



Academic Specialist Advisory Committee Meeting

September 5, 2023

Minutes

I. Call to Order: Ashley Malhoff, Chair, call to order 11:04am

II. Attendees:

Committee Members (P=present, A=absent)

Ann Austin	Ex Officio Member	P
Kathy Charles	Ex Officio Member	P
Jonglim Han	Member	A
Erin Hill	Secretary	P
Kelly Hodges	Faculty Senate	P
Bethany Judge	Vice Chair	P
Karen Kangas-Preston	Sergeant at Arms	P
Ashley Maloff	Chair	P
Molly Polverento	Member	P
Grace Pregent	Member	P
Aaron Reifler	Appointed	P
Bonnie Russell	Member	A
Debjani Sarkar	Member	A
Samantha Sliwa	Appointed	P
Megan Stevenson	University Council	P
Mary Anne Walker	Member	P
Sarah Whitaker	Member	P

Other attendees: Joshua Adams, Bob Aydukovic, Jill Berryman, James Bradley, Karren Campbell, Amanda Cho, Miranda Endres, Sam Evalt, Kathryn Fort, Jennifer Frietas, Matt Hahnenberg, Shannon Halbedel, Erin Hamilton, Veda Hawkins, Christina Horr, Candace Johnson, Megan Jursch, Chris Kaiser, Dennis Kennedy, Barbara Kolar, Twynette Mixon, Sheba Onchiri, Jieron Robinson, Carmen Ruiz-Sanchez, Justin St. Charles, Alicia Strain, Sara Tauqi, Debra Thorton-Fitzpatrick, Chrysoula Vasileiou, Ryan Walker, Jennifer Wargo, Laura Wise

III. Acceptance of Minutes for May 4th, 2023. Motion by Beth Judge, second by Megan Stevenson. Accepted by all, passed.

IV. Associate Provost & Associate Vice President for Faculty and Academic Staff Affairs (FASA) Report (Ann Austin & Kathy Charles)

A. Welcome to new academic year & interest in continued close partnership with ASAC

- B. Academic Specialist handbook updated last year. Thanks to all who helped
- C. Searches going on:
 - 1. Vice Provost for Faculty and Academic Staff Affairs (FASA)- Ann will not continue. Expect it to be filled before the end of the academic year. Public forum being planned with candidates. This will be shared as it is scheduled.
 - 2. Dean of Communication Arts & Sciences- Application window currently open
 - 3. Dean of Veterinary Medicine- Committee formed
- D. Upcoming projects
 - 1. Strategic HR work in academic units- Deans, Associate Deans, HR colleagues
 - a) Develop more communication on common policies, related to Faculty and Academic Staff (e.g., leaves, outside work for pay, etc.) through 'tip sheets'
 - b) Establishing teams from each college that will work on these
 - c) Bigger review of all policies (~170 policies!) will be underway
 - 2. Promotion and review process for fixed term faculty and academic specialists is not clear or equitable across the University. Intent to work on this. Efficiency of process is also a challenge. Some of this was addressed in the revision of the Academic Specialist handbook, but there is still more work to be done. Will also work on communicating and training the appropriate parties. Looking forward to continuing working with Promotion & Compensation Subcommittee on this (Ann Austin and Kathy Charles)
 - 3. Council of Diversity Deans (CODD) interested in discussing equity issues with salaries and strategies for recruiting and retaining excellent colleagues. ASAC needs to be a part of this ongoing conversation, a representative may be recruited for a working group. Ann and Kathy attended CODD meeting last week.
 - a) Salary equity study, last year by outside consultant firm: Study took into account variables such as relative field, how long employed at the university, etc. Findings: less than 1% are out of the range of what is considered appropriate. This doesn't change the fact that there are equity issues and doesn't necessarily make us competitive with other institutions
 - 4. Safe Environment Task Force, a charge of Interim President Woodruff while Provost. Part of the charge is developing guidelines

and resources for units when there is disruptive behavior within the unit. Expect guidelines to be available this fall

5. 'Pass the Harasser' Prevention Task Force. How does information about harassers get passed along to future roles to prevent recurrence. President Woodruff eager to address this issue. A working group will be developed to establish policy in this matter
6. Kelly Hodges question to Ann and Kathy- What are the differences between the offices of Faculty and Academic Staff Affairs (FASA) & Human Resources (HR)? FASA overseen by Ann Austin, experience with academic lens, these groups are not currently unionized (no collective bargaining), more "gray areas" due to lack of contracts. HR overseen by Vice President Christina Brogdon, used more, but not exclusively, for unionized support staff, specialized HR background without necessarily having an academic lens. There are some points of commonality and some points of difference. All interconnected, Ann and Christina meet every other week

V. Report of Officers

A. Chair Report (Ashley Malhoff)

1. Welcome to academic year
2. Tenure faculty have enough signatures to begin the unionization process (stated at Department meeting)
3. Requests made over summer for ASAC to make web updates

B. Vice Chair Report (Bethany Judge)- No report at this time

C. Faculty Senate Representatives Report (Kelly Hodges)- Not yet convened for the year, will be meeting soon

D. University Council Representative Report (Megan Stevenson)- Not yet convened for the year, will be meeting soon (Sept. 26)

VI. Reports of Committees

A. Elections- Ashley will not be running this committee as the primary this year, looking for someone else (or multiple people) to serve

B. Outreach- Report on summer ideas by Aaron Reifler

1. In person events interest for networking among specialists
 - a) Possible Kellogg Center event for all specialists, mini-resource/opportunity fair + light refreshments. Give-

away/swag ideas with Academic Specialist “branding”. Will continue this discussion in the breakout group

2. Table Talk Series- Looking for suggestions.

C. Promotion & Compensation- Karen Kangas-Preston reporting- Continuing some of the work initiated last year

D. Bylaws- Karen Kangas-Preston reporting- Proposed changing Sergeant in Arms to Parliamentarian, disassociate with military term

E. Specialists Forum (every other year)- No report at this time

F. DEI- No report at this time

VII. Unfinished Business-None

VIII. New Business

A. Website updates- Will be discussed in Outreach Subcommittee. Sarah Whitaker currently does the updates, the following people should also have that ability (or need it): Aaron Reifler, Bonnie Russell, and Ashley Maloff. Office of Faculty and Academic Staff Affairs (FASA) not listed appropriately/ under current name, needs to be changed.

B. Table Talks- Will talk with Outreach subcommittee

IX. Announcements- None

X. Comments from the Public-None

XI. Adjournment: Motion to adjourn from Kelly Hodges, seconded by Megan Stevenson. Meeting adjourned at 11:59pm