



Academic Specialist
Advisory Committee
MICHIGAN STATE UNIVERSITY

Academic Specialist Advisory Committee Meeting

Wednesday, January 27, 2021

Zoom: <https://msu.zoom.us/j/94126443552>

Password: asac

11:00 a.m.- 11:30 a.m. Subcommittee Meeting (May use Zoom Breakout Rooms)
11:30 a.m. - 12:30 p.m. Committee Meeting

Minutes (recorded by Yolanda Anderson)

- I. Call to Order: 11:31 am
- II. Roll Call
 - A. Present: Yolanda Anderson, Bryan Beverly, Erica Fiasky, Danielle Flores Lopez, Dominique Devereaux, Bethany Judge, Karen Kangas-Preston, Jennifer Knowles, Dhruv Sharma, Justin St. Charles, Debra Thornton, Kathy Lewless, Suzanne Lang
 - B. Absent: Erica Shifflet-Chila, Ingmar Pack, Margo Glew and Kari Kammel
- III. Acceptance of Minutes for December 9, 2020
 - A. Motion – Karen
 - B. Second - Justin
- IV. Associate Provost & Associate Vice President for Academic Human Resources Report
 - A. Suzanne made the remarks
 - 1. Dean searches are starting and will be scheduled late February – March
 - 2. 2 Associate Provost positions are starting (AAN to be renamed to Faculty and Academic Staff Career Development; Outreach and Engagement)
 - 3. Task Forces to be formed
 - a) Review of Policies to make sure language is relevant
 - b) Presence of faculty and academic staff on campus post-COVID on what type of work presence needs to be in place to be productive
 - 4. Thrive Workshop on February 2nd reminder. Thanks to the DEI subcommittee for their proposal for the conference.
 - 5. Gathered feedback from us about the COVID impact statement
 - 6. Answered other general questions from the committee on vacation time, retirement benefits, and LBC & Honors colleges dean searches

V. Report of Officers

A. Chair Report – Erica F.

1. Well wishes to the start of the new semester
2. Looking forward to Provost townhall on Tuesday, 2/16/21 from 11:00 am – 12:00 pm
3. East Lansing city tax non-resident verification form is available
 - a) <https://www.cityofeastlansing.com/CivicAlerts.aspx?AID=1368>

B. Vice Chair Report - Danielle

1. New specialists – 4 (2 rehire, 1 hire, 1 change of position)
2. Table Talks
 - a) 3/18 Work Life Office
 - b) 4/15 Human Resources
3. Meeting with Dr. Jabbar Bennet 2/1 3-3:45 come with questions his office can do to support our work and how we can work together

C. Faculty Senate Representatives Report - Debra

1. December Meeting
 - a) Reviewed Office of Civil Rights Reports
2. January (Debra had a time conflict, but we will include the senate meeting minutes with these minutes when she has them)
 - a) University Budget Discussion
 - b) Faculty Hiring
 - c) Promotion and Tenure
 - d) Caregivers

D. University Council Representative Report - Justin

1. Remarks from President Stanley on COVID, masks, new variant
2. Remarks from the Provost
3. Met Dr. Bennett
4. Report from the University Committee on Undergraduate Education about the code of conduct
5. Voted on revocation of awards and honors. On behalf of ASAC, Justin voted to approve the policy.

VI. Reports of Committees

A. Bylaw - Justin

1. No report

B. DEI - Dominique

1. DEI will have a workshop during the Thrive panel. Please attend.

C. Elections - Justin

1. Met with Danielle and election protocol has been decided. Nominations will go out 2/17 and are due 3/12. Voting will be March 17-31. Results sent to academic HR by 4/2. Need to be approved by 4/16.
2. Available positions

- a) (1) 1-year outreach elected
 - b) (1) 3-year teaching elected
 - c) (1) 3-year fixed term elected position
 - d) 3 appointed positions
- 3. What is the role of Academic Governance in the elections? Can we amend the bylaws to remove the policy that nominations need to be sent to Academic Governance and ASAC can have direct oversight over the voting procedures.
- D. Forum - Yolanda
 - 1. Have not met. Will do so soon.
- E. Outreach - Bryan
 - 1. A successful even in December. Have not met since then.
- F. Promotion and Compensation
 - 1. A lot of feedback on Form C from focus groups. Still some confusion and further updates still needed. And how to include DEI duties.
 - 2. Karen reviewed the handbook. Will send modifications to Kathy soon.
- VII. Unfinished Business - None
- VIII. New Business
 - A. Elect Faculty Senate Representative
 - 1. One nomination for Debra. She was elected and is the new Faculty Senate Representative
- IX. Announcements - None
- X. Comments from the Public
 - A. Kelly Hodges – Thanks for the Form C focus groups and updates.
- XI. Adjournment: 12:19 pm