Appalachian State University Staff Council
Minutes of the Meeting Held
January 9, 2007
(Approved)

Present:  Judy Cereghino, Loretta Link, Jackie McInturff, Chris Popoola, Stacy Sears, Charlie Wallin, Jenny Ware, and Cathy Zieglar


Guest:  Shelley Wallin

1. The meeting was called to order by Charlie Wallin. It was determined that a quorum was not present due to the snow storm. Welcome was extended to those members who were able to attend.

2. Approval of the November 14, 2006 minutes was postponed until the February 13th meeting due to lack of quorum.

3. Approval of the December, 2006 Treasurer's Report was postponed until the February 13th meeting due to lack of quorum.

4. Old Business

   A. Christmas Party. Charlie updated members on the Christmas party. Twenty Staff Council members were able to attend. There was a lot of good food, fun, and fellowship.

   B. Christmas Shopping Spree. Cathy Ziegler updated members on the Christmas Shopping Spree which occurred on December 15th. Eighty-five children participated. There were a lot of last minute donations which surpassed the goal that was set by the committee.

   C. Committee Chair List. Charlie updated members that there were three new Chairs on various Staff Council committees
      Chancellor’s Advisory Committee, Tim Zacher
      Scholarship Committee, Shelly Wallin
      Constitution Committee, Chris Popoola

   D. Tiny Doubles--postponed until February 13th meeting

   E. 1451st Troop Supplies-Charlie mentioned that 3 boxes were donated to 1451st troop. Barbara Daye was very appreciative.
5. **New Business**

A. Report on the Strategic Planning Commission. Charlie updated members that a new Strategic Plan is in the process of being written for the University. Completion date is set for 2008. There are approximately 90 people on the commission, with four of those being Staff Council members.

B. Event Parking Resolution—Postponed until February 13th meeting

C. Free Generic Drugs. Charlie reminded members that free generic drugs were available through March 31, 2007.

D. Martin Luther King Challenge. Jackie mentioned that the Martin Luther King Challenge would take place on January 15th. For further information members should contact Jenny Koehn at koehn@appstate.edu.

E. March Meeting. Charlie discussed that the Council’s March meeting would fall during the week of spring break. He asked for input as to whether the members still wanted to meet during that week. It was determined that members still preferred to meet at the regularly scheduled date in March.

6. **Announcements.** Charlie announced that guaranteed spaces were still in the library parking deck for $360.00. He further informed members that the Rivers Street Parking Deck prices would drop to $360 a month as well.

7. **Kudos.** Charlie thanked Cathy Ziegler for all her help with the Christmas committee.
Present: Judy Cereghino, Sali Gill-Johnson, Susan Hisle, Edward Hyle, Loretta Link, Jackie McInturff, Michelle Merski, Chris Popoola, Stacy Sears, Janice Smith, Janice Voss, Charlie Wallin, Shelley Wallin, Fran Wilson, and Cathy Ziegler.

Excused: Kendra Duncan, BR Hoffman, Kristin Hyle, Sharon Kincaid, Diane Lowenberg, Denise Marsh, Regina Parnell, and Jenny Ware.

Guest: Martha Marking

1. The meeting was called to order by Charlie Wallin. It was determined that a quorum was not present. Welcome was extended to those members in attendance.

2. Approval of the November 14, 2006 minutes and January 9, 2007 minutes was postponed until the March 13th meeting due to lack of quorum.

3. Approval of the December, 2006 and January, 2007 Treasurer’s Reports were postponed until the March 13th meeting due to lack of quorum.

4. Old Business
   A. Christmas Shopping Spree. Janice mentioned that the Christmas Shopping Spree was a huge success. 85 children participated and the committee surpassed its goal with money raised.
   B. Tiny Doubles. Sali said that “tiny Doubles” earned $466 which would be deposited in the Scholarship fund.
   C. Free Generic Drugs-Charlie reminded members to take advantage of the free generic drugs offered through March 31, 2007.
   D. Committees
      1. Chancellor’s Advisory Committee. Charlie discussed that Tim Zacher would chair the Chancellor’s Advisory Committee. This committee meets with the Chancellor once each semester. Charlie asked members to be thinking of items for the committee to discuss with the Chancellor. In addition there are five current committee members and the committee can have up to nine members. So if you would like to be on that committee you should let Charlie know.
      2. Membership. Jackie reminded members to begin thinking about nominations for officers next year. Elections would be held in April with new officers beginning their term in May. In addition, there is one one-year at-large vacancy for a delegate to the Staff Assembly.

5. New Business
   A. Staff Appreciation Day. Charlie alerted members that the Staff Appreciation Day would be on April 19 beginning at 11:00 a.m. and lasting until 2:00 p.m. The theme is “Mountaineer Roundup” (western event). Barbeque with all the “fixings” would be served. Sali mentioned to members she would need assistance with fundraising for this event.

   B. Diversity Celebration. This year’s Diversity Celebration will be held from 12 - 4 on Saturday, April 14th and 4 - 9 p.m. on Tuesday, April 17th. Staff Council has been asked to provide volunteers to work booths and tables, and help with the food. Members would work different
shifts. If members are interested they should let Charlie know. There will also be an all day soccer tournament on April 15th beginning at 9:00 a.m. and lasting until 5:00 p.m.

C. Event Parking Resolution. Discussion occurred regarding the Event Parking Resolution. Members decided to ask for approval via e-mail since a quorum was not present. Chris is to e-mail it to membership. Via e-mail Cathy Ziegler made a motion to approve the resolution. Jenny Ware seconded the motion. Motion passed. On February 26th Charlie sent out an e-mail to membership which had 26 votes approved, 1 vote against, and 1 vote to abstain.

Subject: Parking Resolution
From: Charlie Wallin <wallincr@appstate.edu>
Date: Mon, 26 Feb 2007 11:15:27 -0500
To: Staff Council <staffcouncil@listproc.appstate.edu>

The resolution passed as written.
Approved 26 Votes
Against 1 Vote
Abstain 1

Did not hear from 9 people.
Total membership is 37.

Charlie
Parking Resolution is below:

Proposal for Event Parking
December 2006
Forrest Gilliam, Student Government Association President
Charlie Wallin, Staff Council President
Martha Marking, Faculty Senate Chair

History:
It has been the long-standing policy in the State of North Carolina to not provide any state appropriation for the construction or maintenance of any parking structures or for the administration of parking regulations on the campuses of The University of North Carolina. Each campus is responsible for maintaining a self-supporting parking and traffic department. The main source of funding for the Appalachian State University Parking and Traffic Department comes from the rental of parking spaces to faculty, staff, and students. The Parking and Traffic budget was traditionally augmented by money brought in from the enforcement of campus parking regulations.

A North Carolina Supreme Court ruling in July of 2005 officially ended the long-standing practice of the constituent institutions of The University of North Carolina of keeping all revenue obtained through parking and traffic fines on their campuses. The practice at Appalachian State University had been to use the revenue for the maintenance of existing parking lots and possible expansion of the total number of parking spaces on campus. The court ruling forced Appalachian to give up $1.2 million in fine money that had been collected, beginning in 2001 as a result of a lower court injunction in relation to the same case and to turn over all future fine money to the state to be distributed to local school systems.

The University Parking and Traffic Department had been planning to use the fine money saved in escrow for much needed repairs in some of the surface lots on campus; especially Stadium, Justice, and Legends. While it is now apparent that the $1.2 million would not have been enough to completely resurface the Stadium lot, it would have covered close to half of the estimated cost of construction. As a result of the original court injunction in 2001 that forced all fine money to be placed in escrow, parking permit rates were increased significantly to make up for the loss in revenue.

Before the court injunction of 2001, all parking permits were $100. Surface permit prices were increased to $110, and permits for the new Rivers Street Parking Deck were sold for $350, and $500 for the 2002-2003 academic year. The money from the parking deck spaces, as well as part of the surface lot proceeds, went toward the debt service of the parking deck construction. As a result of the injunction on fine monies, permit prices were increased to $204 for surface permits and $504 for the parking deck. These rates have been in place since the 2003-2004 academic year.

The ASU Parking and Traffic committee recommended in February of 2006 that “a percentage of all ticket sales for campus events be designated for ongoing maintenance of campus parking facilities and traffic control capabilities”. The committee recommended that 5% of the price of each ticket go toward parking services. The recommendation was forwarded to Vice Chancellor for Business Affairs Jane P. Helm, who discussed the resolution with her fellow Vice Chancellor’s and the Chancellor, after which she decided not to support the resolution. Official notification from Vice Chancellor Helm to the Parking and Traffic Committee was conveyed on May 2, 2006.
At the end of the 2005-2006 school year, South Lot, a student surface lot that held approximately 550 cars, was closed to make way for the construction of a new baseball and soccer complex as part of the Athletic Enhancement Campaign. The loss of these spaces translates to approximately a $100,000 annual loss in revenue for the Parking and Traffic Department.

In September of 2006 the ASU Board of Trustees revised deck permit pricing to reflect the anticipated opening of the new Library Parking Deck in the spring of 2007. Faculty and staff deck rates were set at $360 in both the Library and Rivers Street decks. Students will not be sold permits in the Library Deck, and will continue to pay $504 per year in the Rivers Street Deck.

The ruling by the state Supreme Court, coupled with the loss of South Lot, has placed a funding burden on the ASU Parking and Traffic Department, which still has the same operating costs, and additional capital costs to those of 2001. The method of making up for the loss in fine money, increasing permit prices, places the majority of the funding burden on ASU parking permit holders.

Proposal:
The ASU Faculty Senate, Staff Council, and Student Government Association feel that the loss of parking revenue due to circumstances beyond our control should not be made up by increasing parking fees for campus pass holders and that campus visitors should shoulder a small share of the funding burden for parking facilities and services. We support the resolution approved by the Parking and Traffic Committee in February of 2006 that would set aside a percentage of the cost of each campus event ticket for parking facilities throughout campus and traffic control capabilities in relation to the event. Tickets that are sold to those who pay general fees in relation to the event they are attending would not be subject to any transfer of funds.

SUGGESTED RESOLUTION FROM PARKING AND TRAFFIC COMMITTEE

The North Carolina Supreme Court ruling that forced forfeiture of all parking fine revenue has severely limited the University's funds that can be used for maintaining existing campus parking facilities. It is imperative that new funding sources be identified. Consequently, the University Parking and Traffic Committee formally recommends that a percentage of all ticket sales for campus events be designated for ongoing maintenance of campus parking facilities and traffic control capabilities.

