PRESENT:  Katherine Alford, Wes Berry, Dawn Boyter, Judy Cereghino, Bob Charlebois, Sarah Chapman, Lou Ann Church, Kay Clark, Kathy Deas, Thomas Dedge, Peggy Eller, Jane Fitchlee, David Freeman, Sali Gill-Johnson, Susan Hisle, Eddie Hyle, Kristin Hyle, Tami Johnson, Ingrid Kraus, Jeff Lawrence, Anni LeaShomb, Loretta Link, Kathy Mann, Denise Marsh, Jennifer Maxwell, Jackie McInturff, John Paul McNeal, Ryan Morton, Kit Olson, Dee Pelliccio, Chris Popoola, Kathy Ray, Corrine Sackett, Barbara Scarborough, Cathy Scott, Stacy Sears, Jamie Seay, David Shervington, Janice Smith, Jamie Tedder, Marlena VanVliet, Janice Voss, Shelley Wainscott-Wallin, Charlie Wallin, Lisa Watson, Fran Wilson, Angel Wood, Laura Young, Vickie Young, Cathy Ziegler

Excused:  Gail Hampton, BR Hoffman, Kim Jones, Carolene McGlamery, Rachel Robinson, Amy Sanders, Jenny Ware, Trixie Wilkie, Tim Zacher

1. Stacy Sears welcomed everyone back following the holiday and called the meeting to order.

2. Presentation by Sherri Wilson, Director of Health Promotion, Institute for Health and Human Services

Q: Do you think disabilities or premature death are controllable?
A: Yes. The top ten causes of disability and premature death are heart disease, cancer, stroke, respiratory disease, unintentional injuries, diabetes, flu/pneumonia, Alzheimer’s, nephritis, and septicemia.

Worksite Health Promotion promotes maintaining good health rather than correcting health, such as through exercise, diet, and stress reduction. Financially, this division offers activities that contain health care costs. Companies save $3.60 for every dollar in illness if there are on-site health programs. The Center for Disease Control estimates 35% of cancer related deaths can be avoided by early detection.

- Keep healthy employees at low-risk.
- Target high risk employees with education on a particular health condition.

Why invest in Health Promotion?
- reduces absenteeism
- improves productivity
- controls increasing health care costs
- reduces injuries
- improves employee morale & retention
Components of worksite health: health fairs, wellness workshops, lunch/learn; ongoing updates, health screening, immunizations, physical activity, nutritional consultation.

Mission: supply with information, service, help you to make wiser, healthier lifestyle decisions.

Organization: Under Academic Affairs then the Institute for Health and Human Services.

History: Begun in 1985 under Health, Leisure and Exercise Science, they separated the student and employee components in 1990. They were part of the Hubbard Center but moved to Varsity Gym in 2000. In 2007, they became part of the Institute for Health and Human Services.

Hours of Operation and Staff
- Hours: Monday - Thursday, 7am - 6pm; Friday, 7am - 3pm
- Contact: (828) 262-6314
- Location: 530 Rivers Street, Room 12 - Varsity Gym (foundation of Varsity Gym)
- Staff: Sherri Wilson (Director), Kathy Pierce (Exercise Coordinator), Denise Marsh (Program Assistant), and Laura Benezra (Registered Dietitian)

Programs include, but not limited to:
- health screenings (cholesterol, LDL, etc.), diabetes, blood pressure, blood sugar, mammograms in Fall & Spring by the Breast Clinic of Winston-Salem, vision screening, skin cancer screenings, fitness assessment. Results will be sent to your physician upon request.
- physical activity: 2 weight rooms, cardio room (elliptical and treadmills) and two multipurpose rooms for exercise class. Staff will advise on equipment use and recommend routines. There are locker rooms and showers.
- nutrition consultation
- immunizations (flu vaccines billable to insurance; tetanus)
- special populations: osteoporosis, knee, shoulder, back, etc.
- community outreach: 5K charity for Huntington’s disease, CF, etc. coat drives
- health fairs in Fall in conjunction with HRS; optometry screenings, messages, health components
- Blood drives in Fall, Spring and Summer
- CPR ($10 for materials)
- prenatal fitness
- workstation analysis
- many more services

Most services are free except for some screenings. All classes are on a first-come/first serve basis due to room size limitation.
Stacy Sears expressed her appreciation to Ms. Wilson for sharing this information.

3. It was moved (VanVliet) and seconded (Lawrence) that the minutes of the December 11 meeting be approved as corrected. Motion carried.

4. It was moved (Ziegler) and seconded (L. Young) that the January Treasurer’s Report be approved. Motion carried. Funds are still being received for the Children’s Shopping Spree and will be applied to the 2008 event.

5. Old Business

   A. Smoking Task Force submitted its recommendation to the Chancellor prior to the holidays. Chancellor Peacock shared the recommendation with the Vice Chancellors on January 7. The report included the committee recommendation, how a decision was reached, minutes, maps of all scenarios, subcommittees, committee members, and a proposed budget to implement cessation programs for faculty, staff, and students. Six of the 17 UNC campuses made a decision, some with 100 ft. perimeters and others with 25 ft. perimeters from buildings.

   B. Staff Council Committees. Denise Marsh distributed emails to Council members informing them of committee assignments. Chairs are requested to schedule a meeting of their committees.

   C. Communications Committee. The Newsletter will be sent to print on the 16th. Contact Tim Zacher by Friday, January 11 if you have items for inclusion in the January/February issue.

6. New Business

   A. Constitution Committee. Chris Popoola reported that the Constitution Committee is proposing changes to the constitution and bylaws to reflect the following:
     - Chancellor’s Advisory Committee – the President and Past President serve as members
     - Children’s Shopping Spree – chair (or designee) serves ex-officio on Fundraising Committee
     - Constitution Committee – Secretary and President Elect are members
     - Scholarship – chair serves ex-officio on Fundraising Committee
     - Fundraising – Treasurer serves as a member; chair of the Children’s Shopping Spree (or designee) and Scholarship serve ex-officio
     - Membership – Vice President chairs; Secretary serves as a member
     - Staff Awards – new section
     - Benefits Committee – President serves as a member

   The recommendation is coming from committee, so a motion is not necessary. The recommendation was seconded (Chapman). Motion carried.

   The Constitution Committee is seeking input on whether the President should be allowed to hold a second term of office by motion from the floor. In the event this occurs, the President-Elect will remain in this position for an additional year.
Therefore, no election would take place in that year for the President or President-Elect. The rationale is that the President is just “learning the ropes,” and the year ends.

It is also suggested that the Past President remain active, not ex-officio. During a year when the President-Elect moves up, the President-Elect and Past President are the only officers with current experience. This will give the officers some continuity.

Currently, the Secretary, Vice-President and Treasurer serve one-year terms but can be re-elected to a second term.

There was no major opposition to this proposal.

The Constitution Committee will take discussion into consideration to be brought before the Council at a later date. Submit feedback to Chris Popoola.

B. Scholarship Committee. Shelley Wainscott-Wallin reported the application has been updated and will go up on the web. Deadline is April 18. Employees and dependents of employees attending an institution of higher education are eligible to apply.

7. Announcements
   • January 10: College of Education Public Forum at the Boone Town Council Chambers at 7:00 p.m.
   • February 1: Faculty/Staff Blood Drive, Linville Falls Room, Plemmons Student Union
   • February 12: Staff Council Meeting Speaker: JC Boykin, Chair of the UNC Staff Assembly
   • May 1-2: UNC Staff Assembly Meeting held in Boone, Broyhill Inn and Conference Center
   • HRS will re-do the web site to make it more employee friendly. Employees are encouraged to complete the survey requesting feedback. How can HRS be of service? How can HRS better share information? How can the website be more user-friendly?

8. January Kudos break from recognition of just one person. It sometimes takes many to see a project to completion. January Kudos go to the heart and body of the Children’s Shopping Spree, the committee for its hard work over the past year: Cathy Ziegler (chair), BR Hoffman, Teressa Hollars, Diane Lowenberg, Andrea Mitchell, Janice Smith, Janice Voss, Lisa Watson, Fran Wilson, Laura Young. Appreciation was expressed to the entire committee for a job well done.

9. It was moved (Wainscott-Wallin) that the meeting be adjourned.
PRESENT: Katherine Alford, Erin Carpenter, Judy Cereghino, Bob Charlebois, Sarah Chapman, Kay Clark, Thomas Dedge, Alyson Ebaugh, Phyllis Everett, Sali Gill-Johnson, Alice Gryder, Gail Hampton, Susan Hisle, Eddie Hyle, Tami Johnson, Candice Jones, Kim Jones, Anni LeaShomb, Loretta Link, Kathy Mann, Jennifer Maxwell, Carolene McGlamery, Jackie McInturff, Ryan Morton, Kit Olson, Carol O’Saben, Dee Pelliccio, Chris Popoola, Rachel Robinson, Monica Rose, Corrine Sackett, Amy Sanders, Cathy Scott, Stacy Sears, Jamie Seay, David Shervington, Janice Smith, Marlena VanVliet, Janice Voss, Trixie Wilkie, Fran Wilson, Laura Young, Vickie Young

Excused: Lou Ann Church, Kathy Deas, David Freeman, Kristin Hyle, Sandi Jones, Denise Marsh, Jamie Tedder, Shelley Wainscott-Wallin, Charlie Wallin, Cathy Ziegler

1. Stacy Sears called the meeting to order.

2. Presentation by JC Boykin (jon_boykin@ncsu.edu), Chair of the UNC Staff Assembly from NC State – a council of the 18 universities in the UNC system which meets once per semester with President Erskine Bowles.

Mr. Boykin commended Stacy Sears for her outstanding work as vice-chair of Staff Assembly. He provided the following information about the UNC Staff Assembly.

UNC Staff Assembly
- In 1996, staff across the state expressed an interest in a state-wide organization. The momentum was lost when President Molly Broad resigned.
- Faculty were organized in 1972, however, they do not have a seat on the Board of Governors as do students.
- In 2006, the Staff Assembly was formed to advise General Administration and the Board of Governors on issues that pertain to staff.
- Goal: to improve communications, understanding, and morale and to increase efficiency and productivity in campus operations.
- The Staff Assembly will accomplish this goal by seeking out the issues, interests, and participation of staff employees; developing recommendations on these concerns; advocating these recommendations to administrators and staff; fostering open communication between administrators and staff; and supporting the teaching, research, and public service missions of the university.
- The Staff Assembly gathers and exchanges information on behalf of the UNC staff and General Administration.
- Objectives & Functions: 1) advise and communicate with officers of the UNC system, and through these officers, the Board of Governors, on matters of
importance to staff members in the University; 2) foster and nurture the establishment and growth of staff organizations on all UNC campuses.

- **Organization & Relationships:** 1) three representatives of each constituent institution and of the General Administration. Every delegate to the Assembly shall be a permanent staff member of the institution he or she represents. The manner of selection and terms of delegates shall be specified in the Bylaws; 2) a chair and other offices as specified in the Bylaws; 3) each delegation to the Assembly shall make the official minutes of the proceedings of the Assembly available to the staff it represents and shall engage in ongoing communications.

- **Mission:** gather and exchange information on behalf of the staff of the University of North Carolina. The Assembly shall, through the appropriate channels, advise and communicate with officers of the University, and through these officers, the Board of Governors, on matters of importance to staff. The Assembly shall foster and nurture the establishment and growth of staff organizations. The Staff Assembly will represent all permanent employees of the University except the faculty.

- **Executive Committee:**
  
  Officers  
  Chair  JC Boykin, North Carolina State University  
  Chair Elect Kelley Eaves-Boykin, UNC Charlotte  
  Vice Chair Stacy Sears, Appalachian State University  
  Secretary Paula Daughtry, East Carolina University  

  At Large Delegates –  
  Chuck Brink, UNC Chapel Hill  
  Caroline Francis, UNC Television  
  Sylvia Gwyn, Winston Salem State University  
  Suzanne Williams, UNC Greensboro  

  Ex Officio  
  Ann Lemmon, UNC General Administration  
  Ruth Brill, UNC General Administration  

- **5-year plan:** 1) tuition assistance and/or tuition vouchers for resident dependents, spouses or partners of UNC employees, 2) equitable implementation of, and funding for, career banding; 3) staff benefits package comparable to faculty benefits package

- **Future initiatives**
  
  UNC Staff Assembly Endowed Scholarship – based on both scholarship and need; given to the resident child of a UNC employee.
  
