

ASAC Meeting
November 5, 2004
1:30 to 2:30 p.m.
443 Administration Building

Members Present: Jeane Boynton, Dorcia Chaison, Gina Engler, Liz Friedman, Dan Liechty, John Melcher, Jane Miller, Gretchen Sanford, Joan Smith, Elaine Williams, Lynne Zelenski, Donna Zischke (Ex-Officio)

Members Absent: Dr. Robert Banks (Ex-Officio), Craig Gunn, Tom Emling, Sheri Henry

Fall Conclave: Lynne thanked those who worked on the Fall Conclave, especially those who planned it (Gina and Gretchen and Jane) for all of their dedicated work.

Gina distributed a detailed report and evaluation of the conclave, which was held on October 28, 2004 on the 2nd floor of the MSU Union. There were 119 specialists who attended and 73 who turned in evaluation forms. Eighty-five percent of the participants rated the event great or excellent. The breakout sessions were liked the best and least with a 4.3 to 1 ratio. Participants suggested expanded topics for future conclaves. Overall the comments were very positive.

Gretchen reported that the conclave expenses totaled just under \$3500, with the cost of the catered breakfast accounting for eighty percent of the total expense and gifts for speakers totaling a little over ten percent.

Joan inquired how the length of service was determined for purposes of specialist recognition, since it appeared some individuals who had the commensurate amount of service might not have recognized. It was explained that individuals who did not register for the conclave were not recognized. Donna offered to check the service months of one individual who was in attendance to determine if she had reached a milestone service date. Discussion continued regarding the number of specialists who have total service to the University of 10 or more years and whether ASAC would be interested in studying a more formal service recognition program for long serving specialists. Donna indicated that she could produce some information on that topic.

2005-06 ASAC Candidates for Election: Liz reported that she will be meeting with Tom Carter to determine past election procedures on November 15th. The Committee discussed having a "Meet the Candidates" forum prior to the election of new members and ways to have additional specialists be willing to run for election.

Professional Development and Communications Committee:

Jeane indicated that she expects to have a ASAC newsletter up on ANGEL by the end of November 2004. The committee has also discussed having morning or evening Java Jobs or other informal get together where specialists could discuss issues of concern. Joan mentioned that having such an event at the International Center or the Union and inciting (via a special drawing or gift) specialists to use their MSU bus passes to get to the meeting might be fun.

Status of Specialists Committee:

Jane reported that there was no differential between the faculty and specialist raise pool.

John announced that the next SOS meeting would be on November 15th at 11 a.m. with Dave Byelich in Room 333 Administration Building. The meeting will consist primarily of discussion about Health Care expenses and the effect on the budget. Questions were also raised about the new employee paid Long Term Care Insurance option, including who will be eligible, to whom does coverage extend, when will the details be announced, when will employees be able to sign up. Committee members were asked to spread the word that the Flexible Health Care Spending Account limit was increased to \$5000 and a new processor was chosen. The deadline for signing up for this benefit, which uses pretax earnings to pay for covered out of pocket medical expenses, is November 14th. Sign up can be done on-line.

Craig, who attended the CIC meeting, will report on it at our next meeting.

Future Meeting Dates: The committee will meet in room 443A Administration Building at 1:30 p.m. on the following dates: December 3, 2004. SOS will meet on November 15th in 333 Administration Building at 11 a.m. and PDC will meet the same day at 12:30 p.m. at the Pizza House in Hannah Plaza (off Hagadorn Rd.)

The meeting adjourned at 2:30 p.m.