This resolution does not suggest that ticket prices be increased to pay for parking. This recommendation is for a transfer of funds from the organizers of events that use the campus parking and traffic control services to reflect the direct and indirect short and long-term costs incurred as a consequence of their event. The committee would suggest five percent as a reasonable proportion of each ticket's sales price. Those tickets that are not sold but are distributed to those paying certain general fees, for example student athletic tickets, would not be subject to this funds transfer.

D. Football Team Recognition in Raleigh. Charlie told members that ASU’s football team was recognized at the Governor’s Mansion and General Assembly on February 6th. The Governor personally greeted players, coaches, guests, and the Chancellor. Chancellor Peacock affirmed before the governor and General Assembly that ASU not only has a championship football team, but that the University has championship academic programs as well.

E. Quality Of Life Survey. Cathy discussed that back in 1998 that a Quality of Life Survey was done. Since Appalachian will undergo reaccreditation in 2010, she suggested that it might be a good time to do it again. The survey would research a wide variety of components that affect University employees. The survey would be on-line and Staff Council’s Quality of Life Committee would be active in preparation, summarizing and distributing the final results. She asked if members were interested in serving on the committee to let her know.
6. **Announcements:** Stacy announced that the next SEANC meeting would be on February 27th at Nick's Restaurant in Banner Elk beginning at 5:30. She also gave a handout listing future meeting dates. (See Below)

State Employees Association of North Carolina

DISTRIBUTION #3

2006-2007 MEETING SCHEDULE

All meetings on 4th Tuesday of the month beginning at 5:30 P.M.:

- October 24, 2006  D.T.'s Blue Ridge Java, Spruce Pine
- November 28, 2006  Casa Rustica, Boone
- February 27, 2007  Nick's Restaurant & Pub, Banner Elk
- April 24, 2007  Baxter's Smokehouse (formerly Wishbones), Boone
- May 22, 2007  Villa Sorrento, Banner Elk
- June 26, 2007  Broyhill Inn, Boone (Annual Meeting)
- August 28, 2007  Reighards' house, Blowing Rock

Shelly reminded members that the Vagina Monologues was occurring this week.

Charlie let members know that Jackie McInturff is expecting her second child and due date is in July. Congratulations to Jackie.

Meeting adjourned.
Appalachian State University Staff Council
Minutes from the Meeting Held
March 13, 2007
(Approved)

Present: Judy Cereghino, Diane Dula, Alyson Ebaugh, Trixie Furman, Sali Gil-Johnson, Gail Hampton, Susan Hisle, Edward Hyle, Loretta Link, Denise Marsh, Jackie McInturff, Michelle Merski, Regina Parnell, Carolene Pierce, Chris Popoola, Cathy Scott, Stacy Sears, Janice Voss, Jenny Ware, Fran Wilson, Tim Zacher, and Cathy Ziegler.


1. The meeting was called to order by Jackie McInturff. Welcome was extended to members.

2. It was moved (Jenny Ware) and seconded (Janice Voss) that the minutes of the November 14, 2006, January 9, 2007, and February 13, 2007 be approved with one change. On the last page of the February 13th minutes, it was requested to change the announcement of Jackie’s pregnancy to the present tense. Motion carried.

3. It was moved (Janice Voss) and seconded (Diane Dula) that the December 2006, January and February 2007 Treasurer Reports be approved with one change. In the January Treasurer Report, Endowed Scholarship Fund-Net Assets should total $26,280.30. Motion carried.

### December 2006 Treasurer’s Report

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### January 2007 Treasurer’s Report

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### February 2007 Treasurer’s Report

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4. **Old Business**

   A. **Parking Resolution.** Jackie commented that the parking resolution had passed. Via e-mail Cathy Ziegler made a motion to approve the resolution. Jenny Ware seconded the motion. Motion passed. On February 26th Charlie sent out an e-mail to membership confirming the resolution which listed 26 votes approved, 1 vote against, and 1 vote to abstain.

   B. **Children’s Shopping Spree.** Cathy Ziegler shared with members that the date had been set for next year’s Shopping Spree. The date is Friday December 7th 2007 with a snow date of December 14th 2007. This is the 27th year of the event. Cathy also stated that the number of children to participate would increase from eighty-four to eight-eight children. The amount allocated would remain at $150 per child. Cathy also stated that new members were needed for the committee and requested to let her know if you wanted to volunteer to be on the committee.

   C. **Diversity Celebration.** Jackie discussed that this year’s Diversity Celebration would occur on April 14th and April 17th. Staff Council volunteers are needed for Tuesday April 17th from 4-7 p.m. Members should let Jackie know if they can volunteer. Jackie also told members that the Council will donate $500 toward this celebration.
D. Staff Appreciation Day. Alyson reminded members that this year’s Staff Appreciation Day would take place on April 19th from 11:00 a.m. to 2:00 p.m. in the Holmes Center. The theme is “Mountaineer Roundup” (western event). Barbeque with all the “fixings” would be served. Massages, games, entertainment, clogging presentations and lessons, and a best dressed contest will occur. T-shirts commemorating the event will also be given out.

E. Silent Auction. Sali alerted members that the Silent Auction would also occur on April 19th in the back tunnel of the Holmes Center. Sali commented that volunteers were needed for set-up and clean-up. She also asked members to follow-up on contacting the local business for donated items.

F. Chancellor’s Advisory Committee. Tim Zacher told members that the Chancellor’s Advisory Committee was meeting with Chancellor Peacock on Wednesday April 11th. He asked members for their input on questions they would like to discuss with the Chancellor. Members should send an e-mail to Tim with their questions and or concerns.

5. New Business

A. Membership Nominations. Jackie asked the officers to give a short description of their duties. She passed out nomination forms and asked for members to nominate members for the respective officer positions. The Council will vote on new officers during the April meeting.

B. PACE. Stacy gave a short summary on one of the PACE items-Moving Human Resources out from under the control of the Office of State Personnel and putting it under General Administration. Stacy gave a copy of this item to members. Members discussed briefly the implications this move could have on SPA employees in the system. It would make current SPA employees exempt from the State Personnel Act thus making everyone EPA employees or “at will” employees. The employees would be on contract on a year to year basis. This move would eliminate grievance procedures for current SPA employees and also eliminate longevity pay as EPA employees do not receive this benefit.

C. Committees. Cathy updated members regarding the Quality of Life Committee. The committee hoped to conduct the survey in the fall. They were working on gathering the best questions in order to make a short survey. She also mentioned that they would hold off doing any campus forums until all the information was reviewed.

D. New AppCards. Jackie reminded members that all staff must get a new App Cards during the weeks of April 23rd through May 4. This schedule is based on an alphabetical listing of last names. Each staff member needs to consult the schedule in order to find out the specific day he or she should come to the AppCard Office. This schedule is available on the following web page: http://www.busaf.appstate.edu/food/fsschedule.html

E. April Meeting Date. Due to the Easter holiday the April meeting date has been moved to Thursday April 12th in room 224 of I.G. Greer Hall.
6. **Announcements.** Jenny Ware discussed that anyone who uses the SIS system need should attend Banner training, as information was already migrating to Banner Student. There would be four training sessions each a prerequisite to the next session.

7. **Kudos.** Jackie thanked Janice Voss for all her hard work with researching and obtaining the EPA/SPA Report.
Appalachian State University Staff Council
Minutes from the Meeting Held
April 12, 2007
(Approved May 8, 2007)

Present: Judy Cereghino, Alyson Ebaugh, Peggy Eller, Gail Hampton, Kristin Hyle, Loretta Link, Jackie McInturff, Michelle Merski, Carolene Pierce, Chris Popoola, Stacy Sears, Janice Smith, Janice Voss, Charlie Wallin, Shelley Wallin, Jenny Ware, Tim Zacher, and Cathy Ziegler.

Excused: Sali Gill-Johnson, Denise Marsh, and Regina Parnell

1. The meeting was called to order by Charlie Wallin. Welcome was extended to members.

2. It was moved (Michelle Merski) and seconded (Shelley Wallin) that the minutes of the March 13, 2007 meeting be approved. Motion carried.

3. It was moved (Janice Voss) and seconded (Shelley Wallin) that the March, 2007 Treasurer’s Report be approved. Motion carried.

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4. **Elections**
   New officers were elected by the membership and they are:
   President: Stacy Sears
   President Elect: Chris Popoola
   Vice President: Denise Marsh
   Secretary: Janice Voss
   Treasurer: Judy Cereghino
   Staff Assembly Representative: Tim Zacher
   Staff Assembly Alternate: Michelle Merski
5. **New Business**  
A. **Diversity Celebration.** Charlie reminded members that the Diversity Celebration would take place on Saturday April 14th from 12:30 to 4:00 p.m. and also on Tuesday April 17th from 3:00 to 7:00 p.m. Staff Council members were still needed to volunteer to work. There would be a check-in table at the Student Union. In addition, Tim Zacher alerted members that there would be an International Ball on April 13th from 9:00 p.m. to 12:00 a.m. in Whitewater Ballroom in the Student Union. (See flyer below). Also, Tim told members that during the week there would be a wide array of international films being shown as well. (Dates and titles provided below).

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### INTERNATIONAL BALL

**Hosted By**
International Friendship Association  
INTAPP & OIP

**13 April 2007**

**WHITWATER BALLROOM, PLEMMONI STUDENT UNION**

9:00pm-12:00am  
$3 per person  
(semi-formal attire)

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### The Spring 2007 Appalachian State International Film Series

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<th>Date</th>
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<td>Library</td>
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Sponsored by INTAPP, Office of International Education and Development, and ASU Library and Information Commons
B. Staff Appreciation Day. Charlie reminded members that this year’s Staff Appreciation Day would take place on April 19th from 11:00 a.m. to 2:00 p.m. in the Holmes Center. The theme is “Mountaineer Roundup” (western event). Barbeque with all the “fixings” would be served. Massages, games, entertainment, clogging presentations and lessons, and a best dressed contest will occur. T-shirts commemorating the event will also be given out.

C. Silent Auction. The Silent Auction would take place from 10:30 a.m. to 3:00 p.m. on April 19th. Volunteers were still needed. Also, more items still needed to be donated.

D. Chancellor’s Advisory Committee. Tim and Janice commented briefly on the committee’s meeting with the Chancellor. Minutes will be given to members upon completion.

E. PACE Study. Stacy told members that President Bowles received a lot of feedback regarding the separation of Human Resources from the Office of State Personnel. They do not plan to move forward with this legislation. President Bowles is however creating a task force across the University System to further review this issue in 2008.

