

# Academic Specialist Advisory Committee Planning Retreat

## August 17, 2007

### Retreat Notes

#### Nurturing Academic Specialist Excellence

##### **Conversation Main Points**

We described the general context of the specialist world:

- Each specialist is in a unique position. No two are identical (although many share some common characteristics).
- Specialists do what no other group on/off campus can do.
- Specialists are not uniformly treated across units, departments, and colleges (Note: We might want share some sort of information packet about specialists with department chairs).

We talked about HR and Specialists:

- There is a Specialist Handbook
- We do have roles and responsibilities

We talk a lot about professional development for Specialists

- Where do specialists go to get connected?
- Where do specialists go to get knowledge resources?

We also talked about how do we help specialists get connected and informed:

- Regular events, maybe monthly, for connection
- Website is crucial
- Create mentor type of program – college by college
- Advertise ASAC meetings
- How do we help create social networks
- How do we help create knowledge networks
- Create a dozen ck boxes of skill/job function to get relevant info
- Activate list serves

##### **Agreed Upon Direction**

The university entity that has responsibility for the basic theme of the area of specialist classification (outreach, advising, teaching, etc.) should be concerned with the professional development of specialists within that classification. ASAC should advocate with those entities for their adoption of that role.

ASAC should work on connecting specialists with each other.

ASAC should advocate for increased representation on general governance bodies and inclusion in university-wide conversations.

##### **Next Steps**

Bob Brown will ask Donna Zischke for:

- a listing of professional development programs available at MSU with an indication of whether of not academic specialist eligible to participate
- the history of why academic specialist are not on the Academic Council and the current climate for revisiting the issue

Susan Creagh will craft an initial message to Department Chairs and we'll discuss it at our next meeting

Jeane Boynton will maintain the ACAS ANGEL site and collapse the current ASAC webpage into it.

Jim Schneider will work to establish/re-establish an academic specialist list serve.

At our September meeting we will develop and implement a list serve communication action plan.

### **Key Issues**

#### **Conversation Main Points & Agreed Upon Direction**

Brown Bags – Should we do one this Fall?

- Yes

Budget Updates – should we ask Dave Byelich for a Fall and Spring update or is a Spring update sufficient?

- Yes, in the Fall

Elections – with more committee members being appointed as opposed to being elected, should we have a conversation during the Fall about our election process and terms of office?

- We should start the process earlier.
- We should simplify the nominating and election process (will need by-law change).
- We should utilize our ANGEL site for the election process
- 

Ad Hoc Committee on Health Care – Lynne Zelenski represents specialists on this committee. Should we ask her for an update?

- Yes

#### **Next Steps**

A new specialist orientation will be collapsed into the Fall Brown Bag and will be held on Oct 12 from 12:00pm to 1:00pm. Elaine Williams will find a free (no cost) location for the session. At the September meeting we will develop the content for the session.

Bob Brown will ask Dave Byelich to come to our November meeting.

Jeane Boynton, Françoise Bigelow, and Barbara Kolar will bring draft election materials and a draft timeline to the next meeting.

Bob Brown will explore with Donna Zischke ASAC by-law change process.

Rex LaMore will contact Lynne.

### **Meeting Schedule**

ASAC will meet on the 2<sup>nd</sup> Friday of every month from 9:00am to 10:00am with the following exceptions:

- September – Meeting on Friday, Sept. 7, 9:00 to 10:00
- October 12 – Meeting from 11 to 12 (same day as the 12 -1 Brown Bag).
- December – Meeting on December 7, 9:00 to 10:00

# Academic Specialist Advisory Committee Meeting

September 7, 2007

2:30-3:30

476 North Business Complex

## Meeting Notes

### *Available professional development programs*

Rex LaMore reported that CIC is allotted 6 slots; and Specialists might be eligible for 1.

Specialists are not eligible for the Lilly Teaching program. Specialists can attend Lilly Teaching seminars, but only tenured faculty are eligible for the Lilly Teaching Fellowship

Should we create some system that gives Specialists more access to the various MSU Faculty Development Opportunities? YES

Bob Brown will contact Deb DeZure and request that someone come to the next ASAC meeting to discuss where Specialists can get more involved.

### *History of Specialists & Academic Council*

<http://www.msu.edu/unit/acadgov/index.htm>

Specialists are were not originally included!

A bylaw change did allow Specialists to serve on Standing Committees:

4.2.1.10. Where faculty members of a committee are elected in college elections, nominating procedures shall be specified in college bylaws. Colleges may, in their Bylaws, provide for election to any standing committees, except the University Committee on Faculty Tenure, full time fixed term faculty who have served at least three consecutive years and/or specialists in the continuing appointment system.

Of the 7 standing committees (<http://www.msu.edu/unit/acadgov/commbds.htm>), Specialists could be elected to the Curriculum and Student Affairs committees as long as their College allowed Specialists to be elected.

? Which Colleges allow Specialists to run for Academic Council Standing Committees ?

Chairs of the standing committees are on Academic Council, so if a Specialist became chair of the Curriculum or Student Affairs then a Specialist could serve on Academic Council.

Donna Zischke suggested we speak with Jackie Wright, Sec. of Academic Governance.

Rex LaMore agreed to follow up and find someone to speak with ASAC about getting Specialists more involved on Academic Council.

### *Initial message to Department Chairs*

Susan Creagh expressed some concern that not all Department Chairs understand who and what Specialists are and do, nor how their treated within the MSU HR system.

In an email to ASAC members Susan wrote:

Things I wished had been clearer when I hired on as an Academic Specialist:

- Introduction to the Academic Specialist Handbook – this should have really been done by at the HR Orientation but since I came into the system in May there were very few new employees and little information included in the session at HR
- A Department Orientation, of sorts, including:
  - Clear Discussion on potential reappointment
  - Guidelines for attending conferences
  - Evaluation Process
  - College and Department Meetings – which should I go to?

HR does have a Specialist Orientation Checklist designed to generate conversation and be used as a development tool between the Academic Specialist and their supervisor-  
<http://www.hr.msu.edu/HRsite/HiringPostings/Faculty/Orientation/Academic+Specialist+Suggested+Orientation+Checklist.htm>

Jeane Boynton, Susan Creagh, Barb Kollar, and Shannon Mullaly agreed to work on developing a new Specialists welcome packet. Including:

- HR welcome CD
- Specialist Orientation Checklist
- Handbook

Donna Zischke said that ASAC can get a listing of new Specialists whenever requested, so that ASAC can send them a letter and welcome information

#### Key Issues

Listerv – [Specialist@list.msu.edu](mailto:Specialist@list.msu.edu) is up and running  
 Archives and additional info can be found at - <http://list.msu.edu/archives/specialists.html>

ANGEL – The old ASAC website has been shutdown. All ASAC information will now be maintained on the ASAC ANGEL site – Committee: Academic Specialists. All Specialists should have access to this site.

Fall Brown Bag - A new specialist orientation will be collapsed into the Fall Brown Bag and will be held on Oct 12 from 12:00pm to 1:00pm. The Fall Brown Bag will be held at the Heritage Café in the MSU Union.

Elections – Jeane Boynton, Françoise Bigelow and Barbara Kolar discussed draft election changes, materials and timeline:

Propose bylaw changes that would allow at least 1 representative from each of the different Specialist categories; remaining representatives could be from any group, but no group could have more than 50% representation.

Timeline:

- Send out election info cards – last week in Jan.
- Call for Nominations – February 4
- Close Nominations – February 11
- Elections – February 18-25
- Appointed Nominations – March 10-17

Jeane is testing SurveyMonkey and ANGEL to figure out which system will work best for an all electronic election.

Ad Hoc Committee on Health Care – Lynne Zelenski has agreed to continue representing Specialists on this committee. Will meet with ASAC when important items need discussing

Service Recognition for Faculty and Academic Staff: Donna Zischke reported that there will be a ceremony on September 17 from 4-6, to recognize those faculty and academic staff with 25 years or more of service to MSU.

