

ASAC Meeting
October 1, 2004
Minutes

Members Present: Boynton, Chaison, Engler, Friedman, Melcher, Miller, Sanford, Zelenski, Zischke,

Conclave Update:

- Gina announced that as of September 30, 2004 61 specialists had registered for the conclave. The following ASAC members need to register: Emling, Liechty, Smith, Zischke, Banks. Please take care of this ASAP so that the counts are correct.
- Jeane passed out an updated sign-up sheet and noted changes that were made. Please make sure you are aware of your assignment for the 28th.
- There will be table top displays outside of the parlor rooms - Computer Store, MSU Stores, Coursepack.com will be represented there.
- New specialists will be contacted via telephone or email and the New Specialist Orientation will be highlighted.
- The email to the new specialists will contain directions to sign up on ANGEL and the listserv.
- 10-15 donations have been made for door prizes; Jane will continue to acquire. If you have something you would like to donate please contact Jane Miller.

Things that need to be accomplished by ASAC this year:

(PDC - Professional Development and Communication Committee will be responsible for, SOS- will be responsible)

- PDC Committee Chair: Gina Engler
- SOS Committee Chair: John Melcher
- PDC-Professional Development Support Program evaluation and recommendation to the Provost/President Designate to continue funding. Recommendation needs to be to the provost by the end of this calendar year. One question to think about in terms of funding specialists is the annual application cycle - does it work? If continuation is approved, committee would like to get letter out before the end of March (this was last year's time frame.)
- SOS -connect with faculty affairs, prepare for raise letter, monitor health care and health care costs
- PDC-Revise the election process for ASAC members (work with Tom Carter)
- SOS-Awards programs nominations
- PDC- communication with specialists (electronic newsletters, ANGEL, new specialists, brown bag seminars)
- SOS- Monitoring the demographics of specialists (Senior, Continuing, Fixed)
- ON HOLD- Review handbook, changes and updates

Bob Banks can give us feedback on what makes a strong application for service awards.

Craig Gunn will represent ASAC at the CIC meeting next week; he will share information at the next ASAC meeting.

Craig Gunn and Lynne Zelenski have been nominated to represent the Specialists on the Provost Search committee; only one will be chosen. No activity has occurred as of yet, as nominations have been extended due to an oversight to include a specific faculty group.

Next meeting: November 5th, 1:30pm in 443A Admin. Bldg.

See you at the Conclave!