Meeting called to order by Michael Everett at 1:02 pm.

Attending: Kristin Getter, Michael Everett, Mary Beth Graebert, Richard Hensh, Regan Kania, Jennifer Gansler, Qing Xia, Janet Byrne, David Gilstrap, Carmellia Davis-King

Ex Officio: Melanie Trowbridge, Terry Curry

Absent: Jo Anne Latimore, Sobha Ramanand, Scott Schopieray, Michael Zaborowski

Speakers: Mark Haas, Vice President of Finance and Greg Deppong, University Controller

Motion to accept the agenda: Motion to approve agenda by Mary Beth Graebert and seconded by Jan Byrne. Motion carried unanimously.

Motion to approve January 2015 minutes: Motion to approve minutes by Regan Kania and seconded by Jennifer Gansler, with minor changes about sending comments for Provost Youatt to the ASAC chair. Motion carried unanimously.

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

- Terry reported that the search committee has formed and started looking for the director of the new Work Life Office on campus.
- He also reported that MSU is in the process of fixing a pay period issue for employee’s on an academic appointment. In the past, pay in May and August should be half their normal monthly wage, but most human resource systems wouldn’t always pay half (because they calculate a daily rate of pay). This coming August, that issue will be fixed and the employees will truly get half of their monthly pay for both May and August.
- A question was posed by David Gilstrap about the ASAC’s bylaws. In reviewing the bylaws, David noticed that there are no provisions in the bylaws for amending the bylaws. Can the ASAC change them? Terry answered that yes, the ASAC has control over those bylaws and the ASAC should amend our bylaws to include a paragraph on how they are to be changed. Michael Everett will draft some new wording for the ASAC bylaws which will address how the bylaws are to be changed. The ASAC will review this at our next meeting and vote on the issue.
- Additional questions were asked of Terry about the academic specialist handbook (which is under his purview). In the past, the handbook indicated that a fixed term specialist who was promoted to senior status would automatically receive a continuing appointment. Recently, two fixed term specialists were
awarded senior status but are still in the fixed term system. Terry will do some research on when the handbook language change happened and why.

- Richard Hensh requested that if going forward we could document all changes to both the bylaws and the academic specialists handbook. Terry agreed that from now on all changes to the academic specialist’s handbook will have revisioning in place. The ASAC will implement their own versioning to their bylaws.

Subcommittee reports:

- Academic Specialists Professional Development subcommittee (Qing Xia, Jennifer Gansler, and Carmellia Davis-King)
  - Jennifer Gansler reported that there has been a very positive response to the upcoming forum next week. 150 people have registered so far, which is more than two years ago (with 125 people signed up and 75 attended in 2013).
  - The subcommittee will send out reminders on Monday to enrolled participants that the event is happening this Thursday (February 26).
  - The subcommittee requested that two additional ASAC members attend the forum to help out with logistics. Mary Beth Graebert and Michael Everett both said they would be there to help.

- Bylaws subcommittee (Richard Hensh, David Gilstrap, and Jan Byrne):
  - Jan Byrne handed out a draft paper copy of the upcoming election letter and we discussed the new nomination process.
  - Minor changes were suggested about functional areas. In addition, the ASAC will have paper nomination forms at the forum next week to encourage specialists to nominate themselves/others. We will collect these paper nominations and follow up with each nominee later to ask them to submit their very short biographical essay.

Guests: Mark Haas, Vice President of Finance and Greg Deppong, University Controller

- Mark presented that when he was hired several years ago, his mission was to see how MSU could save money in our financial processes so that more money is available to faculty.
- Ways that they have been trying to save money include: changing bank vendors, eliminating paper checks (costs about $5/check to issue it on paper), increase security of financial information, and increase convenience for employees while saving money for MSU.
- The finance office hired banking consultants two years ago to look into changing bank vendors (the one MSU had used for the last 60 years). In doing so, MSU ended up using four different banks to perform different processes and saved MSU approximately $2 million per year.
- There are still 200 faculty/staff and 2,000 hourly workers who do not participate in direct deposit. Starting August 1, 2015, those employees will not get a paper check anymore, but will instead receive a Paycard. For more information on how this will work, see the attached handouts.
- The new security that will be implemented soon is a two-step authentication
process for some MSU financial systems.

**Old Business:**
- **Faculty senate committee update: Kristin Getter**
  - The faculty senate met on Tuesday, February 17, 2015.
  - Provost Youatt talked about her priorities, which were the same as the report she gave to the ASAC.
  - The financial feasibility of implementing a faculty healthcare clinic will be evaluated by hiring outside consultants.
  - Institutional Accreditation – we are going to have our 10 year review in April 2016 by the higher learning commission.
  - Kristin also reported that due to a change in her schedule, she will no longer be able to attend Faculty Senate Committee meetings. Other ASAC members will hopefully try to attend.

**Chairperson’s update (Michael Everett):**
- Dave Byelich will be attending the ASAC March meeting

**New Business:** None to report

**Motion to adjourn** by Jan Byrne and seconded by David Gilstrap. The motion carried unanimously.

**Meeting adjourned:** at 2:10 pm.

**Next scheduled meeting:** March 20, 2015 at 1:00pm in 155 Administration Bldg.

**Attachments:** Draft nomination letter for 2015 election process, Vice President of Finance Update