



Academic Specialist
Advisory Committee
MICHIGAN STATE UNIVERSITY

Academic Specialist Advisory Committee Meeting
Wednesday, October 9, 2019
Room 443 HAB and via Zoom

11:00am – 11:30am Subcommittee Meetings
11:30-12:30pm- Committee Meetings

Agenda

Call to Order: 11:37am

1. Roll Call

- a. Attending: Justin St. Charles, Melanie Wallace, Yolanda Anderson, Kari Kammel, Becky Matz, Jennifer Knowles, Sarah Hession, Danielle Flores Lopez, Erica Fiasky, Dustin Petty, Nicki Moody, Erica Shifflet-Chila, Terry Curry (Ex Officio), Kathy Lewless (Ex Officio)
- b. Absent: Bryan Beverly, Michael Hopson, Nicola Imbracsio
- c. Also in Attendance: Francisco Villarruel and Michelle Kaminski (re: Faculty Grievance) and Jeannine Scott (Advisor-Dept of Microbiology and Molecular Genetics)

2. Approval of September 11, 2019 Minutes

- a. Approved with amendments to add Becky Matz to attending list and correct spelling of Erica Fiasky's name in Section 3C

3. Associate Provost & Associate VP for Academic Human Resources Report (Terry Curry)

- a. New academic specialists will be coming on board at MSU as a result of the full integration of the Law College; they will become MSU employees effective Jan. 1, 2020

4. Presentation by Vice President for Planning and Budgets (David Byelich)

- a. Discussed three potential destabilizers to the budget:
 - i. *Enrollment as related to tuition and fees*
 - 1. Largest revenue is tuition (49,000 students)
 - 2. AY2019-2020, first-time student numbers up/everything else down
 - 3. In planning for Fiscal Year 2021, need enrollments to be stable
 - ii. *Appropriations*
 - 1. Insurance premiums (liability coverage for the institution) have gone up
 - 2. MSU is now pulling from investment income (as opposed to cash)
 - iii. *Continuation of positive market*
- b. Please call David Byelich at x.59271 with questions

5. Reports of Officers

- a. Motion made to suspend Reports of Officers and Reports of Committees at meeting and have reports added to the minutes by Kari Kammel; seconded by Erica Fiasky
 - i. Chair Report (Justin St. Charles)
 - 1. "I want to thank our respected guests for joining ASAC today as well as the numerous Specialists who are actively participating by submitting questions and joining the meetings. It is our partnerships and commitment to one another that helps build our capacity to advocate



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for our constituents and work collectively as a University. The Vice President for Planning and Budgets, David Byelich, will share his expertise regarding the financial landscape of MSU and be invited back again to ensure Specialists are aware of the University's trajectory. Dr. Villarruel and Dr. Kaminski from the Faculty Grievance and Dispute Resolution Office will highlight a critical resource available to Specialists as it relates to resolving disputes between them and administrators. Lastly, our inaugural Table Talk for 2019-2020 will have Cherie Booms and Dan Mackey from Human Resources answering questions related to benefits from a Specialist-specific lens. Having these guests present today makes me think of the old adage, "clarity builds confidence" – again, I want to thank our guests for providing us the clarity to be confident in supporting the Specialist community."

- ii. Vice Chair Report (Erica Fiasky)
 - 1. Seeking Table Talk guest ideas for Spring 2020; send recommendations of person(s) from your functional area to Erica Fiasky: fiaskye@msu.edu
- iii. Faculty Senate Representative Report (Melanie Wallace)
 - 1. Pres Stanley will meet with survivors Oct 3, Oct 10, and online Oct 16
 - 2. Provost search to be open process once finalists identified; search committee to include Faculty Senate member; considering request to include academic specialist
 - 3. MSU has agreement with Gotcha Scooters (300 on campus); safety standards in place; Gotcha will share date about usage, distance, etc.
- iv. University Council Representative Report (Danielle Flores Lopez)
 - 1. Pres Stanley is visiting academic colleges and starting on strategic plan; DEI committee to be part of strategic plan (but also separate)
 - 2. Interim Provost named: Teresa Sullivan to begin Oct 1, 2019
 - 3. CIO named: Melissa Wu to begin Dec 1, 2019 (Rob McCurdy left in Oct)
 - 4. UCC approved 4 new programs for Fall 2019: BS Computational Data Science, BS Data Science, Data Science minor, Media Photography minor
 - 5. Motion to create ad hoc subcommittee to develop policies on revocation of awards and honors in findings of RVSM crimes; approved
 - 6. Scooter updates will be made in Oct 2019

