



Academic Specialist  
Advisory Committee  
MICHIGAN STATE UNIVERSITY

## **Academic Specialist Advisory Committee Meeting**

Wednesday, December 9, 2020

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

Password: asac

11:00 a.m.- 11:30 a.m. Subcommittee Meeting (Meet separately  
in own Zoom Meeting)  
11:30 a.m. - 12:30 p.m. Committee Meeting

### Committee Meeting Minutes

- I. Call to Order at 11:33 am
- II. Roll Call
  - A. Present: Erica Fiasky, Danielle Flores Lopez, Jennifer Knowles, Justin St. Charles, Debra Thornton, Karen Kangas-Preston, Erica Shifflet-Chila, Bryan Beverly, Dominique Devereaux, Yolanda Anderson, Dhruv Sharma
  - B. Absent: Bethany Judge, Ingmar Pack, Margo Glew and Kari Kammel
- III. Acceptance of Minutes for the November 11th meeting
  - A. Motion to Move - Karen
  - B. Second - Bryan
  - C. Approved
- IV. Associate Provost & Associate Vice President for Academic Human Resources Report
  - A. New Director of Academic HR – Jennie Yelvington
  - B. COVID-19 Guidelines for Writing an Impact Statement –

1. Suzanne is working with the Provost to see how to take into account the statements that are in the impact statements
2. The statement is optional and being optional is not up to the individual units
3. Can be sent directly to Suzanne
4. If an impact statement is not submitted, it is understood that the pandemic is happening and will be taken into consideration when the dossier is reviewed and vice versa. Having an impact statement will not negatively affect anyone.

C. Thriving as an Academic Specialist – February 2, 2021 from 8:30 – 12:30, all virtual.

1. Really encouraging supervisors to also attend.

D. Ongoing discussions on how to approach Return to Work once the vaccine is approved and distributed.

1. The work environment may be significantly different after the pandemic is over
2. What work needs to be done on campus
3. What work can continue to be done remotely
4. No decisions have been made, but conversations are starting and input will be requested from ASAC.

V. Report of Officers

A. Chair Report

1. 151 responses to the Faculty Healthcare Council Survey. The next meeting is 1/22/2021 and ASAC will receive updates at the February meeting.
2. Will poll specialists that serve on committees to see if representation is sufficient across campus, in order to increase advocacy as appropriate.
3. 2/16/2021 11:00 am – 12:00 pm – meeting with the Provost

4. We need a special meeting for a new Faculty Senate representative. Debra Thornton will represent ASAC for 12/15 meeting.

B. Vice-Chair Report

1. Today is a table talk. Over 30 viewed the last table talk. Today's talk will be recorded.
2. Organizing table talks for the spring
3. 7 new specialists
4. Met with new Chief Diversity Officer and is going to request that he meet with ASAC

C. Faculty Senate Representatives Report (Debra Thornton)

1. November Meeting – A bulk of the meeting was spent discussing the DEI document. In general, faculty were frustrated that there was not more discussion before voting on the document.
2. Next meeting is 12/15/2020 on civil rights and Nassar
3. Discussions on mandatory vaccines and whether it can be required legally

D. University Council Representative Report (Justin St. Charles)

1. Vote on an ad-hoc committee for reviewing administrators was approved and there is room for a specialist on the committee
2. State of affairs on undergraduate students – Lost a lot of funds due to international enrollment
3. State of affairs on graduate students – Commitment to support students
4. Discussion on how to move forward with Student Affairs

VI. Reports of Subcommittees:

- A. Bylaw - Will meet in 2021 to start the process of getting the bylaws cleaned up

- B. DEI - Putting together a proposal for the Thriving conference
- C. Elections - Will meet in 2021 to refine the process
- D. Forum - Will meet in 2021
- E. Outreach - More interaction with social media. Feel free to send in any anecdotes or news stories. Will possibly have an informal online event in December.
- F. Promotion & Compensation
  1. Karen has been working on suggested changes to the Handbook. We plan to review and discuss those at an upcoming subcommittee meeting.
  2. We received the results from the survey we sent out a few weeks back on proposed changes to Form C. With Kathy's help, we are planning to host two focus groups soon: One for specialists and another for the nine administrators who expressed interest in participating. Focus groups will likely take place in January 2021.
  3. College of Arts and Letters has been working on promotion guidelines for specialists. The document was approved by their College Advisory Committee and will be distributed at their college-wide meeting tomorrow and proposed for approval vote at the spring CAL meeting.
  4. The College of Social Science has also been working on a review process for specialist promotion. Walter Hawthorne reached out to our promotion/compensation subcommittee for input. We created a draft document that Walter will take to the CSS Chairs/Directors as well as specialists within the College for input.
- VII. Unfinished Business – No unfinished business
- VIII. New Business - No new business

IX. Announcements

A. Debra won the Outstanding Administrator Award

X. Comments from the Public

A. Debra Thornton commended everyone on what they are doing and recommended we give ourselves and everyone grace as we navigate these times. Don't be concerned about dropping the ball, someone will pick it up.

XI. Adjournment at 12:21 pm