

University of North Carolina at Asheville
CSAC Meeting
Blue Ridge Board Room
September 18, 2006

CSAC Members in attendance: Debbie Decoteau, Andrea Jackson, Yuri Koslen, JoAnne McKnight, Debbie Race, Alicia Shope, Connie Schaller, Lisa Gatewood-McMillan
Guest: Ed Oskins

Start of Meeting at 2pm

Approval of Minutes: Correction to August 28, 2006 minutes. Change following statement to \$2000 not \$3000. "Three thousand dollars has been moved from our account to Human Resources to cover both the Distinguished Staff Member and Community College initiative." Minutes approved by all present.

Purchase flowers for Helen. Use CSAC money. Send e-mail to Chancellor's office and ask if they are willing to help us with the cost of flowers.

Employee Excellence Institute

- It is about developing a culture of excellence.
- The teleconferences will start on September 8th.
 - o They will include action steps and work training.
 - o They will be held every Monday and Friday from 12-1
 - o We would like one CSAC member to attend each time.
 - o The Chair recommends that two people commit to cover one month. These two can work together to make sure one person is at each teleconference
 - o Joanne McKnight and Connie Schaller agreed to attend during September
 - o Yuri Koslen and Lisa Gatewood-McMillan agreed to attend during October.
 - o November will be decided closer to the date.

Regarding Talking points for strategic planning and for CSAC planning

- Ideas of how to generate list of talking points
 - o Conduct Surveys via faculty Senate
 - o Representatives' meeting - each CSAC representative hold a public meeting for all those you are representing
 - o Put the check list out to staff immediately and base talking points off of responses
 - 40 responses is the goal
 - We can prioritize our response base on what staff say in this check list
 - Lisa Gatewood-McMillan will re-work # 6
 - Report findings to Chancellors office

Budget

- Budget presented by Debbie Decoteau, Andrea Jackson (Budget Committee)
 - o \$1250 for travel. This includes the CSAC conference in March.
 - o \$750 Miscellaneous
 - o \$1850 for Future projects

CSAC Vacant Member seats

- Connie Schaller will look into this.

Meeting ADJOURNED at 3pm.

Respectfully submitted by Yuri Koslen, representative Physical Plant.