6. Reports of Committees

- a. Bylaw – Establishment of Sergeant-at-Arms, Electronic Attendance, Electronic Voting
- b. Compensation – no report
- c. Elections – no report
- d. Forum – no report
- e. Handbook – Kathy Lewless is reviewing draft; expect written doc by end of November
- f. Outreach – Discussed newsletter and social media posts
 - i. Next ASAC Third Thursday Social Hour is Oct 17, 4-6pm, Harrison Roadhouse
- g. Promotion – Met Oct 7 and 9 to discuss plan, process, and goals; next meeting is Oct 30
 - i. Next steps include coding March/April 2019 survey data; reviewing responses by those who identified themselves and reach out; and possible follow-up survey (pending results of a/b) or focus groups



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ii. Goals:

1. Create Toolkit for HR, Administrators, and Supervisors
2. Overhaul FORM C
3. Assess accuracy of Job Descriptions
4. Examine using HR System (EBS performance planning) for evaluations
5. Changes to annual review-Academic HR creating specific specialist form

7. Unfinished Business

- a. Bylaw Amendment on Electronic Meetings (Attendance)
 - i. Motion by Erica Shifflet-Chila (seconded by Melanie Wallace) to insert the following as Section 3.3 of the Bylaws:
 1. Members of the Committee may participate in regular or special meetings by, or through the use of, any means of communication allowing all participants to simultaneously interact with each other, such as teleconferences or videoconferences. Any participant in a meeting by such means shall be deemed present in person at such meeting, count towards quorum, and maintain the same voting rights they would have if physically present
 - ii. Motion moved to vote; carried unanimously; passed
- b. Bylaw Amendment on Electronic Voting
 - i. Motion by Erica Shifflet-Chila (seconded by Erica Fiasky) to insert the following as Section 3.6 of the Bylaws:
 1. Electronic voting through the use of email, online voting application, or a similar mechanism is permitted, and will be used at the discretion of the Chairperson. If electronic voting is used, a simple majority of all members eligible to vote is needed to prevail
 - ii. Motion moved to vote; carried unanimously; passed
- c. Bylaw Amendment on Establishment of the Sergeant-at-Arms
 - i. Motion by Erica Shifflet-Chila (seconded by Kari Kammel) to insert the following as Section 4.3.4 of the Bylaws:
 1. Maintain order at meetings by addressing issues of behavior or failure to comply with parliamentary procedure or bylaw provision
 2. Address, warn, or in extreme cases, eject members from a meeting who do not comply with parliamentary procedure or bylaw provision
 3. Assist with or oversee administrative tasks as assigned by the Chairperson, such as ballot collection, tally of votes, etc.
 - ii. Motion moved to vote; carried unanimously; passed
- d. Bylaw Amendment on Officers
 - i. Motion by Erica Shifflet-Chila (seconded by Kari Kammel) to amend Bylaw 4 to:
 1. There shall be a chairperson, vice chairperson, secretary, and sergeant-at-arms, which will each be elected by members of ASAC
 - ii. Motion moved to vote; carried unanimously; passed

8. New Business

- a. Presentation by Dr. Francisco Villarruel, Dir. of Faculty Grievance and Dispute Resolution
 - i. Office established to assist faculty and staff with employment-related concerns



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- ii. Covers issues on whether policies and procedures were properly followed
- iii. Neutral; non-investigative; does not deal w/ Title IX, RVSM, or work w/ unions
- iv. Clear process- grievance must meet nine requirements; administrator is given opportunity to respond; if requirements have not been met, then action is made
- v. There is a grievance panel; Academic HR provides list of those eligible to serve
- vi. Option for grievance panel (court-like) or mediation (facilitator helps resolve)
- vii. Office is available to all faculty and academic staff (non-union)
- viii. Questions and Clarifying Comments:
 - 1. Office name precludes specialists from utilizing it; name change requires going through academic governance and approval of Board of Trustees
 - 2. Regarding union-eligible employees, if issue does not relate to contract, then it should be brought to Faculty Grievance rather than union
 - 3. Clarification that responsible administrator is the unit administrator; decision is made by the position, not the person
 - 4. Specialists follow specialist handbook (not faculty) when filing grievance
 - 5. Administrators cannot file a grievance on treatment as an administrator
 - 6. Ongoing discussion- make specialists aware this office provides support

9. Announcements

- a. Sarah Hession is presenting Oct 23, 2019 at Lyman Briggs College on understanding STEM careers; presentation titled, "Evolution of a Math Major's Career"
- b. Terry Curry and Melanie Wallace gave Faculty Senate update on Provost search-committee to include academic specialist; final round to be an open search
- c. Becyk Matz raised question about which handbook specialists should follow
 - i. Should be specialist handbook b/c faculty handbook designed for ranked faculty
- d. Justin St. Charles asked committee chairs to send reports for minutes inclusion

10. Comments from Public

- a. None

Adjournment at 12:31pm