1. Call to Order
   a. By Kelly Browning at 8:03

2. Seating of Substitutes
   a. No substitutes

3. Approval of minutes for October 25, 2016
   a. Jennifer Elsesser moved to approve, Kathleen Hunzer seconded
   b. Motion carried unanimously

4. Chair’s Report – Kelly Browning
   a. No news

5. Academic Staff Representative’s Report – Mike Martin
   a. Attached

6. Faculty Senate Liaison Report – Karl Peterson

7. Old Business
   a. Continue Work on Chapter 6.2
   b. Lunch and Learn
      o Five people attended
      o An idea emerged for ASC to host a series of HR roundtable events to disseminate information regarding benefits, merit-policy, retitling, etc. This could help those in leadership roles be more informed which may in fact, address issues of moral and would provide leadership training
      o Next lunch and learn will take place on March 1st
   c. Board of Regents Awards
      Kathleen Hunzer and Kelly Browning working on this process to nominate the OIE and Laura Otto
   d. Proposal for Academic Staff Council Appreciate Event
      • $500 annual support from the Foundation
      • Consider adding info in the Handbook
      • Opening Week seems to be a good time
   e. Website update
      Conan Kmiecik working on it

8. New Business
   a. Survey
      a. Kelly Browning, McKenna Pfeiffer, and Brenda Creighton worked on the ASC survey
      b. Climate campus survey may happen from Director of Inclusivity and Campus Engagement
b. Consideration of the resolution from Beth Schommer, Kelly Browning will send the resolution back to Beth looking for a unified university message.

c. Considering a new academic staff mentoring program/ambassador program
   a. ASC Mentoring Programming
      i. Designate a position on the ACS who would serve in this role.
      ii. Create a document to describe this program. Patti Ford, Jennifer Elsesser, and McKenna Pfeiffer will work on the description of the program.
      iii. Ask that the document be part of the onboarding paperwork distributed by HR

d. Ask that a Search Chair Handbook be available
   a. Chapter 6.4 discusses some issues related to Search Committee Chair issues
   b. Members still looking for a streamlined comprehensive checklist

e. Next meeting in December 21st

f. Meeting adjourned at 11:00
   a. Kathleen Hunzer moved
   b. Karl Peterson seconded
   c. Approved unanimously