

# **Academic Specialist Advisory Committee Meeting**

**Friday, September 12, 2008**

**11:00 – 12:00**

**Spartan Room, International Center**

## **Meeting Notes**

Attendance: Françoise Bigelow, Ruthi Bloomfield, Robert Brown, Susan Creagh, Marcus Duck, Nicolas Gisholt, Barbara Kolar, Shannon Mulally, Steven Poullos, Michael Rich, Jonathan Rohrer, James Schneider, Mark Urban-Lurain, Terry Curry, Donna Zischke

### **Dr. Curry's Report**

Last year a unionizing effort for non-tenure track faculty members was initiated. 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

Dr. Curry reported that there was little action over the summer (due mainly to an illness of the major organizer). Action, however, will be picking up this Fall. The American Federation of Teachers is the major organizer. They are focusing the unionizing effort on fixed-term faculty and fixed-term teaching and/or advising academic specialists. 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.

In addition, topics that are likely to come to ASAC this year include:

- Draft policy on criminal background checks for faculty and academic staff
- Draft revisions to policy on website accessibility
- Statement on religious observance
- Proposal from the Payroll Office to discontinue paper advices

## **Key Issues**

### **Payroll Proposal**

The Payroll Office proposes to eliminate the distribution of paper earnings statement (commonly known as the pay stub) to salary employees beginning with the January 31, 2009 pay date.

Benefits:

1) "Go Green" initiative –this proposal allows the Payroll Office to become better stewards of our natural resources. It allows for considerable savings in the use of paper as well as the labor associated with the printing and distribution of paper earnings statements.

2) Security of earnings statements – This proposal will allow for better security of the individual employee's earnings information. As the paper statements will no longer be printed and distributed, the information is kept more secure.

3) Earnings statements on-line – The earnings statements have been available on-line since January 2006. Individuals can access their statements via [www.epayroll.msu.edu](http://www.epayroll.msu.edu) using their MSU NetID and password. They are able to view their statements privately or print them for their own use when necessary.

Implementation Plan:

- 1) Payroll Office representatives are meeting with all affected employee groups.
- 2) Each individual employee will be provided with a notice (see attached) of the plan with the November 30, 2008 payroll.
- 3) Any employee who is unable to access their statement on-line or who requires a paper copy will be able to request an accommodation.

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

Francoise Bigelow and Barbara Kolar are facilitating the 2009-10 election process. They will develop a task timeline and determine if they need additional help from the committee.

## **Nurturing Academic Specialist Excellence**

### **New Specialist Orientation DVD**

Dr. Curry reported that the New Specialist Orientation DVD has been completed and thanked ASAC members for their input and participation. The DVD is now available at [http://fod.msu.edu/orientation/ASP\\_about.asp](http://fod.msu.edu/orientation/ASP_about.asp)

Efforts will be made to show the DVD at a future ASAC meeting. The project was under the leadership of Deb DeZure and the Office of Faculty and Organizational Development.

### **Brown Bags**

The 2008-2009 Brown Bag series was reviewed by the committee. For the first time there is a Brown Bag scheduled for every month during the academic year. The Office of Faculty and Organizational Development has created an online registration form for the series. Bob Brown reported that 24 people had registered for the first Brown Bag. Bob will also check on registrations for the entire series and update the committee at the next meeting.

Ruthie Bloomfield suggested that we think about a new name for the series that would be indicative of greater environmental stewardship. Brown Bags suggest bringing lunch in a bag and throwing the bag away after eating.

Ruthie Bloomfield, Nicolas Gisholt, Shannon Mulally, and Steven Poulos agreed to work on developing the 2009-2010 Brown Bag series.

### **2008-09 Conclave**

The 2008-09 Academic Specialist Conclave plan was reviewed by the committee. The work team of Bigelow, Brown, Gisholt, Kolar, & Rohrer will meet in the near future to finalize and begin implementing the plan. Nicolas Gisholt reported that Nicole Namy, Office Of International Students & Scholars, will lead the breakout session entitled: Understanding and navigating international settings. Mark Urban-Lurain suggested that in addition to asking Conclave attendees to identify how they could help connect other Specialists to resources, we might want

to asking them what help if help they might be seeking. The committee agree with the suggestion.

## **Additional Opportunities**

Bob Brown reported on two possible program development opportunities for AAC to undertake this year:

- 1) Development of an Academic specialist mentoring program
- 2) Development of a training on Evaluation and Assessment

There was general agreement among the committee to pursue both opportunities.