F. Charlie reminded members that it was mandatory that everyone needed to get a new AppCard during the appropriate date and time. Please see below:

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6. **New Business**
   
   A. **Committees.** The Bylaws Committee discussed that in revising the bylaws the following items will be changed:
      1. Human Resource Services will appoint an ex-officio member to serve on Staff Council.
      2. Membership will no longer be determined by building but rather by area.
      3. The definition of quorum was confirmed as 50% of membership plus one.
      4. The committee will add that any announcement(s) and all agendas, minutes, and treasurer reports will be distributed to membership in a timely manner; preferably a week prior.
      5. The committee is removing “Adopt a Freshman” from the Council’s committee list.

   B. **Staff Assembly.** Charlie told members that he, Jackie, and Stacy would be in Chapel Hill during April 19-20 for the Staff Assembly meeting.

   C. **Board of Trustees.** Charlie let members know that he and Stacy attended the March 29-30 Board of Trustee meeting.

   D. **Interim Director for Human Resource Services.** Charlie commented that he is serving on the Search Committee for the Director of Human Resource Services. In addition he announced to members that the former Director of Human Resources, Mr. Larry Nance, has been appointed as Interim until the position is filled.

   7. **SEANC Update.** Stacy mentioned to members that SEANC’s next meeting would be at 5:30 p.m. on April 24, 2007 at Baxter’s Smokehouse in Boone.

   8. **Announcements.** Charlie told members that if they had not received the black staff council bag, that he would provide one for them.

   9. **Kudos.** Tim Zacher was presented Kudos for his hard work on the Chancellor’s Advisory Committee.
STAFF COUNCIL
APPALACHIAN STATE UNIVERSITY
Minutes of the Meeting Held May 8, 2007
(Approved June 8, 2007)

Present:  Peggy Eller, Trixie Furman, Janice Jackson (representing Alyson Ebaugh), Sali Gill-Johnson, Susan Hisle, Loretta Link, Chris Popoola, Stacy Sears, Janice Smith, Janice Voss, Shelley Wainscott-Wallin, Charlie Wallin, Fran Wilson, Tim Zacker, Cathy Ziegler

Absent/Excused:  Judy Cereghino, Kristin Hyle, Denise Marsh, Jackie McInturff, Michelle Merski

Guests:  Sandy Jones, Angie Miller

1. Welcome.  The meeting was called to order by Charlie Wallin who introduced new officers and passed the gavel to Stacy Sears, 2007-2008 President.  Other officers are:
   President-Elect – Chris Popoola
   Vice President – Denise Marsh
   Secretary – Janice Voss
   Treasurer – Judy Cereghino

2. Old Business

   A. Staff Appreciation.  Attending the event were 760 with another 230 employees on the 2nd and 3rd shifts receiving food coupons for $7.95 in addition to t-shirts, if desired.  There were sufficient quantities of food, and great events were organized. Costumes were phenomenal.

   B. Chancellor’s Advisory Committee.  The minutes of the April 11 meeting were distributed to members.

      1) Questions presented to the Chancellor and a summary of responses are below.

         a.  There seems to be some concern among staff in regards to fairness in hiring practices within SPA positions?  Whether this is perception or reality, we think it is important that it be addressed.

             Response:  In 2006, there were 324 vacant positions filled.  Of these, 93 were promotions, 21 were lateral moves, 10 others, and 200 were new hires.  Of the 324 filled positions, 116 were filled from within.  These figures negate the perception that departments promote from within, that departments are just “going through the motions,” and that selection is based on friendships vs. qualifications.  The employing department notifies applicants interviewed, and HRS notifies the remaining applicants. HRS will look into applicants not receiving notification that positions are filled.

         b.  We understand that the PACE Report has been put on hold; however, we would like to know how you view the report?  What are your concerns of any possible outcomes?  What do you hear across the state regarding the move of
SPA from the Office of State Personnel to the UNC-General Administration?  
Can you share some of the opinions of other Chancellors across the state?  

Response: The PACE Report is an effectiveness and efficiency study. A report was issued in October, 2006 which indicates salaries are within range. Food Services was found to be productive, of superior quality, and self-sustaining. The Chancellor feels Appalachian is “lean” and not wasteful in terms of the funding formula. The university did shine in other areas, e.g., check deposit and the purchasing card, which eliminate waste and allow reallocation of funds to core functions.

The idea of moving SPA from the Office of State Personnel to the UNC System is a PACE recommendation. Although the chancellors are not scheduled to discuss the PACE Report in the near future, Chancellor Peacock indicates he does not have sufficient information to respond.

The State Staff Assembly met with President Bowles on April 19 to discuss moving SPA under the UNC umbrella. Attending the assembly meeting were Charlie Wallin, Jackie McInturff, and Stacy Sears. Additional information follows on this meeting.

c. What are the plans for the Director of Human Resources position? What is your vision or expectation for the direction of Human Resources Department as a whole?  

Response: The search committee for the Director of Human Resources, chaired by Bobby Sharp of Institutional Research, met for the first time during the week of April 16. This search will be external.

The director needs to understand human resources, our institution, and our region. This characteristic is important. When the committee submits the final three names for interview, the Chancellor will see how the person interfaces with campus and staff. Appalachian needs the best possible professional with prior human resources experience. (Note: The position has been posted.)

d. Communication is always a challenge in any organization. We have some concerns about the amount of changes taking place across the departments and colleges. Do you have ideas how employees can best stay informed of changes taking place across the departments? How can communication be improved across the campus from both a top-down perspective as well as inter-departmental?  

Response: Things happen and change quickly on campus. Information should be communicated to the campus community in a timely fashion. Staff Council was asked to suggest procedures or mechanisms to improve communication across campus by documenting examples when communication lagged.

e. Other. Staff Council was asked to offer suggestions to ensure safety on campus. Many individuals walk across campus in the early morning or late evening.

It was noted that departments/areas are working on emergency plans. Employees should be made aware of these efforts. In addition, there is a University Safety & Health Committee.
2) The Chancellor’s Advisory Committee meets with the Chancellor once each semester. Anyone interested in serving should contact Tim Zacker.

C. Staff Assembly. President Bowles met with staff representatives from each of the institutions on April 19 and discussed the Pace Report recommendation to move SPA from the Office of State Personnel to UNC General Administration. Attending were Charlie Wallin, Jackie McInturff, and Stacy Sears.

President Bowles’ two main goals are to increase faculty salaries and increase financial aid for first-generation students.

SB 1353 appoints a task force of 15 members. Staff Assembly will recommend 15 names, of which 3 are staff and 3 are EPA non-teaching. The remaining will be 3 faculty, 1 chancellor, 1 provost, 1-2 from HR, 1 chief financial officer, 1 from the Office of State Personnel, and either a legislator or ex-officio. This action is on hold for further study. SPA should keep abreast of task force activities. Staff Assembly will receive recommendations of the task force.

D. Silent Auction
1) Receipts and contributions total $1,970 to be deposited toward scholarships for staff and their dependents.
2) It is becoming increasingly difficult to solicit donations from area businesses. Holding the auction in conjunction with the event made it difficult for non-staff to attend. The auction requires more accessibility.
3) Members who received donations from area businesses are asked to make sure Sali has the contact to acknowledge items.

E. Fundraising Committee
1) Sali stepped down as chair after three years of coordinating the fundraising committee.
2) Fran asked if there were any Staff Council cookbooks remaining to place up at the Broyhill Inn & Conference Center. Janice will inquire.

3. Approval of Minutes. It was moved (Ziegler), seconded (Ellis), and approved that the minutes of the April 12 meeting be accepted. None opposed; no abstentions.

4. Treasurer’s Report. Stacy presented the report in the absence of the Judy. It was moved (Wallin), seconded (Wilson), and approved that the Treasurer’s Report be accepted. None opposed; no abstentions.

5. New Business

A. 07-08 Committees. Members are asked to think about Staff Council and University committee service. A signup sheet will be distributed at the next meeting.

B. Scholarship Committee. Shelley Wainscott-Wallin reported that there were 6 applicants, 2 not eligible. Applications are reviewed for GPA and extracurricular activities. The bylaws specify that recipients should receive no more than $1,000 per person. The committee recommends awarding four $1,000 scholarships. There is $2700 in the associated scholarship after Silent Auction receipts. If monies can be supplemented from the endowed scholarship, then each will receive $1,000; if not, the funds will be split four ways. Names of the recipients will be kept confidential.
until recipients are notified. Vote: Unanimous. No opposition; no abstentions.
Stacy will notify recipients from Watauga High at their ceremony on May 22 at 6:00 p.m. Appreciation was expressed to the committee. (Note: The DeKrafft Scholarship has no funding at this time for staff.)

C. Constitution Committee (Chris Popoola – Chair, Tim Zacker, Carolene McGlamery, Gail Hampton, and Janice Voss)

2) Changes to the Constitution and By-laws include
   • definition of staff to include SPA and EPA non-teaching faculty
   • representation from departments instead of buildings to a maximum of 5 representatives per department
   • remove inactive committees; add Staff Assembly.
   • reference to the Faculty Handbook for a description of University committees on which staff hold membership
   • reflect in the by-laws a $1,000 limit per scholarship recipient
   • reflect that the HRS Director or designee will serve ex-officio

3) The university attorney was asked to review the update. Council members are asked to submit feedback in writing to Chris Popoola.

4) It was moved (Wainscott-Wallin), seconded (Wallin), and approved that the constitution and by-laws be approved contingent on the attorney’s approval and no major wordsmithing. None opposed; no abstentions.

6. New Business

A. Staff Assembly. Following the last meeting it was discovered that delegates to the Staff Assembly were elected based on incorrect information. The three delegates from ASU hold 1, 2, and 3 year terms. The Past-President serves in the 1-year term; President serves in the 2-year term; the President-Elect serves in the 3-year term. Therefore, both a delegate and alternative should not have been elected. There was consensus that Tim Zacker will serve as 1st alternate and Michelle Merski as 2nd alternate if needed. Alternatives do not vote unless representing a delegate.

Most institutional representatives bring one delegate to Staff Assembly so the individual is up-to-date. UNC-GA pays for mileage and lodging for 3 delegates per institution. Staff Council will provide lodging for the alternate attending.

This change will be reflected in the Constitution and By-laws.

B. Committees for 2007-08
   • A communications committee will be created.
   • Fundraising will include chairpersons of both the Scholarship and Children’s Shopping committees.
   • The membership committee will review membership based on areas.
   • The names of nominees to serve on University committees will be forwarded to the Chancellor.

