Meeting Minutes

Meeting called to order by Joy Landis at 11:03am.

Attending: Joy Landis, Sarah Handspike, Barbara Kolar, Francoise Bigelow, Donna Ullrich, Robert Brown, Kristy Dumont, Paul Streng, Lucy Maillette, and Mary Beth Graebert

Ex Officio: Terry Curry

Absent: Sue Halsey, Sandra Eagan-Hill, Mike Rich, and Donna Zischke

Motion to accept the agenda by Paul Streng, seconded by Donna Ullrich.

Motion to approve October minutes: Sarah Handspike suggested that we remove the table about specialist compensation due to some concerns about the data, and that we keep professional development separate from raises. Joy will discuss this change with Mike Rich to clarify the information. Motion to approve the minutes as amended by Donna Ullrich, seconded by Sarah Handspike.

Update by Chair Joy Landis:
- Provost Wilcox will attend our January meeting.
- Renee Rivard can’t come to the April meeting, so a representative from her office will attend to speak about benefits.
- Dave Byelich is invited for February to talk about MSU’s budget.

Update by Terry Curry:
- Ombudsman search is drawing to a close; there will soon be a recommendation from the committee to the Provost, and there should be an announcement about the new ombudsman soon.

Old Business:
- Terry was able to talk to the Provost. He was receptive to the invitation to come to the ASAC meeting and to the discussion about the professional development fund. The information that was put together by ASAC members was helpful. In conjunction with ASAC meetings with the Provost in January and hopefully with Dave Byelich in February, this discussion should inform the request for the reinstatement. The specialists make a recommendation on compensation enhancement in late spring, and this would be an appropriate opportunity to inform the budget.
- Sarah asked whether we should submit a letter in advance of the budget process. Terry indicated that this would be appropriate. Joy will send the letter to
the Provost in the first week of January along with updated information from the subcommittee (Big Ten survey and proposal bullets)

- Barbara provided an update on the “brownbag” professional development planning. For January, the committee has discussed the possibility of having some seasoned (senior) specialists speak on a panel to help more junior specialists better understand how to promote themselves at the university. Suggestions: David Lusch (research specialist), Deb Dotterer (advising specialist), and Jane Miller (former ASAC member). For March, they are considering a social media topic, in particular John Hill about LinkedIn as a speaker.
- We discussed hosting these separately from the ASAC meetings and advertising them to other specialists. Kristy Dumont can get a room (252 Erickson) once we find a date. They will be scheduled for two hours in early afternoon, or one in the morning and one in the afternoon. The January one will be scheduled for the week of January 23rd.

**New Business:**

- Kristy Dumont (chair) and Lucy Maillette volunteered to serve on the election committee. Mike has offered to serve on the committee as well.
- Barbara Kolar would pass along templates for the election process.
- The first deadline is in February, so some tasks will take place in January.

**Motion to adjourn** by Sarah, seconded by Barbara.

**Meeting adjourned:** 11:31 am

No **Brown Bag Learning Session** this month.

**Attachment:** None

**Next scheduled meeting:** January 19, 11 AM