STAFF COUNCIL
APPALACHIAN STATE UNIVERSITY
Minutes of the Meeting Held January 12, 2010
( Approved February 9, 2010)

PRESENT: Katherine Alford, Diana Barbee, Wes Berry, Erin Carpenter, Sarah Chapman, Bob Charlebois, Kathy Deas, Monique Eckerd, David Freeman, Tony Grant, Susan Hisle, Edward Hyle, Kathy Mann, Jackie McInturff, Angie Miller, Kathy Ray, Katherine Sbarbaro, Barbara Scarboorough, Stacy Sears, Jamie Seay, David Shervington, Kevin Snook, Jamie Tedder, Marlena VanVliet, Kelley Wolcott, Angel Wood, Cathy Ziegler

EXCUSED: Carol Anderson, Carol Carpenter-Stoudt, Judy Cereghino, Lou Ann Church, Kay Clark, Sali Gill-Johnson, Alice Gryder, Tami Johnson, Kim Jones, Sheryl Kane, Denise Marsh, Jennifer Maxwell, Patrick McCoy, Seth Norris, Tina Parlier, Janet Seatz, Janice Smith,

ABSENT: Elaine Berry, Chris Bledsoe, Michelle Boisclair, Pam Cline, Betsy Craft, Donna Davis, Gloria Eggers, Laurel Elam, Peggy Eller, Jane Fitchlee, Debbie Gragg, Wanda Hamilton, Kara Harmon, Sandy Hicks, Natalie Hill, Kathy Howell, Kristin Hyle, David Jamison, Sharon Kincaid, Loretta Link, Diane Lowenberg, Mark Lunsford, Clinton Marsh, Carolene McGlamery, Lisa Moore, Tanya Randall, Rob Robertson, Cathy Scott, Jeff Tickle, Shelley Wainscott Wallin, Robin Waters, Lisa Watson, Todd Williams, Krystal Wilson, Laura Young, Vickie Young

1. Marlena Van Vliet – Marlena called the meeting to order and welcomed all guests.

   Presentation: Sherri Wilson, Director, Health Promotion
   Ms. Wilson gave an overview of Health Promotion including services offered and new services available in 2010. New services include extended hours, new classes (Zumba, spin and an all male boot training camp), 15-minute chair massages (Monday through Wednesday from 4 – 5pm and Friday from 1 – 3pm by appointment only at Health Promotion).

   Ms. Wilson distributed the spring group exercise schedule which can be found at
   http://www.healthpromotion.appstate.edu/schedule.html

   Click here for Ms. Wilson’s complete presentation.

   Sean Weddell, exercise coordinator, facilitates all the exercise and group fitness classes and the equipment. He briefly described a few of the newer classes and directed people to the web site for complete descriptions (same link as the schedule). Mr. Weddell encouraged everyone to use the facility.

   1. It was moved (Bob Charlebois) and seconded (Jackie McInturff) that the minutes of the December 8, 2009 meeting be approved. Motion carried.

   2. Amy Sanders reviewed the budget (listed below). It was moved (Cathy Ziegler) and seconded (Wes Berry) that the December Treasurer’s report be approved. Motion carried.
### Account Name | Account Number | Amount
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**State Account**
Operating Fund | 109130 |
**Special Funds Accounts**
Staff Centennial Park (expense allocation of 992561) | 227899 |
Children's Shopping Spree Fund | 990152 | $2,224.04 |
Associated Scholarship Fund | 990155 | $3,866.90 |
Receipt Supported Fund | 990158 | $1,583.72 |
**Foundation Accounts**
Staff Centennial Park Project Fund | 992561 | $676.64 |
Foundation Staff Council Shopping Spree Fund | 992568 | $560.00 |
ASU Staff Endowed Scholarship Fund - Contribution | 994931 | $20,037.63 |
Endowed Scholarship Fund - Net Assets | 994931 | $21,510.64 |

3. Kudos – Marlena recognized all of the physical plant employees for all of their hard work during the December storm and continuing clean up. A letter of appreciation will be sent to Mike O’Connor on behalf of Staff Council.

4. Old Business
   A. Sue Hisle reported on the status of Emergency Loan Fund (ELF). When the Chancellor’s Advisory Committee discussed this possibility with the Chancellor, he was completely receptive and moved forward with the idea by discussing it during the December Board of Trustees meeting. Staff Council representatives have worked with Human Resources and policies are written and applications are ready. The fund currently has $4,250 and Human Resources will implement the program when the fund reaches $12,000. She also discussed the recent memo from the Chancellor encouraging supervisors to allow employees to use work time to attend university functions. This memo was also a result of a request from the Chancellor’s Advisory Committee. Sue challenged staff to get out and take advantage of the events to show our appreciation for this support.
   
   B. Quality of Life Survey – Tony Grant reported the committee will meet soon to have a more formal summary report of the survey results. At this time, survey results can be reviewed on the Staff Council web site ([http://staffcouncil.appstate.edu/pagesmith/23](http://staffcouncil.appstate.edu/pagesmith/23)).
   
   C. Health Insurance Resolution – Katherine Sbabarro reported she needs to make a few more edits. Staff Council will review prior to the next meeting and offer suggestions. Then the resolution will be sent to the entire council to review prior to discussions at the next meeting.

