Meeting called to order by Sarah Handspike at 11:03 AM.

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

Motion to accept the agenda: Motion to approve agenda by Paul Streng and seconded by Michael Everett; carried unanimously.

Motion to approve October minutes: Motion to approve minutes by Lucy Maillette and seconded by Joy Landis; carried unanimously.

Chairperson’s update (Sarah Handspike):
- Dave Byelich – Budget
  - We hope that he will come to our January or February meeting.
- Renee Rivard - Benefits
  - We plan to invite Renee in for one of the last two ASAC meetings in the spring.

Associate Provost/Associate Vice President for Academic Human Resources update (Terry Curry):
- International Studies & Programs Dean search committee met with Provost yesterday and she will consult with the President on a decision.
- For the Provost search, we can expect that there will be candidates on campus in late January. There is usually a meeting with representatives of academic governance, including an ASAC representative.
- Some specialists fall under UNTF contract – that contract will expire in May 2014. Bargaining will begin in early 2014. If ASAC or any individuals have issues that they would like to see addressed, that info would be helpful and timely. Comments should be sent to Terry.
- Presentations from the Provost search will be made available online and people will have an opportunity to provide feedback before a recommendation is made.
- What is the role of ASAC if we get questions about unions? Refer them to Academic Human Resources or the Office of Employee Relations, if ASAC is not taking a position.

New Business:
- Discuss Survey Results (Mary Beth)
Mary Beth shared the summary results from several survey questions; she will send out a survey report to the ASAC committee, which will also be posted on the ASAC website.

Survey highlights:
- 292 specialists responded for a 39% response rate.
- 52% of respondents are fixed term specialists; 40% are continuing.
- Advising and outreach are the most prevalent functional areas.
- 45% of specialists have been at MSU for 6-20 years.
- 73% of specialists are satisfied to very satisfied with their employment experience.
- 49% feel that they are adequately compensated, while 31% do not.
- 75% of specialists are supported by their units to pursue non-credit professional development.
- Topics that would be of most interest for specialist forums or information sessions are the ins and outs of being a specialist, contemporary teaching techniques, negotiation skills and work-life balance.
- 74% of specialists look at the Specialist Handbook rarely or never.
- Respondents recommended that ASAC have a more public presence, publish a newsletter, help negotiate salaries, get access to non-credit reimbursement for specialists, host appreciation luncheons, and help newer specialists transition.
- 45% of specialists fall in the salary range of $50,000-$74,999; 26% fall in the salary range of $25,000-49,999; and 18% fall in the $75,000-99,999 salary range.
- 64% of specialists surveyed received a raise of 1.5% or greater this year; 23% were not sure; and 13% received a raise lower than 1.5%.

Cross tabs to pursue:
- Are people with a terminal degree more or less satisfied with their salary?

The raise information is interesting; it is reassuring that a majority of specialists are getting at least the approved general merit raise.

Terry Curry’s office advises chairs and directors to talk about performance but not raises in annual evaluations. There may be a second conversation about pay. There are widespread misconceptions about what goes on in the raise process.

Mary Beth will find a document about what should be discussed in a specialist annual evaluation.

In the next ASAC meetings, we will talk about how to use the information from the survey in our programming and future activities.

Spring Programs (Lucy Maillette)
- Lucy and Kristy have looked for people across campus who could potentially speak on a panel about work-life balance.
- Ellen Kossek from Purdue would be willing to come speak about work-life balance, but she would charge.
They will meet with the potential panelists next week and try to nail down a date (probably in late February).

The format would be a moderated forum with Q&A.

Could Health4U bring someone to give chair massages?

Location will likely be at Erickson Hall. We could use the Union, but there is a charge.

We could ask the Registrar’s Office to schedule a classroom for us if we need to.

We could do an RSVP for the event to make sure that the room will accommodate the group.

Other places to approach for resources: Human Resources, Women’s Resource Center, etc.

Old Business:

• Website updates and new content (Kristin Getter)
  o Committee members went through the ASAC website to make sure that the links work.
  o We would like to revise the “welcome” message, potentially with some language from the welcome letter that the ASAC president sends out to new specialists (Sarah will send the letter to Kristin).
  o The Achievements page is blank. What can we populate this page with? We could combine it with Honors. Let’s look at whether the survey responses provide any insights into the importance of this page.
  o Resources were reorganized in terms of relevance rather than alphabetical.
  o We had a suggestion to add more pictures to the website, so we thought we could start with our member pictures; please send pictures to Kristin.
  o The subcommittee page was outdated and is currently blank. We should only include long-standing subcommittees on this page. Professional development and elections committees are long-standing. Motion to get rid of subcommittee page by Kristin, seconded by Michael Everett; carried with one abstention.
  o Should we post a list of all specialists on the website? We could post it and update it once per year (about the time when we do elections). Donna can provide the list. There are people who don’t want their names published because they don’t want to be targeted by marketers. Donna can check with HR to eliminate people with address restrictions. We are tabling this discussion while Donna checks into the appropriateness of posting this list.
  o There is a suggestion to add a quick, easy table to compare different types of specialist positions.

• Should we meet on December 19th? There are a lot of people who will be out of town, so we are cancelling this meeting.

• Subcommittee chairs can send updates to Sarah for a December email update to the committee.
• We need to have people get started on the election process. Paul is willing to provide guidance to the subcommittee. Michael has offered to lead that process.

**Motion to adjourn** by Paul Streng, seconded by Michael Everett. Motion carried unanimously.

**Meeting adjourned:** at 12:12 pm

**Next scheduled meeting:** January 16th

**Attachments:**
- Work Life Balance Forum Concepts
- ASAC Website Subcommittee Update