Meeting called to order by Sarah Handspike at 11:05 AM.

Attending: Sarah Handspike, Mary Beth Graebert, Sandra Eagan-Hill, Michael Everett, Janet Byrne, Joy Landis, Quinn Moreno, Kristin Getter, Kristy Dumont, Lucy Maillette
Ex Officio: Terry Curry & Donna Zischke
Absent: David Lusch, Paul Streng, Jo Anne Latimore and Carmellia Davis-King

Motion to accept the agenda: Motion to approve agenda by Joy Landis, support from Michael Everett, and seconded by Kristy Dumont; carried unanimously.

Motion to approve September minutes: Motion to approve minutes by Quinn Moreno and seconded by Michael Everett; carried unanimously.

Chairperson’s update (Sarah Handspike):
- Renee Rivard – Human Resources/Benefits Update
  - Renee provided a handout on Affordable Care Act Frequently Asked Questions and a handout on new eligibility rules (see attached).
  - All handouts are available on the Human Resources website; click on Healthcare Reform Information link.
  - Employer shared responsibility rules affect MSU in 2015; for all individuals at MSU who receive a W2, if you meet a threshold of 30 hours/week over 12 months, employer must provide you with an affordable healthcare plan. It cannot cost an employee more than 9.5% of their W2 income.
  - Measurement of eligibility will begin January 2014. Beginning January 2015, MSU will pay a fee of $417/month, whether these eligible individuals enroll in the healthcare plan or not. We don’t know how many people will enroll in the plan.
  - The cost burden falls on units. Many colleges have not budgeted for this change, so they are concerned.
  - If an individual is working in other units across campus, all jobs are counted toward the 30 hours/week threshold.
  - What is MSU’s stance on eligibility thresholds? It is up to the department; they should keep these individuals under 30 hours per week, if that cost is a concern. This rule will also apply to people on a grant.
  - If you hire someone who has already met the threshold in a previous department, the charge will be applied to your department, starting in January 2015.
  - Project pay should not be the “norm.” If a student is receiving the same amount each month, they should likely be hourly or salaried. This project
pay is still applied to the eligibility threshold; it is divided by an average of $10/hour to get the number of hours worked.

- Hours are averaged out over the whole year (e.g. 20 hours per week during the academic year and 40 hours over the summer).
- If a department hires someone for a specified period of time for more than 30 hours/week, they will be eligible for the affordable healthcare plan (beginning in 2015).
- The measurement report will be available starting January 2014.
- The prior year will always determine eligibility.
- These eligible individuals will have access to the new Consumer Driven Plan (high deductible).
- Community Blue has higher premiums because there are fewer individuals enrolled. The Consumer Driven Plan premiums should grow more slowly. There will be a number of new individuals in the market place due to the Affordable Care Act.
- Benefits Enrollment Deadline is tomorrow, October 31st. It includes healthcare, life insurance, health flexible spending account and dependent care, etc.
- Why do we now have a health flexible spending account and a health savings account? In order to access the health savings account, you must be in the high deductible plan. If you have a health savings account, you cannot enroll in a health flexible spending account.
- Renee may come back in the spring for further updates on the Affordable Care Act.

- Dave Byelich will attend a future meeting of ASAC to provide a budget update.
- Fall Semester Update Email
  - Should we encourage specialists to attend the monthly meetings?
  - We have a difficult time recruiting individuals to ASAC, so maybe inviting them to meetings would encourage people to apply.
  - Rather than encouraging specialists to attend every ASAC meeting, we could send out open invitations for specific meetings with important topics, perhaps twice per year.

Associate Provost/Associate Vice President for Academic Human Resources update (Terry Curry):
- The Provost Search Committee continues to meet. Next month the committee will narrow the big pool down to 15 individuals for airport interviews at Detroit Metro. Candidates should be on campus for interviews in January. Hopefully by February, the President will select the new Provost.
- International Studies & Programs Dean Search: two candidates have been here. William Fisher (Associate Provost at Clark University) will be coming to campus early next week for interviews and a public presentation on November 5th. After Dr. Fisher comes, all of the presentations will be made available online.
- Engineering Dean Search: committee should be named by the end of the week. This search will have an aggressive timeline, with a new dean anticipated to start next academic year.
• The Deans of Undergraduate Studies and the Honors College will be reviewed this year. A survey will be sent to Advising Specialists.

New Business:
• Website updates and new content (roster, pictures, awards, etc.)
  o We talked about adding pictures to make our website to make it more visually appealing.
  o Awards webpage is blank – could we establish a subcommittee to populate this page? We could provide basic information and link to the award information on the Provost website.
  o We have not consistently posted raise recommendation letters.
  o If we refer specialists to the website, we want to make sure that it is functional and that it can become a “home” for them.
  o Mike Rich doesn’t want the website to fall by the wayside.
  o Jan Byrne and Michael Everett offered to help Kristin Getter with this effort. Kristin will lead this subcommittee.
  o Everyone else should feel free to send recommendations to Kristin.
• Professional Development (marketing)
  o Sarah searched MSU websites for information about professional development for specialists and worked with Donna to help clear up the information that is available. Sarah could add this information to the letter to specialists to make them aware of it.
  o During the last Fall, Spring and Summer semesters, $86,000 of the available professional development funds have been used.
  o Last five years’ usage ranged from $89,000 to $113,000. Current limit is $125,000; remaining funding carries over.
• Programs/goals for this year and volunteers to lead.
  o Survey (Mary Beth, Quinn and Carmellia)
    ▪ Committee reviewed survey instrument and provided suggested edits. Survey will be conducted from early to mid November via Survey Monkey. Specialists will receive an invitation to participate via the specialist listserv. This survey is considered “Non Human Subject Research” and does not need IRB approval.
  o Spring Programs (need topics and leaders)
    ▪ Possible topic: work/life balance
    ▪ Additional topics could come out of the survey
    ▪ Kristy can assist with brainstorming and reserving rooms; Lucy Maillette can help, too.
    ▪ Joy can help with program promotions.

Old Business:
  a. Marketing ASAC (Website, Listserv, College Meetings, etc.)
    a. Only four ASAC members are automatic
    b. Recruit from within to get people to stay.
  b. Subcommittee on salary structure (tabled until after survey)
Motion to adjourn by Michael Everett, seconded by Kristy Dumont. Motion carried unanimously.

Meeting adjourned: at 12:05 pm

Next scheduled meeting: November 27th

Attachments:
- MSU Health Plan Eligibility
- Affordable Care Act FAQs