



Academic Specialist Advisory Committee Meeting

September 1, 2022

Minutes

- I. Call to Order: Aaron Reifler, Chair, call to order 11:32am
- II. Roll Call: Aaron Reifler (Chair), Erin Hill (Secretary), Nicolas Gisholt (Sergeant at Arms), Kathy Charles (AHR), Grace Pregent (UC), Megan Stevenson (FS), Ann Austin, Kathy Charles, Bethany Judge, Karen Kangas-Preston, Jenn Petzko, Molly Polverento, Debjani Sarkar, Debra Thornton-Fitzpatrick, Mary Anne Walker, Sarah Whitaker
- III. Minutes for May 5, 2022 not yet sent- hold acceptance until next meeting
- IV. Introductions of committee members
- V. Associate Provost & Associate Vice President for Faculty and Academic Staff Affairs Report (Ann Austin)
 - A. Appreciation for committee's work and diversity of specialists represented
 - B. Provost Office is eager to continue partnering with committee
 - C. Overview of initiatives from last year (Kathy Charles):
 1. Updates to academic specialist handbook- recommendations on policy review/updates (e.g. promotion). Next week survey (September 8) going out for feedback on proposed recommendations to handbook changes. Need support of ASAC committee to promote participation.
 2. Salary equity
 - a) Salary increase past two cycles, influenced by ASAC recommendations among others entities
 - b) Salary minimums for academic specialists increased (includes new hires and current employees not at the minimum)
 - c) Analysis of salaries across campus will continue
 - d) Promotional increases related to academic specialists
 - (1) Previously (pre-Covid) \$2,000 per specialist advancement
 - (2) Permanently changed to \$4,000 per advancement
 - D. Overview of new initiatives (Ann Austin):

1. Diversity, Equity, and Inclusion (DEI) being added to annual/advancement evaluations- Working on education efforts to support this
2. Comprehensive policy review (~170)- Provost committed to this effort- task force will figure out timeline, priorities, appropriate groups to involve in process over the next 2 years
3. Establishing expectations for professional standards being address- Commitment to equity, inclusion, safety, and respect are among some of the priorities- joint effort between administration and academic governance

VI. Report of Officers

- A. Chair Report (Aaron Reifler)- Worked with Faculty and Academic Staff Affairs (FASA) on handbook changes (as mentioned in VC1). Office of Faculty and Academic Staff Development (OFASD) new staff orientation took place over the summer. Other comments were covered below in sections VIII A and IX A 1
- B. Vice Chair Report (Aaron Reigler presenting on Ashley Malhoff's behalf)- Table Talk events are under preparation, with goal of holding one per semester. Table Talks feature University leaders presenting on current initiatives that impact academic specialist community
- C. Faculty Senate Representatives Report (Meghan Stevenson)- no update at this time, awaiting first meeting of semester
- D. University Council Representative Report (Grace Pregent)- no update at this time awaiting first meeting later this month

VII. Reports of Subcommittees

- A. Elections (Debra Thornton-Fitzpatrick)- Most work and meetings will take place in the spring semester. Debra and Ashley Malhoff will be working together on this. Discussion will continue as to whether more detail is warranted in elections
 1. Attendees to subcommittee meeting: None
- B. Outreach (Debra Thorton- Fitzpatrick)- Reviewed with new subcommittee members what was done last year. Sarah Whitaker is interested in turning chair position over to another. Debra and Molly Polverento expressed interest in assisting with chair responsibilities
 1. Attendees to subcommittee meeting: Debrah Throton-Fitzpatrick, Molly Polverento
- C. Promotion & Compensation (Karen Kangas-Preston)- Karen and Jenn Petzko will jointly lead this subcommittee. Karen will summarize and send out notes on last year's activities to those present at the subcommittee

meeting. Will put together new agenda on areas of focus, will be based on the survey results.

1. Attendees to subcommittee meeting: Karen Kangas-Preston, Jenn Petzko, Erin Hill, Mary Anne Walker, Megan Stevenson

D. Bylaws (Karen Kangas-Preston)- Some minor revisions may be coming this year (e.g. voting to move DEI to standing committee) Link to bylaws: <https://www.academicsspecialists.msu.edu/bylaws>

1. Attendees to subcommittee meeting: None

E. DEI (Grace Pregent)- DEI has been an ad hoc subcommittee for three years. Conversation on process of moving to a standing subcommittee. Proposal and bylaw language for this process will be discussed via separate meeting. Potential for DEI focus for Table Talks also discussed.

1. Attendees to subcommittee meeting: Grace Pregent, Nicolas Gisholt, Ashley Malhoff, Molly Polverento, Debrah Throton-Fitzpatrick

VIII. Unfinished Business

A. Moving DEI to a standing subcommittee- At the next meeting two motions will be made. 1) Motion to change committee status and 2) Motion to approve language that will go into the bylaws (developed at separate DEI meeting mentioned above, VII E)

IX. New Business

A. Discussion about ASAC priorities for AY 22-23

1. Unionization - Is it appropriate for ASAC to discuss?
2. Subcommittees will be driving other priorities
3. How can we get more specialists involved and communicating?
Used to be an Academic Specialist Forum several years ago. Is this the best way to move forward

X. Announcements

A. National Post-doc Awareness Week- September 19-23
(<https://www.nationalpostdoc.org/page/2022NPAW>)

XI. Comments from the Public-None at this time

XII. Adjournment: motion: Karen Kangas-Preston, 2nd Nicolas to adjourn; meeting adjourned at 12:28 pm