

**Academic Staff Committee Meeting and
Committee Transition Meeting Minutes
August 29, 2018
MAC 137**

ASC Members Present: Jamee Haslam, Jan Malchow, Bao Sengkhammee, Bethany Welch, Lynn Niemi

ASC Members Absent: Eric Craver, Parker Nadeau, Mark Krell, Sherri Arendt

Guests: Jodi Pierre, Stephanie Murphy, Allen Voelker, Mary Sue Lavin, Stephanie Kapony, Jenna Richter
Landers

NEXT ASC Meeting: Wednesday, Sept. 12, 2018 1:30 p.m. in CL 735

- I. Call meeting to order at 1:39PM
- II. Approval of Agenda 8/29/2018 (ASC members)
Motion to approve by Lynn Niemi; 2nd by Jan; All members approved agenda
- III. Approval of ASC meeting minutes from August 15, 2018 (ASC members)
Motion to approve minutes by Jan; 2nd by Bethany; All members approved minutes.
- IV. Introduction of 2018-19 Academic Staff Committee members
Jamee Haslam, Jan Malchow, Bao Sengkhammee, Bethany Welch, Lynn Niemi
- V. Introduction of members of Elective and Appointive AS committee members
Jamee handed out information on open meetings law and list of committee members to the chairs/member to who were present.
- VI. Expectations of Committees
 - a. Meet regularly as per Academic Staff By-Laws
 - b. Consider ASC liaison's schedule when planning your meetings
 - c. Make sure that all meetings are posted on the University Master Calendar
 - d. Take minutes of all meetings and submit to SOFAS, copying your ASC liaison
 - e. Committee members are strongly encouraged to attend AS Assemblies. All the committee chairpersons or designees are expected to attend and to report out.
 - f. Provide written reports to the SOFAS and to the ASC as required or requested.
- VII. Review of Wisconsin Open Meeting Law (WOML)
SOFAS Office needs to be notified of meeting at least 48 hour prior to the meeting as the University is required to post 24 hour prior to a meeting.
- VIII. Break into committees. Review charges, meet ASC liaisons, set first meetings.
 - a. Personnel Committee (Jan)
 - b. Professional Development Allocation Committee (Parker)
 - c. Professional Development Programming Committee (Bao)
 - d. Leadership and Involvement Committee (Lynn)
- IX. Q and A about committee work
No questions were asked.

- X. Other business/Items for next meeting
No items were discussed in meeting for upcoming agenda items or other business to cover.
- XI. Next ASC Meeting: Wednesday, Sept. 12, 2018 1:30 p.m. in CL 735

Winter Assembly – Thursday December 6, 2018 3 pm Christie Theatre (Social to follow)
Spring Assembly – Thursday May 9, 2019 3 pm Christie Theatre (Social to follow)
- XII. Adjourn at 2:30PM
Motion to adjourn by Jan; 2nd by Bethany.

Respectively submitted by Lynn Niemi

Approved by ASC 9/12/2018