  The University of North Carolina Distinguished Staff Forum/Fellows is an initiative of the Innovation and Initiative Committee. One of the goals is to provide students with skill-sets that compliment their academic undergraduate experience, providing “know-how” that is designed to holistically benefit their private and professional lives.

  The UNC Tomorrow Commission will guide the University’s initiative to determine how the 16-campus system can best meet the needs of North Carolina over the next 20 years.
  
  The Commission, a blue-ribbon group including business, education, government, and nonprofit leaders from across the state, is charged with learning
what the people of North Carolina need from their University and making related recommendations to the Board of Governors. Visit: www.nctomorrow.org.

To achieve this goal, the UNC system must answer three basic questions:

1. What challenges facing our state do North Carolinians want UNC to respond to?
2. How can UNC best respond to these challenges?
3. How can UNC sustain this focus over the long-term?

- Staff Assembly has a seat at the discussion table. Staff Assembly is pleased and proud that it has accomplished so much in such a short time; however, there is still a long range plan that will allow staff to contribute even more to the university through joint efforts.

The President’s Task Force on Human Resources, the University of North Carolina

- Senate Bill 1353 was enacted during the 2007 Session of the NC General Assembly and calls for the President of the University to appoint a Task Force to examine the application of the State Personnel Act to employees of the University of North Carolina.
  
  Task Force membership shall include chancellors, UNC Staff Assembly representatives, human resource professionals, other UNC employees exempt from the State Personnel Act, and a representative of the Office of State Personnel.

- Task Force Goals: 1) improve the ability of the University to attract, reward and retain high quality employees; 2) enable the University to better meet the needs of its employees; and 3) improve the efficiency of UNC personnel operations.

- The Task Force shall report to the President of the University and to the UNC Board of Governors by January 15, 2008. By March 24, 2008, the UNC Board of Governors shall forward recommendations that the Board approves to the Joint Legislative Education Oversight Committee of the General Assembly for consideration of any legislative proposals.

- President’s Charge to the Task Force: 1) emphasized the need to recruit, retain, and reward UNC employees; 2) stressed the importance of increasing the efficiency and effectiveness of UNC’s human resources in light of the many studies that have preceded this Task Force review; 3) cautioned that a recommendation to withdraw from the State Personnel System would be unwise and unwelcome; 4) supportive of reasonable and achievable recommendations with accountability measures.

- HR Task Force Activity
  
  Assembled for its first meeting on September 24, 2007, and met over a four month period. Five subcommittees were formed to address: position management, recruitment, compensation, rewards, performance management/employee relations.

- Task Force Recommendations
  
  Seek legislation that would grant the University authority to create a new Article under NC General Statutes, Chapter 126, which would allow the
University to create “substantially equivalent” personnel programs approved by the State Personnel Commission (similar to the authority previously granted to county and local governments).

- Creation of new article under Chapter 126
  This new Article would provide the University with the flexibility to develop human resource programs that better address the University’s ability to recruit, retain and reward UNC employees.
  New programs that are developed will require approval by the UNC Board of Governors, Office of State Personnel, and the State Personnel Commission.
  SPA employee protections will continue as defined under Article 8, Employee Appeals of Grievances and Disciplinary Action, of the State Personnel Act.
  Must assure campus readiness to implement new programs and build in accountability measures that would require, at least annually, monitoring and reporting by the campuses.

- Competitive Short-term Recommendations: Competitive Compensation Programs which could be implemented in the short-term, for example: vacation leave for experienced hires; recognition bonus program; recruitment/retention bonus program; targeted university labor market rates

- Long-term Programmatic Recommendations: Employee Recruitment and Retention Programs which would require the development of integrated UNC-wide policies to address employee career development and management, for example: career paths and development; Performance Management Program and Accountability; succession management planning.

Discussion

- Boone, a resort location, has economic and geographical considerations and a high cost of living. Peer institutions have similar job descriptions. There should be regional consideration for competitiveness of employment.
- Campus growth is dictated by the respective universities.
- SB 1353 will allow the university system to equate to the current HR system.

Resolution on Substantially Equivalent Human Resources Programs (proposed to the Staff Assembly Executive Committee 2/8/08)

Whereas the UNC Tomorrow Commission documented the needs of North Carolina in the 21st Century and, thereby, set the goals for the universities, and
Whereas UNC System universities operate in a highly competitive national, if not international, market for talent and expertise that require flexible and proactive human resources programs in order to fulfill these goals, and
Whereas substantially equivalent human resources programs would provide the flexibility for each UNC System campus to fulfill its distinct mission, while preserving the important protections provided state employees, and
Whereas substantially equivalent human resources programs will maintain ties and access to the Office of State Personnel’s expertise and technical skills.
Therefore, be it resolved that the UNC Staff Assembly endorses the creation of substantially equivalent human resources programs for the University of North Carolina System, and

Further be it resolved that the UNC Staff Assembly encourage the UNC General Administration and Board of Governors to petition the North Carolina General Assembly in behalf of its enactment.

- Once the Legislature enacts the bill, General Administration’s HR department will work with campus HR directors, provosts, chancellors, and Board of Trustees to assess needs of each of the campuses.
- Diversity recommendations – historically black institutions must be maintained. The university system will strive to maintain campus identities.
- The Short Session begins in May 2008. Although there may be discussion on the resolution, it will not be addressed until the January 2009 agenda.

Appalachian’s representative on this task force is Chancellor Peacock; Patrick McCoy, Director of Human Resource Services, serves as the Chancellor’s substitute. These task force recommendations are supported.

3. It was moved (Wilson), seconded (Chapman), and unanimously approved that the minutes of the January 8 meeting be accepted as corrected.

4. It was moved (Link), seconded (Charlebois), and unanimously approved that the February Treasurer’s Report be accepted.

5. Committee Reports

A. Fundraising.
   1) The Silent Auction will be held during the staff appreciation event at the Holmes Center on April 29. Members will be assigned businesses to contact for donations. Proceeds go to scholarships.
   2) There will be a raffle basket at the staff appreciation event. Proceeds go to scholarships. Members will be contacted for basket donations. The committee plans to distribute tickets to staff members prior to the event for pre-sales.

B. Constitution Committee – Change in Bylaws

Current Version: Article IV. Officers, Duties, Responsibilities

2. All officers will serve one-year terms. The positions of Vice President, Secretary, and Treasurer may be re-elected to serve an additional one-year term.

MOTION

2. All officers will serve one-year terms. The positions of Vice President, Secretary, and Treasurer may be re-elected to serve additional one-year terms. The President may be nominated by a member of the Council at the March meeting of the President’s first year to serve an additional one-year term. If the Council approves by majority vote and the current President is willing, he/she may serve an additional one-year term. If the President serves an additional one-year term, the current President Elect will remain as President-Elect for an additional one-year term. The Council will then not vote for President-Elect until
April of the President’s second-year term. The Past President will also remain as Past President for an additional one-year term. A President cannot serve more than two years. A President-Elect cannot remain President-Elect more than two years. A Past President cannot remain as Past President for more than two years. **VOTE:** This committee recommendation was seconded by Laura Young. Motion carried unanimously.

C. Communications Committee – The Staff Update will be distributed on 2/13/08.
D. Scholarship Committee. Applications have been distributed to high schools and can be accessed online. For additional information, contact Shelley Wainscott-Wallin or visit: http://www.staffcouncil.appstate.edu/index.php?module=pagesmith&id=4

6. Other

A. Kit Olson distributed information on free smoking cessation programs.
B. Susie Greene encourages staff to complete the campus safety survey.
C. SEANC will meet on February 26, 2008 at the Watauga Library. State retirement, affiliation, and other questions will be addressed by a state speaker. SEANC also offers scholarships for staff and dependents.
D. April 8: Diversity Celebration, 3:00 – 9:00 p.m., Plemmons Student Union. Staff Council traditionally contributes $500 from its state operating budget for printing and/or supplies. It was moved (Chapman) and seconded (Charlebois) that Staff Council contribute $500 for 2008. Motion carried unanimously.

7. Announcements

- April 29: Staff Appreciation, 11:00 a.m. – 2:00 p.m., Holmes Convocation Center
- May 1-2: UNC Staff Assembly Meeting held in Boone, Broyhill Inn and Conference Center

8. Kudos to Angie Norris in Printing and Publications who submitted the *Staff Update* for an award through the 2007 Printing Industries of the Carolinas. The *Staff Update* received “Best in Category” award for Internal Communications. Awards were also received for stationery and brochure submissions. Congratulations are extended to the Printing and Publications staff for competing against large printing companies in North and South Carolina.

9. It was moved (Link) and seconded (Wilson) that the meeting be adjourned. Motion carried.
STAFF COUNCIL
APPALACHIAN STATE UNIVERSITY
Minutes of the Meeting Held March 11, 2008
(Approved April 8, 2008)

PRESENT: Katherine Alford, Judy Ball, Sarah Chapman, Kay Clark, Thomas Dedge, Monique Eckerd, Peggy Eller, Sali Gill-Johnson, Alice Gryder, Gail Hampton, Natalie Hill, Susan Hisle, Eddie Hyle, Kristin Hyle, Janice Jackson, David Jamison, Kim Jones, Sandi Jones, Ingrid Kraus, Anni LeaShomb, Loretta Link, Karen Main, Kathy Mann, Denise Marsh, Jessica Mayo, Carolene McGlamery, Jackie McInturff, Ryan Morton, Susan Musilli, Kit Olson, Tina Parlier, Chris Popoola, Rob Robertson, Monica Rose, Amy Sanders, Barbara Scarborough, Cathy Scott, Stacy Sears, Janet Seatz, David Shervington, Janice Smith, Jamie Tedder, Simms Toomey, Susan Triplett, Marlena VanVliet, Janice Voss, Shelley Wainscott-Wallin, Charlie Wallin, Lisa Watson, Fran Wilson, Martha Wilson (for Jenny Ware), Laura Young, Vickie Young, Cathy Ziegler

EXCUSED: Judy Cereghino, Bob Charlebois, Lou Ann Church, Kathy Deas, Jane Fitchlee, David Freeman, Rachel Robinson, Corrine Sackett, Angel Wood

ABSENT: Wes Berry, Dawn Boyter, Erin Carpenter, Pam Cline, Alyson Ebaugh, Debbie Gragg, BR Hoffman, Kathy Howell, Tami Johnson, Candice Jones, Sharon Kincaid, Jeff Lawrence, Diane Lowenberg, Jennifer Maxwell, Carol O'Saben, Lynn Patterson, Kathy Ray, Jamie Seay, Lori Tyler, Trixie Wilkie, Ezell Williams, Todd Williams, Tim Zacher

1. The meeting was called to order and visitors were welcomed.

2. Presentation by Patrick McCoy, Director of Human Resources

   • From the HR perspective, Mr. McCoy has been on campus for 4.5 months; his family arrived in January. Appalachian is everything he expected and more – personally and professionally.
   
   • Career Banding. In the last session of the General Assembly, universities were mandated to complete career banding. All staff positions will be classified by May 1, 2008. Human Resource Services has given an incredible amount of time and effort to implement Career Banding. Training sessions are offered. PeopleAdmin software was purchased for classification and compensation. The byproduct is a paperless, automated performance management process for 08-09. The job description, competency assessment, and performance evaluation will be online and accessible by employees using Banner IDs.

      Staff will have access to all files pertaining to their jobs. The system will promote engagement and communication between supervisors and employees.

