Meeting called to order by Sarah Handspike at 11:05 AM.

Attending: Sarah Handspike, Mary Beth Graebert, Joy Landis, Kristin Getter, Michael Everett, David Lusch, David Gilstrap, Regan Kania, Scott Schopieray, Sobha Ramanand, and Michael Zaborowski

Ex Officio: Donna Zischke

Absent: Carmellia Davis-King, Sandra Eagan-Hill, Jo Anne Latimore, Paul Streng, Lucy Maillette, Kristy Dumont, Quinn Moreno and Janet Byrne

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

Motion to approve March minutes: Motion to approve minutes by Joy Landis and seconded by Kristin Getter; carried unanimously.

Chairperson’s update (Sarah Handspike)
- Introduction of New ASAC Members & Roster Check
- Final E-mail to Specialist Listserv
  - Year in review (Fall Survey and Spring Program, plus informational meetings with Mark Haas, Renee Rivard and Dave Byelich)
  - New Roster
  - New Leadership
  - Raise Recommendation – we have not communicated this in an email to specialists before; we will make it clear that it is a recommendation and that there are differences at the college level. There was agreement that it would be helpful to include this information.
    - ASAC Website
    - Other ideas?

New Business
- Election of new ASAC Leadership for 2014-2015
  - We had a quorum for voting.
  - The available leadership positions are the chair and vice chair. These people can share the leadership duties, including scheduling and running meetings, communicating with administrators, managing the listserv, etc.
  - Sarah spoke with Michael Everett about his interest in being nominated for chair and with Mary Beth Graebert about her interest in being nominated for vice chair.
- Motion to elect Michael Everett as chair and Mary Beth Graebert as vice chair by Sarah Handspike, seconded by David Lusch; carried unanimously.

- Raise recommendation for next budget year
  - The faculty put forth a recommendation for 4% for merit raises and 1.25% for market adjustment; ASAC aligned their recommendation with the faculty. The Trustees may not take the recommendation. The specialist raise letter included a mention of the increased divergence of faculty and specialist salaries by following the same raise recommendation.

- Future Procedures and Policies for Elections
  - New group should look at Bylaws and process for elections to try to improve them for Spring 2015. It seemed like there were many communications to specialists about the elections, and it was difficult to get enough nominees in some categories.
  - The appointed positions are used to balance the committee. Historically, there have been more nominations for the appointed positions (one-year commitment, versus three-year commitment for elected positions). This year, the opposite was true.
  - In the future, we might consider sending out a targeted email prior to the nomination deadline if we don’t have enough nominees in a certain category, so we don’t have to extend the deadline.
  - The fixed term position election is a little confusing.
  - We could eliminate the chart from the Bylaws and just ensure that the membership is representative of the specialist population.

Old Business
- MSU Distinguished Academic Staff Award
  - The award is given out to four individuals from a pool of 1,000 specialists; Sarah submitted a letter to Terry Curry to request that the number of awards be increased to five.

Asc Prov Ast VP Academic Human Resources update (Terry Curry)
- Donna provided an update on the dean searches:
  - The Board of Trustees approved the appointment of Provost Youatt.
  - Communication Arts and Engineering have had all dean search candidates on campus and collected feedback; Communication Arts has met with the Provost, and Engineering will meet with her next week.
  - Business school dean has announced that she will move to a new position; new search in the fall.
  - Veterinary Medicine dean is stepping down; another search in the fall.
- Donna Zischke will be retiring in a few weeks. She has assisted the ASAC committee since she began at MSU 43 years ago. We are all so grateful for her tremendous support of the ASAC and all specialists at MSU.

Motion to adjourn by Sarah Handspike, seconded by Mary Beth Graebert. Motion carried unanimously.
Meeting adjourned: at 11:37 am

Next scheduled meeting: Fall 2014