7. Announcements/Other

   • The SEANC golf tournament is May 17 beginning at 8:30 a.m. Cost is $65/person. Proceeds go to scholarships.
• The next SEANC meeting is May 22 at 5:30 p.m. at Sorrento’s in Banner Elk.
• Alyson Ebaugh will serve ex-officio, representing the HRS Director on Staff Council.
• May Kudos are postponed until June
• Upon request of Staff Council, HRS is reviewing the selection process for Staff Awards.
STAFF COUNCIL  
APPALACHIAN STATE UNIVERSITY  
Minutes of the Meeting Held June 12, 2007  
Approved July 10, 2007

Present:  Judy Cereghino, Janice Jackson (representing Alyson Ebaugh), Sali Gill-Johnson, Gail Hampton, Susan Hisle, Loretta Link, Denise Marsh, Jackie McInturff, Carolene McGlamery, Chris Popoola, Stacy Sears, Janice Voss, Shelley Wainscott-Wallin, Jenny Ware, Fran Wilson, Cathy Ziegler

Absent/Excused:  Peggy Eller, BR Hoffman, Eddie Hyle, Kristin Hyle, Sharon Kincaid, Michelle Merski, Regina Parnell, Charlie Wallin

Guests:  Phyllis Everett, Sandi Jones, Vickie Young

1. Stacy Sears welcomed members and guests.

2. It was moved (Ziegler), seconded (Hisle) and unanimously approved that the minutes of the May 8 meeting be accepted.

3. Judy Cereghino gave the June Treasurer’s Report.  Meetings to discuss Staff Council budgets were held with Business Affairs, Special Funds, and the Foundation offices.  The minutes will report on all funds associated with Staff Council.

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A. May 31 operating balances are listed and encumbrances were discussed for the remainder of the fiscal year.  The scholarship fund does not reflect Silent Auction
receipts. It was moved (Link), seconded (Wainscott-Wallin), and approved that the Treasurer’s Report be tabled to verify that the balance includes receipts from the Silent Auction.

B. Explanation of accounts:
- Operating – day-to-day operations of Staff Council
- Receipt – non-designated funds
- Chuck & Robin deKrafft Staff Scholarship – private funding for staff scholarships
- Foundation Staff Council Christmas Fund – payroll deductions/contributions from the Foundation for the Children’s Shopping Spree (name change required)
- Larry T. Nance Endowment for Staff Development (contributions plus interest; endowment must reach $10,000 before funds are accessible)
- ASU Staff Endowed Scholarship (contributions plus interest)

4. Old Business
A. ASU Family Night with the Crawdads – June 22 (picnic at 6 p.m.; game at 7 p.m.)
B. Appalachian Staff Awards – Due in Human Resource Services by 5 p.m. on June 18.
C. Staff Council Cookbooks. Several cases of cookbooks remain from the original project. Cookbooks can be obtained from any officer or from the following: Sandi Jones in Human Resource Services, Fran Wilson at the Broyhill Inn & Conference Center, Loretta Link in the Faculty Senate office. Sales of these cases will complete the project.

5. New Business
A. Constitution Committee. A revised Staff Council Handbook was distributed to members. Chris Popoola (chair), Gail Hampton, Carolene McGlamery, Tim Zacker, and Janice Voss were thanked for their work on this project.
B. Officer Retreat. The officers met at the end of May. Membership was a large part of the discussion. There was a brochure drafted last year which will be reviewed for updates and printed. This brochure will accompany an informational letter from Staff Council to current and new staff (EPA non-faculty and SPA) employees. Appreciation was expressed to Chris Popoola for working with Precision Printing to get the brochures printed.
C. Council members discussed listing contact information of Staff Council members on the web. Eddie Hyle, Tina Parlier, and Stacy Sears are meeting to discuss revision of the Council’s web pages and will discuss this further.
D. Freshman Move-In. Eddie Hyle is coordinating sign-ups for the water tents for parents and students located in Durham and Tomlinson Parks. He will distribute a sign-up sheet at the July meeting. Staff are reminded that up to 4 hours can be worked without using any type of leave.
E. Scholarships ($930) were awarded to Tyler Hite, Jessica Pitts, Lauren Stamey, and Naomi Eckerd.
F. Staff Council and University Committees. Members will have the opportunity to sign up for committees at the July meeting. Staff Council committees are for a 1-year term; University committees are 2-3 year terms. Contact Denise Marsh to sign-up in advance.
G. Music in the Park – June 26 from 4:00-6:00 p.m. in Durham Park (rain location the Solarium of the Plemmons Student Union). Meals $6.25 per person. Music provided by Blue Country. Families and friends are invited.

H. Fundraising Committee
1) The Centennial Park is located between Old Belk Classroom Building and Welborn Cafeteria. Located beneath the Staff Council sculpture are bricks dedicated to Appalachian staff. Bricks can be purchased for $40.00.
2) Summer basket raffle – to be held in conjunction with Music in the Park on June 26 from 4-6. A sign-up sheet was distributed for volunteers to work the table. Basket items can be sent to Sali Gill-Johnson in the Turchin Center.

I. Legislative Update
1) The House recommended a 4.25% increase; Senate recommended 4% for SPA and 5% for EPA. Additional information will be shared when available.
2) Insurance deductibles are changing for non-PPO participants.

J. SEANC Update. Next meeting is June 26 at the Broyhill Inn & Conference Center. Officers will be elected at this meeting.

6. Kudos for June were presented by Chris Popoola to Carolene McGlamery and Gail Hampton for their extended work on the Constitution Committee. This committee met almost weekly for several months while the constitution and by-laws were amended.

7. Other
A. Library Parking – Sue Hisle presented a letter from the Facility Manager of the Library. Concrete barriers were placed in the parking lot behind Turchin causing a hazard to pedestrians and a hindrance to library deliveries. This will be brought to the attention of the Staff Council members on the Parking and Traffic Committee for further discussion.
B. The Child Development Center is having a yard sale on Saturday, June 16 on Poplar Grove Road.
C. Banner Student Trainings. To view student information, employees must sign up for this training. For additional information, contact the Registrar’s Office at 2050. Banner Student is live.
D. Transfer of student information from AdmissionPros into Banner Student should be completed soon. There were problems with the transfer of data.
E. Budget for 2007-2008. The $5000 operating fund will be accessible July 1. Requests against these funds should be made to Stacy Sears.

8. It was moved (Wainscott-Wallin) and seconded (Popoola) that the meeting be adjourned.
Present: Judy Cereghino, Janice Jackson (representing Alyson Ebaugh), Gail Hampton, Susan Hisle, Eddie Hyle, Kristin Hyle, Sandi Jones, Loretta Link, Denise Marsh, Jackie McInturff, Carolene McGlamery, Chris Popoola, Stacy Sears, Janice Voss, Jenny Ware, Tim Zacker, Cathy Ziegler

Absent/Excused: BR Hoffman, Michelle Merski, Regina Parnell, Charlie Wallin

Guests: Jayne Greene, Barbara Scarborough

1. Stacy Sears welcomed members and guests.

2. It was moved (Link), seconded (Ziegler), and unanimously accepted that the minutes of the June 12 meeting be approved with corrections as noted.

3. The July Treasurer’s Report was reviewed. Funds will be allocated to the state operating budget when the campus budget is distributed. The Scholarship fund reflects Silent Auction receipts but not receipts from the basket raffle. The endowment agreement for the Larry T. Nance Endowment for Staff Development was modified; it will be administered by Human Resource Services. It was moved (Ziegler), seconded (K. Hyle), and accepted that the treasurer’s report be approved.

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4. OLD BUSINESS

A. Recaps
   - ASU Family Night with the Hickory Crawdads on June 22 was fun for attendees. Riding the bus were 47; more drove. It was suggested that two buses be reserved next year. The Crawdads won the game.
• Music in the Park (Student Union) was held June 26 and was poorly attended. The band, however, was great. The event was moved to late afternoon to allow second shift employees to attend. This change was not successful.

B. ASU Staff Awards were announced: Ben Winebarger (Physical Plant), Lynn Seacrest (Information Technology Service), and Joy Osborne (ASU Teaching Fellows). All will be honored at the September Convocation and will receive a bonus. Congratulations, winners!

C. Staff Centennial Park. Bricks are placed in the Staff Centennial Park (between Old Library Classroom Building and Welborn Cafeteria) to honor staff employees. Bricks cost $40; $15 goes to Staff Council scholarships. Information and order forms will be distributed to the campus community.

D. Library Barricades. Before Staff Council had an opportunity to act, the barricades were removed. There will be feedback before blocking Howard Street again.

E. Staff Council Cookbooks. There are only three boxes remaining. At $5.00 each, proceeds go directly to Staff Council.

F. Scholarship Committee. A thank you note from Lauren Stamey was passed around.

5. NEW BUSINESS

A. Membership Committee. Denise Marsh distributed a list for members to sign up for Staff Council and University Committees. Some University committees, due to the nature of the committee, require approval to serve. Names approved for University committees are submitted to Faculty Senate for appointment.

B. Freshman Move-in. Eddie Hyle distributed a signup sheet for Freshman Move-in volunteers. Staff Council volunteers distribute water and snacks to parents and students in tents at transportation stops located at Durham Park and Tomlinson Park. T-shirts will be provided to volunteers. Interested members should contact Eddie Hyle. (Note: Staff are approved to work up to four hours with pay.) Appreciation was expressed to Cathy Ziegler for assisting with signup.

C. Children’s Shopping Spree. Staff Council plans to take eighty-eight children shopping this year.
   1) Cathy Ziegler publicly thanking many working toward this year’s shopping spree:
      • Jenny Ware & Don Rankins – donating 8 tote bags for highschoolers
      • BR Hoffman – arranging for Watauga College students to stuff backpacks in the fall
      • Trixie Furman – Bookstore donating small ASU-imprinted items
      • Debbie Richardson – arranging for Athletics to donate one ticket for entry to an athletic event and getting signed sports balls (1 football; 2 soccer balls, 2 basketballs, 1 baseball, 1 softball) to give away at breakfast
   2) A list of school supplies that can be donated for backpacks will be distributed.

D. Quality of Life Committee. Cathy Ziegler reported that the committee continues to work on survey questions. The committee work is close to completion. This will be the third Quality of Life Survey on campus; distribution will be to SPA and EPA non-teaching. A draft will be reviewed by Staff Council prior to
distribution. HRS will be contacted for a representative to serve on the committee.

