Minutes
ASAC
September 28, 2005


Absent: D. Chaison, G. Engler, G. Sanford

I. L. Zelenski called the meeting to order and all members introduced themselves.

II. Chair selection ensued
   a. Lynne Zelenski volunteered to continue as chair as long as there is a co-chair. Jeane Boynton agreed to be co-chair. Unanimous support.

III. The two standing committees (SOS and Professional Development/Communication) were explained. Members were asked to join one or the other.
   a. SOS will meet Oct. 7, 9:00 a.m. International Center
   b. Professional Development will meet Oct. 12, 12:00 p.m. Kellogg Center (lunch)
      i. Members: G. Engler, B. Brown, C. Gunn, J. Boynton, F. Bigelow, G. Sanford, C. Reimann
      ii.

IV. Minutes will be taken by C. Gunn, back-up F. Bigelow

V. Future meeting dates are as follows:
   a. Thursday – October 27, 3:00 Location: 443A Admin. Bldg.
   b. Thursday – November 17, 3:00 Location: 443A Admin. Bldg.
   c. Thursday – December 15, 3:00 Location 443A Admin Bldg.

VI. The ASAC Angel site was discussed
   a. Batch enrolling of all Academic Specialists will be attempted.

VII. Dr. R. Banks reminded the committee that it is important to prepare the salary letter to the provost early in spring semester. The committee was also informed of the faculty preparation of 5 subcommittees that will study faculty governance.
   a. One of these committees will look at how administrators are evaluated and one Academic Specialist will be included as a member.
   b. Information on nominations for the committee can be found at the secretary of faculty governance website or from Jackie Wright.

VIII. Subcommittees met for the remainder of the time.
Meeting adjourned at 10:30 a.m. respectfully submitted cjeunn