

University of North Carolina at Asheville
CSAC Meeting
Blue Ridge Board Room
March 20, 2006 – 2 PM

CSAC Members: Ann Bass, Lane Brown, Helen Dezendorf, Mike Honeycutt, Andrea Jackson, Tammy Justice, JoAnne McKnight, Mike Mitchell, Roger Penley, Leanna Preston, Debbie Race, Connie Schaller, Alicia Shope, and Sharon Whisenhunt.

Absent: Lydia Gossett, Mary Carol Morrison, and Herston Owenby.

Visitors: Marilyn Lonon.

Call to Order: Connie called the meeting to order at 2 PM.

Approval of Minutes: Minutes from January 23, 2006 and February 20, 2006 were approved. February's minutes required a typographical correction.

Committee Reports

- **Health and Fitness:** the Health Fair is scheduled for Tuesday from 10-2. This year it will be a little smaller than last. We have 34 vendors who will participate and we are encouraging students to attend as well as employees.
- **Staff Enrichment** met in February and laid out the guidelines for this committee. Tammy has located the well known fish video (Seattle Pike Fish Market) and she would like to line this up for staff enrichment.
- **Scholarship:** Ann Bass reported and provided 3 handouts. Some of the highlights of this committee's activities are:
 - The committee decided to award a minimum of \$1,000 to one student a year. When the money is released it would be split between fall and spring semesters. It was felt that this is the minimum amount for a meaningful award. It might be possible to make two \$1,000 awards.
 - The scholarship fund currently has \$12,375.53. This is enough to establish the endowment which should generate about \$147/month. As funds permit we will continue to build the endowment.
 - The Valentine Cookie project netted \$650. This was lots of fun and Ann promises, "I'll do this till I die."
 - The committee recommends a change to the scholarship criteria to give equal weight in 3 areas (scholarship, need and service). Currently the weight is split among 4 areas (scholarship, need, university service and community service). This would enable students to apply who do not have much time for volunteer activities.

- There was a discussion about the establishment of this scholarship and endowment. Marilyn Lonon explained there was an agreement not to charge the customary administrative fee against the endowment.
- Mike Honeycutt suggested that the committee proceed with out a motion to incorporate changes. Ann Bass will submit the revisions for the committee to view before we vote to accept/reject the changes.

New Business

- Elections: The next CSAC election is scheduled for June 2006. Current committee members should decide if they would like to serve a second term. Connie also asked members to consider if they would like to run for chair. Connie will serve as ex-officio for the next cycle.
- UNC Staff Assembly met in Greensboro March 17, 2006 for a conference. Three schools did not attend (ASU, FSU and ECSU). The conference was hosted by NC Central University and they did a wonderful job. There was a presentation by Cliff Brown and Lisa Mitchell from SENAC. Dan Sober presented the new health plan.
 - New Health Plan Options: The details for the new health plan are on Human Resource's web site. Please take time to study the details. This will save employees out-of-pocket money. Once available there will be a very short enrollment time, so check the details early. 95% of the area's physicians are on the approved list. There is also a summary and comparison of plans. There are 3 plans: two without cost and one with cost. Prescription drug coverage will remain the same.
 - Next year the UNC Staff Assembly would like to come to the mountains. It would be held during our spring break so parking will not be a problem. Many attendees will arrive the night before the conference. As the hosting institution, UNCA is expected to fund the event for meals and lectures. The cost to the assembly members was free.
- CSAC is scheduled to meet with Bill Massey on Monday, March 27 at 1:30 PM in the Owen Conference Center. We will discuss CSAC's participation in Chancellor Ponder's installation. We need to consider what role we would like to have. Do we want to be on the program? At the very least we would like to welcome our new chancellor on behalf of the staff. The installation ceremony will be at 4 PM on Friday, September 14 2006.
- DSM presentation will be awarded on Wednesday March 29, 2006 at the breakfast when the service awards are announced.

- Ergonomic initiative. CSAC has been asked to consider an initiative to assess the need for ergonomic tools to enhance the work place. The committee did not feel qualified to accept this task and thought this should be done by someone or some group with professional training.
- Mike Mitchell initiated a discussion regarding the Faculty Reception during Employee Appreciation Days. There was no slight meant toward staff. Athletics appreciates their relationship with the staff and simply wanted to reach out to an under represented constituency. This reception was planned with one of their corporate sponsors. Athletics depends on healthy cooperative relationships with many different groups on campus. They are reaching out to one of these groups.

Adjourn 3:30 PM

Respectfully submitted: Helen Dezendorf