Fall Break: Question to Donna Zischke regarding the status of the proposed Fall Break. Donna indicated it was still being considered by Academic Council.

Some Specialist and ASAC information is maintained on the Faculty and Organizational Development website:

<http://fod.msu.edu/specialist/nso.asp>

The following agreed to give 10 minute area summaries at the Brown Bag:

- Outreach – Bob Brown
- Research – Mark Urban-Lurain
- Teaching – Jeane to ask Gretchen
- Advising – Jeane Boyton

Jeane, Barb and Francoise agreed to:

- finalize the electronic elections
- continue to review potential bylaw changes regarding distribution of appointments
- consider 2-year versus 3-year terms
- draft proposed bylaw changes

Donna Zischke indicated that whatever is decided regarding ASAC bylaws must be reviewed by Sec. of Academic Governance (Jackie Wright).

### **Meeting Schedule**

October 12 ASAC meeting is from 11-12 in Heritage Café in the MSU Union, prior to the Fall Brown Bag.

## **Academic Specialist Advisory Committee Meeting**

**Friday, October 12, 2007**

**11:00 – 12:00**

**Heritage Café – MSU Union**

### **Meeting Notes**

Present: Bob Brown, Marcus Duck, Barbara Kolar, Rex LaMore, Mark Urban-Lurain, Elaine Williams, Donna Zischke

### **Budget Update**

Dave Byelich, Assistant Vice President and Director of the Office of Planning and Budgets, present a Budget overview and update to the committee.

#### **I. Revenue Challenges**

In June of 2006, MSU was allocated 292 M in state general funds. In June of 2007 this was reduced by Executive Order to 287M. Using this level (287M) as the initial budgeting assumption, planning began for the 07-08 fiscal year. Tuition rates and fees were increased.

In early Fall an initial appropriation of 290M was made to MSU. Through the State budget negotiations the amount held firm, an a final appropriation to MSU of 290M was made. As a result, MSU will be reducing

(in the Spring) tuition rates by \$2.50. In addition a one-time lump sum fee reimbursement of \$27 will be made to every student.

Although MSU received a higher appropriation than was slated through the June Executive Order, it is still important to note that the 07-08 appropriation is 2M less than the prior year. While this short fall is primarily being covered through tuition and fee increases, it still presents challenges to MSU. On the Revenue side, the following challenges exist:

- The current State budget fix is based on increases in sales tax and income tax. Sales tax and income tax fluctuate with the economy. With the ongoing unstable Michigan economy, it is extremely difficult to project future revenues. Staying at the 290M level is the desired future outlook.
- Reduced cash flow to the State could alter payment schedules. The State appropriation to MSU is allotted through 11 payments. When the Governor issued the June 2007 Executive Order reducing MSU's general fund appropriation, a scheduled payment was missed. Although the missed payment was made up, MSU lost the interest income for that month (about \$200,000).

## **II. Expenditure Challenges**

On the Expenditure side of the ledger there are also challenges:

### 1. Accounting for Retirement Health Care

As with the private sector in prior years, MSU must make a change this year in our accounting practices to reflect on the books the ongoing retirement health care costs (estimated at between \$600M - \$800M) instead of reflecting it when people individually retire. This impacts the institution in two ways:

- This change in accounting practice will make our financial statement look weaker which could affect our bond credit rating. With a lower rating it cost more to borrow money, yet the University needs to be able to borrow money due to the cash flow problems the State is encountering.
- MSU, as with all public institutions, will need to find ways of strengthening their financial positions which could include not funding post employment benefits for new hired faculty and staff. This might be accomplished by making a shift from a defined benefit (health insurance) to a defined contribution (a fund that employees could use to purchase health insurance in retirement). This shift has already occurred for our retirement plan.

### 2. Healthcare Planning

Health Care costs continue to be a major concern. They have among the fastest rising costs in the University. While the cost as been lower last couple of years, big issues like bio-tech drugs loom on the horizon. MSU continues to be proactive. By next year all the dorms on campus will be smoke free. Activities continue to be taken to help all employees become savvier health-care consumers.

### 3. Catch-up Items

Our financial and HR information systems haven't been updated in decades. There is money in the budget for both.

## **III. Additional Planning and Budgeting Challenges:**

- If our allocation can remains flat, annual tuition increases will be between 7 - 9%. Current tuition for entering Freshman is \$10,000. With 7-9% increases, within 5 years MSU tuition will be at the same level as UM tuition. This will create problems for MSU.
- Longer term, there are many challenges within our financial framework including:
  - Deferred maintenance of facilities (especially road work)
  - Healthcare costs
  - Increases in research activities that require special facilities
  - Administrative computing
  - Financial aid (need to improve fundraising here)

## ***ASAC Next Steps:***

1. Dave indicated that the Health Care Report should be coming out in the next few weeks. Lynn Zelenski has been representing Specialists on the task force. Rex LaMore will invite Lynn to the December meeting and ask her to give us an update.

UCFA task force formed over concerns about health care. Need to address on larger scale. National experts brought in to consult with task force. Went on for year. Must task force members were health care experts or had wide understandings. Not a benefits discussion, but a broad health care discussion.

Environmental management – MSU should control our environment more, campus should be smoke free for example – a real value statement; better, healthier food on campus

Evidence-based medicine: benefit policies would regulate this, example: bad back – evidence shows surgery does little good; what's the standard of evidence? Could prohibit new approaches because not enough evidence yet; only impacts those things that there is definitive evidence – would deny, what about things that are 50/50, need to be knowledgeable consumer

High performance providers – work with providers who have good results, funnel people to places that have good success rates

Self-insurance vs. standard insurance: When MSU is self-insured MSU assumes risks but get the benefits of lower cost; BCBS is self insured; PHP is standard insurance; HR is exploring moving all insurance to self-insurance

Some support for U policies that would reprimand people for not following healthy practices

Those who don't follow healthy practices pay more in premiums  
Students did not come up in the discussion

Multiple bidders – not many health systems around; we're stuck with the Blues

Community-wide info system: local providers are looking to develop a sharing of info network (would reduce costs if we would share x-rays, test results, etc.)

Centers of Excellence: working with those who are; if don't go to center of excellence you pay more out of your own pocket

Went to UCFA who will decide what to do with report; task force wants report adopted; then go to Provost and appropriate admin committees

ASAC challenge: find out what happen with recommendation, if policy and research task force forms **Bob will follow up with Donna/Terry**

2. Dave will give us another budget update at our February 8 meeting. In the meanwhile, he suggested that ASAC members review the Office of Planning and Budget website.

#### **Available professional development programs**

Professional development programming is decentralized across campus and there is no one source which identifies all of what currently is being offered. The Office of Faculty & Organizational Development, a major source of professional development opportunities, offers:

- Faculty and instructional development opportunities ( Specialists can attend 6 out of 10 offerings)
- Leadership development opportunities (Specialists can attend 2 out 10 offerings)
- Funding to establish learning communities. Learning communities usually average between 6 and 8 people. \$500 is available to the Group Coordinator to help with operating expenses.

There are also some training opportunities through Human Resources.

The ASAC professional development sub-committee (Francoise Bigelow, Barbara Kolar, and Bob Brown) has distributed a survey to all Academic Specialist to find out their professional development needs and to ask what people might know about current professional development opportunities.

### ***ASAC Next Steps:***

1. Bob Brown will collect the returned surveys and Mark Urban-Lurain will conduct a qualitative analysis of the responses.
2. The professional development sub-committee will formulate some ideas around next steps for professional development and report back to ASAC. This could include, but is not limited to, the development of professional development brown bags or from prior meetings our thought that the university entity that has responsibility for the basic theme of the area of specialist classification (outreach, advising, teaching, etc.) should be concerned with the professional development of specialists within that classification. ASAC could advocate with those entities for their adoption of that role.

