



Academic Specialist Advisory Committee Meeting

October 6, 2022

Minutes

- I. Call to Order: Aaron Reifler, Chair, call to order 11:30am
- II. Attendees: Ann Austin (EO FASA), Kathy Charles (EO AHR), Danielle Flores Lopez, Jessica Garrels, Nicolas Gisholt (Sergeant at Arms), Shelby Gombosi, Erin Hamilton, Beth Hammond, Erin Hill (Secretary), Karen Kangas-Preston, Andrea Kelly, Stratton Lee III, Ashley Maloff (Vice-Chair), Sheba Onchiri, Chrislyn Particka, Mihaela Cornelia Peteu, Jenn Petzko, Molly Polverento, Grace Pregent (UC), Aaron Reifler (Chair), Susan Richter, Bonnie Russell, Debjani Sarkar, Megan Stevenson (FS), Debra Thornton-Fitzpatrick, Liberty Torrence, Mary Anne Walker, Erica Weeks, Sarah Whitaker
- III. Acceptance of Minutes
 - A. May 5, 2022. Motion by Mary Anne Walker, second by Nicolas Gisholt. Accepted by all, passed.
 - B. September 1, 2022. Motion by Debra Thornton-Fitzpatrick, second by Bonnie Russell. Accepted by all, passed.
- IV. Introductions- 29 total participants!!
- V. Associate Provost & Associate Vice President for Faculty and Academic Staff Affairs Report (Ann Austin and Kathy Charles)
 - A. Wishes everyone a good start to the semester in our various roles
 - B. Acknowledges that times are challenging/unsettling for MSU on a daily basis (e.g. University leadership inquiries) and it impacts our daily activities. It is important to remember why we are here and that even though times are difficult, MSU is a wonderful university due to the people we have here carrying out their very important work in all sectors related to our missions. We are here because we believe in our work at the University and that it makes a difference in the world. She expressed full confidence that we will continue to move forward together.
 - C. Updates from Kathy Charles
 1. MSU Academic Specialist Handbook Updates- Extended deadline from Sept. 30 to Oct. 7. Pleased with response rate thus far. The

feedback will be reviewed to see if any changes need to be made before these updates are recommended to the Provost. Ultimate goal to have transparency and success of changes to handbook.

2. [Caregiver initiative](#)- Task force made recommendations regarding university-wide caregiving program (childcare, adult care, & eldercare). Email communication went out Sept. 26 titled, "Caregiving Update and Survey". Survey open until Oct. 17. Please participate if possible.
https://msu.co1.qualtrics.com/jfe/form/SV_6EDJ4klbfMvcDUW
3. Emeritus Policy- Amendments approved, working through implementation. Emeritus status will no longer be automatically awarded to retiring faculty and academic staff. Reviews will be conducted before this status is awarded.
4. Comprehensive Policy Review of all Faculty and Academic Staff Policies- Task force charged with reviewing these policies with the goal of created more inclusive language and bring them up-to-date (some > 20 years since last review). More information on this coming soon.
5. Open Enrollment Benefits- Opened October 1. Be sure to go on the HR website to update and make elections by October 31. Takes effect on January 1, 2023.
<https://hr.msu.edu/benefits/documents/2022-FAS-OE-Guide.pdf>

D. Questions from the committee for Ann and/or Kathy-None at this time

VI. Report of Officers

- A. Chair Report (Aaron Reifler)- Acknowledged help of Debra Thornton-Fitzpatrick with listserv updates
- B. Vice Chair Report (Ashley Maloff)- Acknowledged Debra Thornton-Fitzpatrick's with help with table talks. They reaching out to Academic HR to see if a benefits and retirement changes themed table talk is possible for October. Uncertain due to AHR busy schedule and short staffing.
- C. Faculty Senate Representatives Report (Megan Stevenson)
 1. Sept. 13 Special meeting- full minutes at <https://acadgov.msu.edu/facultysenate>
 - a. Remarks from President Stanley, Provost Woodruff, and EVPHS Beauchamp on current situation with the Board of Trustees (BOT).
 - b. Discussion within Faculty Senate led to two resolutions
 - i. Resolution Encouraging Transparency from the Board of Trustees

