

CSAC Minutes

9/15/03 - PDR – 2:03 p.m.

In Attendance: Karen Anderson, Brenda Barger, Lydia Gossett, Laurie Hollingsworth, Mike Honeycutt, Tammy Justice, Carole Pickard, Leanna Preston, Connie Schaller, Barbara Wallace, Susan Weatherford

Visitors: Tricia Tomberlin, and Steve Honeycutt

Absent: Rebecca Barraclough, Ann Bass, Steve Elliot, Andrea Jackson, Melanie Rhodarmer, Susan Weatherford, Deirdre Wiggins, Mike Wilson, Chrissy Wise

? Meeting called to order at 2:03 p.m.

? Approval of Minutes for August 25th meeting.

? Lydia Gossett gave a status report on CSAC's **current finances** as follows:
Beginning Main Acct Balance: \$3,292.65

Picnic Income	\$ 760.00	
Picnic Expenses	- 551.00	
Supplies	\$153.66	
Sodexo	<u>\$397.34</u>	
Ttl expenses	\$551.00	
Picnic Balance		- 209.00 (moved to Picnic acct)
Staff Development Balance		-1,311.53 (moved to Staff Dev acct)
CSAC Scholarship Balance		-1,311.52 (moved to Scholarship acct)
Remaining Balance	\$ 460.60	
	<u>+ 58.21</u>	account correction
Final Main Acct Balance	<u>\$ 518.81</u>	

? **Day of Caring.** For this volunteer opportunity, only 6-7 staff participated; low numbers might be explained by communication problems caused by the email virus. However the folks that volunteered had a great time at Charles C. Bell Elementary School where they helped with a flag-making project. The event even got coverage from the local television station. This United Way event may be repeated in 2004 as a recognition/memorial to September 11th. The chair questioned the committee as to possible interest in repeating a 'volunteer day' in the fall.

? **CSAC Newsletter.** There were many volunteers to work on this project. Carole Pickard and Karen Anderson will serve as editors, assisted by Nanette Johnson on graphics and layout. The deadline for article submission is September 15th with a tentative end-of-month publication date.

- ? **Wellness Meeting.** Lydia Gossett and Connie Schaller represented CSAC at the meeting also attended by Human Resources, the Health & Fitness Center, and representatives from the Employee Assistance Program (EAP) to learn more about how EAP may collaborate with us in putting on our annual Wellness Fair. Lydia reported that our event would benefit from EAP making connections for us with healthcare providers & vendors; they could do much of the leg work; arrange for discounts & door prizes; etc. Human Resources is in dialogue with them regarding a professionally produced ‘wellness newsletter’ (\$495 annually) and possible UNCA institutional enrollment as a “Wellness Workplace”. Another meeting is scheduled to continue the dialogue on September 29th.
- ? **Budget Meeting.** Lydia reported that her September budget meetings with Chancellor and Vice Chancellor Wayne McDevitt went well. The results are:
- Full funding for the Holiday Lunch (\$2800), the Employee Picnic (\$900), and for several miscellaneous events (\$600) has been approved.
 - Dr. Mullen still has questions regarding the formula used to calculate in-range salary adjustments and reserved judgment on that request. Lydia will work with a group to revisit the formula and report back to him.
 - Full funding was approved on the Distinguished Staff Person of the Year award (\$1,850)
 - Funding for Staff Development on an as-needed basis. The consensus appears to be ‘let’s discuss it as the need arises’; ‘do the legwork and see what’s out there’. Ideas will be considered individually as they come up.
 - Funding for UNCA employees to take classes at AB Tech was not approved at this time. Lydia is reporting back with specific information as to which types of classes are requested and specific trades that require education certification. Funding may be found on an individual basis.
- ? **Planning for Miscellaneous Events.** Volunteers are needed to help plan several employee events. There will be a Fall Fair serving apple cider and baked goods; handcrafted items will be on sale. Contact Lydia if you are interested in serving on this committee.
- ? **Staff Development Committee.** Mike Honeycutt requested general committee input and advice on how to use the funds. Although the staff survey indicated most people wanted to spend the money bringing in a humorous/motivational speaker, there was also great interest in a stress management speaker and/or a retirement planning class. It was suggested that research be done as to what the fund can afford and then to coordinate/collaborate with Human Resources department to co-sponsor. It was also suggested that the fund be held until a definite use manifests itself. A small portion of the money was approved to purchase refreshments at a free investment ‘lunch & learn’ scheduled for staff.
- ? **Faculty Representative.** Lydia requested nominations for a faculty member to serve on CSAC. Pat McClellan and Bill Spellman were suggested and will be contacted.

- ? **Scholarship Committee.** The committee will be meeting soon to consider recipients for Spring 2004 scholarship monies. Mike Honeycutt will be calling for volunteers.

- ? **Faculty Senate.** Lydia stated her intention to attend these meetings and in her absence, Connie Schaller will attend.

No other business was introduced and the meeting adjourned at 2:55pm