### **History of Specialists & Academic Council**

<http://www.msu.edu/unit/acadgov/index.htm>

Specialists were not originally included and continue to not be included in the Academic Council. A bylaw change did allow Specialists to serve on Standing Committees:

4.2.1.10. Where faculty members of a committee are elected in college elections, nominating procedures shall be specified in college bylaws. Colleges may, in their Bylaws, provide for election to any standing committees, except the University Committee on Faculty Tenure, full time fixed term faculty who have served at least three consecutive years and/or specialists in the continuing appointment system.

Of the 7 standing committees (<http://www.msu.edu/unit/acadgov/commbds.htm>), Specialists could be elected to the Curriculum and Student Affairs committees as long as their College allowed Specialists to be elected. Chairs of the standing committees are on Academic Council, so if a Specialist became chair of the Curriculum or Student Affairs then a Specialist could serve on Academic Council.

Donna Zischke suggested that we speak with Jackie Wright, Sec. of Academic Governance. Rex LaMore followed up and Jackie has agreed to come to our next meeting and engage us in a conversation.

***ASAC Next Steps:*** Rex LaMore will invite Jackie Wright to our December meeting.

### **New Specialist Welcoming Packet**

Jeane Boynton, Susan Creagh, Barb Kolar, and Shannon Mulally have developed a new Specialists welcome packet. It contains pertinent information such as the Specialist's handbook and a Specialists Orientation Checklist that could be used with unit chairs. The group is still seeking the HR welcoming CD to put in the packet. It was also noted that [Worklife@msu.edu](http://Worklife@msu.edu) would be a good website to include in the packet.



Jeane Boynton will store the packets and send them out to new specialists. Donna Zischke said that we can get a listing of new Specialists whenever requested, so that we can send them the packet.

Jeane Boynton and Jim Schneider will post the packet to the Specialist's ANGEL site (note: Jim will also send out another announcement and "how to access and use" document for the Specialist ANGEL Site.)

### **ASAC Communication**

**Listerv** – [Specialist@list.msu.edu](mailto:Specialist@list.msu.edu) is up and running

Archives and additional info can be found at - <http://list.msu.edu/archives/specialists.html>

**ANGEL** – The old ASAC website has been shutdown. All ASAC information will now be maintained on the ASAC ANGEL site – Committee: Academic Specialists. All Sp

### **Key Issues**

**Elections** – In past meetings we have discussed potential election changes, materials and timeline:

#### Timeline

- Send out election info cards – last week in Jan.
- Call for Nominations – February 4
- Close Nominations – February 11
- Elections – February 18-25
- Appointed Nominations – March 10-17

We also talked about possible by-law changes as they relate to elections:

Propose bylaw changes that would allow at least 1 representative from each of the different Specialist categories; remaining representatives could be from any group, but no group could have more than 50% representation.

Jean Boynton, Françoise Bigelow, and Barbara Kolar (the elections sub-committee) are working to:

- finalize the electronic elections
- continue to review potential bylaw changes regarding distribution of appointments
- consider 2-year versus 3-year terms
- draft proposed bylaw changes

Donna Zischke reminded the committee that any ASAC bylaw changes must be reviewed by Sec. of Academic Governance (Jackie Wright).

## **Academic Specialist Advisory Committee Meeting**

**Friday, November 9, 2007**

**9:00 – 10:00**

**Admin Bldg Room 443**

### **Meeting Notes**

Attendance: Françoise Bigelow, Ruthi Bloomfield, Robert Brown, Marcus Duck, Nicolas Gisholt, Wafa Hassan, Barbara Kolar, Shannon Mulally, Terry Curry, Donna Zischke

**Update from Dr. Curry**

Dr. Curry reported that unionizing effort for non-tenure fixed-term faculty and fixed-term teaching and/or advising academic specialists continues. Three unions have expressed interest – American Federation of Teachers, Michigan Education Association, and APSA.

Conversations will be held with union organizers to clarify who should be considered part of the bargaining unit. Dr. Curry's office will also be working with Deans to determine among specialists who are actually teaching and/or advising. This will be a labor intensive process because specialist classifications often don't accurately reflect specialist work.

### **Key Issues**

#### **Draft Policy on Criminal Background Checks**

Kristine Zayko, Deputy General Counsel, reviewed the draft policy on criminal background checks with the committee. Michigan State University is committed to providing a safe environment for its students, faculty, and staff in support of its educational mission. The policy is intended to help the University achieve that goal by mandating the use of criminal background checks in the hiring process for faculty, academic staff, and executive managers and by establishing procedures for conducting those background checks.

#### **ASAC 2009-2010 election**

Positions to be filled

Elected

- 1) Teaching (Susan)
- 2) Any type specialists (Francoise)
- 3) Any type specialists (Bob)

Appointed

- 1) Any type specialists (Marcus)
- 2) Any type specialists (Steven)
- 3) Any type specialists (Michael Rich)

There can be no more than 2 advising specialists elected or appointed out of the total 6 available.

Proposed ASAC Election timeline:

- Nomination materials e-mailed: Feb. 2, 2009
- Nominations due to Academic Governance: Feb 9, 2009
- Ballots e-mailed: Feb. 16, 2009
- Ballots due: Feb. 23, 2009
- Appointed Nominations e-mailed: March 16, 2009
- Nominations due to Academic Governance: March 23, 2009
- Election results emailed to all academic specialists: March 30<sup>th</sup>, 09

### **Nurturing Academic Specialist Excellence**

#### **Brown Bags & Conclave**

##### **2008-09 Brown Bags**

Over twenty people attend our October Brown Bag "Networking at the Green Roof." Brad Rowe, Associate Professor, facilitated a fascinating conversation about all things Green Roof.

Shannon Mulally agreed to bring water to the December Brown Bag

## 2009-10 Brown Bag Topics:

Continue these:

- Understanding Benefits – A Conversation with Renee Rivard
- Understanding the State of the MSU Budget – Dave Byelich

New Topic Sessions:

- Helpful resources from the Family Resource Center and the Women's Center (Barbara Kolar will take the organizing lead)
- Dealing with crisis on campus – Public Safety, Counseling Services, Employee Assistance Program (Bob Brown will take the organizing lead)
- Helpful resources from the Resource Center for People with Disabilities, Office of Supportive Services including the Learning Resource Center (Nicolas Gisholt will take the organizing lead)

Networking & Tour Brown Bags

- MSU Farms (Ruthi Bloomfield will take the organizing lead)
- WKAR (Mark Urban-Lurain will take the organizing lead)
- Dairy Store

## 2008-09 Conclave

After a brief discussion the committee decided to pursue approximately 10 door prizes for the Conclave. Shannon Mulally agreed to organize the effort.

Francoise Bigelow is organizing the Information Fair participant recruitment efforts.

### Conclave Agenda

7:45 a.m.	Registration and Information Fair
8:00 a.m.	Breakfast and Networking
8:15 – 9:15 a.m.	Welcome and Breakfast Presentation Bringing Understandings of Power and Privilege into Our Daily Work Pat Lowrie, Director, Women's Resource Center
9:15 – 9:30 a.m.	Break and Information Fair
9:30 – 10:15 a.m.	Breakout Sessions <u>Session 1: Continued Conversation on Power and Privilege</u> with Pat Lowrie <u>Session 2: Communicating across disciplines, cultures, and communities</u> with Pat Enos, the Assistant Vice-President of Student Affairs and faculty member with the HALE program <u>Session 3: Negotiating across disciplines, cultures, and communities</u> with John P. Beck, an Associate Professor and Director of the Labor Education Program in the School of Labor & Industrial Relations <u>Session 4: Understanding and navigating international settings</u> with Nicole Namy, an Advisor in the Office of International Students & Scholars.
10:15 – 10:30 a.m.	Break and Information Fair
10:30 – 11:15 a.m.	Breakout Sessions – repeat first sessions
11:15 – 11:30 a.m.	Break and Information Fair
11:30 – 12:00 p.m.	Service Recognition and Door Prizes, Closing Comments

12:00 – 12:30 p.m. Information Fair (reps will be available 7:30 a.m. – 12:30 p.m.)