- A. Discourages BOT from taking any action against President Stanley until more information is provided
 - B. Call for investigation into BOT to be conducted by Office of Audit, Risk, and Compliance, including a report with recommendations for action
 - ii. Resolution Expressing No Confidence in the Board Amended to Call for Board of Trustees to Undergo Professional Development
 - A. Significant debate occurred regarding "vote of no confidence" due to limited information on situation
 - B. Amended resolution resolved that action of BOT included inappropriate involvement in academic management and BOT should hire a professional governance firm and undergo professional development in the spirit of working together as Spartans.
- 2. Sept. 20 meeting- full minutes at <https://acadgov.msu.edu/facultysenate>
 - a. Remarks from President Stanley - thanks for support and greatness of our institution
 - b. Remarks from Provost Woodruff
 - i. Educational continuity of MSU is top focus
 - ii. Advancing MSU's academic vision
 - A. Expansion of MSU Dairy/Cattle facilities & greenhouses authorized to expand and recruit top faculty
 - B. Two appointments in Provost Office
 - A. Dr. Kwesi Brookins, University Outreach and Engagement
 - B. Dr. Kevin Leonard, Native American Institute
 - c. Remarks from Executive Vice President for Health Sciences, (EBPHS) Beauchamp about admission statistics for College of Osteopathic Medicine (COM), College of Human Medicine (CHM), and College of Nursing (NUR)
 - d. Remarks from Chair Kelly-Blake on importance of Sept 13 special meeting and the work of Faculty Senate
 - e. Faculty Senate Orientation
 - f. Introduction to Faculty and Academic Staff Affairs (FASA) & Faculty and Academic Staff Development (FASD)- Both offices support the success of faculty and academic colleagues
 - i. FASD
 - A. Caregiving Initiative- FAS policy review and development on Bereavement and Paid Family Sick Leave policies

- B. ASAC promotion policies and process review
 - A. Development of salary minimums
 - B. Clarity of timeline on promotion process
 - C. Rectifying areas of inequity in benefits
 - D. Clearer policies for fixed-term faculty/academic staff
 - ii. FASA
 - A. Reappointment, promotion, tenure (RPT)
 - B. Leave policies
 - C. Retirement
- 3. Academic governance website recently redone, Megan commented that it is very helpful. <https://acadgov.msu.edu/>

D. University Council Representative Report (Grace Pregent)- First meeting canceled from Sept. 22, now will be held on Oct. 19

VII. Reports of Committees

- A. Elections (Debra Thornton-Fitzpatrick)- Did not meet
- B. Outreach (Debra Thornton-Fitzpatrick & Sarah Whitaker)- Email sent out to get information on the committee website (https://academicspecialists.msu.edu/committee?field_member_year_target_id=30). If you have not submitted your information, please reach out to Bonnie Russell or Sarah Whitaker. If any edits need to be made, please let Sarah know.
- C. Promotion & Compensation (Karen Kangas-Preston & Jenn Petzko, Erin Hill reporting)
 - 1. Survey of specialists who completed new form c to gather feedback (working with Kathy Charles)
 - 2. Meeting with Academic Advancement Network (AAN) to update sample promotion materials and talk about thriving as a specialist workshop
 - 3. Table talk session on reappointment and promotion
 - 4. Work with academic HR on unit admin training (working with Kathy Charles)
 - 5. Work with HR to improve onboarding for new specialists
- D. DEI (Grace Pregent)
 - 1. Meeting held to discuss language for proposed move of DEI from sub-committee to full committee (Nicolas Gisholt, Ashley Maloff, Mary Anne Walker, Grace Pregent, and Molly Polverento). Also discussed overarching function and not just a focus on activities.

2. Proposed language change to bylaws- "Informed by an intersectional framework, the DEI Subcommittee collaborates and consults with ASAC and university partners to advocate for and work together towards diverse, inclusive, equitable, and accessible spaces for the MSU specialist community."
3. This language will be reviewed by the bylaws committee and the entire ASAC committee review, and a vote will follow at a future meeting

VIII. Unfinished Business- None at this time

IX. New Business

- A. Survey on handbook updates- deadline October 7-
https://msu.co1.qualtrics.com/jfe/form/SV_4YpsSpGs0KFRgjQ
- B. Caregiver survey- deadline October 17-
https://msu.co1.qualtrics.com/jfe/form/SV_6EDJ4klbfMvcDUW
- C. Academic governance participation survey for academic specialists (Nicolas Gisholt)
 1. In May of 22 the percentage of Specialists that was part of Academic Governance was 5% in relation to Faculty members (Tenure; Professor; Associate Professor; Fixed Term)
 2. Survey had 111 responses of 900+ total Academic Specialists
 3. Questions covered present and past engagement – both of them showed higher than 95% of Specialists hadn't been part of a university committee and were not current members or currently running for a university committee.
 4. On the last question: If a Specialist seat were created for every university committee, would you consider running, 62% responded that they would "seriously consider" or "would be more likely to consider" running.
 5. Implications: in the next election cycle, it is highly probable that enough Specialists would be willing to participate to fill the new Specialist seats of committees; would add diversity to Academic Governance and meet some of the missions of the University and DEI Strategic Plan
 6. Next steps: present the results to Secretary of Academic Governance Tyler Silvestri
 7. Aaron Reifler commented: This would be a great topic for the elections sub-committee.

- X. Announcements- None at this time
- XI. Comments from the Public- None at this time
- XII. Adjournment: Motion to adjourn from Molly Polverento, seconded by Nicolas Gisholt. Meeting adjourned at 12:27pm