E. Communications Committee. Tim Zacker will chair this 07-08 committee. Charges include publication of the Staff Update, Web maintenance, and the task of maintaining effective communication on campus. Eddie Hyle, Tina Parlier and Stacy Sears are bringing the Web site into ADA Compliance and adapting to the adopted ASU format. The Web update should be completed by mid-July. Feedback can be given to Tim Zacker or Eddie Hyle. Appreciation was expressed to Eddie during this transition period. All requests to post to the web should go through the Communications Committee.

F. Staff Assembly. Stacy Sears announced the Staff Assembly has scheduled a video conference each month.

1) Proposed topics for the upcoming year include:
   - dependents of UNC employees should be able to attend any of the 17 institutions regardless of financial situation
   - financial support (book loans/grants) to staff when taking classes
   - financial assistance to staff to assist with high gas prices; incentives for carpooling, use of transit, etc.
   - examine the policy that any staff who works 50 hours in 1 week receive COMP time
   - a task force to ensure equitable implementation of career banding across the university system
   - paid 1-3 hours per week within the work day for physical fitness

2) Additional suggested topics include:
   - expanding employee benefits (insurance) to include domestic partners
   - ASU employees who pay year-round fees for exercise facilities which close during the year

   Action: Stacy Sears will speak to HRS about the hours of exercise facilities. Staff will be apprised of discussions in the upcoming year.

G. The Board of Trustees met in June. Discussion included, but not limited to, nursing shortages, no increase for parking permits, changes to handicap parking, reduced rate parking for employees who choose to park at the Greenwood Lot on Bodenheimer (Appalcart runs every 10-15 minutes), the College of Education building, and web changes.

6. Chief Guenther Doerr made a presentation concerning campus safety. This is re-emphasized since the Virginia Tech shootings. Below are highlights of this presentation.

Overview
   - 23 state certified police officers with approval to hire 2 new officers
   - Community-oriented policing Philosophy
   - Campus Police emergencies call 8000
   - Daily crime logs
   - Crime alerts (mandated to give timely warning) over email and Appalnet
• Police tactical training with Boone police, the Watauga County Sheriff’s Office, and the fire department
• [www.police.appstate.edu](http://www.police.appstate.edu) gives daily police log
• Conducted trainings for health services, food services, panhellenic/Greek dorm

**Emergency Preparedness**
• Emergency Response Plan (12-06)
• Infectious disease pandemic plan
• Table top exercises: 2002 dorm explosion/fire; 2003 Hazmat spill; 2004 Blizzard; 2006 Pandemic Flu; 2007 Active Shooter (projected)
• Emergency Preparedness Web site [www.emergency.apptate.edu](http://www.emergency.apptate.edu)

**Post Virginia Tech**
• UNC Campus Safety Task Force
• Active Shooter Protocol – 1st to enter building will go directly for the shooter because delays lead to more injuries
• Emergency Notification Systems – using email, web sites, and looking at other systems. Recommendations have been made to institute a campus alert system in several places on campus and educating what the campus community should do when alerts are sounded. The university is also looking at a messaging system similar to Watauga County’s telephone notification of school cancellations.
• Behavioral Intervention Team. Non-threatening-type people (faculty and staff) trained to intervene and interact with students of questionable behavior. Referrals, if applicable, to appropriate offices (counseling center, police, etc.)

**Campus Safety Council**
• Conduct campus threat assessment
• Conduct a campus safety inventory
• Conduct annual Safety Climate Survey
• Develop a campus Safety Plan

**Summary**
• ASU is a safe campus.
• We live in an environment where anything can happen anywhere at anytime. This is why we want you to be alert and call the university police at 8000 anytime you see something that looks suspicious.

Questions centered around a proposed campus alert system (such as the library and steam tower), staff feeling safe in the work environment, and re-educating employees to the purpose of the campus blue lights. Chief Doerr encourages campus employees to contact University Police if they feel their safety is threatened. Appreciation was expressed to Chief Doerr for his updating employees on activities involving safety at Appalachian.

7. The meeting was adjourned.
Present: Judy Cereghino, Alyson Ebaugh, Sali Gill-Johnson, Gail Hampton, Eddie Hyle, Sandi Jones, Loretta Link, Denise Marsh, Carolene McGlamery, Michelle Merski, Chris Popoola, Barbara Scarborough, Stacy Sears, Janice Smith, Janice Voss, Shelley Wainscott-Wallin, Charlie Wallin, Fran Wilson, Cathy Ziegler

Absent/Excused: Susan Hisle, BR Hoffman, Teressa Hollars, Kristin Hyle, Jackie McInturff, Jenny Ware

Guests: Lori Carson, Lou Ann Church, Kathy Deas, Phyllis Everett, Ingrid Kraus, Vivien McMahon, John Paul McNeal, Angie Miller, Vickie Young

The meeting was called to order by Stacy Sears.

1. It was moved (Link) and seconded (Ziegler) that the minutes of the July 10 meeting be approved. Motion carried. No opposition; no abstentions.

2. It was moved (Wainscott-Wallin) and seconded (Wilson) that the August Treasurer’s Report be approved. Motion carried. No opposition; no abstentions.

Four inquiries to purchase bricks for the Centennial Park were received. There was $250 deposited into the Associated Scholarship Fund from cookbook sales which will be reflected in the September report.

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3. Charlie Cobb, Athletic Director

Mr. Cobb reported that there were 150 athletes on campus this summer. The athletes are expected to compete on the field and be involved at Appalachian. There are 450
student athletes at Appalachian and 35 percent are on the Dean’s List. Four sports are funded for scholarships which aid in recruitment.

In the Fall, football becomes a big event on Saturdays. Among those who help make the day a success are housekeepers, landscapers, security officers, and traffic personnel. It takes many people to make game day happen. The efforts of these Appalachian employees are recognized by visitors.

Athletics developed a new sportsmanship campaign – CLASS (Champion’s Love, Appalachian State Spirit). This is posted around the stadium, around campus, and mailed to all who purchased tickets:

C…..clean up after Yosef. Take pride in our beautiful campus and leave it better than when you arrived.
L…..let your actions represent the best of Appalachian. Alcohol is a privilege during tailgating at Appalachian, not a right.
A…..always be positive in your support of our team, coaches, and players. Wear your black and gold.
S…..show respect for our visitors and game officials. Cheer loudly but with appropriate language.
S…..show respect for yourself and your fellow Mountaineers, especially young fans.

There will be an autograph signing at the September 15 fan fest. The first game is against Michigan on September 1. The staff appreciation game is against the University of Tennessee at Chattanooga. Game tickets for employees will be $10 per ticket. Appreciation was expressed to employees for being understanding of this change.

Stadium construction is occurring. The baseball stadium is located behind the Broyhill Inn and Conference Center. The old stadium will be converted to a softball stadium. The large metal building contains an 80 yard turf field. There will be new bathrooms at the stadiums. Athletics wants to bring soccer back on campus.

Appalachian won the all-sports championships for both the men (Commissioners Cup) and women (Germann Cup) in the Southern Conference. Appalachian was the only university to win both in the same year and to win both in successive years. The last time this happened was 23 years ago.

Appalachian is thankful for a chancellor who has such spirit, supports athletics, and supports the school.

Cathy Ziegler expressed appreciation to Athletics for donating one child and one adult ticket to each of the 88 students identified to participate in the Children’s Shopping Spree in December.
Athletics invited families of children who participated in the community’s summer reading program to attend a game—community opportunities for family get-togethers. Mr. Cobb welcomes suggestions on how Athletics can be active within the community.

4. Old Business

A. Freshman Move-in (August 17). Eddie Hyle reported that t-shirts for volunteers can be picked up following the meeting. Water and snacks will be available to hand out to parents and students. At each tent there will be athletic cards with game dates and campus maps. The Brovhill Inn and Conference Center has a list of restaurants and shopping; Eddie Hyle will pick up copies from Fran Wilson.

B. Children’s Shopping Spree. Cathy Ziegler will prepare an email to the campus asking for donations of backpack supplies. Committee members will serve as drop-off sites. Any quantity will be accepted. Local dentists are donating toothbrushes, toothpaste, and dental floss. Donations of pocket folders with fasteners, pencil sharpeners, pencils, Beanie Babies™ and other items have been donated.

C. Staff Council Committees. Denise Marsh will distribute the committee list and descriptions for members to sign up. Fran Wilson volunteered to co-chair the Fundraising Committee; another co-chair is needed.

D. Membership. Denise Marsh, Janice Voss, Charlie Wallin, Barbara Scarborough, Sue Hisle, BR Hoffman, and Stacy Sears worked to prepare a campus mailing to SPA and EPA non-teaching employees. The goal is to have all departments across campus represented; everyone is invited to serve. Staff Council is the voice for SPA and EPA non-teaching employees. Loretta Link extended kudos to those responsible for the letter and Staff Council brochure distributed.

   Chancellor Peacock and UNC-General Administration President Erskine Bowles have asked staff to sit at their tables. The Chancellor’s Advisory Committee is comprised of ten Staff Council members who meet with the Chancellor twice a year. President Bowles invites three Staff Council representatives to Chapel Hill twice per year to discuss issues.

E. Communications. Appreciation was expressed to Tina Parlier, Eddie Hyle, and Tim Zacker for redesigning the web site. The new site should be up by the end of the month.

   The Staff Update will begin in September. Committee members are discussing design and reviewing distribution.

F. Fundraising. There have been four inquiries and two purchase requests for bricks at the Centennial Park. Eddie Hyle will set the bricks.

5. New Business

A. Legislative Update
   • SPA raises are approved at 4 percent, retroactive to July, and included in the August check.
   • EPA raises are subject to guidelines established by Academic Affairs.
• Appalachian will receive $34 million for the College of Education.
• Effective January 1, state buildings will be smoke free and smoke free within 100 feet of the building.
• There is a provision to make campuses smoke free in the coming year (under discussion by administration).

B. The Director of Human Resource Services candidates were on campus. Open forums were held in IG Greer. The process is moving forward.