### **Meeting Schedule**

2008-2009 ASAC meetings will precede Brown Bag sessions (11:00 to 12:00) and will be held at the Brown Bag locations.

The next ASAC meeting will be on December 12 at the MSU Museum. The Brown Bag session – networking and a tour of the Cyclotron - will follow immediately.

## **Academic Specialist Advisory Committee Meeting**

**Friday, December 7, 2007**

**9:00 – 10:00**

**336 North Business Complex**

### **Meeting Notes**

**Attendance:** Francoise Bigelow, Jeane Boynton, Bob Brown, Susan Creagh, Marcus Duck, Nicolas Gisholt, Barbara Kolar, Rex Lamore, Shannon Mulally, Jonathon Rohrer, Jim Schneider, Mark Urban-Lurain

### **Update from Dr. Curry**

This is a standard item on our agenda and will always appear first.

### **Key Issues**

**Elections** – In past meetings we have discussed potential election changes, materials and timeline:

#### **Current Election Timeline**

- Send out election info cards – last week in Jan.
- Call for Nominations – February 4
- Close Nominations – February 11
- Elections – February 18-25
- Appointed Nominations – March 10-17

We also talked about possible by-law changes as they relate to elections. The following By-Law change was presented and approved at the 12/7/07 meeting:

ORIGINAL TEXT:

#### **2.1 Academic Specialists Elected from the Functional Areas**

A number, as described in Table 1, of positions on ASAC will be elected from each of the functional areas. Any academic specialist may be nominated for, elected to, and serve in a position for the functional area which has been assigned as that individual's primary functional area by the Office of Academic Personnel Records/Office of the Provost, based on the academic specialist position description. The only restriction is that described in the section on terms. Fixed Term academic specialists are encouraged to run for and serve if elected to these positions.

PROPOSED TEXT:

## 2.1 Academic Specialists Elected from the Functional Areas

A number, as described in Table 1, of positions on ASAC will be elected from each of the functional areas. **Allow at least one representative from each of the different specialist categories.** Any academic specialist may be nominated for, elected to, and serve in a position for the functional area which has been assigned as that individual's primary functional area by the Office of Academic Personnel Records/Office of the Provost, based on the academic specialist position description. **The remaining representatives will be elected from any of the specialist categories, with no specialist category having more than 50% representation (7).** The only restriction is that described in the section on terms. Fixed Term academic specialists are encouraged to run for and serve if elected to these positions.

### *ASAC Next Steps:*

Bob Brown will forward the approve By-Law change to Dr. Curry and Donna Zischke for their action.

## History of Specialists & Academic Council

<http://www.msu.edu/unit/acadgov/index.htm>

Specialists are not included in the Academic Council. A bylaw change did allow Specialists to serve on Standing Committees:

Where faculty members of a committee are elected in college elections, nominating procedures shall be specified in college bylaws. Colleges may, in their Bylaws, provide for election to any standing committees, except the University Committee on Faculty Tenure, full time fixed term faculty who have served at least three consecutive years and/or specialists in the continuing appointment system.

Of the 7 standing committees (<http://www.msu.edu/unit/acadgov/commbds.htm>), Specialists could be elected to the Curriculum and Student Affairs committees as long as their College allowed Specialists to be elected. Chairs of the standing committees are on Academic Council, so if a Specialist became chair of the Curriculum or Student Affairs then a Specialist could serve on Academic Council.

Donna Zischke suggested that we speak with Jackie Wright, Sec. of Academic Governance. Rex LaMore followed up and Jackie has agreed to come to our January meeting and engage us in a conversation.

### *ASAC Next Steps:*

Rex LaMore has developed a series of questions (with input from ASAC members) to help guide the conversation. He will send to Jackie Wright.

## Union of Nontenure-Faculty Track

According to a letter received by some Academic Specialists, "In the past few months, a number of MSU nontenure-track faculty members have been meeting to discuss the possibility of organizing a union." Michael Masterson, one of the signatories of the letter and a ASAC member, will conduct an information session with the committee on January 11 to talk about the organizing effort. This has not come before ASAC, nor is it an ASAC initiative.

## New Specialist Welcoming Packet

The new Specialists welcome packets have been put together. They were sent out to the 13 new specialists that were hired this semester.

Jeane Boynton will store the packets and continue to periodically obtain a list of newly hired Specialists to mail out the packets.

**Listerv** – [Specialist@list.msu.edu](mailto:Specialist@list.msu.edu) is up and running

Archives and additional info can be found at - <http://list.msu.edu/archives/specialists.html>

**ANGEL** – The old ASAC website has been shutdown. All ASAC information will now be maintained on the ASAC ANGEL site – Committee: Academic Specialists. All Specialists should have access to this site

## **Health Care Update**

The University Committee on Faculty Affairs (UCFA) assembled a task force to evaluate options for reducing health care costs and improving or maintaining health. Lynn Zelenski represented Specialists on the Task Force and provided a copy of the Executive Summary of the Task Force Report to ASAC. The report outlined a series of options which will lead to MSU taking a leadership role in developing alternative health benefit options to control costs while maintaining or improving health. The report is focused at the level of principles rather the level of designing specific health care benefits. Some of the recommendations include:

- It is recommended that MSU expand its commitment to a program of leadership in health services research.
- MSU should support increased collaboration between HR and UCFA
- MSU should continue commitment to self-insurance (self-insured = MSU bears the financial risk associated with its employees' benefits, but also receives the benefit of savings if costs are reduced).
- MSU should continue to engage new provider bidders
- Health care benefits should provide incentives for care that is effective, closely coordinated, and contains costs.
- Health care benefits should provide disincentives for care that is of unknown effectiveness, provided in isolation, and costly.
- MSU should continue pursuing innovative cost-sharing arrangements for faculty and reimbursement for providers.
- MSU should take a stronger proactive role in investigating, testing, and evaluating alternative programs that will have positive effects on health status and promote cost containment.
- Implementation of these recommendations should engage institution-wide efforts, incorporating input from academic and nonacademic employee groups of University governance.

The Task Force Report will (or has been) submit to UCFA with the recommendation of full adoption. If the report is adopted it will then go to Provost and appropriate administrative committees. ASAC should seek representation on these committees if the report is adopted. Jonathan Rohrer, ASAC member from Osteopathic Medicine volunteer to be the ASAC representative.

### ***ASAC Next Steps:***

Bob Brown will follow-up with Dr. Curry and Donna Zischke to seek ASAC representation.

## **Budget Update**

### ***ASAC Next Steps:***

Dave Byelich will give us another budget update at our February 8 meeting. In the meanwhile, he suggested that ASAC members review the Office of Planning and Budget website.

## **Nurturing Academic Specialist Excellence**

**Available professional development programs**

The ASAC professional development sub-committee (Francoise Bigelow, Barbara Kolar, and Bob Brown) has distributed a survey to all Academic Specialist. The survey asked the following:

1. For you to excel at your job, what kinds of additional skills and understandings would you need?
2. Are you aware of the professional development opportunities offered through the Office of Faculty & Institutional Development or the Office of Human Resources?
3. Does the professional development opportunities offered through the Office of Faculty & Institutional Development or the Office of Human Resources meet your needs?
4. Are you aware of any other on-campus professional development opportunities for academic specialists?

Approximately 30 Specialist responded. Barbara Kolar, Francoise Bigelow, Nicolas Gisholt, and Bob Brown met with Advising Specialists in the College of Social Science to hear their suggestions for professional development. They suggested:

1. POD Casting, developing DVD's, Educational technology
2. Understanding student systems
3. Common understandings that all specialists should have/orientation information/understanding what's available – easy to find, easy to use
4. Session on Web Enroll – who can use it?
5. Reminders to specialists about professional development fund; tutorial on how to access, apply for professional development fund
6. Developing counseling skills for advisors
7. Increasing advising skills through advising scenarios and role plays
8. Networking conversations to link with different entities/programs across university (Registrars Office, HR Benefits)
9. Are specialists being recognized for promotions/accomplishments through standard MSU communication outlets?

