



Academic Specialist Advisory Committee Meeting

September 9th, 2021

Via Zoom

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

- I. **Call to Order:** Danielle Flores Lopez, Chair; 11:31am;
- II. **Roll Call and introductions:** Danielle Flores Lopez (chair), Debra Thornton Fitzpatrick (Vice Chair), Karen Kangas-Preston (Secretary), Aaron Reifler (Sergeant at Arms), Kathy Lewless (AHR), Suzanne Lang (Asc Provost), Grace Pregent (FS), Ashley Maloff (UC), Debjani Sarkar, Sarah Whitaker, Devon Akmon, Danielle Whittaker, Jason Almerigi, Beth Judge (joined late),
- III. **Acceptance of Minutes** for May 5th, 2021
 - A. Emailed to all; motion to approve Devon Akmon; 2nd Danielle Whittaker;
 - B. Approved with no corrections/objections
- IV. **Associate Provost & Associate Vice President for Academic Human Resources Report** Suzanne Lang/Kathy Lewless
 - A. Email sent to all specialist regarding AHR updates for specialists; many ASAC discussion items from 2020-21 were brought to Provost Woodruff's attention; immediate, mid-term, and long-term initiatives were outlined in the email; ASAC has played an important role in creating these initiatives;
 1. Immediate Initiatives: increasing professional development support fund amount—additional \$125,000 given; online timetable for review to be added as top priority—to give greater transparency to eligibility for promotion dates, to launch by November 2021; minimum salary guidelines to be expanded beyond advising category, same minimum salary for all AS; will be working to correct any salaries under minimum with units across campus;
 2. Midterm initiatives: review process, will be setting up task force to have recommendations to Provost by December 2021; will review existing review process to benchmark and identify gaps; to create framework for moving to continuing system, and senior status promotion;
 3. Long term Initiatives: looking at salary equity across all classifications; analysis will begin no later than July 2022;

B. Current projects of note:

1. provost appointed a discipline task force, work continued over summer; looking at fairness, equity, and differences seen in various classifications; recommendations to provost by end of fall semester;
2. Remote work policy being created
3. emeritus policy changes: to make it an affirmative process to be rewarded with emeritus status based on career at MSU;

C. three current searches: Dean for College of Ed; Dean for CANR; Dean of Graduate School (internal search)

D. feedback from anyone regarding return to work and mask requirements?

V. Report of Officers

A. **Chair Report** Danielle Flores Lopez

1. Danielle, Debra, and Kathy were at the new faculty retreat in August; spoke about ASAC;
2. All ASAC Committee members are added to Teams and D2L sites;
3. Specialist listserv available to get information out to the community;
4. ASAC website: anyone interested in working on updates this year (new members, committees, minutes, etc.) let Danielle know
5. Subcommittees: survey will be sent soon to indicate involvement/interest in subcommittee work;

B. **Vice Chair Report** Debra Thornton-Fitzpatrick

1. Working on table talks for the fall; theme will be importance of self-care; October 7 Employee Assistance Program (EAP) representative will share tips for transitioning from pandemic remote work to current practices; date for second TBA in November: Resource Center for Persons with Disabilities (RCPD) representative to discuss support for students and ourselves; more information to come;

C. **Faculty Senate Representatives Report** Grace Pregent

1. First meeting on September 21

D. **University Council Representative Report** Ashley Maloff

1. Attended the summer meeting with Justin; first fall meeting September 28th

VI. **Reports of Committees:** details of committee responsibilities in bylaws

A. **Elections**

1. Focus during spring semester to set up elections; need a continuing ASAC member to join;

B. **Outreach**

1. Increases engagement for specialists across campus; update website, D2L, and social media;

C. Promotion & Compensation

1. Continuing work from last year:
 1. Still finalizing Form C (should be available to pilot for this year; not many specialists for review this year due to automatic extensions);
 2. Working on academic profiles to populate Form C.
 3. Work with onboarding folks.
 4. Sending survey to specialists about DEI activities
 5. Revisiting compensation data
 6. Drafting best practices for annual review

D. Bylaws

1. Ad hoc committee; Update happened last May; newest bylaws sent to full committee

E. Specialists Forum (every other year)

1. Ad hoc committee; Forum held in conjunction with AAN Thriving sessions; did not have one last year due to COVID;

F. DEI

1. Currently Ad hoc committee after one year as a subcommittee, to be revisited after this year to see if it needs to be permanent committee; committee did a session at Survive and Thrive last year and met with Dr. Jabbar Bennett about concerns;

VII. Unfinished Business

- A. none

VIII. New Business:

- A. Suggestion of recognition of years of service for specialists (came up in late spring); more formal acknowledgement would be nice;
1. Perhaps to include in the Specialists Forum, but it's held only every other year;
 2. Should it be on behalf of ASAC or the University? Resources from the University would be helpful;
 3. Previously had Student Affairs office give certificates for length of service;
 4. Have Outreach or P&C subcommittee look at this

IX. Announcements

- A. September 20-25 is Post-Doc appreciation week nationwide

X. Comments from the Public

- A. None

XI. Adjournment:

- A. Adjourn at 12:27pm