

**CSAC Meeting Minutes**  
May 16, 2005  
Highsmith University Union

**In attendance:** Ann Bass, Lane Brown, Tony Davis, Lauri Hollingsworth, Tammy Justice, Roger Penley, Leanna Preston, Connie Schaller, Susan Weatherford, Jeanene Wexler, Sharon Whisenhunt, and Chrissy Wise. Those absent were Karen Anderson, Chris Castellani, Helen Dezendorf, Lydia Gossett, Mary Carol Morrison and Dierdre Wiggins. Guest was Sandy Barnes with Asheville Daily Planet.

The meeting was called to order by Chair, Connie Schaller, at 2:05 pm.

Connie asked if there were any corrections/additions to the April minutes. Leanna made a motion to approve and Lane seconded. All in favor.

Connie remarked that she and Steve Honeycutt walked commencement (as staff members). Melissa stayed with the workers. The Chancellor DID name the Distinguished Staff Member in his remarks and also thanked the staff for all contributions on campus.

Connie also reported that she will try to arrange a called meeting with Chancellor Ponder during her May 24, 25 and 26 visit to campus. Connie will let us know if this can be worked into her schedule.

**Committee Updates:**

Scholarship – Ann reported twelve applicants so far. The need this time is greater in both amount of money requested AND numbers requesting assistance. We may need to review awarding the money once per year as opposed to once in the fall and once in the spring. What about mass mailing in payroll? Discussion was held about when to do mass mailing OR if we can have a campaign. If so, we need to get this out before SECC. Tony will see if designation can be made to the scholarship. Ann also reported that we made \$ 290.50 on the Greens for Green sale (with proceeds going toward scholarships).

ByLaws – Susan reported that she is finished with the ByLaws and will email them to Connie so they can be distributed before the next meeting. Connie would like to Chancellor to have the opportunity to view them before he leaves on June 10, 2005.

Tony then reported on what IS the foundation? The purpose is to provide scholarship money to the University to help out with a broad range of scholarships available through the different departments and to different professors. Currently, \$10,000.00 is needed to set up an endowment and the interest is what is available to be spent on scholarships. The Foundation Board recently voted that part of the principle investment will go to the UNC Management Fund due to a better return than what is currently being made. This will take effect July 1, 2005. The donor decides the use of the money. Tony will check on general scholarship money and see if the same rules apply.

Newsletter – Lane reported that the next one should be out by the end of June. He also said the committee would be meeting soon to work on it and asked that any reports we wanted included in the next issue be submitted to him ASAP. One such report might be an update on Career Banding.

Standing Committees – Connie reported that she has solicited for further information on these committees so we can make an informed decision about whether we want CSAC to be included. Connie will report back to us what she finds.

Picnic – Jeanene reported that dates, themes, etc. will be decided at a later meeting that the committee will have. We are trying to coordinate schedules (hopefully the new Chancellor can be in attendance for the picnic). Connie will check Anne's schedule and let us know.

Chrissy asked again about a website for all secretaries. Several members mentioned deferring to the individual departments. Connie will talk to Svetlana to see if this can be put on a 'list' of things to do when the main UNCA page is updated.

The meeting adjourned at 2:44 pm.