## **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 October 10, in room A246 of the Plant and Soil Science Building. The Brown Bag session – networking and a tour of the green roof - will follow immediately.

## **Academic Specialist Advisory Committee Meeting**

**Friday, October 10, 2008**

**11:00 – 12:00**

**Plant and Soil Science Building**

**Room A246**

## **Meeting Notes**

Attendance: Ruthi Bloomfield, Robert Brown, Marcus Duck, Nicolas Gisholt, Wafa Hassan, Barbara Kolar, Mark Urban-Lurain, 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.

Dr. Curry also report that twelve Academic Specialists have been nominated for the Academic specialist of the year award.

## **Key Issues**

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

Barbara Kolar presented the following update:

#### 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**

The 2009-10 Brown Bag Work Team (Ruthie Bloomfield, Nicolas Gisholt, Shannon Mulally, Steven Poullos, Bob Brown) presented the following:

#### **Topic Suggestions**

##### Continue these:

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

##### Consider these:

- Presentation from the Family Resource Center
- Presentation from the Women's Center
- Presentation from Governmental Affairs
- Presentation from Faculty and Organizational Development – professional development resources, instructional resources
- Presentation from Study Abroad
- Presentation from the Resource Center for People with Disabilities
- Presentation from Academic Human Resources – HR understandings for Directors and Supervisors
- Presentation from the Center for Service Learning & Civic Engagement
- Presentation from the Office of Inclusion & Inter-Cultural Initiatives
- Presentation from Healthy U

#### **Networking & Tour Suggestions**

- WKAR
- Dairy Store
- Abrams Planetarium
- Kresge Art Museum
- College of Music
- The Suites at Spartan Stadium

After a detailed conversation, the following Brown Bag sessions were identified for 2009-10:

**Traditional Sessions:**

- Understanding Benefits – A Conversation with Renee Rivard (2 sessions – one in the Fall, one in the Spring)
- 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**

The Conclave Work Team (Bigelow, Brown, Gisholt, Kolar, & Rohrer) will meet on October 29, 2008 to continue to work on Conclave task.

**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 November 14, at the Cyclotron. The Brown Bag session – networking and a tour of the Cyclotron - will follow immediately.

# **Academic Specialist Advisory Committee Meeting**

**Friday, November 14, 2008**

**11:00 – 12:00**

**Cyclotron**

## **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

- 4) Teaching (Susan)
- 5) Any type specialists (Françoise)
- 6) Any type specialists (Bob)

Appointed

- 4) Any type specialists (Marcus)
- 5) Any type specialists (Steven)
- 6) 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**

### **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

Session 1: Continued Conversation on Power and Privilege with Pat Lowrie

Session 2: Communicating across disciplines, cultures, and communities with Pat Enos, the Assistant Vice-President of Student Affairs and faculty member with the HALE program

Session 3: Negotiating across disciplines, cultures, and communities with John P. Beck, an Associate Professor and Director of the Labor Education Program in the School of Labor & Industrial Relations

Session 4: Understanding and navigating international settings 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 12, 2008**

**11:00 – 12:00**

**MSU Museum**

### **Meeting Notes**

Attendance: Francoise Bigelow, Ruthi Bloomfield, Robert Brown,, Nicolas Gisholt, Barbara Kolar, Shannon Mulally, Steven Poullos, Jon Rohrer, Mark Urban-Lurain, Donna Zischke

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

Donna Zischke reported that unionizing effort for non-tenure fixed-term faculty and fixed-term teaching and/or advising academic specialists continues. Academic units have been surveyed by Academic Human Resources to identify fixed-term faculty and fixed-term teaching and/or advising academic specialists

Bob Brown reported that he had been contacted by several specialists who voiced concern about a perceived lack of transparency with the effort and the intrusive behavior of some of the union organizers (not the initial group of MSU non-tenure track faculty members but actual organizers from the unions). To respond to the raised concerned, the committee approved the following unionizing update be circulated to the Specialist Community. The update was developed with consultation from Dr. Curry.



## Unionizing Update

As most of you know, a unionizing campaign is being undertaken to unionize non-tenure track faculty and academic specialist advisors. This effort was initiated by a number of MSU non-tenure track faculty members within, as they stated, “the context of a national trend toward the use of non-tenure track faculty.”

