

University of North Carolina at Asheville
CSAC Meeting
Blue Ridge Board Room
November 28, 2005 – 2 PM

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

Visitors: David Forbes (Asheville Daily Planet), Marilyn Lonon.

Chair, Connie Schaller called the meeting to order at 2pm. She reminded everyone that there will be no meeting in December. Our next meeting will be January 23, 2006.

Approval of minutes: The minutes of October 17, 2005, were approved with some typographical corrections.

Connie passed out the minutes from the Board of Trustee meeting in August '05. Connie also had notes from the last meeting which could be signed out from her for a day or two.

Elections: There will be an election tomorrow (November 29, 2005) from noon to 5PM to fill the 3 vacant seats on CSAC. The three vacant seats are in Facilities Management, Alumni/Development, and Administrative and Financial Affairs. The following have volunteered to run in their areas:

Campus Operations:

Gene Kindley	Third-shift Housekeeping (Floor Crew)
Herston Owenby	Grounds Worker
Steve Elliott	MIS/Operations (Physical Plant)
Brandon Hunnicutt	Third-shift Campus Police

Administrative and Financial Affairs:

Andrea Jackson
Freda Cooper

Alumni/Development:

JoAnne McKnight

Mike Mitchell from Athletics (Sports Marketing) has asked to serve on CSAC. He would be the only representative from Athletics. Discussion as to how many from that VC area serve on CSAC. Leanna entered a motion to allow him to serve. Ann Bass seconded the motion. All were in favor. None opposed.

Committee Reports

1. **Bylaws:** The new bylaws are awaiting approval by the chancellor. Chancellor Ponder wanted to know if they were done in an official format. University Council, Leslie Winner (or her office) will check the validity of the format.
2. **Distinguished Staff Member:** This will now be awarded during Employee Appreciation Week, and announced at Commencement. This is a change from previous presentations

during the holiday luncheon. [revised 1/31/06] There was a discussion about the time line/logistics of when to solicit nominations and conduct interviews since the presentation date has changed. This will not affect this year's nominees since the deadline has passed. The committee will start interviews for the nominees after the first of the year.

3. **Scholarship:** (Ann Bass chair)
 - a. The committee recommends that we award one annual scholarship.
 - b. The committee is looking at revising the scholarship criteria. Currently the award is based equally among academic performance, university service, community service and financial need. The committee is considering combining university and community service and thereby having 3 criteria instead of 4.
 - c. The committee is considering asking Financial Aid for assistance in processing the need section of the application.
 - d. We would like to know the names of donors to this scholarship so that we are able to thank them.
 - e. The committee would like to have reports from Accounting (?) to show how much we have in this fund from employee payroll deductions.
 - f. Cookbooks: Diane Royer is chairing this effort. 200 cookbooks have been printed. Of these 75 have been ordered. Once we pay for the printing cost, the rest will go toward the CSAC scholarship.
4. **Newsletter:** we need a new editor
5. **Enrichment:** (Tammy Justice chair)
 - a. This committee has not met yet, but Tammy would like to bring Mr. Lou Volpe to campus to speak on Productive Work Relationships. He is a very good speaker. He likes a big crowd. He charges a fee (\$25/person) but she thinks we can get him for a flat fee and have the session open to the public. We would need to know how many would like to attend so that we know which room to schedule. We might be able to persuade him to have two sessions so that all employees could attend.
 - b. Ann Bass suggested we contact the Biltmore Estate. They provide staff development for their employees. Their theme appears to be "our internal colleagues are our customers." We might be able to get some help from them. They have in-house trainers. Their goal is to empower staff to have good management skills. This might be worth exploring. Tammy will check on this. She serves on a committee with some BH people.
6. **Community College** (Lydia Gossett chair) This effort has been a little disappointing in that only 6 people have requested to take Community College classes. The committee is happy to report that they have been able to fully fund all requests. Most of the requests are repeats. Connie thinks we should ask the chancellor if this will continue to be funded. Perhaps this information needs to be part of the new employee orientation. Tammy is aware that 4 people from facilities have taken advantage of this opportunity. Tammy will make sure this is included in the info packet for new housekeepers.
7. **Financial Report** (Lydia Gossett)
 - a. Financial report: \$1079.63 staff development. Total \$3943.33 general fund.
 - b. There was a deposit from Advancement of \$260 that may have gone to the wrong account.
 - c. There was a question about making our United Way donation specific to the CSAC scholarship. Apparently this was discussed when CSAC's scholarship was initially set up and we found that if funds were donated through UW that they would go to the general scholarship fund and not the CSAC scholarship.
8. **Wellness:** (Roger Penley/Marilyn Lonon)
 - a. Great American Smoke Out is tomorrow.

- b. There will be a healthy food demonstration in December.
- c. The Health and Fitness Center has a web site w/a list of classes and other programs.
- d. The committee is still working toward a 'well work place' and we are very close to this goal.
- e. We will have the blood draw at the wellness fair.
- f. We are hoping to get more people to participate in the wellness profile.
- g. Health assessments are offered to employees.

Video Conference w/president elect Erskine Bowles is scheduled for Dec 9, 2005. There are several items the staff councils would like to discuss with him. Each campus has been asked to submit suggestions for the agenda. The main issues are:

- a. formal recognition of the state wide staff assemblies,
- b. staff ombudsmen for each campus and
- c. staff salaries including pay disparities between eastern and western North Carolina.

Old Business

Employee party on Dec 12 at the Grove Arcade from 4-8 PM

New Business

Alicia would like a comprehensive list of committees and members.

Adjourn: Connie adjourned the meeting at 3:03pm.

Respectfully submitted by: Helen Dezendorf