

CSAC Minutes

03/15/04 – DH 242 – 2:00 p.m.

In Attendance: Karen Anderson, Brenda Barger, Steve Elliott, Lydia Gossett, Laurie Hollingsworth, Mike Honeycutt, Andrea Jackson, Tammy Justice, Leanna Preston, Melanie Rhodarmer, Connie Schaller, Barbara Wallace, Jeanene Wexler, Deirdre Wiggins, Chrissy Wise

Absent: Ann Bass, Carole Pickard, Susan Weatherford, and Mike Wilson

Visitors: Christy Brown, Marilyn Lonon

- ? Meeting called to order at 2:02 p.m.
- ? Lydia welcomed Jeanene Wexler to the CSAC group. She assumed a vacant position within Academic Affairs created by representatives' retirement and transfers.
- ? Lydia reported on CSAC's finances:
\$209 picnic; \$181 Holiday lunch; \$81 Misc events; \$395.09 Uncommitted funds;
\$1202.80 Staff Development
- ? Christy Brown, representative from local Red Cross, gave an overview of blood drive activities on campus. Kristin Drum is the student contact who has a history of active volunteer service. A need exists for more drives with increasing campus participation. The Red Cross visits campus four times a year and only 5% of the medically able give twice a year. There is a shortage of supply in the blood banks and it is chronic. Ms. Brown handed out a medical guide on blood donation that she asked the committee to share with fellow employees. The next campus blood drive is scheduled for April 8th and she encouraged everyone to give. She also would welcome an opportunity to attend campus staff meetings to present information on blood donation. Mike Honeycutt volunteered to send out emails to let staff know about the blood drives and Melanie Rhodarmer will liaison with resident students during the summer.
- ? Marilyn Lonon gave a status report on the upcoming Wellness Fair. It is scheduled for March 31st with over 30 exhibitors and vendors. She observed that each year the Wellness Fair is held there is an increase in size and that volunteers may be needed to help with clean up. There will be a link on John Bucher's web page for information on health screenings sign-up. There may be a nominal fee for such services. There will be a questionnaire to be completed at the end of the Wellness Fair the results of which will be utilized in implementing UNCA's participation in the Wellness Workplace program.
- ? Lauri Hollingsworth gave an overview of the upcoming Employee Appreciation Week, scheduled for March 29th-April 2nd. She stated that plans for the week

included Breakfast for a Buck, Bulldog Lunch, Thank You Genies, and more. Detailed email announcements and fliers will be forthcoming.

- ? The Misc Events committee asks that suggestions for a spring event be submitted; they need ideas!
- ? The Staff Development committee has scheduled two events during Employee Appreciation week. Henry Browning will deliver a “Lunch & Laugh” presentation on leadership and humor and David Wells will hold a Retirement Planning workshop.
- ? The Employee Picnic committee needs to form and a call is made for volunteers to chair the effort.
- ? Lydia reported on her recent meeting with the Chancellor:
 - o The employee survey is approved re: community college classes
 - o Thanks for the money donation for Misc events
 - o Asked for clarification on re-organization of divisions
 - o Location of Distinguished Staff plaque discussedAny other ideas/topics to be brought to the Chancellor may be emailed to Lydia.
- ? The In-range Salary formula must be revisited or it will not be favorably considered. An email announcement to recruit folks to meet on the in-range will go out; 2 meetings are envisioned.
- ? The Scholarship committee does not have a chair. Marilyn Lonon suggested Leigh McBride would be an able leader and should be contacted.
- ? The next meeting will be on April 19th.

No further business was introduced. The meeting adjourned at 3:04 p.m.