

University of North Carolina at Asheville

CSAC Meeting

Blue Ridge Board Room

October 23, 2006 – 2 PM

CSAC Members: Debbie Decoteau, Helen Dezendorf, Lisa Gatewood-McMillan, Brandon Hunnicutt, Andrea Jackson, Yuri Koslen, JoAnne McKnight, and Connie Schaller.

Guests: Gary Nallan, Danny Dawkins, Bill Haggard, Marilyn Lonon, Pat Catterfeld, Anna Sullins, and Nancy Williams.

Address by Bill Haggard, VC Student Affairs and Danny Dawkins, Director Dining Services. They are seeking increased use by the faculty and staff community of the dining hall. They would like to know the best way to do this and are considering a survey to obtain feedback. CSAC member Brandon Hunnicutt will be the point person for recommendations.

Advantages of eating at the Dining Hall:

- More opportunity for interaction with students.
- Affordable dining while protecting your parking space
- Save money by not having to travel off campus.
- Saving of a \$1.00 to anyone using a staff OneCard. Regular lunch price is \$6.25.
- Additional savings are available with the purchase of a block plan (\$99.00 for 20 meals; cost per meal equals \$4.95). This meal plan would carry over from one academic year to the next. (There was some discussion about a smaller block plan and the possibility of payroll deduction. Payroll deduction is not possible at this time.)
- There are 2 microwave ovens in the dining hall near the cereal.

Approval of Minutes: Yuri's minutes from the September 18th meeting were approved.

Chair's Report: Chair JoAnne McKnight distributed the results of the staff survey requesting input on issues important to staff, known as The CSAC Check List. We received 73 responses. Each item on the list was seen as important and 15 members of the campus community provided additional comments.

Based on the top responses to this survey, CSAC will focus on the following areas:

- Establish a positive attitude on campus among staff administration, supervisors and faculty.
- Create way to acknowledge the outstanding jobs that employees routinely do.
- Take on a leadership role in identifying and solving the 'morale crisis.'
- Examine ways to constructively foster positive communication among staff and between staff and faculty.

We will have small meetings with people we represent

Yuri will develop some ideas for the format of these meetings.

Vacant CSAC Seats : We have several vacant seats on this committee. Our bylaws provide seats proportionate to the size of the various divisions on campus. One task before asking for an election is to identify the number of people included in the Student Affairs division. In recent years Student Affairs was merged with Academic Affairs so representation on CSAC was also merged. Now we need to determine how many committee members should come from each division. Connie Schaller has agreed to help with this analysis.

Budget/Treasurer: Our budget request was approved; however our current bylaws do not include a treasurer. Until we have new bylaws in place Debbie Decoteau will chair the budget subcommittee. Andrea Jackson also serves on this committee.

Bylaws: we need to take a look at the bylaws so that they:

- include a treasurer
- have CSAC membership reflect the current divisions on campus
- reflect current practices
- define Staff Assembly roles. What do we expect from them and how will elections for these seats be handled in future.

Connie Schaller has agreed to review the bylaws.

Employee Excellence Institute: Lisa Gatewood-McMillan, Yuri Koslen

In October 2006 representatives gathered from the 16 campuses to form the Staff Assembly. One of the outcomes from this formative meeting is the Employee Excellence Institute (EEI). This institute addresses issues important to all universities in the system and provides teleconferenced workshops. Some of the issues discussed were: excellence, morale, career banding, SPA, health benefits, and upward mobility. The Employee Excellence Institute meets by teleconference every Monday and Friday from 12-1. They are open to the whole campus and we would love to have more attendance at the teleconferences. We need to get the word out.

CSAC needs an EEI point person to work as our representative with Clarence Page (EEI chair, from NCA&T). Clarence will let everyone know the topics. Our job is to disseminate this information to our campus. CSAC chair JoAnne would like someone to represent UNCA at every meeting and suggests that members work in pairs to cover a month at time. Brandon Hunnicutt and Marilyn Lonon have agreed to cover November 2006.

Staff Assembly Report: Nancy Williams

The Staff Assembly meeting in Raleigh was a historic event. Staff delegates from the 16 university campuses attended. University President Erskine Bowles spoke to the group and he made it clear that he fully intends to use this assembly to address concerns for the university system as a whole. This assembly will not address needs at individual campuses. He assured the assembly that ANY well considered suggestion will be given attention. Delegates from UNCA include: Connie Schaller, JoAnne McKnight, Jonalyn Crite and Nancy Williams (alternate). Elections were held for leadership positions and UNCA's representative JoAnne McKnight will serve as vice chair for the initial term.

Our next meeting with Chancellor Ponder will be October 31, 2006 3-4:30 PM

Other business:

- The “new” CSAC Website: Lisa Gatewood-McMillan Lisa is working with Mike Honeycutt on this but needs to find someone with FrontPage expertise to help. Helen Dezendorf said she would ask Brandy Bourne if she is available.
- Suggestion: Remind the campus that CSAC meetings are open. Perhaps we should have a sign to welcome the campus to attend our meetings.
- Suggestion: have a brief December business meeting so we may have time for a holiday party.

CSAC Volunteers Needed:

- 2 Representatives: Employee Excellence Institute (November)
- 1 Individual to serve on the Chancellor’s Office Support Study Team
- Volunteer to Serve with Chair on Distinguished Staff Member of YR Committee
- Standing Committees Review Team
- By-Laws Review Team