C. Medical Benefits Update. Angie Miller reported that correspondence was mailed to all employees. Rate increases go into effect this year; none next year. Deductibles and co-payments increased. Under the QPO, there was an 11.2% increase for dependents and an 11.4% indemnity increase (old state plan). Effective 6/30/08 employees will need to move to the PPO. There is a special enrollment period now to switch from the indemnity plan to the PPO, to change plans within the PPO structure, and to add/drop dependents. Deadline for enrollment is September 7. HRS must submit data to the state plan by September 14. Paychecks will reflect premium increases in September. PPO changes include:
  • limits on specialist visits dropped (physical, speech, and occupational)
  • a 30 visit Chiropractic limit
  • the cap was lifted on mental health
  • a change in prescription co-payment – if there is a name brand but no generic equivalent, the co-pay increases from $25 to $30

The indemnity plan was costly; the PPO plan is cheaper. It is a positive move to switch from the indemnity plan, and the system will save considerable money. Coverage is free to retirees until death.

6. SEANC is the only lobbying voice to the state legislature. The monthly meeting will be held August 26 with the state convention in Raleigh in September. For additional information, contact Stacy Sears.

7. Announcements

• Fall Faculty and Staff Meeting – Monday, August 20, Farthing Auditorium
• Convocation – Thursday, September 6, Holmes Convocation Center
• September 27 – Blood drive. Donors should contact Health Promotions or register online. The faculty/staff goal is 50 pints and a total of 72-75 pints are reached. With students included in the drive, the goal is 500 pints. Mark your calendars.

8. Kudos are extended to Charlie Wallin as Past President of Staff Council. Charlie was thanked for his service to staff during the previous year and given a plaque of appreciation.

9. Motion to adjourn (Wainscott-Wallin).
Present: Katherine Alford, Belinda Ballew-Schrag, Wes Berry, Dawn Boyter, Erin Carpenter, Lori Carson, Judy Cereghino, Sarah Chapman, Lou Ann Church, Kay Clark, Pam Cline, Kathy Deas, Thomas Dedge, Alyson Ebaugh, Peggy Eller, Jane Fitchlee, David Freeman, Sali Gill-Johnson, Debbie Gragg, Susan Hisle, BR Hoffman, Eddie Hyle, Kristin Hyle, Tami Johnson, Kim Jones, Sandi Jones, Anni LeaShomb, Loretta Link, Kathy Mann, Denise Marsh, Jennifer Maxwell, Jackie McInturff, Michelle Merski, Kit Olson, Carol O’Saben, Chris Popoola, Kathy Ray, Rob Robertson, Rachel Robinson, Monica Rose, Barbara Scarborough, Cathy Scott, Stacy Sears, Jamie Seay, David Shervington, Janice Smith, Jamie Tedder, Marlena VanVliet, Janice Voss, Shelley Wainscott-Wallin, Charlie Wallin, Jenny Ware, Lisa Watson, Jeni Wyatt, Ezell Williams, Fran Wilson, Angel Wood, Laura Young, Cathy Ziegler

1. Stacy Sears welcomed everyone to the meeting. She thanked SPA and EPA non-teaching employees for responding to the call for members. She also thanked UNC-General Administration President Erskine Bowles and Chancellor Peacock for their endorsements to merge the voices of SPA/EPA.

2. It was moved (Hisle) and seconded (Ziegler) that the minutes of the August 14 meeting be approved with changes as noted. Motion carried. No opposition; no abstentions. A membership sign-in sheet was distributed. Members and guests were asked to sign in and to introduce themselves. Each member has a folder and name plate. Members are welcome to keep their folders in the filing cabinet in the meeting room.

3. It was moved (Ziegler) and seconded (Link) that the Treasurer’s Report be approved. Scholarship disbursements totaled $3,720. Motion carried. No opposition; no abstentions.

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4. Old Business

A. Convocation. Convocation was held September 6. The efforts of the Registrar’s Office and the Student Ambassadors are appreciated. Members are encouraged to participate in future Convocations for the processional.

B. Committee Updates

1. Freshman Move-in. Eddie Hyle reported that this event went very well with the assistance of many volunteers working the tents located at the duck pond and Durham Park. Volunteers distributed snacks and water to students and parents at the shuttle pickup locations. Any comments/suggestions should be submitted to Stacy for the Housing & Residence Life follow-up meeting. Janice Smith recognized Sarah Chapman, a new member, who organized and coordinated 900 volunteers.

2. Communications Committee. Tim Zacker recognized the Membership Committee for its work in recruiting members.
   • The Staff Update is published by this committee. The next issue will be November/December. Staff are asked to assist in departmental distributions.
   • The web site is being renovated and will be similar to the University web site. It is hoped that the web site will be active by September 24. It will include the Staff Council Constitution and Bylaws, membership, and the Staff Council Handbook.
   • Members interested in working with the Communications Committee are asked to contact Tim Zacker.

3. Children’s Shopping Spree. Cathy Ziegler informed members that the shopping dates will be December 7 (December 14 snow date). The committee will send information to the Communication Committee for the web site. An email was distributed asking for school supplies. There will be 80 backpacks for elementary students and 8 handbags for high school students.
   A list was distributed for persons interested in signing up as a volunteer for the shopping day. Drivers transport students from schools to the Broyhill Inn & Conference Center. Shoppers serve as one-on-one mentors with the students. Breakfast is provided by Business Affairs, and lunch is provided by the Chancellor’s Office. Adults are asked to pair up with children for safety reasons.
   The fundraising goal for the children’s shopping is $15,000.

4. Fundraising Committee. Tabled until October meeting.

5. Chancellor Peacock’s Address

Chancellor Peacock thanked the Council for the opportunity to appear before the group. He asks all present to help work with him to make Appalachian an even better University.

Topics on the Chancellor’s short list include:
• Hiring the new Human Resource Services director. The Board of Trustees will confirm the recommendation, then the appointment will be announced.
Chancellor Peacock wants the person who will represent the campus in the best
way and move forward from the state employee’s viewpoint. The HRS Office has given the Chancellor input on the candidates as well as Vice Chancellors and others. Chancellor Peacock commended the search committee for its work. There was a good applicant pool.

- Career Banding is underway. Information is due to the Office of State Personnel by January. $1.6 Million is allocated to bring staff up to the banding salary. Chancellor Peacock is trying to make this happen. Appalachian lobbied for access to funds to meet these needs. Funds will be used from enrollment increase to demonstrate the University’s commitment to meet Career Banding needs.

- UNC Tomorrow has had a tremendous impact on all 17 constituents in the UNC system. UNC Tomorrow questions how universities are preparing for the North Carolina of tomorrow. Are we offering the right programs? Are campuses preparing for growth? Are universities meeting the needs of the state? Visits are being made throughout the state by the UNC Tomorrow Council. Western Carolina visits include Hickory, Charlotte, Asheville, and Sylva. Chancellor Peacock feels that the needs of western North Carolina (Watauga, Ashe, Avery, Mitchell) may not be the same as metropolitan areas.

  Chancellor Peacock invites staff members to attend the meeting in Hickory on October 3 at 4:00 p.m. This commission needs to hear the needs of the region. Chancellor Peacock will provide Stacy Sears with information to share with the Council. Stacy Sears indicated a van will be secured. Interested persons should contact her for additional information.

- Growth. The Board of Governors and the UNC General Administration mandate growth. Each understands that Appalachian cannot serve eight percent of the population of North Carolina that qualify for UNC schools. Within 10 years, the numbers wanting to enter UNC schools will be 300,000. Appalachian cannot take 24,000 on its campus and is looking at more distance education – a branch campus in Hickory with separate faculty and staff. The branch campus would be its own entity offering some of the existing programs but not a full complement. The Board of Governors is interested in additional dialogue.

- Communication on campus. Employees are encouraged to suggest changes to make the campus safer for employees and students.

- Smoking policy. Effective January 1, 2008, campus buildings will be smoke free, including 100 feet from state-owned buildings. Appalachian will appoint a task force to discuss a smoke-free campus, exercising sensitivity toward employees and students.

- Strategic planning, the capital campaign, and support by local legislators. Appalachian has had good support from UNC-General Administration and from the Legislature. Legislators Tarleton and Goss have given Appalachian favorable consideration and understand the campus’s challenges.

Questions and answers.

Q: What is the current status of the nursing program and what are projections for its development?

A: The program began last year and is moving forward with its current leadership. Students transfer to Appalachian with an Associate degree and add coursework for a Bachelor’s degree. Clinical hours are provided through Watauga Medical
Center, Blowing Rock, and Newland. The program is considering other facilities for expansion.

Q: Progress report on the College of Education.
A: Full funding is allocated for the Reich College of Education. Each university receives one capital project per year. First priority is to get a facility for the health professions/nursing (the location of the old Lowes Hardware across from Watauga Medical Center.

Q: Is the campus moving toward a green campus?
A: The Sustainable Development program is supported by Appalachian. Appalachian has projects in wind and solar panels and also has a project in Catawba in the use of landfill gas to produce energy.

Chancellor Peacock relayed the story of his entering the bus after the Michigan game. The bus driver offered his congratulations and indicated that Appalachian “brought its family and its heart.” Chancellor Peacock agrees that staff, faculty, and students are the heart of Appalachian.

Stacy Sears extended thanks to Chancellor Peacock for addressing Staff Council.

5. Ingrid Kraus, Counseling for Faculty and Staff. The campus counseling services are not well known but available to faculty, staff, and immediate family. Services include stress management, anxiety, depression, marital, family, children, parenting, alcohol, drugs, and anger management. Services are confidential with exceptions as mandated by law. A division of the Institute of Health and Human Services, this department is located in the Hubbard Center in Old Belk Library. If counselors are unable to assist, appropriate referral will be made. By state law, time away from work is “release time,” and sessions are private. For additional information, visit www.cfs.appstate.edu. Suggestions are welcome.

6. SEANC Update. Janice Smith, District 3 Chair, returned from convention where SEANC met with legislators and officials who spoke about policy platforms. The organization will continue to lobby for pay raises.

7. Announcements

- Staff Assembly. President Erskine Bowles organized a Staff Assembly consisting of three delegates from each UNC Council. Stacy Sears, Charlie Wallin and Chris Popoola serve as the representatives to the state; Tim Zacker serves as an alternate but attends all meetings. This group has been in existence for a year. It meets next on October 9 as well as meeting via video conference on the second Friday of every month.
- Chancellor’s Advisory Committee. Tim Zacker noted this group meets once per semester with the Chancellor. Question/concerns for inclusion can be submitted to Tim Zacker or Stacy Sears.
- Campus Blood Drive: September 27 from 8:00 a.m. – 7:00 p.m. in the Holmes Convocation Center.
- Staff Appreciation Breakfast: Tuesday, October 16.
• Leadership Institute for Females – Applications are due on Friday, September 14. This is a training program for SPA with 5 years of managerial experience. A letter from the supervisor is required. The Vice Chancellors and Chancellors will submit two names from Appalachian to the Office of State Personnel. One will be chosen. HRS will pay the $1000 enrollment fee, and travel is covered by the home department.
• The Board of Trustees met on Thursday and Friday, September 20-21. Stacy attends as Staff Council President.

