

CSAC Minutes

5/19/03 – Red Oak Room – 2 p.m.

In Attendance: Sandi Booth, Meg Dutnell, Steve Elliott, Lydia Gossett, Lauri Hollingsworth, Mike Honeycutt, Andrea Jackson, Marilyn Lonon, Barbara Wallace, Jill Yarnall

Visitors: Steve Honeycutt, Carole Pickard, Brenda Barger

Absent: Kathleen Ashley, Cindy Branton, Jay Gertz, Steve McKinney, Melanie Rhodarmer, Maggie Smith, Mike Wilson

Approval of Minutes: Andrea Jackson, Meg Dutnell

CSAC Elections: There was no need for an election. There were just enough volunteers to fill the available openings. The new members by area are as follows:

Chancellor appointee: Ann Bass

Student Affairs: Rebecca Barraclough

University Relations: Karen Anderson

Financial Affairs: Lydia Gossett

Facilities Management: Connie Schaller, Tammy Justice

Now we have to elect officers for next year. There are three CSAC officer positions and currently all three are open. The positions are Chair, Vice Chair and Secretary. Elections for these positions will be in July. Please consider running for one of these positions.

Events Committee: Elaine Warren, the chair of the Events Committee, spoke at our last CSAC meeting. Mike wanted to reiterate the purpose of the Events Committee. They are here to help plan events. They are a resource. They do not want to take over and plan all events on campus. All events that take place on campus should be added to the UNCA Master Calendar in order to prevent events from conflicting.

Mike would like to postpone putting CSAC'S events for next year on the Master Calendar until the next chair is elected and the schedule is in place.

Picnic: Rebecca Barraclough is the chair of this committee. The picnic is to be held on July 24th. The next meeting is planned for May 28th. More volunteers are needed.

They are trying to get door prizes from on-campus departments and individuals. The Events Committee had suggested that we only approach off-campus vendors for prizes for the Christmas lunch.

There will be another yard sale at this year's picnic. Freda Cooper has started collecting donations for the yard sales. Please contact Freda in the bookstore to make arrangements to drop off your donations.

Survey: Brad Wilson with the Board of Governors will not be on campus until Fall of 2003. Although the survey is ready, we will not send it out until Fall. We would like to give current results to Brad Wilson when he visits.

We want to be sure that the survey addresses second jobs that are irregular or sporadic.

Yard Sale: There were not many items left at the end of the sale. The Samaritan's Shop came to pick up what was left. There was a concern that we may have under priced some of the items. Suggestion was made that we may want to do something different next year, like have a nighttime yard sale.

Staff Development Funds: One half of the yard sale money went to fund staff development activities. We need to set up a committee to decide how the money should to be spent. An e-mail will be sent to the entire staff requesting volunteers to serve on the committee.

Budget: On May 5th, the university was asked to give back 5% of our total annual budget. The Office of The President and the Office of State and Budget Management have renegotiated that to roughly 3 ½%. This is still in the negotiation stage. This will require us to give back a total of \$866,662 for the 2002-03 fiscal year. April state tax collections did not come in as expected.

Positions are not frozen at this time. We are still requesting that positions be vacant for 90 days.

CSAC needs to request a budget for next year. We need an operating budget of \$1,000 and another \$2,000 to fund the Distinguished Staff Member of the Year Award. The committee agreed that this would be an adequate amount to request.

CSAC Scholarship: Scholarships for Fall have been approved. We only had four people apply. We need to encourage more people to apply.

Staff Cookbook: India McHale has offered to get this together. Cindy Branton has offered to print this at a reasonable cost.

There were several ideas discussed. We could use the profit from the sale of the cookbooks to fund CSAC scholarship and staff development. Those who bring a dish to the campus picnic could bring the recipe so that we could include it in the cookbook. We might be able to ask chefs from local restaurants to donate a recipe. ASU printed a cookbook and make the mistake of printing too many books in the first printing. They had trouble trying to sell all of the books.

Adjourned 2:40 p.m.