### ***ASAC Next Steps:***

3. Mark Urban-Lurain will continue to conduct a qualitative analysis of the responses and present at the February meeting.

The professional development sub-committee will formulate some ideas around next steps for professional development and report back to ASAC. This could include, but is not limited to, the development of professional development brown bags or from prior meetings our thought that the university entity that has responsibility for the basic theme of the area of specialist classification (outreach, advising, teaching, etc.) should be concerned with the professional development of specialists within that classification. ASAC could advocate with those entities for their adoption of that role.

### **Meeting Schedule**

January Meeting  
Friday, January 11, 2007  
9:00 – 10:00, Admin Bldg Room 443

## **Academic Specialist Advisory Committee Meeting**

**Friday, January 11, 2008**

**9:00 – 10:00**

**Admin Bldg Room 443**

### **Meeting Notes**

Attendance: Bob Brown, Nicolas Gisholt, Barbara Kolar, Michael Masterson, Shannon Mulally, Jonathon Rohrer, Jim Schneider, Mark Urban-Lurain, Elaine Williams, Terry Curry, Donna Zischke

### Update from Dr. Curry

Dr. Curry outlined efforts to create a New Academic Specialist Orientation DVD and welcome event for next fall. Deborah DeZure, Assistant Provost for Faculty and Organizational Development, is leading the effort. Nicolas Gisholt and Shannon Mulally will represent ASAC on the workgroup.

### Key Issues

#### **Budget Presentation**

At his Fall presentation, Dave Byelich indicated that February would be a good time to make another presentation to ASAC.

*ASAC Next Steps:* Bob Brown will follow up with Dave Byelich. We've given Dr. Byelich a couple of options: 1) meet with us in February; 2) meet with us in February and open it up to any Specialist – an early morning Brown Bag; 3) turn the budget update into a Brown Bag (12:00 to 1:00) on March 13, 14, or 28.

#### **ASAC Elections**

The current ASAC election action timeline is as follows:

- Send out election info cards – last week in Jan.
- Call for Nominations – February 4
- Close Nominations – February 11
- Elections – February 18-25
- Appointed Nominations – March 10-17

*ASAC Next Steps:* The election sub-committee is implementing the action timeline.

Changes in ASAC By-Laws as they relate to elections have been approved by the Office of Academic Human Resources (see below).

ORIGINAL TEXT:

#### **2.1 Academic Specialists Elected from the Functional Areas**

A number, as described in Table 1, of positions on ASAC will be elected from each of the functional areas. Any academic specialist may be nominated for, elected to, and serve in a position for the functional area which has been assigned as that individual's primary functional area by the Office of Academic Personnel Records/Office of the Provost, based on the academic specialist position description. The only restriction is that described in the section on terms. Fixed Term academic specialists are encouraged to run for and serve if elected to these positions.

APPROVED TEXT:

#### **2.1 Academic Specialists Elected from the Functional Areas**

~~A number, as described in Table 1, of positions on ASAC will be elected from each of the functional areas.~~  
*The ASAC must include at least one representative from each of the five specialist functional categories.* Any academic specialist may be nominated for, elected to, and serve in a position for the functional area which has been assigned as that individual's primary functional area by the Office of Academic Human Resources Records/Office of the Provost, based on the academic specialist position description. *The remaining Committee members will be elected from any of the specialist functional categories, with no specialist category having more than 50% representation (7).* The only restriction is that described in the



section on terms. Fixed Term academic specialists are encouraged to run for and serve if elected to these positions.

**ASAC Next Steps:** none

### **History of Specialists & Academic Council**

<http://www.msu.edu/unit/acadgov/index.htm>

Specialists are not included in the Academic Council. A bylaw change did allow Specialists to serve on Standing Committees:

Where faculty members of a committee are elected in college elections, nominating procedures shall be specified in college bylaws. Colleges may, in their Bylaws, provide for election to any standing committees, except the University Committee on Faculty Tenure, full time fixed term faculty who have served at least three consecutive years and/or specialists in the continuing appointment system.

Of the 7 standing committees (<http://www.msu.edu/unit/acadgov/commbds.htm>), Specialists could be elected to the Curriculum and Student Affairs committees as long as their College allowed Specialists to be elected. Chairs of the standing committees are on Academic Council, so if a Specialist became chair of the Curriculum or Student Affairs then a Specialist could serve on Academic Council.

Jackie Wright, Sec. of Academic Governance was unable to attend our January meeting due to last minute priorities.

**ASAC Next Steps:** Rex LaMore is working on rescheduling with Jackie.

Rex LaMore has developed a series of questions (with input from ASAC members) to help guide the conversation. He has sent them to Jackie Wright.

### **Unionizing Effort of Non-Tenure Faculty Track**

ASAC member Michael Masterson indicated that in the past few months, a number of MSU non-tenure track faculty members have been meeting to discuss the possibility of organizing a union. These discussions have taken place in the context of a national trend toward the use of non-tenure track faculty. The US Department of Education's 2001 Fall Staff Survey reports that 65% of the total post secondary instructional workforce is comprised of non-tenure track faculty and graduate students. At MSU from 1994 to 2007 the number of tenure-system faculty decreased by 2% (1,960 to 1,917) while the number of fixed-term faculty increased by 73% (from 574 to 995).

The organizing group have discussed a wide range of issues:

- Job security
- Health insurance for part-time faculty
- Workload and class size
- Transparency and consistency in department and university policy
- Access to travel, research, and professional development funds
- Lack of clear career paths
- Isolation
- Representation in departments salaries
- Office space a voice in the curriculum

A simple outline of the union organizing process is as follows:

Step 1: Build an Organizing Committee

Step 2: Adopt An Issues Program

- Step 3: Sign-Up Majority on Union Cards
- Step 4: Conduct Union Election
- Step 5: If Win, Negotiate a Contract

The organizing effort is somewhere between steps 2 and 3.

*ASAC Next Steps:* none

### **Health Care Update**

The UCFA Task Force on Health Care Options has completed a Preliminary Report. The full report is available at <http://opbweb.msu.edu/ucfa>. Written comments can be sent to the co-chairs (William Davidson – [davidso7@msu.edu](mailto:davidso7@msu.edu); John Powell – [powellj4@ath.msu.edu](mailto:powellj4@ath.msu.edu)) by 1/25/2008. In addition, an open forum to discuss the report will be held on Thursday January 31 at 10:30 in the auditorium of the Radiology Building.

All comments and suggestions from all sources will be analyzed. Suggested changes will be examined using available evidence of the viability of the suggestion and the degree to which it meets the dual criteria of enhancing health or health care AND containing costs. Those items that survive this examination will be incorporated into the final report. In February, the final report will be transmitted to ECAC for appropriate governance action and the Office of the Provost to meet UCFA's advisory responsibilities to the Provost.

*ASAC Next Steps:* Individual members review and comment

## **Nurturing Academic Specialist Excellence**

### **Available professional development programs**

*ASAC Next Steps:*

4. Mark Urban-Lurain will continue to conduct a qualitative analysis of the responses and present at the February meeting.

The professional development sub-committee will meet to develop Brown Bags for the remainder of the semester

## **Meeting Schedule**

February Meeting  
Friday, February 8, 2008  
9:00 – 10:00, Admin Bldg Room 443

## **Academic Specialist Advisory Committee Meeting**

**Friday, February 8, 2008**

**9:00 – 10:00**

**Admin Bldg Room 443**

### **Meeting Notes**

**Attendance:** Bob Brown, Jeane Boyton, Nicolas Gisholt, Barbara Kolar, Rex LaMore, Shannon Mulally, Mark Urban-Lurain, Elaine Williams, Donna Zischke

## Update from Dr. Curry

Donna Zischke report that work on a New Academic Specialist Orientation DVD and welcome event for next fall will begin shortly. Deborah DeZure, Assistant Provost for Faculty and Organizational Development, is leading the effort. Nicolas Gisholt and Shannon Mulally will represent ASAC on the workgroup.

