



Academic Specialist
Advisory Committee
MICHIGAN STATE UNIVERSITY

Academic Specialist Advisory Committee Meeting
Wednesday, January 22, 2020
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, Erica Fiasky, Erica Shifflet-Chila, Danielle Flores Lopez, Michael Hopson, Kari Kammel, Becky Matz, Jennifer Knowles, Kathy Lewless (Ex Officio), Terry Curry (Ex Officio)
- b. Absent: Sarah Hession, Nicola Imbrascio, Bryan Beverly, Nicki Moody, Dustin Petty

2. Approval of December 11, 2019 Minutes

- a. Unanimous approval of attending members

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

- a. Michigan Education Association (MEA) is attempting to organize MSU academic specialists into a union; the MEA would have to collect authorizations from at least 30% of specialists before an election could be held for a vote to take place
- b. There is a change in policy on fixed-term appts to allow units to hire fixed-term specialists (and faculty) for three-year contracts; if approved, the change will apply to new hires and current fixed-term specialists (and faculty); one could even have a rolling three-year contract per the unit's discretion
- c. Updates with respect to searches and steering committees:
 - i. Paulette Granberry Russell to step down as Chief Diversity Officer
 - ii. Sherman Garnett, James Madison College Dean, to step down
 - iii. Rachel Croson, College of Social Science Dean, appointed Provost at U of Minn.
 - iv. Melanie Jacobs named Interim Dean for MSU College of Law
 - v. Provost candidates will be on campus before end of spring semester; new provost to be in place by July 1 to allow for involvement in search committees; open forums connected to the provost search coming soon
 - vi. Joe Salem and Vennie Gore named Strategic Plan Steering Committee co-chairs
 - vii. Cynthia Jackson and Luis Garcia named DEI Steering Committee co-chairs
- d. MSU Retirement asked for invitation to ASAC Table Talk

4. Reports of Officers

a. Chair Report (Justin St. Charles)

- i. Justin St. Charles and Jenn Knowles met with Joe Salem and Vennie Gore, co-chairs of Strategic Plan Steering Committee, regarding specialist representation and engagement; accepted invitation to an ASAC Table Talk for Feb 12, 2020
- ii. Justin St. Charles, Erica Fiasky, Jenn Knowles, Terry Curry, and Kathy Lewless had lunch with President Stanley and Interim Provost Sullivan; sent out a specialist



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survey prior to luncheon and received over 100 responses within 48hrs; meeting served as bridge-builder; accepted our “ask” for a specialist town hall; working to get this scheduled prior to end of spring semester

- iii. Dr. Anthony is the only specialist on the Provost search committee; invited her to ASAC for discussion; she requested list of salient issues by end of January to help prep for February ASAC visit

b. Vice Chair Report (Erica Fiascky)

- i. Interim Provost Sullivan extended an invitation to ASAC members to attend her conversation with deans, directors, and chairs on Friday, Jan 24 from 9-11am in the Kellogg Center, Big Ten Room A; Erica Fiascky emailed out link to register
- ii. Interim Provost Sullivan accepted our invitation to attend a Spring 2020 ASAC meeting and host a Table Talk on March 11, 2020
- iii. Spring Table Talks are full; no further recommendations needed

c. Faculty Senate Representative Report (Melanie Wallace)

- i. Multicultural Center is ready to solicit bids
- ii. Interim Provost Sullivan noted this is a significant year for reviews of deans and directors; encouraged participation and feedback
- iii. SIS modernization project on pause
- iv. Ramadan falls during finals week; encouraged faculty to make accommodations; food to be available in residence halls; testing center to waive fees
- v. There is a push to get students counted for the 2020 Census
- vi. Proposed fall break referred to University Council for discussion

d. University Council Representative Report (Danielle Flores Lopez)

- i. Final decision on fall break has not been made; ignore media
- ii. Melody Werner is new Director of OIE; will oversee all RVSM investigations
- iii. ADS and Green and White Days coming soon; every employee is an ambassador
- iv. Regarding Provost search, email janderson@parkersearch.com for nominations; February timeline for interviews; email feedback to provostsearch@msu.edu
- v. Bylaws – motions were carried for following changes/additions:
 - 1. 8.1.2. University Committee on Academic Governance; 4.3.1.3. and 4.3.6. of Appendix D
 - 2. 8.1.3. University Committee on Undergraduate Education & Graduate Studies; 3.3.6.2., 3.3.6.3., 4.4.5., 4.4.7., 4.8.5., 4.8.5.1. of Appendix D
 - 3. 8.1.4. University Committee on Student Affairs; 4.9.1. of Appendix D
 - 4. 8.1.5. Committee on Administrator Review; 5.4., 5.4.8. of Appendix D

5. Reports of Committees

- a. Bylaw – no report
- b. Compensation – no report
- c. Elections – sent email to Sherry Lott requesting meeting in accordance with process; Melanie Wallace will provide updated timeline soon
- d. Forum – no report
- e. Handbook – Melanie Wallace and Dwight Handspike went through final changes; Kathy Lewless will work with HR to update site; no policy changes made, only format changes
- f. Outreach – ASAC Social Hour was last Thursday; low turnout; will send invite to listserv in future; ASAC newsletter to go out in February; in need of content; please share ideas



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- g. Promotion – see below; discussed in New Business

6. Unfinished Business- None

7. New Business

- a. Promotion Subcommittee Presentation
 - i. Three action items:
 - 1. Collaborating with Onboarding Team at MSU-
 - a. Reviewed spreadsheet of onboarding tasks from university perspective and department perspective; added important steps for specialists; recommended inclusion of onboarding tasks in EBS PageUp to improve process and transparency; will send comprehensive document back to onboarding team soon
 - 2. Streamlining promotion process (for clarity and consistency)-
 - a. Interviewing specialists within each functional area to gather knowledge and feedback on experience to improve promotion process
 - b. Working to restructure Form C for ease of use
 - i. Reviewing content of document; giving direction on what sections are required versus optional; most challenging issue is broad-scope of Appendix A activities
 - c. Erica Fiasky recommended adding Diversity, Equity, and Inclusion efforts to Form C document so work can be encouraged, acknowledged, and recognized
 - 3. Developing FAQ for Specialists-
 - a. Becky Matz is working with Kathy Lewless from Academic HR; document in progress; please review; add comments and questions to parking lot
 - b. FAQ will be added to ASAC website when complete
 - ii. Will host breakout session at Surviving and Thriving as a Specialist conference on Tues., Feb 11 to secure productive feedback on proposed changes to Form C
 - iii. Roadmap to follow would be helpful- putting together FAQs around Form C document as to what the expectation is with respect to one's job description; working to make sure everyone interprets the document evenly; send any and all questions to Kari Kammel

8. Announcements

- a. Justin thanked ASAC for work and commitments; President Stanley and Interim Provost Sullivan are encouraging us and in support of specialists at MSU

9. Comments from Public

- a. None

Adjournment at 12:30pm