



Academic Specialist
Advisory Committee
MICHIGAN STATE UNIVERSITY

Academic Specialist Advisory Committee Meeting
Wednesday, May 13, 2020
via Zoom

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

Agenda

Call to Order: 11:34am

1. Roll Call

- a. Present: Justin St. Charles, Erica Fiasky, Erica Shifflet-Chila, Melanie Wallace, Michael Hopson, Danielle Flores Lopez, Kari Kammel, Jennifer Knowles, Becky Matz, Yolanda Anderson, Bryan Beverly, Terry Curry (Ex Officio), Kathy Lewless (Ex Officio)
- b. Incoming members in attendance: Debra Thornton, Margo Glew, Karen Kangas-Preston, Bethany Judge

2. Approval of April 8, 2020 Minutes

- a. Minutes accepted

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

- a. Congratulations to incoming ASAC members and thank you to outgoing members
- b. Searches underway for Chief Diversity Officer as well as a number of Dean positions
- c. Automatic extension granted to probationary clock regarding promotion of specialists
- d. Vacation leave for 12-month faculty/academic staff will carryover to 2020-2021 AY
- e. Academic Specialist Town Hall with President Stanley scheduled for May 13th

4. Reports of Officers

a. Chair Report (Justin St. Charles)

- i. Thank you to Terry Curry and Kathy Lewless for their support and assistance
- ii. Presented retirement gift (U-Club gift card) to Terry Curry on behalf of ASAC
- iii. Congratulations to new ASAC members and thank you to outgoing members
- iv. Addressed upcoming Academic Specialist Town Hall with President Stanley: Received 120 responses to the specialist survey; will use responses to craft questions; town hall will be webinar format/informational
- v. Addressed survey sent to specialists about ASAC: Feedback included an appreciation for our advocacy and request for monthly newsletters

b. Vice Chair Report (Erica Fiasky)

- i. Thank you to Terry Curry and Kathy Lewless
- ii. Welcome to incoming members

c. Faculty Senate Representative Report (Melanie Wallace)

- i. Majority of information from last meeting is outdated
- ii. Steering Committee discussed the following updates: student-athlete class absence policy to mirror religious absence policy, online teaching options for fall, and large admission numbers



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- iii. Raise recommendation letter to be put forth to the Provost was voted on and not approved; concerns about whether it is appropriate to ask for raises now
- iv. Terry Curry added that President Stanley and Steering Committee are discussing graduated reduction in salaries and 5% cut to employer retirement contribution

d. University Council Representative Report (Danielle Flores Lopez)

- i. New business items approved:
 - 1. Ad Hoc Academic Calendar Committee on Graduate Studies
 - 2. Ad Hoc Committee for Workplace Bullying Policy
 - 3. Committee on Administrator Review Bylaws
 - 4. Committee on Undergraduate Education supports adoption of test-optional approach to admissions for students beginning AY 2021-2022
- ii. Raises approved this year for promotion to senior specialist –\$2,000 funded centrally
- iii. Strong consideration that salary cuts not be an option for academic specialists
- iv. Vote of confidence approving Erica Shifflet-Chila to draft the following letter:
 - 1. Recommend 0% pay raise for specialists
 - 2. Acknowledge specialists have incurred personal costs
 - 3. Recognize specialists are lowest paid academic staff on campus
 - 4. Ask that salary cuts be considered only as last resort
- v. Motion by Erica Shifflet-Chila for Compensation Committee to draft letter and send to ASAC within 2wks; seconded by Melanie Wallace
 - 1. Discussion: Margo Glew raised concern about vulnerability of academic specialists and stated salary cuts/furloughs would be MSU's attempt to lower budget without cutting positions; Danielle Flores Lopez asked if we want to address reduction in match for retirement
- vi. Motion to support Compensation Committee's raise recommendation of 0% submitted to ASAC for review and approval; motion carried

5. Reports of Committees- Postponed to allow for ASAC Elections

6. Unfinished Business- None

7. New Business

- a. ASAC Elections for AY2020-2021
 - i. Chair- Erica Fiasky
 - ii. Vice Chair – Becky Matz
 - iii. Secretary – Yolanda Anderson
 - iv. Sargent at arms – Erica Shifflet-Chila
 - v. Faculty Senate – Michael Hopson
 - vi. University Council – Justin St. Charles

8. Announcements- None

9. Comments from Public- None

Adjournment at 12:35am