      The General Assembly has declared that universities have access to the salary adjustment fund which was created through an appropriations act. These supplemental funds are available when existing resources are not sufficient to fund pay enhancements, etc. for employees. Appalachian submitted an
adjustment fund request and received close to $900,000, including benefits, from a total of $6M in the salary adjustment fund for state agencies and universities. Funds are applied to actions which are longest pending, such as IT and public safety positions which were the first to be increased to full market range. The next classifications to benefit include institutional purpose, Physical Plant, and then administrative support. Mr. McCoy keeps administration informed of the funding needs to reach market rate.

The Office of State Personnel (OSP) has a compensation unit that conducts labor market surveys and compiles information from county governments to set state-wide rates by classification. Statewide labor market rate make us competitive to recruit and retain staff. When we say we want 100% labor market rate, we ask for parity among our constituent universities with equivalent classifications.

Questions/Answers

Q: The OSP website talks about IT compensation on campus. It appears that the administrative support will have different salary ranges than the current salary grades, e.g., Grade 63 currently has a maximum of $44,000 whereas the new classification maximum is a little over $43,000. Will there be a loss of money in converting?
A: Grade 63 will be grouped into a band for Grades 59-63. There are 11 other occupational groups. When looking at the band, $43000 is the maximum you can earn, but the labor market moves differently. You need to review the journey rate and how competitive it is to market rate. The earning potential to reach the maximum dropped, but as you look into years 3-5, the labor markets and labor market rates move. We’ll have to see how it plays out. You will see changes in the adjustments and pay raises.

Q: If upgrades aren’t available, how can you get increases?
A: Career banding gives you the ability to move from within the band (contributing to journey to advanced) with pay based on demonstration of competencies.

Q: Is the hiring rate negotiable and is there a maximum increase when chancing positions, i.e., 5% per grade increase?
A: If you apply for a career band range position, the salary is negotiable within the band. In the past, increases were 5% per grade level, but these limits are removed. Departments do need to review equity and internal pay alignment.

Q: Does the university need to reapply annually for salary adjustment funds?
A: Yes, this is an ongoing process. Now that universities have access to these funds, OSP will send out a call for requests.

Q: Are there stages beyond this to get us fully funded?
A: The University must continue to advocate for access to salary adjustment funds.

Q: Will a staff employee with 10-15 years of experience automatically crosswalk to the top of the career band?
A: There is a competency assessment process where employees are placed within the band.

Q: Is there a difference in classification and working title?
A: Yes. Several grades are collapsed into categories, but the working title differentiates over the generic title.

Q: Temporary employees are required to work 11 months then take a month off. Will the system help these become permanent employees?
A: This is a funding issue. From an HR perspective, such positions should be made permanent.

Q: If an employee is recommended for salary increase, who approves the action?
A: If an employee receives a competency assessment with the appropriate documentation submitted to HRS, there should be few questions. The system includes an appeal process, similar to a review panel which gives its recommendation to the Chancellor. Career banding pushes responsibility back on the supervisor and employee. The supervisor validates and signs off on what they are doing. HRS will monitor and review the process has been followed.

Observations/Comments

- HRS staff are engaged and are cross training with one another to better offer services to campus.
- HRS is looking to better align services. For example, some HR tasks are done outside their office.
- As HR director, Mr. McCoy is here to advocate issues that affect us. He regularly attends meetings of the Vice Chancellors. His voice is heard, and he is a part of discussions.
- Within HR, employment and employee relations have been separated. Employee relations will focus on staff relations and mediation. Employment will be geared toward recruitment and forecasting needs.
- Mr. McCoy wants HRS to be proactive and not reactive, but this will take time.
- HRS is revamping its website. Candice Jones is a temporary employee working with Sandi Jones. Feedback is welcome.

Additional questions or comments can be directed to Mr. McCoy in HRS (Ext. 3186 or mccoyjp@appstate.edu).
3. It was moved (Wilson) and seconded (Hisle) that the minutes of the February 12 meeting be approved with changes as submitted. Motion carried.

4. It was moved (Ziegler) and seconded (VanVliet) that the March Treasurer’s Report be approved. Motion carried.

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Fran Wilson requested cookbooks to display at the Broyhill Inn and Conference Center. Cookbooks are $5.00.

5. Committee Updates

A. Membership
   1) As of February, approximately 70 departments were not represented on Staff Council. The Membership Committee will contact these departments.
   2) Election of Officers
      a) Stacy Sears is willing to continue as Staff Council President for another term. The approved constitution amendment voted on in March allows the President to serve a second one-year term with a positive vote by membership.
         MOTION: It was moved (Popoola) and seconded (Wallin) that the Stacy Sears remain as President for 2008-09.
         VOTE: Motion carried unanimously.
         Chris Popoola will continue as President-Elect for 2008-09 and will assume office in 2009-10.
      b) Nominations are being accepted for the offices of Vice President, Treasurer, and Secretary. Approval from persons being nominated is required. Nominations are due March 31.
         Denise Marsh agreed to a nomination for a second term as Vice President.

B. Quality of Life. Cathy Ziegler will share results of the Quality of Life survey when available. Results of staff counseling and smoking surveys will be posted at www.irap.appstate.edu or the Staff Council projects website
http://staffcouncil.appstate.edu/index.php?module=pagesmith&id=15. The Communication Committee will be contacted about publishing results in the *Staff Update*.

C. Fundraising. Barbara Scarborough will distribute to Council members a list of businesses to contact for silent auction items. Proceeds go to scholarships.

6. Staff Assembly
   - JC Boykin spoke to Staff Council at its February meeting about the resolution from the HR Task Force (see February minutes) which will be presented to the Board of Governors then Legislators. Chancellor Peacock and Patrick McCoy attended these task force meetings, and there is consensus that all SPA rights were protected in the document moving forward.
   - The UNC Staff Assembly meeting will be held in Boone, Broyhill Inn and Conference Center on May 1-2.

7. Announcements
   - April 8: Diversity Celebration, 3:00 – 9:00 p.m., Plemmons Student Union. Volunteers will be needed to assist. Staff Council is a co-sponsor of this event.
   - April 29: Annual Staff Appreciation Event, *Cruisin’ ASU*, 11:00 a.m. – 2:00 p.m., Holmes Convocation Center. There will be a silent auction and dress-up competitions. Volunteers are needed to assist with activities at this event.

8. University lockdown. Staff Council was complimentary of the way the university lockdown was handled. Officials will review and make recommendations.

9. The meeting was adjourned.
STAFF COUNCIL
APPALACHIAN STATE UNIVERSITY
Minutes of the Meeting Held April 8, 2008
(Approved May 13, 2008)

PRESENT: Katherine Alford, Wes Berry, Erin Carpenter, Judy Cereghino, Bob Charlebois, Kathy Deas, Thomas Dedge, Monique Eckerd, Laurel Elam, Peggy Eller, Alice Gryder, Susan Hisle, BR Hoffman, Eddie Hyle, Kristin Hyle, David Jamison, Kim Jones, Sandi Jones, Loretta Link, Mark Lunsford, Kathy Mann, Denise Marsh, Jennifer Maxwell, Carolene McGlamery, Jackie McInturff, Ryan Morton, Carol O’Saben, Chris Popoola, Rob Robertson, Monica Rose, Amy Sanders, Barbara Scarborouh, Sadie Schneider, Stacy Sears, Janet Seatz, Jamie Seay, Janice Smith, Jamie Tedder, Marlena VanVliet, Janice Voss, Shelley Wainscott-Wallin, Jenny Ware, Robin Waters, Lisa Watson, Fran Wilson, Angel Wood, Laura Young, Tim Zacher

EXCUSED: Elaine Berry, Lou Ann Church, Kay Clark, Sali Gill-Johnson, Tami Johnson, Anni LeaShomb, Diane Lowenberg, Cathy Scott, Cathy Ziegler

ABSENT: Dawn Boyter, Sarah Chapman, Pam Cline, Alyson Ebaugh, Jane Fitchlee, David Freeman, Debbie Gragg, Gail Hampton, Kathy Howell, Sharon Kincaid, Jeff Lawrence, Kit Olson, Lynn Patterson, Kathy Ray, Rachel Robinson, Corrine Sackett, Jeff Tickle, Lori Tyler, Charlie Wallin, Trixie Wilkie, Ezell Williams, Todd Williams, Vickie Young

1. Stacy Sears called the meeting to order and welcomed visitors.

2. It was moved (Link), seconded (Wainscott-Wallin), and approved that the minutes of the March 11 meeting be accepted with changes noted. No opposition; no abstentions.

3. It was moved (Hoffman), seconded (Eller), and unanimously approved that the April Treasurer’s Report be accepted as presented:

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</tr>
<tr>
<td>Endowed Scholarship Fund: Net Assets</td>
<td>$26,961.78</td>
</tr>
</tbody>
</table>
Appreciation was expressed to Fran Wilson for selling Staff Council cookbooks ($80 revenue; $5/cookbook). There are no expenses associated with sales on the remaining cookbooks.

Centennial Park brick sales are increasing. The cost is $40 per brick of which Staff Council receives $18-19 per brick.

4. Committee Updates
A. Communications – Tim Zacher. The committee discussed whether to distribute the Staff Update electronically, continue paper distribution, or distribute electronically with specific departments receiving paper distribution. Council vote follows:
- Distribute electronically only: 10
- Continue paper distribution: 2
- Reduce the paper distribution by distributing electronically except to those who choose paper distribution: 34
Members are asked to return to their departments for feedback to make certain this is the consensus of the persons they represent. There will be follow-up in the coming months.

B. Chancellor’s Advisory – Tim Zacher. This advisory committee will meet with Chancellor Peacock on April 29. This committee makes possible discussion of various topics of concern with the Chancellor. Suggested topics included:
- Following the lock-in, what additional campus plans are being made or safety measures discussed? Lucy Brock has been approved for a keypad entry system, but ASU Day Care has not.
- In light of efforts to improve campus communication, there was little information forthcoming about the noose on campus.
- Reduced tuition for employees – It was noted that the UNC-Staff Assembly is addressing this issue and will make a system-wide decision.
- Incorporate flexible work days to save energy and fuel – a green campus. Investigate 4 day workweeks, 10-hours/day.
- Smoking restrictions have demonstrated an increase of discarded cigarette butts outside of buildings. Place bins at the perimeter of buildings. Is there a decision on the enforcement of smoking restrictions?
Submit comments/suggestions to Tim Zacher within the week.

C. Children’s Shopping Spree – BR Hoffman reported for Cathy Ziegler. The committee asked Council members for feedback about holding the shopping date earlier due to weather cancellation, difficulty in reorganizing, and issues related to school delays for approximately 120 volunteers, 88 children, and school administrators. Proposed dates are November 21 and December 11. There was consensus that November would be OK. The Broyhill is not available on November 7, November 14, or December 7. Concern was expressed that sale prices may not be as good if held earlier. The committee recommendation is that the shopping date be held in November. The recommendation was seconded (Link) and approved. Five opposed the recommendation; no abstentions.
D. Fundraising Committee – Barbara Scarborough. Current proceeds go to scholarships.
   • Volunteers are needed for the Silent Auction to be held during the Staff Appreciation event on April 19.
   • Volunteers needed to contact a few remaining businesses for Silent Auction donations. Please make sure all items are submitted to Barbara Scarborough.
   • Volunteers are needed to work the basket raffle table.
   • Volunteers are needed to assist HRS with games/activities at the event.
E. Scholarships – Shelley Wainscott Wallin. Application deadline is April 15. Committee members are listed on the web site.

