



Academic Specialist Advisory Committee Meeting

February 2, 2023
Minutes

I. Call to Order: Aaron Reifler, Chair, call to order 11:31am

II. Attendees:

Committee Members (P=present, A=absent)

Ann Austin	Ex Officio Member	A
Kathy Charles	Ex Officio Member	P
Nicolas Gisholt	Sergeant at Arms	P
Erin Hill	Secretary	P
Bethany Judge	Member	A
Karen Kangas-Preston	Member	A
Ashley Maloff	Vice Chair	P
Molly Polverento	Member	P
Jennifer Petzko	Member	P
Grace Pregent	University Council	A
Aaron Reifler	Chair	P
Bonnie Russell	Member	P
Debjani Sarkar	Member	P
Megan Stevenson	Faculty Senate	P
Debra Thornton-Fitzpatrick	Member	P
Mary Anne Walker	Member	P
Sarah Whitaker	Member	P

Other: Yolanda Anderson, Janae Lawler, Kelly Hodges, Max Olivero, Ryan Shadbolt, Liberty Torrence, Erica Weeks

III. Acceptance of Minutes for January 12, 2023. Motion by Megan Stevenson, second by Nicolas Gisholt. Accepted by all, passed.

IV. Introductions- Welcome to Yolanda Anderson, Janae Lawler, Erica Weeks

V. Associate Vice President for Faculty and Academic Staff Affairs Report (Kathy Charles)

- A. Dean of Libraries search committee working on posting position
- B. College of Communication, Arts and Sciences Dean search launched this week, national search with partner firm

- C. College of Social Sciences Dean- Internal only search, available to anyone at MSU tenure, full prof- candidates currently under review, goal to identify candidate by end of year
- D. Feb. 8- Thriving as an Academic Specialist- Encourage colleagues to attend- <https://ofasd.msu.edu/academic-career-paths/thriving-as-an-academic-specialist-at-msu/>
- E. Budget season- ASAC needs to prepare memo on salary increases as they relate to specialists for the following year- Due sometime in April 2023
- F. ASAC Elections- This office works with ASAC to get a list of all specialists to run the elections

VII. Report of Officers

- A. Chair Report (Aaron Reifler)- no major announcements. We need to work on clarifying how the specialist listserv is updated, it's unclear currently. Considering adding everyone new and then allowing for the option to opt out
- B. Vice Chair Report (Ashley Maloff)-
 - i. Table Talk with Renata O- well attended despite snow- Plan to continue with hybrid sessions followed by lunch.
 - ii. Elections- Call for ASAC nominations will go out in 2 weeks, will be sent out Feb. 20. Two weeks to respond, due March 3, two weeks to complete ballot (after Spring Break)- Same timeframe as last year. Encouraging additional committee members to join Ashley and Debra on the subcommittee to learn the process.
- C. Faculty Senate Representatives Report/Highlights (Megan Stevenson)- Met Jan. 24, 2023. Full minutes will be available at: <https://acadgov.msu.edu/facultysenate>
 - i. Remarks from Interim President Teresa K. Woodruff, Interim Provost Thomas Jeitschko, Executive Vice President for Health Sciences Norman J. Beauchamp Jr. & Chairperson Karen Kelly-Blake
 - a) Faculty compensation will be prioritized in Provost Office, both short- and long-term (TJ)
 - b) Reviewed events (e.g. MLK day) and partnerships (i.e. Sparrow→UM, McClaren, Henry Ford Health- NB)
 - ii. Bereavement Policy change recommendations endorsed by Faculty Senate
 - a) Broader definition of "family member" = new language would include "close familial or familial-like ties"
 - b) Increase from 3 to 5 days paid time off work to match that of our peer institutions
 - c) ASAC Question- Does this include pets?
 - iii. Suggestions from Faculty Senate on involvement in Presidential search

- a) Propose that Faculty Senate designates specific reps (for broad representation) and that those nominations are honored in selection
 - b) Open v. closed search - open search may deter leaders at other intuitions to apply since it will be publicly known
 - iv. Diversity, Equity, and Inclusion Efforts- Jabbar Bennett, Vice President & Chief Diversity Officer
 - a) Expansion of Eligibility of Base Retirement Program
 - b) Academic Search Committee Training (online)- Kathy indicated that it would be implemented later this month on Ability (Learning Management Session)
 - c) ASAC Handbook Policy Review

D. University Council Representative Report (Grace Pregent)- Unable to attend, will recap at next meeting. Jan. 31 minutes are not currently available, but should be posted soon at:

<https://acadgov.msu.edu/universitycouncil>

VII. Reports of Committees

A. Elections (Ashley Maloff) – Call for ASAC nominations will go out Feb. 20. Due March 3, Ballot will be ready after Spring Break- Same timeframe as last year. Ashley and Debra encouraging additional committee members to join them on the Elections committee to learn the process.

B. Outreach – No report at this time

C. Promotion & Compensation (Mary Anne Walker)- Kathy mentioned that we're advancing changes to Specialist Handbook that we have been working on.

D. Bylaws – No report at this time

E. DEI (Nicolas Gisholt) –

- i. Institutional Research (Bethan Cantwell) called a meeting of College representatives to discuss the Academic Profile reporting system in an effort to determine how to best report regarding DEI efforts. Academic Profile system makes it more widely visible at several University levels. Meeting was looking at what is currently being done in different colleges. Molly P. will be taking over representing ASAC on this committee in March 2023.

VIII. Unfinished Business – Brief discussion of Aaron's message that ASAC is not involved with any unionization effort. We cannot provide any information/events on topic.

IX. New Business – None at this time

- X. Announcements – Thriving as an Academic Specialist, Feb. 8-
<https://ofasd.msu.edu/academic-career-paths/thriving-as-an-academic-specialist-at-msu/>
- XI. Comments from the Public-
 - I. Question regarding unionization efforts (Erica Weeks)- Commented: These types of efforts have occurred in the past when she was on ASAC. Question: How could someone involved with the unionization efforts discuss/share at an ASAC meeting? How does someone get on the agenda for ASAC? Answer (Aaron): Could attend ASAC meeting and just present comments during the “comments from the public” time. An email ahead of time would help prepare, but not necessary. Further explanation of recent events (Ashley)-Confusion that unionization messaging and survey was coming from ASAC, which is not true, since the survey deadline was approaching, Aaron emailed all specialists to make the clarification.
- XII. Adjournment: Motion to adjourn from Ashley Maloff, seconded by Molly Polverento. Meeting adjourned at 12:22 pm