This initial group briefed ASAC last winter that they were discussing a wide range of issues including:

- 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

ASAC has no formal or informal position on the unionizing efforts. We neither support nor oppose the unionizing effort. This is an individual Specialist decision, as is the decision to discuss or not to discuss the campaign with union organizers. ASAC, however, has always responded to issues or concerns raised within our community.

Recently ASAC has received some concern from Specialists about a perceived lack of transparency with the effort and the intrusive behavior of some of the union organizers (not the initial group of MSU non-tenure track faculty members but actual organizers from the unions). It is important to remember that under Michigan law, unions have a right to attempt to organize a group of employees. MSU respects this right. Union organizers must be treated in the workplace consistently with the treatment of other non-University employees who visit worksites. If you believe a union organizer or any other workplace visitor is being too intrusive, you can alter the situation. Specifically, you can:

- Decline to meet and/or talk with the union organizer or other outside visitor
- Ask them to leave private offices or not disrupt/linger in the workplace if their presence is not desired
- Contact DPS if one refuses to leave, after a warning that this will happen if she/he does not respect your request.

Again, it is imperative to remember that union organizers must be treated like you would any other outsiders in the workplace.

There is also no reason to think that this organizing effort is being done in secret. It is following a standard process which includes these basic steps:

- 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

Currently the effort is somewhere between steps 2 and 3.

If you have any questions, please contact Associate Provost and Associate Vice President for Academic Human Resources, Theodore H. Curry II at 3-5300. You may also contact the union office at 517-203-0880.

Bob Brown  
ASAC Chair

## Key Issues

### ASAC 2009-2010 election

Positions to be filled

Elected

- 7) Teaching (Susan)
- 8) Any type specialists (Francoise)
- 9) Any type specialists (Bob)

Appointed

- 7) Any type specialists (Marcus)
- 8) Any type specialists (Steven)
- 9) 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
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- 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

### 2008-09 Brown Bags

January 9 Wharton Center  
February 20 Conclave – MSU Union  
March 20 Dave Bielech – State of MSU Budget, International Center Spartan B  
April 17 Renee Rivard – Understanding your Benefits, International Center Spartan B  
May 15 MSU Gardens

### 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 and has made an initial contact)
- 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<br>Bringing Understandings of Power and Privilege into Our Daily Work<br>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<br><u>Session 1: Continued Conversation on Power and Privilege</u> with Pat Lowrie<br><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<br><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<br><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 January 9 at the Wharton Center. The Brown Bag session – networking and a tour of Wharton - will follow immediately.

# **Academic Specialist Advisory Committee Meeting**

**Friday, January 9, 2009**

**11:00 – 12:00**

**Wharton Center**

## **Meeting Notes**

Attendance: Francoise Bigelow, Ruthi Bloomfield, Robert Brown,, Susan Creagh, Nicolas Gisholt, Wafa Hassan, Barbara Kolar, Steven Poulos, Jim Schneider, Mark Urban-Lurain, Donna Zischke

### **Dr. Curry's Report**

**Budget Cuts:** Dr. Curry reported that although nothing definitive had come out of the Governor's Office regarding cuts to higher education, they were still being anticipated.

**Unionizing Efforts:** Dr. Curry reported that there was nothing imminent on the organizing drive. Conversations continue with AFT Michigan to define the proposed population. Union volunteers continue to visit Specialist to solicit support for the organizing effort. Bob Brown reported that he had received a number of requests from Specialists asking for time at the Conclave to talk about the unionizing drive. After a thorough discussion, the committee decided to hold a Special Brown Bag, the last week of February, to meet this request. Dr. Curry volunteered to participate in the Brown Bag and indicated that he would talk to the lead union organizer about their participation. Jim Schneider agreed to find a room in the International Center for the Brown Bag.

### **Key Issues**

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

Francoise Bigelow and Barbara Kolar reported that the ASAC Election timeline remains as follows:

- 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

All preparations for ASAC elections have been completed and are in place. The following ASAC positions (with no more than 2 coming from the Advisor ranks) needed to be filled:

#### **Elected**

- 10) Teaching (Susan)
- 11) Any type specialists (Francoise)
- 12) Any type specialists (Bob)

#### **Appointed**

- 10) Any type specialists (Marcus)
- 11) Any type specialists (Steven)
- 12) Any type specialists (Michael Rich)

Reminders to vote will be sent out to all Specialists.