5. New Business
A. Calendar Committee – Jenny Ware, Staff Council representative on the Calendar Committee, distributed the web link for Council members to review and provide feedback to the proposed University calendar for Fall 2009 through Summer 2011. Holidays are based on state holidays. The link for review is: (http://www.registrar.appstate.edu/admin/proposals/proposedcalendar/20092011proposedcalendar.pdf). Submit feedback to Registrar@appstate.edu no later than April 16 for committee discussion. Calendar development factors that must be considered when building an academic calendar can be found at: http://www.registrar.appstate.edu/admin/proposals/comments.html.
B. Computer Maintenance Calendar (proposed) – David Hayler, Systems and Infrastructure. Council members were asked to provide feedback on the proposed maintenance schedule through June 2009. See attached. There will be short windows (5:00-8:00 a.m.) on the last working day of the month with 24 hours notice given. Lengthy updates will be on Saturdays (12:00 a.m. – 11:00 p.m.) with seven days notice given. Please provide feedback in a timely manner to IT so that these dates can be incorporated into the academic calendar. Please notify IT of departmental conflicts.

6. Elections, 2008-09 – Chris Popoola. Following a March motion, Staff Council voted for Stacy Sears to remain President for an additional year. For this additional year, Chris Popoola remains President-Elect and Charlie Wallin remains Past-President. The following officers were elected:
   • Vice President: Denise Marsh
   • Secretary: Amy Sanders
   • Treasurer: Janice Voss
   • Staff Assembly Alternate: Marlena VanVliet

7. SEANC Update – Janice Smith, District 3 Chair
   • Over the past four years, Service Employees International Union (SEIU) assisted SEANC by increasing funds to lobby legislators for raises. Previously there was a SEANC vote of 47:10 to enter negotiations to affiliate with union. At the May SEANC convention, there will be a vote to become part of the SEIU, yet remain a subsidiary. SEANC will retain its autonomy with dues at affordable levels.
• SEANC, as a part of HOPE coalition, is seeking to repeal the law that prohibits collective bargaining for state employees.
• SEANC is continuing its lawsuit with NC Treasurer Richard Moore to provide financial accounting for investments.
• The Human Relations Task Force formed by President Bowles continues to discuss whether SPA will remain under the Office of State Personnel or move under UNC General Administration. ASU’s HRS office has a complete copy of the report.
• Other issues being investigated by SEANC are better vision and dental plans.
• The SEANC golf tournament is scheduled for May 21. Proceeds go to scholarships. The scholarship deadline is April 15.
• Deadline for SEANC officer nominations is June 17.

8. Miscellaneous
   A. Suggestions for future meeting speakers:
      o Vice Chancellor for Students Cindy Wallace – campus safety
      o Chief Gunther Doerr – campus safety (Chief Doerr can also be invited to departments.)
   B. May and June Staff Council meetings will be held in 421 Belk Library.

9. Announcements
   • April 8: Diversity Celebration, 3:00 – 9:00 p.m., Plemmons Student Union
   • April 29: Annual Staff Appreciation Event, Cruisin’ ASU, 11:00 a.m. – 2:00 p.m., Holmes Convocation Center
   • April 29: Staff Council’s Silent Auction (held during Staff Appreciation)
   • May 1-2: Health Promotion’s Blood Drive
   • May 1-2: UNC Staff Assembly Meeting held in Boone, Broyhill Inn and Conference Center
   • May 12-13: Health Promotion is scheduling mammograms
   • Camp UREC is accepting registrations for June and July for rising 1st through 8th graders. Cost is $200/week, 8:00 a.m. – 5:00 p.m., including lunch.

10. It was moved (Scarborough) and seconded (Jones) that the meeting be adjourned. Motion carried.

The object of this maintenance window proposal is to identify one business day morning, and one Saturday per month which can be identified and recognized as a potential outage windows for any, or all IT services. Business day windows will be scheduled for 3 hours from 5:00am - 8:00am, and ideally will only include work which can be undone relatively quickly, if events don't progress as planned.

Saturday windows are schedule for 23 hours, and can extend from 12:00 am - 11:00pm. In most cases this work will include lengthy or risky upgrade maintenance, and while most work will not produce service outages that span the entire window, it should be understood, services could be out for this entire period.

Notification of work and potential service impacts would be posted via email and http://support.appstate.edu. Twenty-four hour notification would be given for Business day windows, while service impact notices for Saturday windows will be no less than 7 days.

2008

Systems & Operations - Maintenance  Feb 16  Sat  12:00am - 11:00pm  
Systems & Operations - Maintenance  Feb 28  Thu  5:00am - 8:00am  
Systems & Operations - Maintenance  Mar  8  Sat  12:00am - 11:00pm  
Systems & Operations - Maintenance  Mar 28  Fri  5:00am - 8:00am  
Systems & Operations - Maintenance  Apr 12  Sat  12:00am - 11:00pm  
Systems & Operations - Maintenance  May 17  Sat  12:00am - 11:00pm  
Systems & Operations - Maintenance  May 29  Thu  5:00am - 8:00am  
Systems & Operations - Maintenance  Jun 20  Fri  5:00am - 8:00am  
Systems & Operations - Maintenance  Jun 21  Sat  12:00am - 11:00pm  
Systems & Operations - Maintenance  Jul  9  Sat  12:00am - 11:00pm  
Systems & Operations - Maintenance  Jul 30  Wed  5:00am - 8:00am  
Systems & Operations - Maintenance  Aug  9  Sat  12:00am - 11:00pm  
Systems & Operations - Maintenance  Aug 28  Thu  5:00am - 8:00am  
Systems & Operations - Maintenance  Sep 20  Sat  12:00am - 11:00pm  
Systems & Operations - Maintenance  Sep 29  Mon  5:00am - 8:00am  
Systems & Operations - Maintenance  Oct 18  Sat  12:00am - 11:00pm  
Systems & Operations - Maintenance  Oct 30  Thu  5:00am - 8:00am  
Systems & Operations - Maintenance  Nov 15  Sat  12:00am - 11:00pm  
Systems & Operations - Maintenance  Nov 25  Tue  5:00am - 8:00am  
Systems & Operations - Maintenance  Dec  7  Sat  12:00am - 11:00pm  
Systems & Operations - Maintenance  Dec 30  Tue  5:00am – 8:00am

2009

Systems & Operations – Maintenance  Jan17  Sat  12:00am - 11:00pm  
Systems & Operations – Maintenance  Jan 29  Thur  5:00am – 8:00am  
Systems & Operations – Maintenance  Feb 14  Sat  12:00am - 11:00pm  
Systems & Operations – Maintenance  Feb 26  Thur  5:00am – 8:00am  
Systems & Operations – Maintenance  Mar  7  Sat  12:00am - 11:00pm  
Systems & Operations – Maintenance  Mar 30  Mon  5:00am – 8:00am  
Systems & Operations – Maintenance  Apr 18  Sat  12:00am - 11:00pm  
Systems & Operations – Maintenance  May 16  Sat  12:00am - 11:00pm  
Systems & Operations – Maintenance  May 28  Thu  5:00am – 8:00am  
Systems & Operations – Maintenance  Jun13  Sat  12:00am - 11:00pm  
Systems & Operations – Maintenance  Jun 30  Tue  5:00am – 8:00am
STAFF COUNCIL
APPALACHIAN STATE UNIVERSITY
Minutes of the Meeting Held May 13, 2008
(Approved July 8, 2008)


EXCUSED: Judy Cereghino, Bob Charlebois, Kristin Hyle, Jackie McInturff, Carol O’Saben, Barbara Scarborough, Jenny Ware, Laura Young,

ABSENT: Erin Carpenter, Sarah Chapman, Pam Cline, Monique Eckerd, Peggy Eller, David Freeman, Debbie Gragg, BR Hoffman, Kathy Howell, Eddie Hyle, David Jamison, Sharon Kincaid, Jeff Lawrence, Diane Lowenberg, Mark Lunsford, Clifton Marsh, Carolene McGlamery, Lynn Patterson, Dee Pelliccio, Sadie Schneider, Cathy Scott, Janet Seatz, Jamie Seay, Jeff Tickle, Lori Tyler, Robin Waters, Ezell Williams, Todd Williams, Fran Wilson, Vickie Young, Tim Zacher

1. Stacy Sears called the meeting to order and welcomed visitors. Appreciation was expressed to the library and Loretta Link for providing refreshments.
   - Officers for the 2008-2009 term were introduced – Stacy Sears, President; Chris Popoola, President-Elect, Charlie Wallin, Past-President; Denise Marsh, Vice President; Janice Voss, Treasurer; and Amy Sanders, Secretary.

2. It was moved (Link), seconded (Ziegler), and approved that the minutes of the April 8 meeting be accepted with changes noted. No opposition; no abstentions.

3. It was moved (Gill-Johnson), seconded (Wainscott Wallin), and unanimously approved that the May Treasurer’s Report be accepted as presented with additional expenditures noted:
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<td>Endowed Scholarship Fund - Net Assets</td>
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$2416.75 to be moved from 109130 to Scholarships

TO BE POSTED 5-13-08:
$120 to be deposited for bricks
$1016.76 Bagmasters
$250.00 Office Depot/Shopping Spree
$25.50 ASU Bookstore

$1100.66 Operating Balance

4. Old Business
A. Staff Appreciation Luncheon – Charlie Wallin received comments from the Council regarding the luncheon. Appreciation was expressed for the t-shirts – both design and color. Charlie asked members to make sure the departments know that the event is developed by a committee sponsored through Human Resources. It was noted all employees are included and special arrangements are made to include those working during the second shift.

B. Committee Updates
1. Chancellor’s Advisory Committee – Charlie Wallin noted the meeting was cancelled because of a scheduling conflict. The rescheduled date is Tuesday, June 3. The committee has compiled a list of questions, and results from the meeting will be discussed during next Staff Council Meeting.
2. Scholarship Committee – Shelly Wainscott Wallin reported the Scholarship Committee had about $5,000 to distribute and awarded nine scholarships ranging from $900 to $300. The Council unanimously approved the following scholarships:
   Hannah Reece - $900
Sarah Lyons - $750
Chase Mitchell - $750
Spencer Reeves - $500
Taylor Marsh - $500
Angelo Litrenta - $500
Katelyn Creed - $500
Martin McVey - $300
Gayle Anderson - $300
Shelley Wainscott-Wallin will be stepping down as chair of this committee.

3. Fundraising Committee – Stacy Sears read a written report from Barbara Scarborough who was unable to attend. Funds raised during the Silent Auction and raffle baskets totaled $2,416.75. Appreciation was given to Lisa Watson for her all-day efforts and Stacy recognized all those who helped.

C. Diversity Celebration Wrap-Up – The Diversity Celebration Committee will have a wrap up meeting in early June. More than 4,000 attended the event. The numbers were up from the previous year.

D. Additional Old Business – A question was raised regarding collection of coats. Anyone who receives inquiries should either collect the coats and deliver to one of the sponsoring organizations such as A Cleaner World or the Salvation Army or suggest the person requesting should deliver to the same location. Members are asked to keep a rough count of the number delivered for record-keeping purposes.

5. New Business
A. Staff Awards – Chris Popoola reviewed the nominating procedure and additional nomination instructions were distributed. Staff Council was encouraged to get the word out. In the past, the awards committee only receives a handful of nominations and would like to receive many more this year. This is the first year EPA non-teaching employees can be nominated. The nomination form is posted on the HRS website, www.hrs.appstate.edu and the Staff Council website.

B. Budget – Stacy referred to the Treasurer’s Report noting that $1,000 remains in the operating budget and asked if there are any other committees that are in need of additional funds. If so, committee chairs are asked to get those needs to Janice Voss for consideration.

C. Sandi Jones announced that HRS has launched its new website. There are sections specific to employee types such as staff, faculty, and EPA administrative as well as an enhanced supervisor section. All are invited to explore the site and provide feedback to Sandi Jones or Candice Jones.

6. Staff Assembly Update
• Stacy reported a great meeting in Boone with a good turn out. All but one school attended but did have participation. President Bowles was unable to attend, but he did send a letter expressing his thanks for everyone’s continued support.
• A resolution was passed regarding pay that advocates SPA and EPA administrative salaries be reviewed as faculty salaries. This resolution will go to President Bowles.

• A lengthy discussion occurred regarding the UNC HR Task Force. Stacy distributed a Frequently Asked Questions sheet regarding the HR Task Force to help clarify information about the Task Force. This list will be made available on the Staff Council website.

