

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

**CSAC Members:** Debbie Decoteau, Helen Dezendorf, Lisa Gatewood-McMillan, Andrea Jackson, Yuri Koslen, JoAnne McKnight, and James Wise

**Guests:** Gary Nallan, Marilyn Lonon, Judi Leffe, and Anna Sullins

**Chair JoAnne McKnight** opened the meeting at 2 PM and recognized visitors.

**Approval of Minutes:** Minutes from the October 23<sup>rd</sup> meeting were approved.

**Chair's Report:** At the all campus meeting Chancellor Ponder stated that there is a proposal under consideration that would enable the University System to operate separately from the Office of State Personnel (OSP). JoAnne has received concerned inquiries from staff. She contacted John Boykin (Chair of the Staff Assembly) and Ann Lemmon (Associate Vice President for Human Resources, GA). JoAnne was directed to review the (President's Advisory Committee on Efficiency and Effectiveness) PACE study.

Q: "Is General Administration (GA) contemplating removing itself from OSP? If so, how imminent is this?"

A: GA has the PACE recommendation and has been studying it for a decade. Although this move is under consideration, it is unlikely that it will happen any time soon. To change this policy will require legislative action. GA is aware of the importance of moving slowly and with prudence. Safeguards must be protected.

Although some staff feel queasy at this suggestion it is felt that issues can be amicably worked out. Ten years ago when this was initially discussed, staff were not represented. Things are different today. The Staff Assembly will be involved in this and a broad spectrum of individuals will be invited to the table. All 16 campuses will be allowed input. One of UNCA's Staff Assembly delegates, Jonalyn Crite is interested in working on this committee. JoAnne recommends that we each read the PACE information she distributed and we will continue to have discussion.

**News from the SA Chairs' meeting:** Something very exciting is happening at UNC-Wilmington. Many of the staff (primarily housekeepers and groundskeepers) felt excluded from events and information available to other staff members on campus. To help this situation, UNCW instituted a program whereby computers will be available to all staff including housekeepers, and they will provide training in the use of these computers. They hope through training and shared knowledge, staff will be empowered to seek advancement as higher paying positions become available.

**Staff Leadership Conference:** Friday, March 9, 2007 at NC A&T from 8 AM to 5PM. JoAnne would like as many of us to attend as possible. We have a small budget. Perhaps CSAC can underwrite some of the cost and we can take on some of the cost ourselves.

- CSAC to pay for hotel (\$50) with the remaining \$22+tax for us to cover ourselves. If you are willing to share a room, there will not be any cost for hotel accommodations.
- NC A&T will provide food.
- Yuri will reserve 2 vans for 14 people.
- When we make reservations we must ask for the state rate.

**Request for help:** JoAnne received an email from a staff member asking CSAC to help pay the cost of text books. UNCA currently will pay for one class at either AB Tech or UNCA for any staff member. Ideas for textbook reimbursement:

- Only help defray the cost for those matriculating
- Don't purchase any more than 2 per year
- \$400-\$800 for this fund
- See how this fits w/the demand
- First come, first served
- If graduation is near, consider these people first
- Next semester have a trial run to evaluate response
- Andrea Jackson will work on parameters of this idea. Discussion of the possibility of staff who begin the class then withdraws and returns the books. Who gets the refund?

**Employee Excellence Institute:** Marilyn Lonon reported that the EEI sessions have been quite helpful. They have many exciting ideas. It is a shame that they are not better attended.

**Chancellors Office Support Study Team.** There has been one meeting to date. JoAnne distributed a report from this meeting.

**Distinguished Staff Award Committee:** James Wise reported that there is much discussion as to how to proceed with this program. Nothing is set in stone. The next meeting will be tomorrow (November 21). They have discussed awarding more money, the design of the award, and how to implement changes. They are considering presenting more awards to more people. One example is to give a team award. This is still in the design stage. Discussions center on what is best for UNCA. This is not a CSAC committee but we do have representation.

**CSAC Training for Staff Talks:** Yuri Koslen will present this at the next meeting. The plan is for the new outreach program to start after first of the year.

**CSAC Website:** Lisa Gatewood-McMillan unveiled the new look for CSAC's website. She compared the new home page to the old and notes that the new is visually more exciting and will provide more information for staff. Hopefully it will also tempt staff to visit often. Lisa has worked with Mike Honeycutt and Brandy Bourne on this project. There was some discussion regarding professional information technology help. We are willing to pay for this expertise.

**Holiday gifts:** There was discussion of soliciting funds for charitable giving for needy children during the holiday season.

Our **next meeting** will be Tuesday, Dec 12 from 2-3. We will have a brief meeting followed by a small holiday party. Members in attendance selected names from a jar for a secret Santa gift purchase.