Meeting called to order by Michael Everett at 11:02 am.

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

Ex Officio: Melanie Trowbridge, Terry Curry

Absent: Janet Byrne, Jo Anne Latimore, Michael Zaborowski

Speakers: Renee Rivard

Motion to accept the agenda: Motion to approve agenda by Regan Kania and seconded by Richard Hensh. Motion carried unanimously.

Motion to approve November 2014 minutes: Motion to approve minutes by Richard Hensh and seconded by Jennifer Gansler with changes to sub-committee compositions as was listed in the minutes; carried unanimously.

Chairperson’s update (Michael Everett):
- For the January 2015 meeting, we would like our guest speaker to be June Youatt from the Provost’s office. Melanie Trowbridge will check on that for us and if June is not available, we will schedule her for the February or March meeting.
- Michael Everett will also look into scheduling Dave Byelich, from the Office of Planning and Budgets, too.

Benefits Update (Renee Rivard):
- The Best Doctors program continues to have very good reviews of services and has had high satisfaction rates (>90%). As of the second quarter of 2014, of all the cases reviewed, 29% had a change in diagnosis due to the Best Doctors program. In addition, 62% of total cases had a Best Doctor’s recommendation to change the patient’s treatment. MSU has a return on investment guarantee with Best Doctors which pays for the program by changed (better) outcomes/treatments. The Best Doctors contract is being renewed for a few more years and will be further evaluated.
- New for January 1, 2015 for benefits:
  - The Coalition of Labor Organizations (CLO) at MSU will require a second opinion for back surgeries. This does not mean the patient can not have back surgery, it just means a second opinion is required.
For all health plans, autism benefits are changing from an age restriction of 8 years old to 19 years old in accordance with the Affordable Healthcare Act.

In pharmacy, costs for compound medications (which are not always regulated by the FDA) have seen a 2000% increase in recent years. Now MSU is requiring a preauthorization for any compound medication that exceeds $300 per prescription. This process is all done through CVS Caremark’s program. If the preauthorization is rejected, the patient or doctor can appeal the decision.

Specialty medication costs have also increased dramatically with a 16% increase year on year recently (normal medications usually have a 2% increase). Some of these specialty medications have generics available. MSU is implementing a step therapy program for new prescription’s only whereby the patient will be asked to try the generic medication first for the following categories of diagnosis: auto-immune, multiple sclerosis, human growth hormone, and fertility. These categories may broaden later. There is an appeal process for skipping the step therapy program.

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

- Recipients of the University Distinguished Academic Staff awards for 2015 are: Lisa Bottomley (Extension), Lucy Maillette (Eli Broad College of Business), Steven Poulios (Chemistry), and Pavel Sikorskii (Mathematics). The awards ceremony is scheduled for Tuesday, February 10, 2015 from 3:30pm to 4:30 p.m. at the Pasant Theatre in the Wharton Center. There were very few nominations for this award this year (only 6). The timeline for this award is: The invitation to submit a nomination is sent out in March and the paperwork is due in September/October.
- The four Dean searches are all still in their early stages. Three (Business, Arts & Letters, and Nursing) have search committees formed. CANR does not yet have a search committee. There are academic specialists on some of these dean search committees.

Web Accessibility (Scott Schopieray)

- As a review from our last meeting, there was a memo sent out this last September about MSU’s web accessibility policy. President Simon signed this policy in August 2014 and it is in effect immediately. Each major unit was asked to appoint an accessibility advocate. Most colleges have done so. Units should now be forming working groups that will work on how to come into compliance. This university policy is part of the American with Disabilities Act and is a federal mandate. MSU is trying to meet and exceed the ADA mandate in order to be a leader in providing access.
- Webaccess.msu.edu has more information. There is a checklist that can be used as a starting point for units to become compliant. Most units are tackling the accessibility issue with their biggest courses first. Training sessions are
offered by MSU IT services on how to make your class meet this policy.

- Melanie Trowbridge suggested that ASAC send out a few bullet points to the academic specialist listserv to remind academic specialists of this policy.

Subcommittee reports:

- **Bylaws subcommittee (Richard Hensh, David Gilstrap, and Jan Byrne):**
  - An informal handout showed the changes in academic specialists (continuing vs fixed term, advisor/curriculum/outreach/research/teacher) over the years. The distribution on ASAC currently is skewed towards continuing status now that MSU has far more fixed terms on campus than in years past. The subcommittee will present their recommendations on how to remedy this at our next meeting.
  - The subcommittee would also like to streamline and clarify the ASAC election process in the bylaws. Some ASAC members were never told if they ‘lost’ an election. The subcommittee will recommend changes to the ASAC bylaws for the voting process at our next meeting.

- **Academic Specialists Professional Development subcommittee (Qing Xia, Jennifer Gansler, and Carmellia Davis-King):**
  - A theme for the next professional development forum has been decided upon: Reaching Your Potential. The date is February 26th in the morning. Other speakers are still being arranged, but the subcommittee felt they were on track for a successful forum.
  - The keynote speaker has been defined as Matt Helm. There will be three concurrent sessions at the Henry Center.
  - Regan Kania suggested that Scott Schopieray help us find speakers on web accessibility at one of the tracks. The subcommittee will discuss this at their next meeting and report back to us at our next meeting.
  - The subcommittee requested that anyone who has prizes for the forum raffle to please contact them.

Old Business:

- **Faculty senate committee update: Kristin Getter**
  - No faculty senate committee meeting this month

New Business:

**Motion to adjourn** by Sobha Ramanand, seconded by Mary Beth Graebert. Motion carried unanimously.

**Meeting adjourned:** at 12:13pm.

**Next scheduled meeting:** Friday, January 16, 2015 at 1:00pm in 155 Administration Bldg.

**Attachments:** none