• A question was raised regarding the FAQ about faculty salaries at the 80th percentile. Stacy clarified that this refers to President Bowles’ initiative that all the faculty/teaching salaries would be pushed to the 80th percentile of their peers.

7. Announcements:
• Reminder of the SEANC Golf Tournament to take place on May 22 at the Boone Golf Club. It’s the main fundraiser for SEANC scholarships. All were invited to attend.

• Governor’s budget proposal released and has recommended a 1.5% pay increase for staff, $1,000 bonus, and five vacation days/bonus leave days. Staff members are encouraged to contact the legislators.

• Stacy Sears distributed Staff Council Brochures and Bylaws Handbooks to those members who did not have them. In addition, any member who has not received his/her Staff Council bag or needs a name tent should contact Amy Sanders.

• Music in the Park – Wednesday, June 25 during lunch time

• Board of Trustees Meeting will be June 5 & 6

• Appalachian Summer – kicking off with Ricky Skaggs and the Kentucky Thunder and closing with the Charlie Daniel’s Band in the Holmes Center. There will be fireworks after the concert in the Greenwood Parking lot. Special family night discount coupons are being offered for symphony and dance performances to encourage attendance. Complete information can be found at www.appsummer.org

8. Kudos
• One change for this year – Members are encouraged to give their opinion as to who should be the recipient of kudos for the month. Members are encouraged to contact one of the officers for nominations for Kudos.

• This month, the entire fundraising committee will receive Kudos for the month of May. Members of the committee are: Barbara Scarborough, Fran Wilson, Judy Cereghino, Laura Young, Janice Smith, Lisa Watson, Sarah Chapman, Jennifer Maxwell, Katherine Alford, Shelley Wainscott Wallin, and Cathy Ziegler. Each member will receive a plaque and a free meal at either Backyard Burger or Wendy’s.

9. It was moved (Popoola) that the meeting be adjourned. Motion carried.
Staff Council – No meeting June 2008
PRESENT: Katherine Alford, Elaine Berry, Judy Cerughino, Brenda Chambers, Sarah Chapman, Bob Charlebois, Kathy Deas, Monique Ecker, Laurel Elam, Jane Fitchlee, David Freeman, Alice Gryder, Susan Hisle, Eddie Hyle, Kristin Hyle, Tami Johnson, Candice Jones, Kim Jones, Sandi Jones, Anni LeaShomb, Kathy Mann, Jackie McInturff, Kit Olson, Dee Pelliccio, Chris Popoola, Amy Sanders, Stacy Sears, Janet Seatz, David Shervington, Jamie Tedder, Marlena VanVliet, Janice Voss, Shelley Wainscott Wallin, Lisa Watson, Fran Wilson, Laura Young, Cathy Ziegler

GUESTS PRESENT: Chris Bledsoe, Jessica Mayo, Patrick McCoy, Angie Miller

EXCUSED: Lou Ann Church, Kay Clark, Alyson Ebaugh, Sali Gill-Johnson, Tony Grant, Loretta Link, Diane Lowenberg, Denise Marsh, Seth Norris, Kathy Ray, Barbara Scarborough, Sadie Schneider, Janice Smith, Krystal Stewart, Lori Tyler, Charlie Wallin, Jenny Ware,

ABSENT: Wes Berry, Erin Carpenter, Pam Cline, Thomas Dedge, Peggy Eller, Debbie Gragg, BR Hoffman, Kathy Howell, David Jamison, Sharon Kincaid, Mark Lunsford, Clinton Marsh, Jennifer Maxwell, Carolene McGlamery, Carol O’Saben, Lynn Patterson, Rob Robertson, Rachel Robinson, Monica Rose, Cathy Scott, Jamie Seay, Jeff Tickle, Robin Waters, Ezell Williams, Todd Williams, Vickie Young

1. The meeting was called to order and visitors were welcomed.

2. Presentation by Lorin Baumhover, Chief of Staff
   Dr. Baumhover discussed the short session of the General Assembly. He commented the Legislature has shown a strong commitment to have a first class University system. The UNC System received full funding for enrollment growth, an excellent capital budget, and reductions in operating budgets were pared down from $18.5 million to $16 million to be shared by all the campuses. Appalachian will receive $4.2 million in planning money to be used for site development and architectural planning for the College of Health Sciences Building. Part of the success Appalachian had at the Legislature is due to a newly created Board called the Board of Visitors which acts as a political arm for the University. Dr. Baumhover also commented that due to the economy and the projected shortfall in tax revenues that the next budget may not be as favorable to the University System.

3. Presentation by Angie Miller, Assistant Director Human Resources, Benefits and Leave
   Angie discussed how fortunate state employees are when it comes to benefits. The State has one of the most well funded retirement systems in the country. The State also offers many supplemental benefits on a pre-tax basis. This coming year employees will see decreases in premiums for the NC Flex Program. For a listing of all benefits Appalachian offers go to the following website at http://www.hrs.appstate.edu/staff/benefits.php
4. It was moved (Sarah Chapman) and seconded (Jamie Tedder) that the minutes of the May 13 meeting be approved. Motion carried.

5. It was moved (Fran Wilson) and seconded (Lisa Watson) that the July Treasurer’s Report be approved. Motion carried.

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* 2008-09 budget not allocated yet.
** 2 scholarships @ $500 paid in 07-08 not reflected in above figure.

6. Old Business
   A. Chancellor’s Advisory Committee. Janice updated members on the Chancellor’s Advisory Meeting on June 3. (Minutes are attached).
   B. Music in the Park- Membership was asked to provide feedback regarding Music in the Park. Comments ranged from very positive including “I loved it” to some believing the event was poorly attended. Other comments included that the meal was priced to high and that there needed to be some variety in the music.

7. New Business
   A. Freshman Move In- Eddie discussed with membership that Freshman Move In Day would be August 22nd and volunteers were needed. There are approximately 30 (2.15 hour increments) slots needing to be filled. You can sign up on-line at the Staff Council website, and members are to specify their T-Shirt size when signing up. Volunteers do not have to use vacation time for volunteering as long as they have prior approval to attend by their supervisor.
   B. Staff Awards-Chris commented that the Staff Award recipients have been selected by the committee. They are: Don Rankins (EPA-Registrar’s Office), Susan Musilli (SPA-College of Education), Dean Williams (SPA-Belk Library), and Larry Cornelison (SPA, Communication Department). These employees will receive an award of $400 and there will also be a luncheon to honor them.
C. Communication Committee-Postponed until the next Staff Council Meeting

8. Stacy discussed that Human Resource Services will be hosting family night with the Hickory Crawdads on August 15th. In the past Staff Council has provided a bus. It was moved (Sarah Chapman) and seconded (Lisa Watson) that Staff Council will provide one bus for this event. Motion carries.

9. Staff Assembly Update-Stacy reminded membership that they all should have received the tuition waiver survey. She urged membership to complete it if they had not done so already. She hopes that the Staff Assembly will have a recommendation for President Bowles in the very near future.

10. Announcements
   - Membership was reminded of the following events:
     - June 28-July 26-Appalachian Summer
     - August 15-ASU Family Night with the Crawdads
     - August 21-Opening Faculty and Staff Meeting
     - August 22-Freshmen Move-In Day
     - September 4 Convocation

   Jamie Tedder provided membership information regarding an Active Shooter Class and that if any department was interested to please contact the Police Department.

   Patrick McCoy told membership that ASU has applied for funding to from the Salary Adjustment Fund for the next group of banded positions. ASU should receive notification in December. Patrick also discussed that he was working on a new policy called Fit for Duty. This policy would address medical fitness or psychological issues.

The meeting adjourned.
Chancellor’s Advisory Council

June 3, 2008

Attending: Ken Peacock, Patrick McCoy, Judy Cereghino, Shelley Wallin, Chris Popoola, Charlie Wallin, Janice Voss

Safety on-campus

1. It has been confirmed by Chief Gunther Doerr that the university will be increasing the number of police officers in the coming year and we are all aware of the emergency information webpage. What other progress has ASU made in regards to added safety measures?

Here are some past Staff Council suggestions on safety issues:

- To clarify the roles of the different offices, their responsibility and define the expectations of each the various committees.
- Inform the students, faculty & staff who to contact to report various incidences.
- To unify these efforts by possibly adding a position to a department that would be responsible for educating students, faculty and staff. (i.e. blue lights, assault prevention and other safety concerns)
- Clear communication on the Emergency Notification system set in place in conjunction with the Banner system.
- Have the police (campus security) telephone numbers on stickers next to each campus public telephone.

RESPONSE:

- The university hired two new safety officers, and it hopes to increase by another two if funding permits. Appalachian is well below in number of safety officers measuring by faculty, staff, students, and square footage.
- President Bowles is asking the General Assembly for full funding for a safety office (Vice President and Associate Vice President for safety). The system has a request for safety funding: $2.6M one-time and $2.6M recurring. Appalachian is fortunate to have friends and supporters in the Senate. Tarleton is a strong voice for ASU, and Hugh Holloman is also a strong leader. Speaker Hackney was invited to campus and saw ASU’s land locked challenge and issues.
- Campus is working on a campus siren system to notify those outside of buildings and sprinkler systems.
- Cindy Wallace is working at the state level (Raleigh and Chapel Hill) with the emergency notification system.
- Appalachian learned during Spring that cell phones quickly jam the network. There need to be dedicated land lines in each building for emergencies.
Faculty & Staff Recruitment and Retention purposes

2. As you know, the cost of homes continues to be a concern for faculty/staff as is a lack of daycare facilities in Boone area, including students who have children.

We have two excellent facilities on campus, yet they don’t seem to have enough capacity to meet the needs. Do you see a role for the university in these types of matters? Are there efforts currently being made by the university to assist with these concerns?

RESPONSE:

- The University is reviewing childcare facilities: ASU Daycare and Lucy Brock.
- One possibility is the existing childcare facilities in the Presbyterian Church adjacent to campus.
- Another recent purchase is the house adjacent to the ASU Daycare.
- There has always been a need for childcare services, and we have an obligation to provide those.

3. Short work week – what are your thoughts on encouraging department heads to allow employees to work 4 day weeks/10 hour days with the high gas prices?


Work Schedule
Most state employees work a 40-hour week. A typical workday is eight hours with a meal break. Some agencies use variable work schedules, but most employees work Monday through Friday, usually starting between 7:30 a.m. and 9 a.m. and stopping between 4:30 p.m. and 6 p.m. To continue providing vital services to the public, it is necessary for some state employees to work evenings, nights and weekends. Your supervisor will advise you of your schedule. Your supervisor must approve any changes you make to your work schedule in advance.

Work Options
Alternative work options are available within many agencies to promote productivity and efficiency. These options also benefit employee morale and expand the opportunities for employees who need to work on a varied schedule. Your agency may have a Work Options program if their operational and service needs allow varying work schedules.

If you would like to explore an alternative schedule, ask your supervisor if it is a possibility. Work Option programs may include job sharing, flexible schedules and other variances.

RESPONSE:

- Discussion of Western Carolina implementing a 4-day, 40-hour work week to reduce commuting expenses and campus utilities. Chancellor Peacock spoke to Business Affairs and Patrick McCoy. If the Vice Chancellors support the idea, ASU can make it happen. Mr. Lovins was to contact Western for additional information on implementation.
- Employees must share responsibility. One-staff offices can alternate with other offices and transfer phones for one day.
• McCoy: Any director can think outside the box to create schedules to make things happen to ease the commuting burden. Managers have to make the “scheduling fix” but if you let them work things out, they will! If the employees have ownership, it will work.
• Question was asked if HRS can promote ride-sharing. Perhaps extend AppalCart with Park & Ride. HRS can review regional transportation issues and could do an analysis of where workers live.

4. Smoking
There has been a noticeable increase in cigarette litter and individuals continuing to smoke near entranceways to buildings. How will the no-smoking policy be enforced?

