

University of North Carolina at Asheville
CSAC Meeting
Blue Ridge Board Room
January 23, 2006 – 2 PM

CSAC Members: Lane Brown, Helen Dezendorf, Lydia Gossett, Mike Honeycutt, Tammy Justice, JoAnne McKnight, Mike Mitchell, Mary Carol Morrison, Herston Owenby, Roger Penley, Leanna Preston, Debbie Race, Connie Schaller, Alicia Shope, Sharon Whisenhunt.

Absent: Ann Bass, Andrea Jackson

Visitors: Marilyn Lonon.

Call to Order: Chair, Connie Schaller called the meeting to order at 2pm.

Welcome the new members: Andrea Jackson, JoAnne McKnight, Mike Mitchell, and Herston Owenby.

Approval of minutes: The minutes of November 28, 2005, were approved by a motion and second from Lane Brown and Mary Carol Morrison. All were in favor.

Old Business

- **Cookbooks for Scholarship:** We have about 100 cookbooks left. A reminder will be sent via email to employees next week. There was a discussion about donating all the proceeds to the CSAC scholarship vs. repaying the printing costs to CSAC's general funds and allocating only the profits to the scholarship fund. It was decided to ask the Budget Officer for advice on the proper procedure. If we receive approval, we will allocate all monies from this effort to the scholarship fund.
- **Endowment:** there was a question as to how close we are to endowing the CSAC scholarship. As far as the money needed for the endowment we have achieved that. The draft of the endowment is under review. When approved the committee will vote.
- **Staff Initiatives for 2006:** Connie asked for suggestions for staff initiatives for 2006.
 - One suggestion was to restart a Weight Watchers group here on campus. Three years ago this group met on campus once a week for 6 months. At the end of this time, there were not enough members to continue the meetings. Weight Watchers requires a minimum number in order to bring meetings to the workplace. There might be enough interest on campus to try this again. CSAC may be able to supplement this effort if the meetings are short just a few people. We will check with WW before we assess the interest on campus. We might be able to work with the Wellness Committee on this project as a tie in with exercise offerings.
 - Another suggestion was to help defray the expense of text books for employees taking classes. One of our sister institutions rents used books to employees for some classes. Mike Mitchell said they have a similar procedure in the Athletics Department for student athletes.
- **Committee Memberships:** Connie reminded all members that they are expected to serve on at least one campus committee and that this does not have to be a CSAC standing committee. See attached document for committee assignments. There is a reminder that we still need a chair for the newsletter. Each committee should meet and review their bylaws and membership for length of service and be prepared to report to CSAC at the

- February meeting.
- **Distinguished Staff Member:** will be awarded during the Employee Appreciation Week and will be announced during commencement along with the Distinguished Faculty Member.

New Business

- **Board of Trustees Meeting:** There will be a BOT Meeting on February 15, 2006. Please try to attend as Chancellor Ponder will present a request for staff salaries increase similar to the one passed by Chancellor Bardo at WCU.
- **University Community Council Meetings:** Please encourage everyone in your area to attend one of these meetings. If anyone cannot attend at the time they have been requested to, they may attend another session. There was a discussion regarding the strategic plan that will ensue from this. Long range planning efforts in the past have not appeared to produce results. As to the time frame, the Faculty Senate minutes seem to indicate activity on this will proceed after the university community council meetings probably in May 2006.
- The University Community Council has opened a web site to post comments from the council meetings. Comments from the meetings with employees will not be filtered; however no names will be attributed to the comments.

Closed session at 2:35

Return to open session 2:50

Other new business:

- There has been a request to post the CSAC meeting dates and agenda so that employees feel welcome to attend.
- Last year at this time we had a cookie sale on Valentine's Day with proceeds going to the CSAC scholarship fund. Shall we do this again? Connie will ask the scholarship chair if she is interested in doing this again. Several members offered to bake or deliver cookies.
- Janet Cone (Athletic Director) has agreed to speak at our next meeting to make a short presentation and give an overview about the coaches and staff in the Athletics Department.

Adjourn: Connie adjourned the meeting at 3:05pm.

Respectfully submitted by: Helen Dezendorf

CSAC Standing Committees Membership 2006

Distinguished Staff Member Selection Committee

Connie Schaller, Chair
Lydia Gossett
Joanne McKnight
Herston Owenby

CSAC Newsletter

TBA, Chair
Lane Brown
Joanne McKnight
Leanna Preston
Alicia Shope
Sharon Whisenhunt

Scholarship Committee

Ann Bass, Chair
Tammy Justice
Leanna Preston
Helen Dezendorf

Staff Enrichment Committee

Tammy Justice, Chair
Debbie Race
Lydia Gossett
Mike Honeycutt

Wellness Committee

Dominique Ennis, Chair
Mike Mitchell
Roger Penley
Debbie Race

AD HOC:

Community College Committee

Lydia Gossett, Chair
Mary Carol Morrison
Connie Schaller