

ASAC Meeting
September 10, 2004
1:30 to 3:00 p.m.
443 Administration Building

Members Present: Robert Banks (Ex-Officio), Jeane Boynton, Dorcia Chaison, Gina Engler, Liz Friedman, Craig Gunn, Sherri Henry, Dan Liechty, Jane Miller, Gretchen Sanford, Joan Smith, Elaine Williams, Lynne Zelenski, Donna Zischke (Ex-Officio)

Members Absent: Tom Emling, John Melcher

Spring Recommendation Letter: Dr. Banks responded to the Salary Pool Recommendation for Academic Specialists letter, dated April 27, 2004 by indicating specialists salary pool funding would be the same as the faculty salary pool, the details of which have been published in the September 2, 2004 MSU News Bulletin. He indicated that it was likely that the Health Care Spending Account limit would be increased and that a group discounted, employee paid long-term care insurance policy would be available as of January 2005. Dr. Banks indicated that more discussion of “new” employee is necessary; however, the intent is not to exclude long-term employees on academic year appointments from retirement benefits. Typically, the university bridges employment gaps of one year or less.

Fall Conclave: Gretchen and Jeane presented a draft “How to Survive as a Specialist” agenda with welcoming remarks by Dr. Lou Anna Simon and Trustee Dorothy Gonzales and two 45 minute breakout sessions. A call for proposals has gone out and committee members were asked to encourage individuals to submit a proposal by September 15, 2004, so that the agenda can be finalized. The conclave will take place at the MSU Union Building on the morning of October 28, 2004. Committee members signed up to help with specific conclave duties.

Distinguished Academic Staff Award Selection Committee: Dr. Banks asked the committee to forward two names to him by October 9, 2004. Former specialist awardees will be contacted by Lynne and asked if they would serve.

Provost Search Committee: It is expected that the university will use the Taylor II document to conduct a nationwide Provost search, thus the committee was asked to nominate two individuals who would be willing and able to serve on such a search committee. The committee will likely consist of 21 faculty and students, who will do much of their work in subcommittees. Craig Gunn will ask for volunteers via the ASAC listserv, and the committee will be polled to determine its nominees, if necessary. Two nominees, one of which would serve, should be forwarded by September 24, 2004.

Chairperson Election: The committee unanimously selected Lynne Zelenski for a second term as chairperson. Lynne indicated she would serve providing she could assume that each committee member would step up to participate or lead our various activities via committees and subcommittees.

Committee Setup: Members were asked to sign- up for one or both of the ASAC Standing Committees (Status of Specialists [SOS]) or Professional Development and Communications [PDC]). Member self-assignments include:
PDC – Jeane Boynton, Gina Engler, Liz Friedman, Jane Miller, Gretchen Sanford, Joan Smith
SOS – Dorcia Chaison, Craig Gunn, Sherri Henry, Dan Liechty, John Melcher, Jane Miller, Joan Smith, Elaine Williams, Lynne Zelenski

Meeting Minutes: Joan Smith agreed to take minutes and prepare meeting minutes, with Craig Gunn assuming the back-up role.

Future Meeting Dates: The committee will meet in room 443A Administration Building at 1:30 p.m. on the following dates: Friday, October 1, 2004, November 5, 2004 and December 3, 2004.

ASAC Angel Site: While the ASAC Angel site is up and running, the ASAC listserv is still operational and may still be the way to get important information out to specialists. The upcoming conclave may provide another opportunity to get specialists signed up on the Angel site. Current ASAC members need to make sure they subscribe to the ASAC group on Angel.

The meeting adjourned at 3:00 p.m.