RESPONSE:
• The task force was to give Chancellor Peacock recommendations, but the implementation is still under discussion.
• There are no-smoking zones within 50 ft. from buildings all across campuses in the state.
• There have been some hard feelings among employees.

5. Are there any issues of concern or important facts about the General Assembly budget in terms of how it will affect staff?

RESPONSE:
• Some universities receive full funding for new buildings, whereas it takes ASU 3-4 years.
• There is a search for the founding dean of Health Sciences (health and nursing).
• The Governor’s budget gave us full enrollment growth funding, however, the UNC System is expecting an $18.5M cut with exclusions for select focus growth schools, including historically black institutions, the School of the Arts, UNC Asheville, Western, and Pembroke).
• ASU is experiencing an inequity of funding per FTE when compared with other institutions.
• Raise predictions: 3% to faculty and 2.75 to staff or $1,100, whichever is greater, but the legislature is still in session.
• At a recent meeting in Chapel Hill, construction, jobs, and economic impact were discussed. It will probably not be a good year.
• ASU has unwavering support from voices from this region in Raleigh. We don’t need to lobby them!

Miscellaneous:
• There is better communications between town and gown and much more support than in the past. Each understands the issues.
• Chancellor Peacock would like to see ASU work with the community concerning mental health issues. Mr. McCoy concurs.
STAFF COUNCIL
APPALACHIAN STATE UNIVERSITY
Minutes of the Meeting Held August 12, 2008
Approved September 9, 2008

PRESENT: Katherine Alford, Wes Berry, Chris Bledsoe, Judy Cereghino, Bob Charlebois, Kay Clark, Kathy Deas, Thomas Dedge, Monique Eckerd, Peggy Eller, David Freeman, Sali Gill-Johnson, Tony Grant, Candice Jones, Kim Jones, Denise Marsh, Patrick McCoy, Jackie McInturff, Seth Norris, Dee Pelliccio, Chris Popoola, Monica Rose, Amy Sanders, Barbara Scarborough, Stacy Sears, Janet Seatz, David Shervington, Krystal Stewart, Jamie Tedder, Jeff Tickle, Janice Voss, Lisa Watson, Fran Wilson, Angel Wood, Laura Young, Cathy Ziegler

GUEST PRESENT: Peggy Marcotte

EXCUSED: Sarah Chapman, Lou Ann Church, Jane Fitchlee, Susan Hisle, Edward Hyle, Kristin Hyle, Tami Johnson, Anni LeaShomb, Kathy Mann, Jennifer Maxwell, Carol O'Saben, Kathy Ray, Cathy Scott, Janice Smith, Lori Tyler, Marlena VanVliet, Shelley Wainscott Wallin, Charles Wallin, Jenny Ware,

ABSENT: Elaine Berry, Erin Carpenter, Pam Cline, Laurel Elam, Debbie Gragg, Alice Gryder, BR Hoffman, Kathy Howell, David Jamison, Sandi Jones, Sharon Kincaid, Loretta Link, Diane Lowenberg, Mark Lunsford, Clinton Marsh, Carolene McGlamery, Lynn Patterson, Rob Robertson, Sadie Schneider, Jamie Seay, Robin Waters, Ezell Williams, Todd Williams, Vickie Young,

1. Stacy called the meeting to order and welcomed all guests. She reminded everyone the remaining 2008 meetings will be in the Linville Falls Room in the Student Union.

2. Presentation by Seth Norris, Emergency Management Coordinator
   Seth discussed his position within the Public Safety Office. Seth reviewed some of the areas of opportunities his group is reviewing – emergency plan coordination, authority within the plan, and communication. A University-wide plan is in process. A committee has developed the plan and once it’s approved, it will go to the Chancellor for his approval. He stressed the importance for every department to have a written emergency plan in addition to the overall University plan and reminded the Council that an emergency could be an outbreak of illness and not necessarily always as large as the tragedy that occurred at Virginia Tech. Seth reviewed the services his department can provide including departmental drills and exercises for emergency situations and assistance in departmental planning. More information can be found at www.emergency.appstate.edu.

3. It was moved (Cathy Ziegler) and seconded (Peggy Eller) that the minutes of the July 8 meeting be approved. Motion carried.
4. It was moved (Laura Young) and seconded (Barbara Scarborough) that the August Treasurer’s Report be approved. Motion carried.

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CURRENT MONTH'S ACTIVITY:
*109130: Expenses of $811.04 but no state budget allocated yet.
**990152: Deposits of $800 (donations)
***990155: Deposits of $190 (cookbooks); Expenses of $4000 (Scholarships)
****994931: Endowment Principal +$6563.32; Expenses of $1000 (Scholarships)

5. Old Business
A. Freshmen Move In Day – Stacy reported the Council is still in need of volunteers to staff the two Staff Council tents. Volunteers will distribute water, snacks, and maps to parents and student during move in. Stacy mentioned that housing needed additional volunteers as well.

6. New Business
A. Communications Committee – Katherine Alford reviewed the upcoming deadlines for the next issue of Staff Update. The question of distribution was raised, and it was decided we would continue as is – mailing to departments – for the next issue. Staff Council members should discuss with their departments the preferred method of distribution (mail or e-mail a link) and report back at the September meeting. The entire department must choose the same distribution.
B. Fundraising Committee – Candice Jones and Lisa Watson discussed the many fundraising efforts planned for the Children’s Shopping Spree to be held November 21. Plans include a letter to area businesses requesting a donation and a Dine Around Boone planned for September 2. Staff Council was reminded we still have cook books for sale at $5 each.

C. Give a Child a Coat Drive – Janice Voss discussed the drive and what it entails. We will need to post collection points and deliver the coats to A Cleaner World who then cleans and distributes the coats to local families in need. Staff Council agreed to move forward with this drive.

7. Staff Assembly Update – Staff cost of living increases were the main topic of discussion. Increases will be 2.75% of salary or $1,100 which ever is greater. Patrick McCoy stated staff [SPA staff] should see the raise in their August paycheck retroactive to July. Stacy reported the tuition waiver information has been gathered and Staff Assembly is working on a proposal to present to President Bowles. The four-day work week was discussed during the last Staff Assembly meeting. Many campus representatives at the meeting reported they’ve been doing a lot of testing and are now evaluating how (or if) they can move forward.

8. Announcements
   Membership was reminded of the following events
   • August 15: ASU Family Night with the Crawdads
   • August 22: Freshmen Move In Day
   • September 4: Convocation
   • September 5: Opening Fall Faculty and Staff meeting
   • November 15: Faculty and Staff Appreciation Football Game

9. The meeting was adjourned.
PRESENT: Katherine Alford, Wes Berry, Chris Bledsoe, Judy Cereghino, Sarah Chapman, Bob Charlebois, Lou Ann Church, Kathy Deas, Thomas Dedge, Peggy Eller, Tony Grant, Alice Gryder, Susan Hisle, Tami Johnson, Candice Jones, Anni LeaShomb, Kathy Mann, Denise Marsh, Patrick McCoy, Jackie McInturff, Seth Norris, Chris Popoola, Kathy Ray, Monica Rose, Amy Sanders, Barbara Scarborough, Cathy Scott, Stacy Sears, Janet Seatz, David Shervington, Janice Smith, Jamie Tedder, Marlena VanVliet, Janice Voss, Lisa Watson, Charles Wallin, Fran Wilson, Angel Wood, Vickie Young, and Cathy Ziegler

EXCUSED: Laurel Elam, Sali Gill-Johnson, BR Hoffman, Edward Hyle, Kristin Hyle, Kim Jones, Loretta Link, Jennifer Maxwell, Carol O'Saben, Shelley Wainscott Wallin, and Jenny Ware

ABSENT: Elaine Berry, Erin Carpenter, Brenda Chambers, Kay Clark, Pam Cline, Monique Eckerd, Jane Fitchlee, David Freeman, Debbie Gragg, Kathy Howell, David Jamison, Sandi Jones, Sharon Kincaid, Diane Lowenberg, Mark Lunsford, Clinton Marsh, Carolene McGlamery, Lynn Patterson, Dee Pelliccio, Rob Robertson, Sadie Schneider, Jamie Seay, Krystal Stewart, Jeff Tickle, Lori Tyler, Robin Waters, Ezell Williams, Todd Williams, and Laura Young

1. Stacy called the meeting to order and welcomed all guests.

2. Presentation by Boone Chamber of Commerce
   Chief of Staff, Dr. Lorin Baumhover, introduced the guests in attendance from the Boone Chamber of Commerce. Guests included Ben Henderson, owner of Bare Essentials; Susan Norris, Piedmont Bank; Lori Inman, from the Chamber Office, Jeannine Underdown Collins, Chamber’s Board of Directors member and secretary for ASU Board of Trustees; and Scott Eggers, BREMCO and the head of the Chamber. Ben Henderson discussed the importance of the University to the Boone area and the upcoming University Appreciation Week. Susan Norris presented Stacy and the entire Staff Council a framed certificate of appreciation.

3. It was moved (Cathy Ziegler) and seconded (Sarah Chapman) that the minutes of the September 9 meeting be approved. Motion carried.

4. It was moved (Bob Charlebois) and seconded (Marlena VanVliet) that the September’s Treasurer’s Report be approved. Motion carried.
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5. Old Business
   A. Freshmen Move In Day – Stacy thanked all those who helped with Freshmen Move-In Day. Many had questions regarding the Apple Cart routes and suggested a supply of schedules be available for distribution. A suggestion was also made that we consider being available on Saturday morning as well. Another suggestion was to position the tent on Blowing Rock Road closer to the bus stop. Parents were surprised the water and snacks were free. It was suggested we create a sign for next year.
   B. Communications Committee – Discussion occurred about the distribution of the printed Staff Update. It was agreed that all departments will receive an electronic link with the exception of Food Services, Building Services, Physical Plant, and Housing Operations.

6. New Business
   A. Fundraising Committee / Dine Around Boone – Candace Jones and Lisa Watson reported the unofficial total from the fundraiser was a little more than $1,000 from the five or six restaurants who agreed to participate. The Committee will try to make this an annual event. The committee is also currently working on distributing departmental envelopes to collect money for the Children’s Shopping Spree. Raffle basket donations are also being accepted. Members of the committee mentioned they would appreciate more volunteers to help with this project as well as additional committee members.
   B. Children’s Shopping Spree – November 21 – Cathy Ziegler discussed the Children’s Shopping Spree and the two types of volunteers needed – a driver (who picks up children from local schools and takes them to the Broyhill Inn) and a shopper (who takes a child/youth shopping using the funds raised throughout the year). The
Committee tries to pair up two adults with two children. Volunteers are allowed to take Community Service leave to help.

C. Quality of Life Survey – Cathy Ziegler discussed the survey. The committee has accomplished about 90 percent of its goals. As each report has been distributed to the appropriate department, it is also posted on the Staff Council website. The committee is still determining the distribution of the final report. The probable decision is that those who receive a printed copy of the Staff Update will also receive a printed copy of the results and all others will be notified electronically.

D. Other
   1. Chancellor Advisory Committee will meet soon to plan the committee’s meeting for the fall semester meeting. Charlie Wallin asked that any suggestions for the agenda be e-mailed to him.
   2. Patrick McCoy discussed the development of a Work/Life Balance Policy and requested volunteers from Staff Council to be a part of a committee to help in the creation of this policy. This policy will be designed to give guidance on how to respond to life issues that arise for employees. The policy will focus on SPA and EPA non-teaching. Once this draft has been created, it will be presented to the Chancellor’s Cabinet.
   3. New agenda item - Time will be set aside during each meeting to for Council members to share any concerns or information from their areas. Some concerns brought to this meeting:
      a. Many express concern regarding parking on game day weekends. This issue was referred to the Parking and Traffic Committee to address.
      b. Cigarette butts in building doorways – The Task Force on Campus Smoking will meet in November to see how the policy is progressing and what, if any, adjustments need to be made.
      c. A request was made for trash cans to be placed in the grassy area between Edwin Duncan Hall and Rankin Science North. The representative was directed to call the Physical Plant to request trash cans be placed in this area.
      d. Employee discount from campus cafeterias – Council voted to pursue this issue
e. Banner / Payroll fluctuations from check to check – Council voted to pursue this issue
   f. Children’s Shopping Spree – proposal to change the name from Spree to another name. Council members are asked to e-mail any suggestions to Cathy Ziegler.
   4. Stacy thanked all those who attended Convocation and those who attended the opening meeting.