On another issue, Donna clarified that \$100,000 has been budgeted annually for Academic Specialist professional development. An application process is involved. The address for the Academic Specialist Professional Development Support Program is:

[http://www.hr.msu.edu/HRsite/forms/FacultyForms/Prof\\_Dev\\_Supp\\_Prog\\_for\\_Spec.htm](http://www.hr.msu.edu/HRsite/forms/FacultyForms/Prof_Dev_Supp_Prog_for_Spec.htm)

## Key Issues

### **Budget Update**

Bob Brown has followed-up with Dave Byelich's office to inquiry if Dave would be willing to turn his budget update into a Brown Bag session in March. At the time of the meeting, Bob had not heard from Dave or his office.

**Next Steps:** Bob will follow-up with Dave's office.

Subsequent note: Dave has agreed to do a brown bag on March 28 from 12:00 to 1:00. Barbara Kohler has reserved Union Lake Ontario Room for the session

### **ASAC Election**

The current ASAC election action timeline is as follows:

- Send out election info cards – last week in Jan.
- Call for Nominations – February 4
- Close Nominations – February 11
- Elections – February 18-25
- Appointed Nominations – March 10-17

**ASAC Next Steps:** The election sub-committee is implementing the action timeline.

## **History of Specialists & Academic Council**

On December 19, 2007 Rex LaMore sent the following email to Jackie Wright:

Dr. Wright, you may recall in November I had contacted you about meeting with the MSU Specialist Advisory Committee to discuss the voice of academic specialist in Academic Council. **We were hoping you might be able to attend our January meeting scheduled for Friday January 11th, 9:00 am 443 Administration Bldg.**

As you are aware Academic Specialist provide leadership and support across the university's missions of research, instruction and outreach.

As fully engaged members of the faculty carrying out the mission of the University, we are of course interested in understanding how the voice of academic specialist is expressed in MSU's Academic Council.

To assist us in understanding the nature and scope of this topic please consider responding to the discussion items listed below. Please consider these as only a beginning set of questions, please add additional items you feel would help us more fully understand the context of the voice of Academic Specialist in MSU's academic governance system

Thank you for your leadership and assistance in this regard. Please do not hesitate to contact me or our ASAC chairperson Robert Brown ([brown23@msu.edu](mailto:brown23@msu.edu)) if we may respond to any question or concerns you might have. Again thank you for your consideration and assistance in the regard, it is appreciated.

### **Possible Discussion Items**

- What is the current representation of Academic Specialists (Non-Librarian) on MSU Academic Council? (total #) (% of total membership on Academic Council)
- What Colleges currently permit Academic Specialist to serve on Academic Council? What Colleges do not permit Academic Specialist to serve on Academic Council?
- Is this distribution of representation "in line with" the distribution of Academic Specialist at MSU? (i.e. do colleges with a significant # of Academic Specialist provide for Academic Specialist voice in Academic Council?)
- Is there variation in representation by Academic Specialist between fixed term or continuing specialist? If yes, please describe.
- In your estimation, what is the trend in Academic Specialist representation on Academic Council? (growing, about the same as previous years, or declining?)
- Given the importance of faculty voice & empowerment in the successful governance of an institution of higher education, what thoughts/recommendations do you have to insure/increase the empowerment of Academic Specialists in MSU's Academic Council?

Jackie Wright, Sec. of Academic Governance was unable to attend our January meeting due to last minute priorities.

**ASAC Next Steps:** Rex LaMore is working on rescheduling with Jackie.

On February 14, Rex sent the following:

Dr. Wright, any progress on this front? Would you be available for our 9:00 am, Friday March 14th meeting to report to the Academic Specialist Advisory Committee on this topic? Thank-you for your consideration, it is appreciated,

### **Nurturing Academic Specialist Excellence**

Barbara Kohler report that Renee Rivard (Human Resources –Benefits, Director) can present at the April 11 brownbag. The session will take place at the Union Lake Ontario room from 12:00 to 1:00. It will be preceded by the ASAC meeting, in the same location, from 11:00 to 12:00.

Note: Since our February meeting we have received word that Dave Byelich has agreed to do a brown bag on March 28 from 12:00 to 1:00. Barbara Kohler has reserved Union Lake Ontario Room for the session.

Mark Urban-Lurain presented his qualitative analysis of the responses from the Specialist survey on professional development (see below). A general discussion followed including some preliminary ideas for the 2008-09 Conclave.

**ASAC Next Steps:**

The professional development sub-committee will meet on Thursday, March 28 from 8:30 to 9:30 in the International Center cafeteria to develop Brown Bags for next year including the Academic Specialist Conclave

### **Meeting Schedule**

March Meeting  
Friday, March 14, 2008  
9:00 – 10:00, Admin Bldg Room 443

**Academic Specialist Advisory Committee Meeting**  
**Friday, March 14, 2008**  
**9:00 – 10:00**  
**Admin Bldg Room 443**

**Meeting Notes**

**Attendance:** Francoise Bigelow, Bob Brown, Susan Creagh, Marcus Duck, Nicolas Gisholt, Barbara Kolar, Shannon Mulally, Jonathon Rohrer, Elaine Williams, Terry Curry, Donna Zischke

**Update from Dr. Curry**

Dr. Curry reported that work on a New Academic Specialist Orientation DVD and welcome event for next fall has begun. Deborah DeZure, Assistant Provost for Faculty and Organizational Development, is leading the effort. Nicolas Gisholt and Shannon Mulally represent ASAC on the workgroup.

Dr. Curry also reported on the following:

- Interviews for the Business School Dean and The Assistant Vice President for Human Resources are taking place.

When faculty or academic specialist awards involve monetary compensation taxes will be withdrawn.

**Key Issues**

**Salary Pool Recommendation**

As part of the process for preparing guidelines for the development of 2008-09 budgets, the Office of Planning and Budgets has asked for salary pool recommendations for academic specialists. They need the recommendation by April 21, 2008. For the past several years ASAC has employed the practice of following UCFA's lead for salary pool recommendations.

After a brief conversation, members agreed to again follow this practice.

Attached are two letters. The first is this year's UCFA recommendation for 2008-2009 faculty salary increases. The second is the letter that ASAC sent last year.

**Action needed: 2008-2009 Salary Pool Recommendation**

**Bylaw Deletion**

Earlier this year, ASAC approved a change in section 2.1 of the Bylaws with respect to election of committee members. With the change in 2.1, section 2.2 is unnecessary and should be deleted. (see attached By-Laws)

**Action needed: Delete section 2.2 of the Bylaws**

**ASAC election results**

People elected to three year terms include:

- Jonathon Rohrer – curriculum development opening
- Wafa Hassan – fixed term opening

- Barbara Kolar
- Shannon Mulally
- Nicolas Gisholt
- Ruthi Bloomfield

People appointed to one year terms include:

- Marcus Duck
- Steven Poulos
- Michael Rich

Action needed: ASAC member confirmed to facilitate 2008-2009 election process

### **History of Specialists & Academic Council**

On December 19, 2007 Rex LaMore sent the following email to Jackie Wright:

Dr. Wright, you may recall in November I had contacted you about meeting with the MSU Specialist Advisory Committee to discuss the voice of academic specialist in Academic Council. We were hoping you might be able to attend our January meeting scheduled for Friday January 11th, 9:00 am 443 Administration Bldg.

As you are aware Academic Specialist provide leadership and support across the university's missions of research, instruction and outreach.

As fully engaged members of the faculty carrying out the mission of the University, we are of course interested in understanding how the voice of academic specialist is expressed in MSU's Academic Council.