## **Nurturing Academic Specialist Excellence**

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

February 20 Conclave – MSU Union

March 20 Dave Bielech – State of MSU Budget, International Center Spartan B

April 17 Renee Rivard – Understanding your Benefits, International Center Spartan B

May 15 MSU Gardens

### **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 and has made an initial contact)
- WKAR (Mark Urban-Lurain will take the organizing lead)
- Dairy Store

### **2008-09 Conclave**

Bob Brown reported that:

- Agenda has been finalized and forwarded to FOD (see below)
- Names & titles of breakfast/break-out speakers have been confirmed and forwarded to FOD
- A general description of the Conclave has been forwarded to FOD
- Conclave awareness campaign continues
- Online Registration (organized and managed by FOD) is up and running.
- Francoise Bigelow continues to recruit Information Fair participants. Excellent progress has been made.
- Materials for the Conclave packet are being finalized.

ASAC members volunteered to work the registration table and act as greeters.

### **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  
Session 1: Continued Conversation on Power and Privilege with Pat Lowrie  
Session 2: Communicating across disciplines, cultures, and communities with Pat Enos, the Assistant Vice-President of Student Affairs and faculty member with the HALE program  
Session 3: Negotiating across disciplines, cultures, and communities with John P. Beck, an Associate Professor and Director of the Labor Education Program in the School of Labor & Industrial Relations  
Session 4: Understanding and navigating international settings 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.)

### **Next Meeting**

The next ASAC meeting will be on March 20 at the International center. There will be no Brown Bag Session (note: Dave Byelich's session was added to the Conclave)

## **Academic Specialist Advisory Committee February Meeting**

The Bi-Annual Conclave took the place of the February ASAC meeting.

## **Academic Specialist Advisory Committee Meeting Friday, March 20, 2009 11:00 – 12:00 International Center**

### **Meeting Notes**

Attendance: Francoise Bigelow, Ruthi Bloomfield, Robert Brown, Susan Creagh, Marcus Duck, Nicolas Gisholt, Barbara Kolar, Mike Rich, Jim Schneider, Terry Curry, Donna Zischke

### **Dr. Curry's Report**

Unionizing Efforts: Dr. Curry reported that AFT Michigan filed a petition with the Michigan Employment Relations Commission last week. This is a defined step in the organizing process. Meanwhile, discussions continue to define the proposed bargaining unit. A bargaining unit should be a “community of interest.” While Advisors currently are out of that mix, the unanswered question remains “what does ‘teaching’ mean.” There is a wide range of teaching experiences within any university from full time credit instruction to occasional non-credit courses. Throw distance education from MSUE and professional development training from a variety of sources into the mix and defining “teaching” becomes much more difficult. While the Union is interested in a vote before the end of the semester, that timeframe might be overly ambitious.

The committee discussed the difficulty of mounting an educational campaign to ensure that all Specialists are aware of the organizing effort. No matter how the campaign is worded and undertaken, some will view the attempt as pro-union; others will view it as anti-union. The most neutral action might be to, when the time comes, publicize the voting date and encourage affected Specialists to vote.

Dr. Curry also brought to the attention of the committee the need to submit the annual salary recommendation letter. Historically, ASAC patterns its recommendation after the UCFA salary recommendation. Currently, UCFA is recommending a 0% increase in salaries. There was general consensus among ASAC members to follow suit.

## **Key Issues**

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

Barbara Kolar reported the following ASAC Election results:

Results for the two 3-year elected positions- any functional area.

Total votes cast: 167

Results of election:

Bob Brown: 121 votes

Francoise Bigelow: 69 votes

James Lucas: 58 votes

Michael Rich: 46 votes

Doris Roberson: 31 votes

Results for the one 3-year elected position – functional area teaching.

Susan Creagh (unopposed) won the 3-year elected position - functional area of teaching.

She also reported that the call for nominations for available one-year appointments to ASAC is sent out on March 16, 2009. There are three one-year appointments available. Nomination forms are to be submitted to Donna Zischke, Associate Director of Academic Human Resources by Monday, March 23<sup>rd</sup>, 2009.