7. Kudos – Candace Jones, Laura Young, Jennifer Maxwell, and Katherine Alford received kudos for their efforts on the Dine Around Boone campaign.

8. Announcements
   Membership was reminded of the following events
   • September 24: Faculty and Staff Blood Drive
   • October 30: Staff Appreciation Breakfast
   • November 15: Faculty and Staff Appreciation Football Game
   • November 21: Children’s Shopping Day

9. The meeting was adjourned.
STAFF COUNCIL
APPALACHIAN STATE UNIVERSITY
Minutes of the Meeting Held October 14, 2008
(Approved November 11, 2008)

PRESENT: Katherine Alford, Elaine Berry, Wes Berry, Erin Carpenter, Judy Cerethino, Sarah Chapman, Bob Charlebois, Lou Ann Church, Kathy Deas, Monique Eckerd, Peggy Eller, Jane Fitchlee, David Freeman, Sali Gill-Johnson, Susan Hisle, BR Hoffman, David Jamison, Tami Johnson, Kim Jones, Sandi Jones, Loretta Link, Mark Lunsford, Kathy Mann, Jennifer Maxwell, Jackie McInturff, Seth Norris, Carol O'Saben, Dee Pelliccio, Chris Popoola, Kathy Ray, Monica Rose, Amy Sanders, Barbara Scarborough, Cathy Scott, Stacy Sears, Janet Seatz, Jamie Seay, David Shervington, Janice Smith, Krystal Stewart, Jamie Tedder, Marlena VanVliet, Janice Voss, Lisa Watson, Laura Young, Vickie Young, Cathy Ziegler

EXCUSED: Laurel Elam, Alice Gryder, Edward Hyle, Candice Jones, Anni LeaShomb, Diane Lowenberg, Denise Marsh, Shelley Wainscott Wallin, Charles Wallin, Jenny Ware, Angel Wood

ABSENT: Chris Bledsoe, Brenda Chambers, Kay Clark, Pam Cline, Thomas Dedge, Debbie Gragg, Tony Grant, Kathy Howell, Kristin Hyle, Sharon Kincaid, Clinton Marsh, Carolene McGlamery, Lynn Patterson, Rob Robertson, Jeff Tickle, Lori Tyler, Robin Waters, Ezell Williams, Todd Williams, Fran Wilson

GUESTS: Betty Craft, Lori Carson, Molly Kadyk-Branch, Angie Miller, Pam Walker

1. Stacy called the meeting to order and welcomed all guests.

2. Presentation by Chancellor Peacock
Chancellor Peacock discussed the many challenges facing the University concerning the upcoming budget. He reviewed many options that could occur, but no definite data could be shared until after the October Board of Governors meeting scheduled for October 17-18.

Dr. Peacock reviewed the staff survey at length and recognized Staff Council for its good communication efforts that were made evident through the survey results. He asked for the Council’s help in addressing issues specific to top management (Chancellor/Vice Chancellors).

Complete survey results can be viewed on the Staff Council’s web site

Chancellor Peacock asked the Council to be involved with the work concerning the Campus Master Plan that the Lawrence Group is conducting on campus as well as with the Town of Boone. He mentioned that we are not targeted to grow a lot on campus. Instead we’re looking more at off-campus growth, not through a “branch” campus, but through partnerships we currently have with off-campus facilities.

A question was asked regarding the potential for a hiring freeze in light of the tough economic times. Dr. Peacock responded that while this is a possibility, administration
was not looking at a freeze at this time. He also stated that impending budget cuts would be an Appalachian State decision.

3. It was moved (Jamie Tedder) and seconded (Lisa Watson) that the minutes of the September 9 meeting be approved. Motion carried.

4. It was moved (Barbara Scarborough) and seconded (Loretta Link) that the October’s Treasurer’s Report be approved. Motion carried.

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*109130: Budgets distributed to Administration 10/10/08; less $1311.32 encumbrances (update printings/supplies)

**Note: $2455.22 was beginning balance 7/1/08; deposits to date of $4676.01

5. Old Business
   A. Give a Child a Coat – Janice Voss reviewed the program and asked for volunteers to serve as collection points for coats. Many people volunteered. Janice will be sending a flier to Staff Council members to post in their areas to announce the drive.
   B. Communications Committee – Amy Sanders announced the Communications Committee hoped to distribute the October/November Staff Update by the end of the week. She reviewed the upcoming December/January deadlines. All articles are due to Katherine Alford by November 10.
   C. Chancellor’s Advisory Meeting – Amy reminded members to get any questions they may have for the Chancellor to Charlie by next week. The committee will meet with the Chancellor on November 6. Council members were also encouraged to give any feedback regarding the Chancellor’s concerns from the staff survey to Charlie as well.
D. Children’s Shopping Day – Cathy Ziegler passed around volunteer sign-up sheets as volunteers are still needed.
E. Quality of Life Survey – Cathy Ziegler announced the committee is in transition from the just finished survey to then next one when that is decided.

6. New Business
A. Membership Committee – Stacy Sears passed around a sign-up sheet for three different University-wide committees that still need Staff Council representation. Kim Jones gave a report from the Committee. They are searching for additional members and encouraged all members to make certain each has an alternate that’s willing to attend in the absence of members. New members were asked to visit the web site to review the committees and determine one on which they would like to serve. The FAQs on the web site were also mentioned as a helpful resource. Kim also passed around a sheet requesting positive feedback on being a part of Staff Council to be used for recruiting new members.
B. Board of Trustees Update – Stacy mentioned five main topics from the Board of Trustees meeting:
   1) Possible budget reversion of 3-5 percent.
   2) On-campus housing and where we can go for additional housing.
   3) The Trustees are discussing the possibility of conducting background checks on employees. Currently ASU conducts checks on employees providing child care, infirmary employees, and the police department.
   4) Capital Campaign
   5) Master Plan

7. Staff Assembly – Stacy reported the budget was a big topic of the meeting. President Bowles reviewed his three main points for the year: (1) UNC Tomorrow changing how we operate and being demand driven and universities are currently working on Phase 2; (2) He will be spending more time on campuses and centralizing problems; and (3) According to UNC Tomorrow, the system will have potentially 80,000 additional students and how will the University System be able to accommodate those additional students.

Stacy distributed the outcome of the tuition waiver survey. These results will also be posted online.

Marlena VanVliet will be the Chair of the Budget Committee
Chris Popoola will be Secretary for the Legislative Committee
Stacy Sears was elected as Delegate At Large

8. Human Resources Update – Angie Miller discussed the Work Life Balance committee and its mission. Copies of the draft plan were left, and she asked Staff Council members to e-mail any comments regarding the working document to Patrick.

Human Resources has been in constant contact with General Administration to get a handle on the financial situation. The core retirement accounts are funded and they are safe. AIG recently announced its plans to sell its retirement division. HR will keep the campus informed as it learns more.
Open enrollment ends for NC Flex on November 3, with rate decreases in several plans. The State Medical Plan is not in good shape. Currently, the plan is incurring a $1 million short fall. There are several projections of how the State will try to cover the shortfall, but definite plans will not happen until the next legislative session.

9. Council Concerns – Officers have established work groups to address the issues of concern listed last month – food services discounts and Banner Payroll. In addition, the Smoking Task Force will be meeting on October 22.

10. Announcements
    Membership was reminded of the following events
    • October 28: Trick or Treat through the East Side Residence Hall
    • October 30: Staff Appreciation Breakfast
    • November 15: Faculty and Staff Appreciation Football Game
    • November 21: Children’s Shopping Day
    • November 24: Chancellor’s Cabinet Open Forum, 3:30-5pm

11. The meeting was adjourned.
STAFF COUNCIL
APPALACHIAN STATE UNIVERSITY
Minutes of the Meeting Held November 11, 2008
(Approved December 9, 2008)

PRESENT: Katherine Alford, Diana Barbee, Chris Bledsoe, Erin Carpenter, Bob Charlebois, Lou Ann Church, Kathy Deas, Catina Debord (representing Jenny Ware), Thomas Dedge, Peggy Eller, Peggy Ellis (representing Julie Huffman), Jane Fetchie, David Freeman, Sali Gill-Johnson, Tony Grant, Monica Harless, Sandy Hicks, Natalie Hill, BR Hoffman, David Jamison, Candice Jones, Kim Jones, Loretta Link, Kathy Mann, Andrea Marsh, Denise Marsh, Patrick McCoy, Jackie McInturff, Seth Norris, Carol O'Saben, Chris Popoola, Tanya Randall, Monica Rose, Amy Sanders, Barbara Scarborough, Cathy Scott, Stacy Sears, David Shervington, Janice Smith, Krystal Stewart, Jamie Tedder, Marlena VanVliet, Janice Voss, Charles Wallin, Lisa Watson, Angel Wood, Laura Young, Vickie Young, Cathy Ziegler

EXCUSED: Elaine Berry, Judy Cereghino, Kay Clark, Monique Eckerd, Laurel Elam, Alice Gryder, Wanda Hamilton, Julie Huffman, Edward Hyle, Tami Johnson, Jennifer Maxwell, Kathy Ray, Janet Seatz, Shelley Wainscott Wallin, Jenny Ware

ABSENT: Carol Anderson, Wes Berry, Michelle Boisclair, Sarah Chapman, Pam Cline, Betsy Craft, Donna Davis, Debbie Gragg, Susan Hisle, Kathy Howell, Kristin Hyle, Sharon Kincaid, Diane Lowenberg, Mark Lunsford, Clinton Marsh, Carolene McGlamer, Dee Pelliccio, Rob Robertson, Jamie Seay, Jeff Tickle, Lori Tyler, Robin Waters, Ezell Williams, Todd Williams, Fran Wilson

GUESTS: Alyson Ebaugh, Mariella Gonzalez, Molly Kadyk-Branch

1. Stacy called the meeting to order and welcomed all new members and guests.

2. Presentation by Greg Lovins, Interim Vice Chancellor, Business Affairs

Construction Update:

- Dining Facility – The upper level of Welborn Cafeteria will be closed after Thanksgiving and the Food Court will close over Christmas Break to begin moving equipment to the new facility. January 6 is the goal for part of the new facility to open and full operation by January 12. The next step will be to demolish Welborn, begin Phase II of the new food court with the possibility of being moved into the new food court by January 2010.
- The new College of Education building is still in the design phase. Site preparation is happening now while design is being finalized. Completion goal is Fall 2010 but will more than likely be Spring 2011.
- Once the College of Education has moved, Edwin Duncan will be used as a “swing” space for other office personnel when other buildings are being renovated. Eventually, the space will be converted to green space and parking.
- Presbyterian Church will be used as is for the time being.
- The University is in the process of repairing the steam distribution system. A lot of steam was being lost. With the new system, we have new tunnels and pipes and are capturing escaped steam for reuse.
- Kidd Brewer Stadium – East stands were completed right before the start of the 2008 football season. Mr. Lovins thanked all the staff involved in helping to
complete that project. Field House expansion project is expected to be completed Fall of 2009.

- Old Depot Building will be converted to a broadcasting facility named after ASU Board of Trustee member George Beasley. The University is currently in the process of re-zoning the property from business to university.