To assist us in understanding the nature and scope of this topic please consider responding to the discussion items listed below. Please consider these as only a beginning set of questions, please add additional items you feel would help us more fully understand the context of the voice of Academic Specialist in MSU's academic governance system

Thank you for your leadership and assistance in this regard. Please do not hesitate to contact me or our ASAC chairperson Robert Brown ([brown23@msu.edu](mailto:brown23@msu.edu)) if we may respond to any question or concerns you might have. Again thank you for your consideration and assistance in the regard, it is appreciated.

Dr. Wright's March 17, 2008 Response:

Rex

As I explained in our phone conversation, all reps for Academic Council and Faculty Council have been tenure stream faculty. The action to include fixed-term faculty and Academic Specialists became possible with the BOT approval in the Fall. Elections for the next year occur in the Spring. I will be able to answer some of the questions once we see the Units election results and post on the gov web site. It is totally up to the Units if they wish fixed-term faculty and or Academic Specialists to represent them. I hope this is some help.

Jackie

### **Nurturing Academic Specialist Excellence**

Report of meeting with Deb Dezure  
New Specialist Orientation DVD

Present: Shannon Mulally, Jodi Chambers, Deb Dezure, and Nicolas Gisholt

The meeting's objective was to discuss the orientation DVD for Faculty as a reference point. We all gave our impressions about the video's content, relevance to specialists and other issues.

The new video is intended to be 5 to 7 minutes, thus it is important to decide what information is the most relevant for every specialist to know not only once he/she is hired, but having access to it at any time through MSU website (HR probably)..

Other ideas discussed:

1. create a link possibly called "videos" in the HR website where people are able to see different videos; among them would be the DVD given to all new specialists as they are hired
2. the DVD / video has to be both informative and an opportunity for the new / prospective employee to feel part not only of the MSU community, but also the community of specialists in campus. It was discussed that the DVD should include a brief explanation of the 5 areas of specialists (Outreach, Advising...) so new/prospective employees have an idea of the responsibilities involved with their appointment.
3. it was suggested that the content of the DVD should include excerpts of the President, the Provost, Assoc. Provost to mention different concepts: MSU values; land grant – world grant; Boldness by Design; others that reflect MSU's mission; advances...
4. important to have links to know different terms and conditions associated with the position of Specialist: benefits with each position – professional development; contact people or departments: continuing / fixed term...
5. quality of the DVD/ video has to improve: high definition image; better music
6. show new/prospective employees some of ASAC's ways to help specialists: advocacy, support, referral to other resources in the university for specialists; ASAC would be the link for current and prospective specialists; this would give ASAC a very important role with the hope that new specialists become ASAC members. Therefore, it is very important thus to update and improve ASAC's website.
7. include/create lists or links that provide guidance to new/current specialists; for example:
  - a. checklist of questions to ask your supervisor when hired
  - b. links to professional development opportunities
  - c. links referring the Academic Specialist Handbook
  - d. link to the website (making sure ASAC's website appears when typing it in Search MSU)

### **Brown Bags**

Dave Byelich presented at the March 28 Brown Bag. He updated the group on the state of MSU's budget. Approximately 10 people attended

Renee Rivard (Human Resources –Benefits, Director) will present at the April 11 brownbag. The session will take place at the Union Lake Ontario room from 12:00 to 1:00. It will be preceded by the ASAC meeting, in the same location, from 11:00 to 12:00.

### **2008-09 Conclave Proposal**

The 2008-09 Academic Specialist Conclave should embody the following elements:

1. Opportunity to network
2. Quality breakout sessions
3. Quality main speaker
4. Innovations across the classifications (advising, outreach, teaching, research)

A Very Tentative 8:00 to 12:00 Schedule

Breakfast & Networking 8:00 – 9:00  
Breakfast Speaker  
Breakout session 1 9:15 – 10:15  
Breakout session 2 10:30 – 11:30  
Conclave Wrap up 11:40 – 12:00

Breakfast Networking Exercise: How are we connected into the University?

The intent of the exercise is to create a resource manual (probably on-line) for Academic Specialists' connections and navigations across the University. People in attendance will be asked to complete the following statement:

I can help connect you with .....

Hopefully we will get responses such as:

- I can help connect you with faculty in the Department of Communication
- I can help connect you with resources for lesson plan development
- I can help connect you with qualitative research and evaluation resources
- I can help connect you with faculty & their research in the area of early childhood development
- I can help connect you with advising resources

We'll have forms available for the exercise

Main Speaker Topic – Bringing understandings of power and privilege into our daily work

Breakout session Topics

- Understanding and navigating Power & Privilege
- Communicating across disciplines, cultures, and communities
- Negotiating across disciplines, cultures, and communities
- New Specialist orientation

Next Steps:

- Meet with Deb DeZure

A meeting with Deb DeZure has been scheduled for April 25 at 1:00. ASAC reps include Barbara Kolar, Francoise Bigelow, Nicolas Gisholt, Jonathon Rohrer, and Bob Brown.

**Meeting Schedule**

Friday, April 11, 2008  
11:00 – 12:00  
Lake Ontario Room, MSU Union

**Academic Specialist Advisory Committee Meeting**

**Friday, April 11, 2008**

**11:00 – 12:00**

**Lake Ontario Room, MSU Union**



## **Meeting Notes**

Attendance: Francoise Bigelow, Susan Creagh, Marcus Duck, Nicolas Gisholt, Barbara Kolar, Shannon Mulally, Donna Zischke, Elaine Williams, Wafa Hassan, Ruthi Bloomfield, Steven Poullos, Michael Rich

### **Update from Dr. Curry**

Donna Zischke report that interviewing of the final 3 candidates for the Business School Dean is taking place.

In January, ASAC member Michael Masterson indicated that a number of MSU non-tenure track faculty members had been meeting to discuss the possibility of organizing a union. A simple outline of the union organizing process is as follows:

- Step 1: Build an Organizing Committee
- Step 2: Adopt An Issues Program
- Step 3: Sign-Up Majority on Union Cards
- Step 4: Conduct Union Election
- Step 5: If Win, Negotiate a Contract

Donna Zischke updated the Committee and indicated that the card collecting phase of the effort has been postpone until the fall semester.

### **Key Issues**

#### **Salary Pool Recommendation**

As part of the process for preparing guidelines for the development of 2008-09 budgets, the Office of Planning and Budgets has asked for salary pool recommendations for academic specialists. For the past several years ASAC has employed the practice of following UCFA's lead for salary pool recommendations. In March ASAC members agreed to again follow this practice.

On April 1, 2008, UCFA Made the following salary pool recommendation:

For 2008-09, UCFA recommends a 5.0 percent increase, comprised of:

- 4.0 percent to match anticipated average Big Ten increases for 2008-09, and
- 1 percent to narrow the gap between existing MSU salaries and the mid-point of the Big Ten. Based on preliminary data, the gap between MSU's current average salary level and the Big Ten median is now estimated at \$4,695 of 5.1 percent of MSU's average faculty salary.
- While 5.0 percent increase is significant in these circumstances, it reflects a phased approach to augmenting faculty salaries. Full augmentation to the mid-point of the Big Ten would require 9.1 percent adjustment.

Donna Zischke clarified that a 5% increase, if enacted, does mean an automatic 5% increase for all faculty and academic staff. Individual colleges/departments have the discretion to decide how to allocate the pool among existing faculty/staff.

ASAS members instructed the chair to submit the ASAC salary pool recommendation for academic specialists based on UFFA's recommendation. Last years letter will be updated and submitted.

### **Bylaw Deletion**

Donna Zischke review the current ASAC by-laws and noted a number of corrections that need to be made. Jim Schneider agreed to make the corrections.

### **ASAC election**

ASAC election and appointment results were shared with the committee. People elected to three year terms include:

- Jonathon Rohrer – curriculum development opening
- Wafa Hassan – fixed term opening
- Barbara Kolar
- Shannon Mulally
- Nicolas Gisholt
- Ruthi Bloomfield

People appointed to one year terms include:

- Marcus Duck
- Steven Poulos
- Michael Rich

Francoise Bigelow and Barbara Kolar agreed to facilitate the election 2009-10 process.

