Meeting called to order by Michael Everett at 1:00 pm.

Attending: Kristin Getter, Michael Everett, Jan Bryne, Qing Xia, Sobha Ramanand, Richard Hensh, Regan Kania, Michael Zaborowski, Jennifer Gansler, and David Gilstrap

Ex Officio: Melanie Trowbridge

Absent: Jo Anne Latimore, Carmellia Davis-King, Scott Schopieray, and Mary Beth Graebert

Speakers: None

Motion to accept the agenda: Motion to approve the agenda with addition of salary letter discussion to old business by Richard Hensh and seconded by Sobha Ramanand. Motion carried unanimously.

Motion to approve March 2015 minutes: Motion to approve minutes by Michael Zabrowski and seconded by Regan Kania. Motion carried unanimously.

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

- Melanie provided us with an update on the Dean searches. Candidates have been recommended to the Provost for the Business and Nursing Dean searches. An appointment of an interim Dean of the Graduate School is being worked out now. The CANR Dean search has not begun yet.
- Melanie met with her predecessor to ask about the issue that was raised at previous ASAC meetings about fixed-term specialists that attain senior status and whether or not they should then receive continuing status. There was no memory of this and the suggestion was made to contact Bob Banks (the prior Associate Provost/Associate Vice President for Academic Human Resources) to see if he remembers. Melanie will do so and report back at our May meeting.

Subcommittee reports:

- Academic Specialists Professional Development subcommittee (Qing Xia, Jennifer Gansler, and Carmellia Davis-King)
  o Jennifer indicated that we received 67 evaluations back from the event and all feedback was pretty positive (see attachment). The event itself was held in a good space and went smoothly.
- Bylaws subcommittee (Richard Hensh, David Gilstrap, and Jan Byrne):
Richard indicated that the bylaws subcommittee will draft some wording to change the bylaws so that there is specific wording on the process to change the bylaws. The wording will be sent via email to the members of ASAC prior to the next meeting. ASAC will vote on the wording at the May meeting. Any changes voted to be made will then be sent to Melanie Trowbridge so that Terry Curry can bless the changes to the bylaws.

Jan said that the elections for the next ASAC board are under way (voting ends tonight). A small software glitch with the biography of a candidate occurred, but was fixed as soon as it was found. We should have the results of the voting next week. Jan will send out a reminder (via Michael Everett) today to the ASAC listserv indicating that today is the last day to vote.

Jan will put together a document for the whole voting process so that next year’s process may go smoother.

Some people who turned in nominations strictly wanted a 1-year appointment and so they were not on the existing ballot. Jan will send those nominations to Melanie so that Terry can appoint candidates from that pool.

Old Business:

• Faculty senate committee update: Sobha Ramanand
  o The next meeting is April 21 and Sobha plans to attend.

• Salary letter
  o Michael Everett forwarded our raise recommendation letter to Melanie Trowbridge who then forwarded it to Dave Byelich and it is now a matter of record. The faculty asked for a 4% raise while we asked for a 5% raise this year due to the widening salary gap between faculty and academic specialists. See the attached raise recommendation letter.
  o Dave Gilstrap said that some faculty received an additional 1% raise on January 1st (determined by department chairs in consultation with the Deans offices). No specialists receive this.

New Business:

• Nominations for 2015-2016 ASAC Leadership
  o We are seeking nominations for next year’s ASAC leadership from among those who will be returning.
    ▪ Chair – Mary Beth Graebert nominated herself
    ▪ Vice Chair – Dave Gilstrap nominated himself
    ▪ Secretary – Kristin Getter was nominated by Jan Byrne
  o Michael Everett will send out an e-mail to all of ASAC for further nominations. We will perform a formal vote of these positions at our May meeting.

Chairperson’s update (Michael Everett):

• Nothing to report
**Motion to adjourn** by Regan Kania and seconded by Dave Gilstrap. The motion carried unanimously.

**Meeting adjourned:** at 1:42 pm.

**Next scheduled meeting:** May 14 at 11:00 am in 155 Administration Bldg.

**Attachments:** Feedback from the Academic Specialists Forum 2015, 2015 Salary Recommendation Letter