

UW-Green Bay Academic Staff Committee
MEETING MINUTES
August 2, 2017

Attendance: Eric Craver (Chair), Jamee Haslam, Lynn Niemi
Excused: Joe Schoenebeck, Amy Bartelme, Jan Malchow

- I. **Meeting Opened** by Eric at 1:30 p.m.
- II. **Approval of Minutes** from July 5 and July 19 meetings
 - a. We were unable to approve minutes without a quorum. Eric will send out the draft minutes for the July 5, July 19 and August 2 meetings for approval via email.
- III. **Old Business**
 - a. Fall committee transition meeting
 - i. Wed., Aug. 30 at 2:00 p.m. in place of the ASC meeting. Lynn will check for conflicts and schedule the meeting. Eric will cancel the Aug 30 ASC meeting.
 - b. Information from Christine Olson: Years of Service/New Employee Orientation
 - i. Eric will forward information sent to him by Christine.
 - c. Identification of Vice-Chair
 - i. Still need to identify a Vice Chair.
- IV. **Review of ASC charge**
 - a. Charge posted to the SOFAS website. Additional changes are pending.
- V. **Identification of AS member for Strategic Budget Committee**
 - a. Eric will send out an e-mail this week inviting AS to express interest in serving on this committee. Our representative will be selected at the Aug. 16 ASC meeting.
- VI. **Review of existing committees and make liaison assignments**
 - a. Tabled
- VII. **New Business**
 - a. Eric met with Holly Keener to find ways to improve communication between AS and ASC.
 - b. Jamee has volunteered to take minutes at all future ASC meetings this year.
- VIII. **Committee Reports**
 - a. None
- IX. **Next Meeting:** Wednesday, August 16, 1:30 p.m. in CL 735
- X. **Adjourned** at 2:05 p.m.

Respectfully submitted,
Eric Craver
August 2, 2017

Approved: August 16, 2017