

Minutes of the CSAC Retreat
5/21/09
Owens Conference Center

Attending: Judi Leffe, Brenda McKinney, Becky Doyle, Nina Hall, Brenda Henderson, Rusty Marts, Ryan Moton, Linda Pyreitz, Linda Rhymes, Linda Rice, Robert Straub, Anne Ponder.

The Retreat Meeting was called to order by Judi Leffe at 9:10 am, following a social gathering .

Minutes :

Budget: (Brenda McKinney) \$4120.04 is our balance due to frugal spending. Brenda suggested we not request funds for next year. Brenda also presented a projected budget for the 2009-2010 year.

Referring to Staff Assembly that has many meetings by closed TV, Robert moved that we commit to spending no money in the Fall for transportation. Ryan seconded the motion. Discussion: Brenda commented that the first meeting at Staff Assembly is very important and perhaps the line item should remain. Robert removed his motion from the floor. Representatives agreed to keep spending tightly controlled.

Ryan suggested that the students receiving the scholarships write a thank you letter and this be forwarded to those who give to the Scholarship fund. Nina **moved that the proposed budget be accepted**. Robert seconded, consent of all, motion passed.

Chairs Report:

Accomplishments:

- 1) Homecoming—CSAC was the only staff participant.
 - a. We might paint a paw print in the future
 - b. We agreed to continue the homecoming parade participation.
- 2) Book awards were more successful than dollar amount indicates as we arrange a loan for many textbooks.
- 3) Brochure created by Nina and her committee will be uploaded to the web in the near future.
- 4) Adam Reagan has volunteered to help us with our web page
Judi suggested we send a thank you to Linda Strother for her help with our web page.
- 5) Branding of CSAC—much discussion on this has occurred. Judi suggests we follow up with a pin or name tag that will help with this.
- 6) Cookbooks—we sold the remainder, however Judi says we have another box of cookbooks to be sold.
- 7) “Walking with the Chancellor “ details were worked out, however the first walk has been delayed due to time needed for budgetary concerns.
- 8) Community Connections week was cancelled due to cost.
- 9) Additions and updates to the by-laws were completed.

10) CSAC met with the Chancellor to help develop ways to save money for the reduced budget year.

Discussion of election of officers for 2009-2010.

Judi will not continue as Chair next year due to increase in her work responsibilities. Right now the Chair is elected for a two-year term. Judi gave the history from Connie Schaller of why the term is two years (this time is needed to make real changes).

Judi suggested CSAC consider going to a one-year term for the Chair's position.. Ryan moved and Nina seconded the suggestion that the term for officers be amended to one year with a maximum of two years to serve. Consent of all representatives.

The discussion of work load of the Chair continued:

Duties of the Chair:

- 1) Facilitates the meetings
- 2) Visits with the Chancellor
- 3) Acts as a liaison or contact with staff.
- 4) Attends staff assembly representing UNCA. These meetings are held monthly by video conference. Last Friday of each month.
- 5) Meets with Board of Trustees quarterly
- 6) Attends Faculty Senate meeting once a month.

Diversifying the functions of the Chair was discussed. The duties of the Vice-president were brought up. Several suggestions for having other officers assume some of the duties were discussed.

Ryan brought up the need for continuing monthly meetings instead of the every other month. Robert suggested we each need to look at the by-laws if we permanently decrease the number of meetings. We will need a June meeting to elect officers and make changes to the by-laws. Judi will email the constitution to us this week . The meeting was set for June 17th at 11:30 pm. Brenda McKinney recommended we not make the bylaws restrictive so they will not have to be changed so often.

Changing the order of the meeting, Doyle brought up the question of morale on campus. The voluntary furlough mandated by the Governor and its impact were discussed. It appears that some areas of campus do have low morale, but this is not widespread. This information will be conveyed to the Chancellor who will attend the retreat later in the afternoon.

Ryan and others suggested there are ways we can help each other during this economic downturn. One suggestion was we develop a clearing house of talent and often needed supplies needed for our various departments. One example was help needed converting to

Google or help scanning a document to avoid retyping. Rusty suggested we not be a clearinghouse, but go to the staff/faculty with this suggestion.

Following a break, CSAC representatives watched the motivational film "Fish". Rusty followed with some highlights from the movie: attitude, giving attention to the person, "make their day".

Judi made the suggestion that we adopt the idea of a Pet Food Bank. Questions about also gathering food for people were discussed. A campus wide yard sale was suggested, but the problems this would generate were also discussed, especially how to dispose of the materials left over.

Chancellor's Message:

Chancellor Ponder arrived with fresh strawberries, and was greeted warmly. We summarized the earlier discussion of campus morale and suggestions to help each other.

The message from the Chancellor was "we don't know what is going to happen, but we'll get through this together. We're going to be okay." Additionally, Dr. Ponder suggested the idea of helping each other become a CSAC-HR project with a type of bulletin board. Linda suggested we call this a Resource and Talent electronic bulletin board. Perhaps a conversation with Greg Dillingham would be helpful taking the Move-In Day spirit as our theme was suggested by the Chancellor.

Following the Chancellor's visit, the meeting was adjourned.

Submitted by
Becky Doyle, Secretary
June 15, 2009