

## **ASAC General Meeting 1-21-04**

**In attendance:** Joan, Gina, Andrew, Craig, Gretchen, Lynne, John, Donna, Bob

1. Bruce Miller made a presentation about the MSU mediation service. ASAC agreed to announce the service on the listserv and to encourage its use for mediating conflicts. Craig Gunn will post it.
2. Joan reported for the SOS subcommittee. The group met in December and reviewed the current specialist data. Nothing in the data caused the SOS committee great alarm. However, it seemed there were a significant number of specialists up for reappointment in the next year. We want to keep our eye on these and monitor whether or not these specialists do indeed get reappointed. Joan asked Donna to keep us informed if she notices anything unusual with reappointments. We need to get in contact with the faculty affairs committee and see where they are heading with the annual raise recommendation letter. We also want to meet with Dave Byelich to get updated on the University budget situation so we can start working on our letter.
3. Gina said the Professional Development/Communication subcommittee has not been active. The ASAC group shared a variety of ideas with them for possible activities including brownbags on the healthcare spending account, the mediation service, and just an open forum to discuss specialist concerns. Also, there was discussion that the committee would review Angel for use by all specialists, not just ASAC. It was decided that holding an orientation at this late date was probably not useful. Gina and Gretchen committed to pulling the committee together and taking some action.
4. Faron will be pulling together a group to review the professional development program. Donna mentioned that we need to get the applications out very soon. Donna also mentioned that she has some operational feedback to share with the review group. Gretchen mentioned a couple items she would like the review group to consider: 1) can a department give the 10% in time vs. financial contribution? 2) If not taking classes in a given semester, can you be eligible for more in the next semester (e.g. if not taking a summer class, can you apply for eight credits in the fall instead?)
5. Spring semester meetings will be at 8:30am to 10am in 443B Administration Bldg. on the following Wednesdays: 2/18, 3/17, and 4/14.
6. Craig talked about an issue advisors in Engineering have about visibility from the MSU website. The group was not sure this was an ASAC issue and thought it should be discussed within the unit and with the people who are responsible for the MSU web site. Craig will forward our suggestions for resolution with them.

7. Bob Banks shared the University Distinguished Staff award recipients with us. Craig agreed to put a congratulatory announcement on the listserv.
8. Bob distributed the Revenue and Budget Shortfall Scenario document from Dave Byelich indicating the impact of changes in the State appropriations on tuition and the University budget.
9. Donna mentioned that it was time to get the election process in motion. Lynne agreed to email Tom Carter about this. Andrew reiterated his willingness to work with Tom on this.

**Action items:**

The professional development/ communication committee will meet and get moving on activities.

Craig will post award announcement and mediation service announcement on the listserv.

Faron will pull together a group to review the professional development program and make recommendations for next year.

Lynne will contact Dave Byelich and pull together an SOS meeting with him.

Lynne will remind Tom Carter about elections.