Campus Master Plan

- ASU last completed a Master Plan in 2000. The purpose of the plan is to prepare for future growth and look at parking and transportation, sustainable design, academic buildings, infrastructure and utilities, growth, and land use.
- The Town of Boone and the University are working collaboratively with the Lawrence Group. This helps the University to work well with town as they update their land use plan and ASU works on its facility plan.
- Next step for ASU – ASU’s established an advisory committee comprised of staff, faculty, alumni, business affairs, and people from the community. This committee will meet approximately three or four times to go through the feedback from the workshops held on campus with the Lawrence Group. They will then give additional feedback to the Lawrence Group for them to continue creating a plan with the hopes of having a master plan approved by the Board of Trustees by March 2009.
- More information can be found at masterplan2020.appstate.edu.

Budget & Economy

- We’ve already experienced a 4 percent cut to the allotment (equates to about $5 million). We could experience a 5 percent cut.
- No official hiring freeze in place at this time. All open and new positions will be scrutinized in an effort to preserve jobs.
- Administration is focusing on the following: to preserve jobs and to protect the classroom as best we can.
- The State of North Carolina is fortunate that our legislators planned for an economic shortfall. The State had not only set aside a “rainy day” fund of nearly $1 billion but also had a budget with realistic revenue projections.
- ASU may see some reduced travel and reduced equipment budgets.
- The university is looking at many ways to save on utility usage and make us more sustainable including:
  - Turn the lights off when you’re out of your office for a length of time
  - Turn the thermostats down
  - Turn the computers off when you leave for the day
  - Work with the Physical Plant to try to implement an energy performance contract and replace existing lighting with more energy efficient fluorescent lights

Questions

- Two questions were asked – (1) Will the university go to a four-day week? and (2) Will the university completely shut down over the holiday break? Mr. Lovins commented that neither of these issues were decided at this time.

3. It was moved (Cathy Ziegler) and seconded (David Jamison) that the minutes of the October 14 meeting be approved. Motion carried.
4. Janice Voss briefly reviewed the budget and mentioned that it is likely each child participating in the Children’s Shopping Day will receive $175 this year. This is up slightly from previous years. It was moved (Cathy Ziegler) and seconded (David Jamison) that the November’s Treasurer’s Report be approved. Motion carried.

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*109130: No budget allocation (plus encumbrance of $1,284 for Updates)
**Note: $2,455.22 was beginning balance 7/1/08; deposits to date of $10,424.22

5. Old Business
   A. Give a Child a Coat – Janice reported we currently have a little more than 50 coats (39 have already been turned in). Some hats and scarves have also been collected. This drive runs through December 12.
   B. Membership and Committee Update – We have 12 new Staff Council members this month, which brings the total membership to 84. Fifty-one departments are still not represented. The Membership Committee will also be sending letters to those members who miss two consecutive meetings (unexcused) and three consecutive meetings (unexcused). Denise Marsh also sent around committee sign-up sheets primarily for new members, but also if someone wants to change committees.
   C. Chancellor’s Advisory Meeting – Charlie Wallin reviewed the highlights of the November 6 meeting which included discussion on the flexible schedule and budget reductions. (See Chancellor Advisory meeting minutes for additional information.)
   D. Staff Appreciation Breakfast – More than 800 staff members participated in the breakfast which sets a record. Patrick was thrilled with the turn out and there really seemed to be a positive buzz throughout the room. He requested if anyone has any feedback with regard to the updated service awards to please e-mail him.
Question: When will staff award recipients receive their awards? Service awards will be mailed to recipients once Human Resources receives and sorts the gifts. We are currently waiting on two of the custom-created awards.

6. New Business
   A. December Meeting – Stacy announced we will have a brief business meeting in December and then take the remaining time to celebrate and socialize. We will have heavy hors d’oeuvres and a White Elephant gift exchange. Staff Council Members will not be asked to contribute money.
   B. Smoking Task Force – Charlie said the task force has met and the Chancellor has a proposal for enforcement. A decision on the ashtrays has not been made. Housing has purchased some ashtrays for the residence halls. Chris and Charlie both have maps that show, as best as possible, 50 feet from all buildings.

7. Human Resources Update – Patrick gave a brief report on Career Banding. It is coming to a close. All positions descriptions will be reviewed by Human Resources by December 1. He thanked everyone for their patience while completing this process. In addition, Human Resources is piloting an automated Performance Management System with ITS and depending on the outcome of that pilot program, the automated system could be rolled out for everyone in July 2009. Patrick expressed disappointment that because of obvious budgetary concerns there would be no funds received from the salary adjustment fund. He will, however, continue to advocate for these funds on a year-to-year basis.

8. Kudos – Stacy gave Kudos to Eddie Hyle for all of his hard work on the Staff Council web site for a number of years. He is stepping down from this role, and Kay Clark will be transitioning into the role of webmaster.

9. Council Concerns – No new concerns were mentioned. Stacy mentioned that work behind the scenes is occurring with the previous concerns that were brought before the Council.

10. Announcements
    Membership was reminded of the following events
    • November 15: Faculty and Staff Appreciation Football Game – Photos of the Staff Award Recipients will be displayed on the scoreboard during half time.
    • November 21: Children’s Shopping Day – more shoppers and a few back up drivers still needed
    • November 24: Chancellor’s Cabinet Open Forum, 3:30-5pm, Blue Ridge Ballroom
    • December 10: Chancellor’s Open House – time TBD, Solarium, Plemmons Student Union
    • January 10: Faculty / Staff Appreciation Basketball Game – January 10 - $5 tickets are buy one get one free, up to six tickets; this game is a double header – both men’s and women’s basketball game

11. The meeting was adjourned.
Flexible Work Schedule

1. You mentioned the four-day work week would be reviewed. Where is the university in this process? Will we be able to implement this on a permanent basis? When will staff receive a final decision and the justification for that decision? Would you like for Staff Council to research how Western Carolina and other UNC systems are able to implement this across their campuses?

RESPONSE:
- The University is currently in the process of reviewing the possibility of a four-day work week.
- Patrick McCoy has established a working committee to develop a Work/Life Balance Policy. This policy will address flexible scheduling along with other situations where supervisors might feel they need additional guidance in making flexible scheduling decisions. The committee is contacting other institutions to see if they have a policy in place, if they offer flexible scheduling, and, if so, how it works for their institution.
- Some departments tried a four-day week over the summer with mixed results. The Chancellor believes this is a change in culture and will require an adjustment for some to a new way of thinking.
- The Chancellor has no objection to it if an office can work it out and make sure the work gets done.
- One concern is that it fits well in some offices but not in other offices. We need to get around the culture where one size fits all. We need to come up with a plan that can balance both those offices that can and those that can’t, and a plan that does not make the offices that cannot offer flexible scheduling feel slighted in any way.

Budget Concerns

2. When you spoke with Staff Council you mentioned the upcoming Board of Governors meeting and the potential for additional budget cuts. Can you tell us more about those including the budget, hiring freezes, future increases, etc.?

RESPONSE:
- The budget situation is a serious one and unlike any we’ve seen before.
- We still don’t know the seriousness or the amount of the budget cut. Our first two allotments were reduced by 2 percent. The last allotment we received was reduced by 4 percent. We don’t know if we will continue with a 4 percent cut or if the cut will continue to increase.
- ASU has not received the official word as to final cuts.
• At this time, a hiring freeze has not been established. We are looking carefully at all open positions to determine if we can wait to fill those positions. All new positions will be carefully reviewed to determine need.
• We're looking at all areas to save money and reduce costs. Administration is working hard to avoid losing jobs. They are looking at various cost-saving factors such as simply turning off computers every night and lowering the thermostats to 68°.
• Administration is reviewing other cost-saving measures such as closing the University down a few extra days during the holiday break.
• It is still undetermined if ASU will receive the $4.2 million in planning money for a new College of Health Sciences and Allied Professions Buildings.
• Chancellor Advisory Committee members present encouraged communication as soon as it's made available to help reduce the fear among employees.

Quality of Life Follow-up

3. After having time to review the breakdown of the questions on the Staff Survey that you requested, do you have any follow up surveys or support that we can help you with to find the answers you need? In addition is there anything that you need from us or that we can help you with? We have a Quality of Life committee and the survey capabilities to do more research in any area you need.

RESPONSE:
• Patrick McCoy discussed the possibility of contacting the Office of State Personnel resources to conduct a follow-up survey concerning employee engagement.
• The OSP contracts with the Corporate Leadership Council to conduct surveys for state agencies.
• Corporate Leadership Council will conduct the survey and then compare our results with other institutions and provide benchmarks and strategies for the institution to improve.
• Mr. McCoy asked the Staff Council review the possibility of conducting this survey as a follow up to the Quality of Life Survey.
STAFF COUNCIL
APPALACHIAN STATE UNIVERSITY
Minutes of the Meeting Held December 9, 2008
(Approved January 13, 2009)

PRESENT: Katherine Alford, Carol Anderson, Wes Berry, Chris Bledsoe, Erin Carpenter, Sarah Chapman, Lou Ann Church, Kay Clark, Betsy Craft, Monique Eckerd, Peggy Eller, Peggy Ellis, Jane Fitchlee, Sali Gill-Johnson, Wanda Hamilton, Monica Harless, Sandy Hicks, Susan Hisle, BR Hoffman, Julie Huffman, Tami Johnson, Candice Jones, Kim Jones, Kathy Mann, Andrea Marsh, Jennifer Maxwell, Patrick McCoy, Jackie McInturff, Seth Norris, Chris Popoola, Tanya Randall, Kathy Ray, Monica Rose, Amy Sanders, Cathy Scott, Stacy Sears, Janet Seatz, Jamie Seay, David Shervington, Janice Smith, Krystal Stewart, Jamie Tedder, Marlena VanVliet, Janice Voss, Shelley Wainscott Wallin, Charles Wallin, Lisa Watson, Fran Wilson, Angel Wood (representing Barbara Scarborough), Vickie Young

EXCUSED: Diana Barbee, Elaine Berry, Judy Cereghino, Bob Charlebois, Donna Davis, Kathy Deas, Thomas Dedge, Laurel Elam, Natalie Hill, Edward Hyle, Denise Marsh, Jenny Primm, Barbara Scarborough, Lori Tyler, Cathy Ziegler

ABSENT: Michelle Boisclair, Pam Cline, Gloria Eggers, David Freeman, Debbie Gragg, Tony Grant, Alice Gryder, Kathy Howell, Kristin Hyle, David Jamison, Sharon Kincaid, Loretta Link, Diane Lowenberg, Mark Lunsford, Clinton Marsh, Carolene McGlamery, Carol O'Saben, Dee Pelliccio, Rob Robertson, Jeff Tickle, Robin Waters, Ezell Williams, Todd Williams, Laura Young

GUESTS: Molly Kadyk-Bruch

1. Stacy called the meeting to order and welcomed everyone.

2. It was moved (Jane Fitchlee) and seconded (Lisa Watson) that the minutes of the November 11 meeting be approved. Motion carried.
3. Janice Voss briefly reviewed the budget. It was moved (Marlena VanVliet) and seconded (BR Hoffman) that the December’s Treasurer’s Report be approved. Motion carried.

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* 0+A418-09 Budget $5690. Additional encumbrances of $23.99 supplies & $1070.30 Updates.

** Cash balance after shopping check issued ($15,840)

4. Announcements
   A. Chancellor’s Open House – December 10, 2-4pm, Solarium, Plemmons Student Union
   B. Children’s Shopping Day – December 11
   C. Free TDAP Vaccination Clinic – December 12, 8:30-11:30am, appointment required
   D. Faculty / Staff Appreciation Basketball Game – January 10 – $5 tickets are buy one get one free up to six tickets
   E. April Staff Council Meeting has been changed to Tuesday, April 7th

5. Other
   A. Members announced how many coats have been collected in their areas. An announcement was made that A Cleaner World is no longer accepting donations. Council thought they were collecting coats until the 19th. Janice Voss will call to get confirmation and send an e-mail to the group.

6. Kudos – Sali Gil-Johnson received kudos for her efforts to collect funds and purchase two booster seats for children participating in the Children’s Shopping Day that otherwise did not have booster seats.

7. It was moved (Shelley Wainscot Wallin) and seconded (Betsy Craft) that the meeting be adjourned. Motion carried.