

CSAC Minutes

8/25/03 - PDR – 2 p.m.

In Attendance: Brenda Barger, Steve Elliott, Lydia Gossett, Laurie Hollingsworth, Mike Honeycutt, Tammy Justice, Barbara Wallace, Susan Weatherford, Diedre Wiggins, Chrissie Wise

Visitors: Cindy Branton, Bunny Halton, Marilyn Lonon, Tricia Tomberlin, and Steve Honeycutt

Absent: Karen Anderson, Rebecca Barraclough, Ann Bass, Andrea Jackson, Carole Pickard, Leanna Preston, Melanie Rhodarmer, Mike Wilson, Connie Schaller

- ? Approval of Minutes for July meeting.
- ? Appreciation noted for Connie Schaller's coordination of a parking committee and for Carole Schramm's approval of participation incentives.
- ? Lydia requested suggestions for **storage space** for CSAC items (yard sale, holiday decorations, etc.). Cindy Branton suggested investigation of the UNCA warehouse - - perhaps renting a cage at the warehouse.
- ? It was reported that **\$1,023** income was made at the 2003 Yard Sale held during the Employee Summer picnic.
- ? Ideas, edits, and/or suggestions were solicited from the Chair for the **Budget Memo** being prepared for submission to Chancellor Mullen. Lydia is scheduled to meet with Dr. Mullen on September 10th and is prepared to discuss the Budget Memo at that time.
- ? The question of adding a **Treasurer** to the CSAC board was raised for committee consideration. Lydia pointed out that there are four separate accounts being utilized by CSAC, there should be separate budget numbers assigned to handle the transactions. Marilyn Lonon reported there are five to six transactions on average, per year. No action was taken and the matter is under consideration.
- ? Marilyn Lonon also reported the results of the Staff Development survey. She stated that the most requested use of the monies was for humorous and/or motivational speakers. Lydia urged everyone to make sure they had turned in their surveys.

- ? The Chair raised the question of holding a Staff Forum. As the CSAC by-laws required a forum be held once-a-semester, Lydia polled the committee as to the necessity of holding a forum this term - - is it really necessary. If there were no issue to be addressed via a forum, perhaps we would not need to do one. If the committee decides to not have a forum, a by-law change should be considered. No action was taken and the topic is under consideration.
- ? The necessity of continuing the quarterly **CSAC newsletter** was discussed. There was agreement as to its importance for communication, especially for 3rd shift employees, however, it was suggested that a less-frequent publication be considered. It was suggested that an annual publication be adopted possibly. At present, Lydia has asked for committee members to all contribute articles and she will solicit volunteer editors from the staff.
- ? **Volunteer Day** was discussed and the committee agreed to continue participation with a possible joining with Alumni Affairs as a viable option.
- ? A general discussion of the current parking 'crisis' touched on the location of incentive parking lots and the possibility of staff writing tickets for selected violations.
- ? Lydia reminded the committee of the CSAC policy regarding meeting attendance - - three **unexcused absences** could result in removal from committee. She urged all committee members to make every effort to attend each meeting and/or to notify her or Leanna Preston if they are unable to attend.
- ? No new business was on table for discussion, therefore, the meeting adjourned at 2:50 p.m.
- ? The absentee Secretary gratefully acknowledges committee member Brenda Barger reported these minutes.