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

Attending: Joy Landis, Paul Streng, Kristy Dumont, Donna Ullrich, Mike Rich, Andrew McCullough, Sandra Eagan-Hill, Sarah Handspike, Barbara Kolar, Francoise Bigelow, Lucy Maillette and Mary Beth Graebert
Ex Officio: Terry Curry and Donna Zischke
Guest: Dave Byelich
Absent: Robert Brown and Sue Halsey

Motion to accept the agenda: Terry Curry’s update added to agenda; Motion by Andrew McCullough and seconded by Paul Streng; carried unanimously.

Motion to approve February minutes by Paul and seconded by Andrew; carried unanimously.

Update from Terry Curry

- Dean search: CANR dean candidates on campus this week (one internal candidate and three out-of-state candidates); public presentations are being held. Vet Med Dean has decided not to stand for a second term; search committee is currently being constituted.
- College of Engineering Dean review is almost done; College of Music Dean review is underway; and Dean of Graduate School review is upcoming.
- Vice President for Research search: working with a search consultant; President Simon wants to have someone on board before beginning of next academic year.
- New faculty category of Research Faculty (subset of fixed term faculty): they are designed to be different from research specialists and are mostly funded on grants, with possibility of multiple-year contracts. They are expected to bring in their own grants. It’s not tenure stream, and they can have principal investigator status.

Budget update from Dave Byelich, Office of Planning & Budgets

- Preliminary budget for 2012-13 will be updated in June, and the 2013-14 budget will be drafted.
- Governor has proposed a 1.4% increase in state appropriations and a cap on tuition at about 4%. He will keep these funds in a separate basket and could redistribute them later; we could potentially pick up more funds, or lose funds.
- We have been able to bring utility costs down to about a 4% increase (instead of 8%); price of natural gas has remained low, and coal is fairly stable. About $1.8 to 2 million dollars saved.
• Health care cost escalation seems to be fairly small, overall. Blue Care Network is flat. Prescription drug coverage has flattened as well, due to the introduction of generic medicines. Community Blue is increasing by about 10.8%.
• Long-term care insurance (John Hancock) costs are going up considerably (about 50% increase could be in effect next April). They are not accepting new participants. Initial forecasts about number of people who would sign up and the usage of this insurance were low. An advisory group will be developed to help people with this issue.
• Supplemental retirement annuities: employees could previously sign up for a percent or a dollar amount. There was an error in processing over the past six months; some W2s were reissued. Program moving forward will be based on percentages, instead of dollar amounts.
• Raises are anticipated to be about 2%, plus market adjustment; we’re looking to see what will happen in the Big Ten, and will share that with Joy.
• Making progress on documentation of average salaries for specialists and breakdowns by classifications and college. Dave is prepared to provide some staffing to support investigation into Big Ten & CIC comparisons, if Terry & Donna are willing. Donna indicated that they can compile that information for advisors.
• As of 2010, a policy was put in place that the institution won’t fund post-retirement healthcare for new hires. In order to recruit and retain talented people, we might provide a larger, institutionally-funded increment at the point of tenure and promotion to full professor, for example (to keep the overall compensation package in the middle of the Big Ten). Another approach has been to increase retirement contributions by .25 percent at 5 years and about .5 percent at 10 years, to make up for the loss of healthcare coverage.
• In July 2002, support staff spousal healthcare coverage after retirement was eliminated.
• In July 2005, faculty spousal healthcare coverage after retirement was eliminated.
• The institution no longer provides an extra incentive for people whose spouses work at MSU to only enroll in coverage for one person (this has been true for a while).
• Beneficiary designations do not appear to roll over for retirement funds moved into a new account – ask Renee at our next meeting.

Old Business:
• Specialist raise letter: last meeting, there seemed to be a sense that we should follow the faculty recommendation, given that we are still in the data collection phase. Motion to follow the faculty raise recommendation by Paul, seconded by Sarah Handspike, passed unanimously.
• New professional development policy (Donna Zischke): Anticipated to be rolled out in June. We may be able to send out a preliminary email earlier. Paper application form will still be required.
• Course fee courtesy policy will cover a first bachelor’s degree for employee’s spouse or children (in effect since 1983).
March LinkedIn session (next Monday; Donna Ullrich): Donna has sent out reminders to specialists and will send out another one.

Election update (Kristy Dumont): Three individuals were elected, and a call for nominations for the appointed positions will go out on Monday. Sherry Lot helped a lot with the election emails and Survey Monkey for collection of responses. About 640 emails were sent; about 150-160 people responded. ASAC members are encouraged to recruit for appointed positions. Unelected individuals are automatically considered for appointed positions.

**Motion to adjourn** by Andrew, seconded by Kristy Dumont. Motion carried unanimously.

**Meeting adjourned:** at 11:50pm.

**Learning Session:** LinkedIn Session with John Hill scheduled for March 19, 9:30 - 11:30 AM, at Erickson Hall.

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

**Attachment:** MSU Budget Planning from Dave Byelich