### **History of Specialists & Academic Council**

ASAC member engaged in a conversation with Jackie Wright to understand how the voice of academic specialist is expressed in MSU's Academic Council. Dr. Wright explained the following:

As I explained in our phone conversation, all reps for Academic Council and Faculty Council have been tenure stream faculty. The action to include fixed-term faculty and Academic Specialists became possible with the BOT approval in the Fall. Elections for the next year occur in the Spring. I will be able to answer some of the questions once we see the Units election results and post on the gov web site. It is totally up to the Units if they wish fixed-term faculty and or Academic Specialists to represent them.

Given this explanation, Bob Brown inquiry if the Committee want to develop a document or presentation for Department Chairs that would orient Chairs to the value of academic specialists and the importance of academic specialist inclusion into the full life, including

academic governance, of the MSU community. After a brief conversation the committee decided to keep this idea on the agenda for possible future action.

**Nurturing Academic Specialist Excellence**

**New Specialist Orientation DVD**

Shannon Mulally and Nicolas Gisholt reported that the new specialist orientation DVD is moving ahead and it appears that a high quality product is in the works. The new video is intended to be 5 to 7 minutes, thus it is important to decide what information is the most relevant for every specialist to know not only once he/she is hired, but having access to it at any time through MSU websites. This Deb DeZure led effort will continue and Shannon and Nicolas will continue to update the Committee.

**Brown Bags**

Renee Rivard (Human Resources –Benefits, Director) facilitate an informative conversation on benefits during the April 11 brownbag. Seventeen specialists attended the session. Many questions were asked and Renee gave detailed and very understandable responses. She agreed to do two sessions next year – one in the Fall and one in the Spring.

**2008-09 Brown Bag Schedule**

**ASAC Action: Complete scheduling**

Month	Topic/Presenter	ASAC Lead	Proposed date
September	Green Roof – plant and soil bldg	Marcus Duck	Sept 12
October	Benefits – Renee Rivard- Lynn Zelenski/ Health Care Taskforce update	Barbara Kolar	Oct 10
November	Cyclotron	Steven Poulos	Nov 14
December	Networking at the MSU Museum	Bob Brown	Dec 12
January	Networking at Wharton Center	Bob Brown	Jan 16 Jan 9
February	Conclave	Conclave Team	Feb 20
March	State of the Budget – Dave Byelich		March 20
April	Benefits – Renee Rivard		April 17
May	MSU Gardens	Marcus Duck	May 15

## **2008-09 Conclave Proposal**

Bob Brown, Barbara Kolar, Francoise Bigelow, Nicolas Gisholt, and Jonathon Rohrer will meet with Deb DeZure on March 25 to discuss the 2008-09 Conclave. The following proposal will be shared with Deb:

The 2008-09 Academic Specialist Conclave should embody the following elements:

1. Opportunity to network
2. Quality breakout sessions
3. Quality main speaker
4. Innovations across the classifications (advising, outreach, teaching, research)

### A Very Tentative 8:00 to 12:00 Schedule

Breakfast & Networking 8:00 – 9:00

Breakfast Speaker

Breakout session 1 9:15 – 10:15

Breakout session 2 10:30 – 11:30

Conclave Wrap up 11:40 – 12:00

Breakfast Networking Exercise: How are we connected into the University?

The intent of the exercise is to create a resource manual (probably on-line) for Academic Specialists' connections and navigations across the University. People in attendance will be asked to complete the following statement:

I can help connect you with .....

Hopefully we will get responses such as:

- I can help connect you with faculty in the Department of Communication
- I can help connect you with resources for lesson plan development
- I can help connect you with qualitative research and evaluation resources
- I can help connect you with faculty & their research in the area of early childhood development
- I can help connect you with advising resources

We'll have forms available for the exercise

Main Speaker Topic – Bringing understandings of power and privilege into our daily work

### Breakout session Topics

- Understanding and navigating Power & Privilege
- Communicating across disciplines, cultures, and communities
- Negotiating across disciplines, cultures, and communities

New Specialist orientation

## **Meeting Schedule**

Friday, May 9, 2008  
9:00 – 10:00  
Admin Bldg Room 443

## **Academic Specialist Advisory Committee Meeting**

**Friday, May 9, 2008**

**9:00 – 10:00**

**Admin Bldg Room 443**

### **Meeting Notes**

Attendance: Francoise Bigelow, Susan Creagh, Marcus Duck, Nicolas Gisholt, Barbara Kolar, Shannon Mulally, Donna Zischke, Elaine Williams, Wafa Hassan, Ruthi Bloomfield, Steven Poulos, Michael Rich

#### **Update from Dr. Curry**

In January of 2008, ASAC member Michael Masterson indicated that a number of MSU non-tenure track faculty members had been meeting to discuss the possibility of organizing a union. A simple outline of the union organizing process is as follows:

- Step 1: Build an Organizing Committee
- Step 2: Adopt An Issues Program
- Step 3: Sign-Up Majority on Union Cards
- Step 4: Conduct Union Election
- Step 5: If Win, Negotiate a Contract

Donna Zischke reported that planning for the fixed Term faculty union will slow down due to some staffing issues/ turnover in the committee.

#### **Key Issues**

##### **Bylaw Deletion**

At the April ASAC meeting Donna Zischke review the current ASAC by-laws and noted a number of corrections that need to be made. Jim Schneider agreed to make the corrections. At the May ASAC meeting the updated Bylaws were present and approved by the Committee.

##### **ASAC 2008-2009 election**

ASAC members noted the efficiency and effectiveness of the online voting system. Francoise Bigelow and Barbara Kolar agreed to facilitate the election 2009-10 process.

#### **Nurturing Academic Specialist Excellence**

## New Specialist Orientation DVD

Shannon Mulally and Nicolas Gisholt reported that the new specialist orientation DVD is moving ahead and it appears that a high quality product is in the works. Video taping has started and footage was recorded at the May ASAC meeting. The project is under the leadership of Deb DeZure and the Office of Faculty and Organizational Development.

### **Brown Bags**

The 2008-2009 Brown Bag proposed schedule was discussed. The proposed dates are flexible based on the availability of speakers and location schedules. The sub-committee (Bigelow, Brown, Gisholt, Kolar, & Rohrer) will continue to work on the schedule over the summer. Suggestions for future Brown Bag locations included Packaging (Ruthi ASAC lead) and Communications Bldg (Nicholas ASAC lead)

### **2008-09 Conclave Proposal**

The 2008-09 Academic Specialist Conclave will embody the following elements:

5. Opportunity to network
6. Quality breakout sessions
7. Quality main speaker
8. Innovations across the classifications (advising, outreach, teaching, research)

#### Tentative 8:00 to 12:00 Schedule

8:00 – 9:00: Breakfast & Networking, Breakfast Speaker

9:15 – 10:15: Breakout session 1

10:30 – 11:30: Breakout session 2

11:40 – 12:00: Conclave Wrap up

Breakfast Networking Exercise: How are we connected into the University?

The intent of the exercise is to create a resource manual (probably on-line) for Academic Specialists' connections and navigations across the University. People in attendance will be asked to complete the following statement:

I can help connect you with .....

Hopefully we will get responses such as:

- I can help connect you with faculty in the Department of Communication
- I can help connect you with resources for lesson plan development
- I can help connect you with qualitative research and evaluation resources
- I can help connect you with faculty & their research in the area of early childhood development
- I can help connect you with advising resources

We'll have forms available for the exercise

Main Speaker Topic – Bringing understandings of power and privilege into our daily work

Breakout session Topics

- Understanding and navigating Power & Privilege
- Communicating across disciplines, cultures, and communities
- Negotiating across disciplines, cultures, and communities

Understanding & navigating international settings

**Meeting Schedule**

Friday, September 12, 2008

11:00 – 12:00

Spartan Room, International Center