8. It was moved (Ziegler) and seconded (Wilson) that the meeting be adjourned.
1. Denise Marsh called the meeting to order and welcomed members.

2. Dr. John Turner, director of the Institute for Health & Human Services, addressed the Council as a representative of the task force looking at the campus smoking policy.

   A. The 9/27/07 memo from Chancellor Peacock regarding legislation dealing with smoking was distributed. As of 7/1/07, UNC institutions may designate as nonsmoking areas “any facilities…and the grounds of those facilities.” Effective 1/1/08, however, legislation prohibits smoking in State government buildings. A 20 member task force composed of faculty, staff and students will implement these two laws. Representatives from the task force are scheduled to meet with the Council of Chairs, Faculty Senate, Staff Council, and SGA.

   B. The University has the option of going smoke-free within 100 feet of buildings or electing a smoke-free campus. Residence halls are already smoke-free. Visitors must also be considered.

   C. The Institute of Health & Human Services is interested in services/materials which need to be in place to assist those affected by the policy. IHHS is applying for a $75,000 grant to assist students with smoking cessation. This source of funding will be restricted to students.

   D. Feedback
      • difficult to enforce
      • some buildings do not have 100 feet of space to designate
      • establish smoke zones, possibly within sheltered areas
      • violations options: reprimand, required employee assistance; dismissal
      • discuss whether to include tobacco
      • smoke-free campus means no smoking in parking lots; i.e., parked cars
      • a more sensitive approach is to graduate to a smoke-free campus over time
      • employees allowed smoke breaks affect other staff on the job
• make Appalachian a smoke-free campus

E. Council members voted as follows:
   25 of 53: smoke-free campus
   27 of 53: designated smoking zones

F. Feedback on policy, programs/materials, and/or violations can be given to John Turner (IHHS), Lorin Baumhover (Chancellor’s Office), or Charlie Wallin (Staff Council).

3. It was moved (Wilson) and seconded (Link) that the minutes of the September 11 meeting be approved with changes. Motion carried.

4. It was moved (Wilson) and seconded (VanVliet) that the Treasurer’s Report through 9/30/07 be approved. Motion carried.

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5. Committee Updates

A. Fundraising. Fran Wilson reported that tickets will be sold at the Staff Appreciation Breakfast on 10/16/07 for 1) a limo ride for 8, including tickets to the ASU/Furman game on 10/27/07; 2) a two night stay (hotel suite) at the Hampton Inn in Morganton; and 3) two autographed copies of the 9/10/07 issue of *Sports Illustrated*. One autographed copy of the *Sports Illustrated* issue will be placed in the theme basket. The Fundraising Committee was congratulated on its efforts.

   There will be a mailing to area businesses informing them of the upcoming Children’s Shopping Spree in December. In addition, campus envelopes will be distributed for departmental donations. All proceeds go to Children’s Shopping.

B. Quality of Life. Cathy Ziegler distributed a draft of the proposed survey. The survey, performed about every 10 years, takes 10-13 minutes to complete. It will be sent to SPA and EPA-Administrators. Paper copies will be distributed to Food Services, Housing & Residence Life, and Physical Plant. Paper copies will include bubble answer sheets for ease in scanning. All responses are confidential. Results will be presented to the University’s senior administration. The survey will be used for the 2010 university wide reaccreditation.
Cathy expressed appreciation to committee members: Loretta Link, Kristen Hyle, Sali Gill-Johnson, Shelley Wallin, Peggy Eller, and Alyson Ebaugh.

C. Children’s Shopping Spree. Cathy Ziegler reported on the following:
- Committee members stuffed backpacks with the assistance of students from the Living/Learning Center.
- Denise Marsh and Janice Voss will distribute information packets at the Watauga County Principal’s meeting 10/11/07.
- Assistance is needed on the morning of the shopping day (posters, assisting children from vehicles to their respective school signs to meet the adults, distribute backpacks, assist with lunch
- Volunteers needed to drive children from the schools to the Broyhill Inn
- Volunteers needed to shop one-on-one with children
- Volunteers needed to collect receipts from the shoppers

D. Campus Blood Drive. Denise Marsh reported that 700 people showed up at the Convocation Center. The blood drive yielded 665 productive pints: 110 gave through automated (gave 2 pints); 160 competed platelet interest cards; 120 filled out bone marrow donor information; 149 first-time donors. Appreciation was expressed to the 200+ volunteers worked the blood drive.

There are two blood drives per month in the Student Union. The next faculty/staff blood drive is December 7.

6. New Business

A. Membership. Denise Marsh commended those who have come forth as new members. Members are asked to serve on two committees, and a list will be distributed for sign-up at the November meeting.

B. Chancellor’s Advisory Committee. Tim Zacher reported that this group meets once per semester with Chancellor Peacock to discuss campus issues. Attending this meeting was Patrick McCoy, HRS Director.

1) Safety. There are many committees dealing with various aspects of safety on campus. It is suggested there be one central office that people can contact. Chancellor Peacock indicated these concerns are timely as this is a hot topic at the state level, and he supports continued discussion.

2) Career Banding. Appalachian requested $1.6M to bring banded positions up to the appropriate pay levels. All University SPA positions must be banded by May 1, 2008. There is a lot of work ahead for departments, but tools will be made available to supervisors to assist in the process. It is anticipated that the transition will be easier than those positions previous banded.

3) Staff for a Day. Chancellor Peacock agreed to be a staff member for a day. A committee will be created to put the program together. Spring is suggested since the student for a day program is held in Fall.

C. Staff Assembly. Stacy Sears, Charlie Wallin, and Chris Popoola attended to discuss staff issues with other UNC institutions. Tim Zacher serves as an alternate. Discussed with President Bowles was tuition vouchers, equitable implementation of career banding with funding, staff benefits, merit pay, and training for staff. President Bowles needs to review associated costs.
Stacy Sears was nominated and elected Vice President. Charlie Wallin was nominated to the Executive Committee, but Appalachian could not have two on the committee, so declined.

The next Staff Assembly meeting will be held May 1-2 at the Broyhill Inn here in Boone. Visit http://uncestaffassembly.northcarolina.edu/ for additional information.

D. December Luncheon. In December, there is an optional luncheon. A short meeting may be held in conjunction with the luncheon. Members are asked to pay for the meal ($5-8).

7. Announcements

- Staff Appreciation Breakfast – October 16, 7:00-8:45 a.m. in the East Wing of Welborn Cafeteria
- Appalachian Service Awards – October 16, 9:00 a.m. in the East Wing of Welborn Cafeteria
- Faculty/Staff Appreciation Football Game – Appalachian vs. Chattanooga – November 17, 3:30 p.m.
- State Employees Combined Campaign (kickoff held October 2). The campus goal is $151,000.

8. Next Meeting: November 13 (location to be determined). Clyde Robbins will speak on campus construction and building projects.

9. Motion to adjourn (Hoffman) and a second (Scarborough).
STAFF COUNCIL
APPALACHIAN STATE UNIVERSITY
Minutes of the Meeting Held November 13, 2007
(Approved December 12, 2007)

Present:  Katherine Alford, Dawn Boyter, Erin Carpenter, Judy Cereghino, Sarah Chapman, Bob Charlebois, Lou Ann Church, Pam Cline, Kathy Deas, Thomas Dedge, Alyson Ebaugh, Peggy Eller, Janet Fitchlee, Sali Gill-Johnson, Eddie Hyle, Kristin Hyle, Tami Johnson, Kim Jones, Sandi Jones, Kathy Mann, Denise Marsh, Jennifer Maxwell, Jackie McInturff, Carol O’Saben, Monica Rose, Corrine Sackett, Amy Sanders, Cathy Scott, Stacy Sears, Jamie Seay, David Shervington, Janice Smith, Jamie Tedder, Marlena VanVliet, Janice Voss, Jenny Ware, Lisa Watson, Jenny Wyatt, Fran Wilson, Vickie Young, Tim Zacher, Cathy Ziegler

Excused:  Monique Eckerd, Anni LeaShomb, Loretta Link, Kit Olson, Chris Popoola, Kathy Ray, Shelley Wainscott-Wallin, Charlie Wallin, Laura Young

1. Stacy Sears called the meeting to order.  Appreciation is expressed to everyone for their patience while Staff Council was relocated to a larger meeting facility.  Linville Falls Room of the Plemmons Student Union will be the meeting location for the next few months.

   Members’ folders were transported from IG Greer to the meeting.  New members are reminded to pick up their Staff Council bags, folders, and name tags.  Those who have not received the latter should notify Janice Voss.

2. Presentation by Clyde Robbins.  Dr. Robbins has been director of Design and Construction and 15 years.  His department houses two architects, two engineers, and an interior designer.  This presentation is to discuss some of the projects impacting campus life.

   • New dining hall, Phase I.  Phase II will be built after Welborn Hall comes down.  Phase I will be finished by the first of March.  Phase II will be a 20,000 sq. ft. facility housing mostly the Food Court.  The building follows Georgian and Americana styles.  The circle in the middle is a promenade.  There will be a 16’ stained glass window, backlit at night, at both ends of the arcade reflecting the history of Appalachian:  the mountain songbird, Yosef, and the mountains.

   • Bridge connector.  The span from Rivers Street to the Cafeteria should be installed no later than January.

   • Parking Deck at the Library.  Another site under consideration as a deck for the Convocation Center is the Winkler property.  This would be pre-engineered construction.

   • Hoey and Cannon renovations.  There are 12 residence halls to renovate, two per year.  The State mandates sprinklers by 2012 which is a major renovation.  Gardner and Coltrane will be the next for renovation.  Coffey is targeted for demolition.

