Meeting Minutes

Meeting called to order by Michael Everett at 11:07 AM.

Attending: Janet Byrne, Michael Everett, Jennifer Gansler, Kristin Getter, David Gilstrap, Mary Beth Graebert, Richard Hensh, Regan Kania, Jo Anne Latimore, Scott Schopieray, Qing Xia, and Denise Acevedo
Ex Officio: Terry Curry, Melanie Trowbridge and Kara Yermak
Absent: Shobha Ramanand and Michael Zaborowski

Motion to approve May minutes: Motion to approve minutes by Kristin Getter and seconded by Rick Hensh; carried unanimously.

Chairperson’s update (Michael Everett)

- ASAC Secretary: We still need someone to volunteer to take minutes at ASAC meetings, with a back-up in case they cannot be present.
- New award committee appointees for the University Distinguished Academic Specialists:
  - Arlene Sierra, Specialist – Outreach, College of Osteopathic Medicine
  - Dean Solomon, Senior Extension Specialist, MSU Extension
- New faculty/specialist orientation:
  - Michael Everett and Mary Beth Graebert served on a panel to help answer questions from new specialists.

Motion to accept the agenda: Mary Beth asked to add specialist professional development educational assistance to old business. Rick asked to add Joanna Young to the list of speakers to invite to ASAC meetings. Motion to approve agenda with additions by Janet Byrne and seconded by Rick; carried unanimously.

Asc Prov Ast VP Academic Human Resources update (Terry Curry)

- The Academic Specialist Advisory Committee work is important and appreciated. Two years ago, ASAC helped to reinstate the professional development educational assistance program for specialists after it was cut due to budget constraints.
- Salary increase letters will be distributed October 17, 2014. Terry’s goal is to get these letters out sooner in the future, as salary increases go into effect October 1st.
- We have several dean vacancies at the moment. Bylaws for academic governance indicate that the nomination of a dean is a joint responsibility of the trustees and the faculty. Terry works to ensure that specialists are involved in this process.
• Four dean searches are underway: College of Arts & Letters, College of Business, College of Nursing and the College of Agriculture and Natural Resources. There is also a search for a Director of Internal Audit.

Old Business
• Increasing the Number of Specialist Awards (4 to 5):
  o ASAC has been discussing the possibility of increasing the number of awards given annually to academic specialists and Extension specialists. We have talked about increasing the number from four to five, to match the ratio that the tenure faculty have (10 awards to about 2,000 faculty).
  o There is a $2,000 stipend that goes along with the award. MSU Advancement funds $8,000 for this award. We could divide the $8,000 by five, or ask for an increase.
  o Terry has reached out to MSU Extension to ascertain their interest in increasing the number of awards. He has also approached Advancement about the interest and ability to increase the total pool for stipends. Terry expects to hear back from them before the next meeting.
  o The President and Provost ultimately make the decision about the number of awards.
  o The All University Awards Ceremony takes place every February at the Wharton Center. There is discussion about incorporating the Diversity Awards in this ceremony. Therefore, one of the concerns is about giving additional awards and lengthening the program.
  o How much is the stipend for tenure system faculty? $3,000 for the Beal Distinguished Faculty award.
  o The job of the selection committee is difficult because many of the nominees are very worthy.
  o How many people are on the award committee? There are six people, including academic specialists, Extension specialists, a student, etc.

• Educational Assistance for Academic Specialist Professional Development:
  o To follow up on an email that was sent to all specialists earlier this week, Mary Beth provided information on the educational assistance allowance for specialist professional development.
  o Specialists can apply for educational assistance through the professional development section of the EBS portal (under ESS Faculty tab). More information about this assistance is also available through EBS.
  o Specialists may receive up to 4 credits per semester and up to 15 credits total.
  o Only credit courses at the undergraduate or graduate level at MSU are eligible for education assistance. Specialists do need to be enrolled as students and receive a 2.0 or higher for their grade, but they do not need to apply the credit toward a degree.

New Business
• 2014-2015 Potential Guests for ASAC Meetings:
- Renee Rivard, Benefits – Since open enrollment occurs in October, it may be beneficial to have Renee at the October meeting.
- Dave Byelich, Budget – Having Dave come in to speak to us prior to the raise request would be helpful (maybe February/March).
- June Youatt, Provost (confirmed for January 15, 2015)
- John Powell, Academic Governance
- Lynne Zelenski, Faculty Health Care Council (FHCC) – One suggestion is to have Renee and Lynn speak at the same meeting.
- Joanna Young, Chief Information Officer
- Deborah Moriarity, Chair of Faculty Senate

- **October 1 through October 31, 2014, is the Open Enrollment Period for benefits for MSU employees.**

- **Marketing ASAC:**
  - Melanie will provide the newest roster to update the website.
  - Please send headshot pictures to Kristin to post as well: getterk@msu.edu.
  - There are some general site pictures that need to be updated. Any pictures of working specialists would be appreciated.
  - Listserv of academic specialists is specialists@list.msu.edu. Michael and Mary Beth administer the listserv, adding new specialists who are hired and removing those that retire, etc. This is an important way to communicate with the specialist population.

- **Programs/goals for this year and volunteers to lead:**
  - Subcommittee on revising ASAC Bylaws
    - Inconsistencies within ASAC Bylaws.
    - Specifically, committee assignments (membership, elected, and nominated positions)
    - Volunteers: Rick Hensh, Janet Byrne and David Gilstrap
    - Motion to approve subcommittee by Mary Beth Graebert and seconded by Kristin; carried unanimously.
  - Subcommittee on Academic Specialists Professional Development Forum
    - Targeted for mid-February 2015
    - Development of an agenda
    - Potential topics and speakers
    - Work with someone in Terry’s office on the venue.
    - We can share the agenda and marketing materials from the last two forums.
    - Volunteers: Jennifer Gansler, Qing Xia and Denise Acevedo.
    - The Henry Center is interested in hosting us this year.
    - Motion to approve subcommittee by Janet and seconded by Kristin; carried unanimously.
  - Faculty Senate Meetings:
    - Location: Room 115 International Center
    - Time: 3:15-5pm
    - Dates: 10/14/14, 11/11/14, 1/20/15, 2/17/15, 3/17/15 and 4/21/15
Kristin has offered to go and report back to ASAC, but anyone is welcome to attend.

Post-ASAC Meeting Brownbag Q&A:

- In past years, ASAC has hosted a brownbag session directly following the monthly meeting and invited all specialists to attend. Attendance has been mixed, from very few to standing room only for different sessions.
- If we are focused on providing the forum this year, perhaps we could have these shorter, narrower meetings in 2015-2016, when we won’t have a forum to plan.
- We have also previously had briefer (1-2 hour) professional development sessions on various topics from work-life balance to a panel of different specialists sharing their experiences. Again, we tended to plan these in off-forum years.

Michael will send an introductory email to all specialists at the beginning of the year, which will contain highlights on specialist happenings. If anyone has information to add to that letter, please email Michael: everettm@msu.edu.

Motion to adjourn by Rick, seconded by Jennifer; motion carried unanimously.

Meeting adjourned: at 12:01pm

Next scheduled meeting: October 16, 2014, in Room 155 Administration Building