Meeting Minutes

Meeting called to order by Joy Landis at 11:04 AM.

Attending: Joy Landis, Carmellia Davis-King, Quinn Moreno, Mike Rich, Kristin Getter, Sarah Handspike, Elizabeth Webster, Lucy Maillette, Paul Streng, Sandra Eagan-Hill, Michael Everett and Mary Beth Graebert
Ex Officio: Donna Zischke and Terry Curry
Others: Dave Byelich
Absent: Kristy Dumont and Donna Ullrich

Motion to accept the agenda: Motion to approve agenda by Mike Rich and seconded by Sarah Handspike; carried unanimously.

Motion to approve November minutes: Motion to approve minutes by Mike Everett and seconded by Paul Streng; carried unanimously.

Associate Provost/Associate Vice President for Academic Human Resources update (Terry Curry):

- Provost Wilcox has announced that he is stepping down as Provost as of the end of June; in the meantime, he is working in Washington DC to save the Partnership to End Hunger in Africa.
- June Youatt is the Acting Provost until there is a new Provost appointed; the President indicated that there will be a national search, which is likely to run through December 2013.
- At December Board meeting, President Simon made a number of changes:
  - The Provost’s second title was changed to Executive Vice President for Academic Affairs;
  - Fred Poston’s former position had a title change to Executive Vice President for Administrative Services;
  - Three people have been elevated to VP positions and will report directly to President: Vennie Gore (Assistant Vice President for Residential and Hospitality Services), Ron Flinn (Assistant Vice President for Physical Plant), and Mark Haas (Associate Vice President for Finance and Chief Financial Officer).
  - Ron Flinn has indicated that he will be retiring.
  - Dave Gibb, VP for Libraries and Information Technology & Chief Information Officer, has announced his retirement.
  - Linda Stanton, Associated Provost for Academic Services, is stepping out of that role effective the end of June, and a search will be initiated.
- There will be no new positions, and no one received a salary increase.
• Proposed change to the academic specialist handbook; language will be stricken that indicated people who are dismissed for misconduct receive four months of pay. This change will not impact people whose positions are eliminated (there is a separate section for these situations). Mike suggested that we take a vote at the next meeting respecting our recommendation of this handbook change (giving everyone time to review it; it is available at the ASAC website: http://academicspecialists.msu.edu/resources/academic-specialists-handbook).

New Business
• Update from Dave Byelich, Asst VP and Director of Office of Planning and Budgets
  o When we met in the spring, ASAC received the 2012-2013 budget and the board’s recommendations for 2013-2014 budget.
  o Proposed budget changes included tuition increase of 4%; assumed zero change for state appropriations; healthcare increase of 5%; utilities increase of 4%; 2% faculty raise; and 1% reinvestment fund.
  o Fiscal cliff would have caused an 8.2% decline in the spending of institutions; it has been reduced to around 6% given the amount of the year that is left.
  o Federal government has funded 20% on debt. Underlying impacts are likely to come forward in terms of tax increases and budget reductions. Implications for MSU include:
    ▪ Increased competition for federal grant activity; R&D divisions often are reduced in these types of situations.
    ▪ Financial aid: Pell grants (which address highest need students) were exempted in the first year, but not the second year.
    ▪ Affordability of Care Act: Likely to affect 2014-2015 academic year. There are a number of changes that represent significant improvements in areas that need to be covered (e.g. Women’s health services, pre-existing conditions, etc.). Worst case scenario could cause an 8% increase in healthcare costs, without considering inflation. During 2019-2020, an excise tax that will be imposed on “Cadillac coverage” could impact MSU (federal government will assess a 40% tax on coverage above their “Cadillac” threshold). Healthcare needs to be an important budget focus in the next 12 months; we shouldn’t wait until we get a definition of the problem. We will try to develop some responses to potential scenarios. We may need to think through a remixing of compensation benefits (e.g. more salary, less direct healthcare coverage; high deductible plans; etc.). Healthcare Advisory Committee is putting a lot of consideration into potential effects.
  o Healthcare needs resulting from MSU employee auto accidents are expensed to our healthcare coverage; the norm is to expense traffic accident health issues to auto insurance coverage. If these events were transferred to auto insurance, it would likely just shift costs.
There is an increasing focus on budget review and management through benchmarking. One of the formula items is the portion of freshmen that return as sophomores (MSU’s is about 91%); because we were above the average, we received some additional budget points.

Data on job groups that are not nationally defined (like specialists) are difficult to identify and collect, but ASAC committee is working on it.

Dave needs the salary increase recommendation letter by early- to mid-March. Information on faculty salaries across the country has not yet been released, but it is influential to the salary increase decision.

Sharon Butler will come to an ASAC meeting to talk more about the potential impacts of the Affordable Care Act.

Old Business:
- Forum preparations
  - Sandy Townsend is helping with the logistics for the event; she and another person will be helping with registration.
  - Nametags and agendas will be available at registration.
  - There will be certificates of recognition and a PowerPoint with names of specialists being recognized.
  - Joy will provide bullet points for an introduction to Terry Curry.
  - Package of materials will be provided at the table (including a program, participants list and evaluation form).
  - ASAC members who are present can be split between the registration table and the room entrance to help direct people and answer questions.
  - Quinn and Paul are working on getting prizes (Computer Center: IPod Shuffle; Spartan Gift Store; Athletic Department: tickets; Quinn left messages with the State Room and Dairy Store; trying some businesses on Grand River; other suggestions are a dining hall gift certificate, tickets to one of the new area movie theatres (Okemos or NCG), or the MAC).
  - Announcements have been sent out to specialists.
  - We need people to introduce the breakout session speakers:
    - Luke Reese – Kristin Getter
    - Jeff Goeke-Smith – Sandy Eagan-Hill
    - Penny Foster-Fisher – Carmellia Davis-King
  - Prizes: Paul, Sarah and Mike Everett.
  - ASAC members are eligible to receive prizes.
  - There has been one request to do a webinar, perhaps for future years.
  - ASAC members should encourage people to come; a flyer is attached to the first email announcement.
  - Breakout session moderators can introduce the speaker in the second session and then slip out to hear a different session.
  - We can look at evaluations from the forum at the next ASAC meeting.
- Subcommittee on salary structure (will update in February or March)
  - We are supposed to get together a list of questions; the group will meet in the next two weeks to narrow down the list.
• We will check on moving the next ASAC meeting from February 21st to February 28th to give us more time to review forum evaluations.

Motion to adjourn by Mike Everett, seconded by Sarah Handspike. Motion carried unanimously.

Meeting adjourned: at 11:57am.

Next scheduled meeting: February 28th, 4th Floor Administration Building

Attachments: Proposed Changes to Academic Specialist Handbook and Specialists Forum Agenda