

# Academic Staff Committee

Meeting Minutes – August 16, 2011

Heritage Room

**Members:** Linda Parins (Chairperson)                      Samantha Surowiec  
David Kieper    Kelly Kramp  
Mary Simonsen    Leif Nelson

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## 1. Welcome/Introductions

- a. Meeting was called to order at 1:05pm by Linda Parins, ASC Chair
- b. Election of Vice Chair: Kelly Kramp
- c. Leif Nelson will be the Academic Staff Committee system representative. Leif will serve a two-year term.

## 2. ASC Committee Liaison Assignments

- a. Leadership and Involvement: Mary Simonsen
- b. Allocations Committee: Samantha Surowiec
- c. Personnel Committee: David Kieper
- d. Legislative Committee: Leif Nelson
- e. Programming Committee: Kelly Kramp
- f. Linda will send the committee charges to each group.

## 3. Allocations Committee Questions

- a. Allocations Committee would like the Academic Staff committee to review the written procedure as to who should be eligible to use professional development funds; specifically focusing on Non-Instructional Academic Staff.
- b. Academic Staff committee is going to review the procedure and discuss with faculty any other potential means for the Non-Instructional Academic Staff to receive support/funding.

## 4. Academic Staff General Assembly

- a. Academic Staff committee is looking at the options available for a general assembly; discussing an October or January date.
- b. AS Programming committee will be briefed for their feedback/opinions.

## 5. Future Agenda Items

- a. Review of handbook and charges; focus on the chair and vice chair roles review.
- b. How to increase involvement on Academic Staff committees, and build awareness.

**6. Other Items**

- a. Linda gave a UC summer meeting review.

Meeting Adjourned at 2:00pm

**All meetings are open unless otherwise stated.**

*Respectfully Submitted by Kelly Kramp.*