contribute (or receiving the university contribution) to their retirement accounts. Office is currently reviewing “mechanics” of making this possible due to grant budget process (i.e. costs are assessed to grants and half general fund; this lead to questions related to advanced word for budgeting of grants) as well as the number of “impactees”.

- f. A question from S. Hession; regarding utilities, how effective have solar panels been? “standard rates are approximately .04 cents/megawatt hour with fluctuations “on a hot afternoon” up to .16 cents per kW hour. The panels were installed by a 3rd party install and the campus buys power back from them at a more constant rate.
- g. K. Kammel asked if the changes in summer retirement provisions would be applicable to everyone teaching summer courses, specialists included. This was answered as yes, everyone involved, including specialists, would receive the opportunity.
- h. The subject of the FY2019 budget proposal was discussed as it is nearing approval (within 3 weeks) by Tom Tomlinson; Chair of Faculty Affairs.
- i. A question was asked if the recent litigation fees would impact day to day operations at the university. Response: “From a technical standpoint we will work our way through the current issues using multiple budgets (i.e. models) and “There should be no financial impact on current institution; we will manage our way through it.”
- j. Mr. Byelich concluded by saying that (Over)...“the last several years, we have been concerned about the longer term financial horizon and have focused on a policy that leads to loading salaries through the general fund” In other words, when the dean/AUH adds a salary, it will comes from that budget which is then approved centrally. This leaves the question of what are the appropriate incentive structures in place. It was noted that the central office is in the process of issuing more of a “responsibility at the departmental level” to ensure/allow this compensation to take place as it is at this level that the resource requirements are immediately identified”. Implementation of this new process was being explored however is in the state of pulling back because of the “challenges of a startup program requiring people and their long term goals and objectives”.

Comments from the public:

Julie Hagstrom of the Asian Studies Center (first time meeting Attendee), recognized two points;

1. Electronic distribution of raise letters and other information should be encouraged.
2. Pleased to see the survey and is interested in seeing the results and comments regarding the roles specialist’s play across the university. She agreed that there would be benefits for all specialists to see the results was encouraged to see ASAC’s role in this.

Dutifully submitted,

Justin L. Jagger