

Dear Assembly Representatives and Alternates,

I hope you will be able to attend the Assembly meeting on Monday, November 8, 2010.

Once again we have a full agenda and I hope you will be able to stay for the entire meeting.

Highlights from the agenda include:

\*\*Provost Paul DeLuca will be convening the meeting and giving remarks.

\*\*We will be voting on the Academic Staff Priorities that you worked on in small groups at our last meeting.

\*\*A Presentation made by Don Schutt, Director of OHRD regarding some exciting new professional development opportunities his office is sponsoring.

\*\*Discussion of proposed changes to ASPP regarding the creation of the Mentoring Committee to an elected Academic Staff Standing Committee.

I have attached a check-in form to this email. Please print it out and bring it to the meeting (we will also have the forms available at the door). This makes the check-in process go faster and help us to determine a quorum. One of the reps suggested that everyone bring their own name tag --please feel free to do so. We'll also have blank name tags here. I hope this will also facilitates the check-in process.

Representatives, if you cannot attend, please notify your alternate for attendance in your absence.

In order to encourage greater involvement and a stronger sense of community, as well as to facilitate discussions and vote-counting, ASEC invites Assembly members and alternates to sit towards the front of the meeting room. Guests who will report to the Assembly often sit in the front rows on the right side near the Secretary and the Parliamentarian.

Please stop by early to enjoy Georgene Pomplun's incredible paintings in my office, her exhibit will be coming down in early December so this is your last chance to view it. ASEC members will also be on hand for you to talk to.

I look forward to seeing you there.

Donna Silver

Attachments:

Agenda

Draft Minutes from 10/11/10

Graduate School CASI Annual Reports

Academic Staff 2010-11 Priorities

ASPP Mentoring Committee

Assembly Attendance Ticket