Barbara outlined the following concerns with the current election process:

1. As the process went forward Barbara and Francoise realized that Francoise’s participation on the committee was a conflict of interest. Once Francoise formalized her re-election bid, she stopped participating with the election process. Barbara recommended that it would be cleaner if ASAC members deciding to run did not participate on the committee.
2. The wording for the election needs to say, “Vote for no more than 2 people” instead of “You have two votes.” This change was made before the general balloting began.

3. There was a problem with putting complete candidate bio's on Survey Monkey. Complete bio's had to be sent out separately on the list serve.

Survey Monkey has a limitation of 100 votes. This complicated the process.

After a thorough discussion of the concerns, there was general consensus among the committee to approach Academic Governance next year to see if they would administer ASAC elections.

## **Nurturing Academic Specialist Excellence**

### **Brown Bags**

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

April 17        Renee Rivard – Understanding your Benefits, International Center Spartan B  
May 15        MSU Gardens

**2009-10 Brown Bag Topics:** After a brief discussion the Committee decided to revisit the 2009-2010 Brown Bag line-up outlined below.

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 and has made an initial contact)
- WKAR (Mark Urban-Lurain will take the organizing lead)
- Dairy Store

### **2008-09 Conclave**

Although attendance was down, ASAC members felt the Conclave was successful. Members reported positive feedback.

## **Next Meeting**

The next ASAC meeting will be on April 17 at the International Center. The Brown Bag Session will feature Renee Rivard and a discussion of the current status of employee benefits.



# **Academic Specialist Advisory Committee Meeting**

**Friday, April 17, 2009**

**11:00 – 12:00**

**International Center: Spartan B**

## **Meeting Notes**

Attendance: Francoise Bigelow, Robert Brown, Shannon Mulally, Mike Rich, Jim Schneider, Terry Curry, Donna Zischke

### **Dr. Curry's Report**

Dr. Curry reported that the campaign to organize MSU fixed term faculty and academic staff continues, with the possibility of an election before the end of the Spring Semester. The election will determine if those academic staff and fixed term faculty in the bargaining unit wish to be represented by the Union of Non-Tenure System Faculty, American Federation of Teachers (UNTF).

Union representatives and MSU administration officials have agreed on a "bargaining unit," i.e. the group of people eligible to vote, and if the union is approved by the vote, covered by the union contract. Generally speaking, the unit agreed to by UNTF and the MSU Administration will include all fixed term faculty and fixed term academic staff, including specialists, who: (1) are currently teaching regularly scheduled credit courses, or (2) are currently teaching non-credit courses that are required for degree completion, degree program admittance, or teacher certification. In some cases, however, even people with these kinds of appointments may not be eligible (e.g. if they have clinical duties or are supervisors).

To be eligible to vote in the election, Specialists must be currently (Spring 2009) teaching.

If covered employees vote to unionize and a contract is negotiated in the future, people will be included in the unit and covered by the contract during any semester in which they have teaching duties as described above.

A long discussion ensued which took the entire hour. Remaining agenda items were forwarded to the May agenda.

### **Next Meeting**

The next ASAC meeting will be on May 15 at B-109 Plant & Soil Sciences. The Brown Bag Session will feature a tour of the MSU gardens.

# **Academic Specialist Advisory Committee Meeting**

**Thursday, June 11, 2009**

**10:00 – 11:00**

**Kellogg Center, Room 6**

## **Meeting Minutes**

Present: Bigelow, Bloomfield, Brown, Duck, Gisholt, Hassan, Mulally, Poullos, Rich, Urban-Lurain, Roberson

Absent: Creagh, Kolar, Rohrer, Schneider, Lucas, Ex-Officio - Curry, Zischke

### **Call to Order and Minutes**

The meeting was called to order by the Chair at 10:00 a.m.

The Chair reviewed the meeting agenda. There were no additions or modifications to the agenda. It was moved by Urban-Lurain and seconded by Rich to approve the agenda as presented. Motion carried.

The Chair called for the approval of the May 9, 2009 minutes. ***It was moved by Rich, supported by Bloomfield to approve the minutes as written. Motion carried.***

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

There was no update from Dr. Curry.

### **Election of ASAC Chair and Vice-Chair**

ASAC By-Laws state, "Officers (Chair and Vice-Chair) for the upcoming academic year will be elected in the last meeting of the academic year. This meeting shall occur after the election/appointment process and no later than May 15<sup>th</sup>. This meeting will be a transition meeting and all old members and all new elected and appointed members will attend. All members, old and new, will vote." Since the Chair failed to invite the two newly appointed colleagues, ASAC was technically out of compliance with its By-Laws at the May meeting and needed to redo the election of Officers. A special ASAC meeting was called for June 11, 2009. ASAC By-Laws also state that a quorum for meetings is a simple majority of the elected and appointed membership. For this meeting ASAC had 16 elected and appointed members. A simple majority was 9. Eleven members attended the meeting.

