

## ASC Meeting Minutes

Meeting was called to order at 3:10 PM on Wednesday Dec 3, 2014

### In Attendance:

Liz Frechette, Janet Zupkus, Peter Angelastro, Kathleen Plunkett, Terry Latella

### Safe Assign:

There is training online, but Carrie Horvath can do an on campus training if needed.  
Janet will contact Carrie Horvath.

There was not a quorum for minutes so we could not accept last month's minutes.

### Regarding Committee Members:

- More reminders are needed to send out to committee members regarding attending the meetings.
- Committee members will be responsible for their alternate attending the meeting in their place.
- It is recommended that there be one Alternate per Department
- Also Joe and Wade- if time is good for them?
- Elma Solomon- Business Dept- will check to see if time is ok?
- One more person needed from STEM
- Admissions dropped from committee
- Registrar will be asked as needed
- Student needed by the SGA

### New Format:

- This should be completed by Spring 15
- Meeting notice will be sent to all members and alternates
- How do we want to handle the Danbury Campus? Suggestion: Send emails to the Danbury Dean

Meeting adjourned at 4:50 PM

Next meeting February, 2015

Respectfully submitted,  
Terry Latella