   • Home Management House – to be demolished
• Amphitheater to be removed. The Union will be expanded as a living/learning facility.
• Canopies will be constructed on all residence halls to tie into the campus theme.
• Pedestrian bridge. There will be safe crossing from the parking deck to the dining hall to central Sanford Mall.
• 920 Rivers Street, Comprehensive Clinic building will be the home of Communication and the TV studio. Estimated for completion by 2008, the facility will house two full TV studios, classrooms, and offices for faculty who are currently housed in Walker.
• Old Library Classroom Building – 3rd floor renovation to be completed
• College of Education building – The buildings presently on the Hardin Street site are to be demolished by summer. When the College is relocated to the new building Duncan Hall will be utilized as "swing space" for an extended period. Eventually due to its location in the Boone Creek floodway plans call for its removal and the site restored as "green" space.
• University Hall turned into another long-term project due to mold. The building was purchased from the Region 5 Council of Governments. It was exposed to the elements for four years. Black mold was discovered during recent renovation and has been difficult to clean out. The building will house the new Institute of Health and Human Services and the Comprehensive Clinic. It is estimated that the employees, currently renting on Bamboo, may be moved back in during May or June.
• Varsity Gym. The dance studio is 80% complete. There are three studios where gymnastics was previously housed. There is a track surface on both balconies. Rotted flooring had to be replaced.
• Steam reconstruction involves tearing up campus. There will be a wide line tunnel between Duncan and Walker. The space between the Library and Rankin will have a trench. The tunnel, although three times more expensive, is necessary because trenching could not be done there. In addition, the line between Founders and the Administration blew out and was temporarily repaired by overhead piping.
• Baseball field – bleachers which seat 900 people, concessions, and locker rooms
• Boone Creek restoration. Durham Park was an aesthetic improvement. Kraut Creek from the water plant to Duncan Hall will cost $1M to renovate similar to Durham Park. A $300,000 grant was awarded to Appalachian from the DOT toward this project.
• Bookstore and the Market – still under renovation. The University is inviting bids for a bank and Kinko’s on the other end of the space. There will also be a café and pastry area.
• Throws area – moved from the hilltop down to this area (hammer, discus, and javelin)
• Marsh property park – will be restored as an extension of Durham Park
• Kidd Brewer Stadium – tore down the press box/Chancellor’s box. A new 120,000 sq. ft., 7 story building is being erected.
• East stands proposal – expansion by next football season. A double-deck will consume the existing location and part of the Quinn parking lot.
• Kidd Brewer Stadium Plaza
• Soil nail wall at Kidd Brewer Stadium – long rods which pound into the bank to hold back the earth wall (similar to what is behind Rivers Street Parking Deck).
• New tennis courts
• Indoor practice building 80 yard football field with two TV platforms to be constructed.
• Dauphblan will come out to tie Hardin Creek Park into Durham Park.
• Locust Street becomes the main campus entrance.
• Pedestrian pavement plan – brick pavers are being laid as sidewalks are replaced. The advantage of pavers is easy replacement of pieces.
• Experimental Pavement Plan allows moisture to come through, collected as runoff, and returns to the ground table.

The floor was opened for questions and answers.

Q: In the old Library, the classrooms aren’t soundproof. Will third floor be better insulated?
A: There is an open plate in there. Suggestion was made to move the classes where this is less of a problem. The third floor should be a little more soundproof.

Q: What is the timeline for a parking deck at Holmes?
A: The University is considering how this can be built. Parking revenues support construction for parking. There is conversation about an external agency building the deck and leasing it back to the University. Legends is another possibility for a deck.

Q: When will the third floor Belk renovation be completed?
A: Late Spring.

Q: When Dauphblan is closed, what will be the traffic flow?
A: Traffic will come in Locust which will be widened and circle left toward Founders. Food Service trucks and tractor trailers will be entering the new cafeteria from Rivers Street.

Everything discussed but proposed Holmes parking is fully funded. Funds are being borrowed for renovation of residence halls. State buildings are from state appropriations.

There was discussion of tearing down IG Greer and using the space for offices. Eventually LS Dougherty and Lucy Brock will come down; if there is a Phase II bond issue, this will happen within 5-8 years. East was going down, but it will remain and be placed on the renovation list.

Q: Paver replacement. The John Thomas sidewalk is dangerous. Many people use this walk at Commencement.
A: The sidewalk will be replaced this summer with an 8 ft. paver sidewalk.

Appreciation was expressed to Dr. Robbins by Ms. Sears. Any additional questions can be emailed to robbinscd@appstate.edu. Dr. Robbins indicated he and his staff have an open door policy.

3. It was moved (Ware) and seconded (O’Saben) that the minutes of the October 9 meeting be approved with corrections as noted. Motion approved.

4. It was moved (Ziegler) and seconded (Chapman) that the November Treasurer’s Report be approved as presented. Motion approved.

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5. Old Business

A. Communications (Tim Zacher)
   • The Staff Update was distributed. If your department/area is not receiving the correct number of Updates, notify Tim Zacher (zachertm@appstate.edu). December 3 is the submission deadline for the next publication.
   • Visit the updated Staff Council website: www.staffcouncil.appstate.edu. Email updates to Tim Zacher (zachertm@appstate.edu) or Eddie Hyle (hyleea@appstate.edu).

B. Quality of Life Survey (Cathy Ziegler). The deadline to complete the survey is Wednesday, November 14. As of October 29, there were 1,569 permanent SPA and EPA Administrative employees who qualified to take the survey. To date, 610 completed and submitted survey, a 39% return.

C. Membership (Denise Marsh). The Membership Committee encourages members to sign up to serve on Staff Council and University committees.
   Staff Council will administrator the Appalachian Staff Awards, selecting 3 SPA and 1 EPA non-teaching employee for recognition at Convocation in September and the Staff Appreciation Breakfast in Fall. There will be one person from each division (Business Affairs, Academic Affairs, Student Development,
Chancellor’s Office, University Advancement). The Staff Council President will be a member, and an HRS representative will serve ex-officio. Council members wishing to serve on this committee should submit their names; members will be selected.

D. Children’s Shopping Spree (Cathy Ziegler). The shopping date is December 7 (December 14 snow date). There are 33 more shopping volunteers needed. Hardin Park and Mabel have enough drivers but additional vehicles are needed for all other schools.

If anyone knows of someone who can be Santa, please notify Cathy Ziegler. Also volunteers are needed to assist children from vehicles into the Broyhill, at breakfast, during lunch, and for receipt collection.

E. Smoking Task Force. Two meetings were held. The committee is working through the legislation and obtaining feedback from campus constituents. Also the campus is considering a smoking cessation program on campus.

6. New Business

A. Congratulations to Sarah Chapman for an article about Freshman Move-in in the publication of the Southeastern Housing Organization of the U.S. Staff Council was mentioned in the article. Ms. Chapman coordinated 1,000+ volunteers for Freshman Move-in. Eddie Hyle coordinated Staff Council volunteers at water tents.

B. The December meeting will be a short meeting followed by heavy hors d’oeuvres and gift exchange. Those wishing to participate in the gift exchange are requested to “regift” by bringing an item from home valued at $10 or less.

C. UNC Tomorrow – an information gathering road show by UNC-General Administration. President Bowles and others from this task force met with faculty members on campus. There was also a meeting held in Hickory to get area feedback with over 400 attendees.

Hickory is the only North Carolina city of its size without a public higher education institution. Appalachian is leading discussions of satellite campus based in Hickory.

The UNC Tomorrow video will be viewed at the December meeting.

D. Career Banding (Alyson Ebaugh). All SPAs on campus are moving to career banding. The police, IT, trades, and institutional services have transitioned; administrative and managerial positions will be transitioned by May 1, 2008.

Career banding is “pro” employee. Its structure is similar to what currently exists but with the added dimension of competencies. The grading system is narrowly defined and based on the amount of work performed. Career banding honors experience but adds dimension of competencies.

Funds previously allocated to in-range adjustments and career progression are reallocated to Career Banding. Alyson Ebaugh, Patrick McCoy, Sandi Jones, and Nancy Crowell are visiting units/departments on campus to discuss Career Banding. Susie Beasley will communicate with the Vice Chancellors on deadlines. Both the supervisor and employee will be involved in writing of job descriptions.
Question was asked whether EPA administrators would be banded. This is not on the radar but EPA are requesting more structure and standardized performance evaluations.

The current Performance Management System for SPA will be completed in May, 2008. For 2008-09, SPA will use the new career banded job description to write the work plan. There is money set aside for disbursement of those positions previously banded but not compensated.

E. Staff Assembly – SPA/EPA representatives from the 16 UNC-System campuses. In the last videoconference, training and Career Banding was discussed. Appalachian will host the Staff Assembly in Boone in February. Stacy Sears serves as Vice-Chair of Staff Assembly.

7. Announcements

- Health Fair – November 16, 10:00 a.m. – 2:30 p.m.
- Flu Shots – Friday, November 30. Appointment required.
- ASU vs. Chattanooga – Saturday, November 17 -- Faculty/Staff Appreciation Football Game
- Chancellor’s Open House – Wednesday, December 5, 1:00 – 3:00 p.m., Summit Trail Solarium, Plemmons Student Union
- Faculty/Staff Blood Drive – Friday, December 7, 10:00 a.m. – 2:30 p.m., Linville Falls Room, Plemmons Student Union
- Board of Trustees – December 6-7.

Stacy Sears thanked members for taking time to be part of Staff Council. Appreciation was expressed to all. Motion to adjourn (Wilson).

Excused: Lou Ann Church, Kathy Deas, Thomas Dedge, Monique Eckerd, Peggy Eller, Eddie Hyle, Anni LeaShomb, Kathy Mann, Jennifer Maxwell, Cathy Scott, Lori Tyler, Shelley Wainscott-Wallin, Cathy Ziegler

1. Stacy Sears called the meeting to order and extended a welcome.

2. It was moved (Hoffman) and seconded (VanVliet) that the minutes of the November 13 meeting be approved. Motion carried.

3. It was moved (Link) and seconded (Sanders) that the December Treasurer’s Report be approved as presented. Motion carried.

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Money received following the issuance of the cash advance for the children’s shopping will be retained in the fund for 2008.

4. Old Business
A. Children’s Shopping Spree – held December 7 with schools being on a two-hour delay. Appreciation is expressed to all who helped make this event a success again this year.

Bob Charlebois noted the committee left backpacks up at the Broyhill. BR Hoffman will collect them for storage.

B. Committee Assignments. Denise Marsh notified chairpersons who serves on each committee and will distribute a list of all committees to Staff Council.

5. Announcements

A. Board of Trustees – held December 7. Stacy Sears attended and gave highlights of discussions: Education building, reorganization of the University, open forums to discuss zoning.

B. Staff Assembly – Stacy Sears reported this group will address tuition benefits be extended not only for employees but also for the spouse and dependents.

C. Wes Weaver will pick up live Christmas trees for less fortunate families. Contact him at 264-9316.

6. It was moved (Link) and seconded (Lawrence) that the meeting be adjourned. There was fellowship time and a “white elephant” gift exchange.