Robert's Rules of Order Newly Revised also indicate that the two most common means of nominating candidates for office are nominations from the floor and by a nominating committee. For ASAC purposes, an email sent to all ASAC members represented the "floor" and self-nomination the primary nominating mechanism. This approach did not violate Robert's Rules, nor would it violate ASAC By-Laws. Robert's Rules further state that elections are commonly conducted by ballot unless there is only one candidate nominated for an office and then election may occur by acclamation. Bob Brown was nominated for Chair; Mike Rich was nominated for Vice Chair. There were no further nominations.

***Shannon Mulally, acting as temporary Chair, moved to elect Bob Brown 2009-2010 ASAC Chair by acclamation. It was seconded by Duck. Motion carried.***

***Shannon Mulally, acting as temporary Chair, moved to elect Mike Rich 2009-2010 ASAC Vice-Chair by acclamation. It was seconded by Poullos. Motion carried.***

### **Revitalization of ASAC ANGEL Website Update**

The sub-committee (Schneider, Mulally, Rich) reported that they were in the process of updating and consolidating files. They were also correcting links. Meeting notes from 2007-2008 and 2008-2009 were forwarded for posting on the website.

### **ASAC 2009-2010 Pack-a-Lunch Networking Sessions**

The 2009-2010 Networking Sessions were finalized as follows:

ASAC Meeting & ASAC Network Session	Date	Location	Organizer
ASAC Fellows meeting  Understanding Benefits – A Conversation with Renee Rivard	Sept 16	TBD	Bob
Understanding the State of the MSU Budget – Dave Byelich	Oct 16	Engineering Building Room 2108 This room is located on second floor, at the hallway to Anthony Hall.	Bob
Dealing with Crisis on Campus	Nov 18	TBD	Shannon
Social Media Networking	Dec 18	TBD	Doris
WKAR	Jan 20	WKAR	Mark
Helpful resources from the Resource Center for people with disabilities	Feb 19	TBD	Nicolas
Understanding the State of the MSU Budget – Dave Byelich	March 17	Admin building Room 443	Bob
MSU Farms	April 16	MSU Farms	Ruthie
Dairy Store	May 20	Dairy Store	Barbara

In the past year, non-site specific networking sessions were held at the International Center. There was general consensus that the Center was a good location and should be used for the 2009-2010 Networking Sessions. Nicolas

Gisholt agreed to check with the Center for 2009-2010 room rental rates. Bob Brown agreed to check with the Office of Faculty and Organizational Development for ASAC's 2009-2010 budget. If the room rental costs and the 2009-2010 budget align, space at the Center will be secured. If the two do not align, alternative locations will be sought.

### **2009-2010 ASAC Meeting Schedule**

Members were polled on meeting dates for the 2009-2010 year. Potential meeting dates were the 2<sup>nd</sup> Wednesday, the 2<sup>nd</sup> Friday, the 3<sup>rd</sup> Wednesday, or the 3<sup>rd</sup> Friday. The 3<sup>rd</sup> Wednesday and 3<sup>rd</sup> Friday polled the highest. An alternating schedule, between the 3<sup>rd</sup> Wednesday and Friday, was therefore established:

3 <sup>rd</sup> Wednesday	September 16	11:00 to 12:00
3 <sup>rd</sup> Friday	October 16	11:00 to 12:00
3 <sup>rd</sup> Wednesday	November 18	11:00 to 12:00
3 <sup>rd</sup> Friday	December 18	11:00 to 12:00
3 <sup>rd</sup> Wednesday	January 20	11:00 to 12:00
3 <sup>rd</sup> Friday	February 19	11:00 to 12:00
3 <sup>rd</sup> Wednesday	March 17	11:00 to 12:00
3 <sup>rd</sup> Friday	April 16	11:00 to 12:00
3 <sup>rd</sup> Wednesday	May 20	11:00 to 12:00

### **Adjournment**

The meeting was adjourned at 11:00 a.m.

Respectfully submitted by Bob Brown, ASAC Chair