5. New Business
   A. Scholarship Committee Chair – Monica Rose has resigned from Staff Council. This leaves an opening for the chair of the scholarship committee. Marlena asked the Scholarship Committee to get together and elect a chair.
   
   B. Diversity Celebration donation – Staff Council has been asked to contribute funds to the Diversity Celebration again this year. Marlena asked for a show of hands for those who would like to approve this donation. The donation was approved. Once the Operating Fund is in place, Staff Council will donate $500 to the Diversity Celebration to be used for supplies.
   
   C. Jackie McInturff discussed Staff Assembly’s efforts for a “Day of Service.” Staff Assembly is asking campuses to participate by collecting canned food from February 8 – 12 for delivery to a local food pantry on February 15. This would be a UNC System-wide initiative. Staff Council voted to collect food for a local food bank.
D. Kevin Snook mentioned that Information Technology would like to get on a future Staff Council agenda

6. Announcements
   - Ingrid Kraus, on behalf of Counseling for Faculty and Staff, requests workshop ideas. You can send ideas to krausiw@appstate.edu
   - Bob Charlebois asked members to contact him (charleboisrj) with any speaker ideas for 2010 / 2011.
   - Diversity Celebration – March 23, 2010 – Bob asked that staff take time to attend and volunteer. Additional information can be found at http://www.celebration.appstate.edu/
   - Kelley Wolcott – mentioned that staff are eligible to be a host family for an international students. Additional information can be found at http://www.international.appstate.edu/

Upcoming Meetings (all begin at 1:30pm):
   February 9: Linville Falls Room, Plemmons Student Union; Guest Speaker: John Turner
   March 9: Room 421, Belk Library
   April 13: Linville Falls Room, Plemmons Student Union; Elections
STAFF COUNCIL
APPALACHIAN STATE UNIVERSITY
Minutes of the Meeting Held February 9, 2010
(Approved March 9, 2010)

PRESENT: Katherine Alford, Diana Barbee, Chris Bledsoe, Sarah Chapman, Bob Charlebois, Kay Clark, Betsy Craft, Monique Eckerd, Gloria Eggers, Peggy Eller, David Freeman, Sandy Hicks, Susan Hisle, Kim Jones, Kathy Mann, Jackie McInturff, Tina Parlier, Amy Sanders, Barbara Scarborough, Stacy Sears, Jamie Seay, David Shervington, Janice Smith, Jamie Tedder, Marlena VanVliet, Krystal Wilson, Kelley Wolcott, and Cathy Ziegler

EXCUSED: Carol Anderson, Elaine Berry, Wes Berry, Carol Carpenter-Stoudt, Lou Ann Church, Kay Clark, Kathy Deas, Sali Gill-Johnson, Alice Gryder, Wanda Hamilton, Edward Hyle, Tami Johnson, Sheryl Kane, Loretta Link, Denise Marsh, Jennifer Maxwell, Patrick McCoy, Angie Miller, Lisa Moore, Seth Norris, Kathy Ray, Janet Seatz, and Angel Wood

ABSENT: Michelle Boisclair, Erin Carpenter, Judy Cereghino, Pam Cline, Donna Davis, Laurel Elam, Jane Fitchlee, Debbie Gragg, Tony Grant, Kara Harmon, Natalie Hill, Kathy Howell, Kristin Hyle, David Jamison, Sharon Kincaid, Diane Lowenberg, Mark Lunsford, Clinton Marsh, Carolene McGlamery, Tanya Randall, Rob Robertson, Katherine Sbarbaro, Cathy Scott, Kevin Snook, Jeff Tickle, Shelley Wainscott Wallin, Robin Waters, Lisa Watson, Todd Williams, Laura Young, Vickie Young

1. Marlena Van Vliet – Marlena called the meeting to order and welcomed all guests.

2. Presentation: Bobby Sharp, Director Institutional Research & Planning
   Dr. Sharp gave a brief overview of SACS (Southern Association of Colleges and Schools) and distributed a process and timeline handout. The handout also includes an excerpt of the standards to which ASU must comply as well as a listing of ASU Reaffirmation Teams. Click here to view the handout. Underlined standards on the handout pertain to all units of the university (not just academic).

   He reviewed a few of the changes to the process since the last accreditation (2000 – 2002). In the past, ASU would prepare a large report and a lot of paper documentation and a team would visit the university and look at our files and documentation and then write a report as to how closely ASU complies with the expected standards. Now, we still have a report to prepare, but it’s all electronic. Each document will be digitized and then submitted to a team located at SACS’ headquarters in Atlanta. The team will review the submitted files/report and write a report. Then where ASU is not in compliance (according to the team’s judgment), a visiting team will come to campus to look at ASU’s Quality Enhancement Plan (QEP). The QEP is a forward looking plan to make a difference in how we do things related to student learning, behavior, skills, or attributes. The QEP process is brand new to ASU.

   Dr. Sharp encouraged those who are interested in serving on any of the small reaffirmation teams to contact him (sharpbh@appstate.edu) or Georgie Donovan (donovangl@appstate.edu).

3. Presentation: Ingrid Kraus, Director, Counseling Center for Faculty and Staff (CFS)
   Dr. Kraus reviewed the services and purpose of counseling for faculty and staff. ASU is the only school in the UNC System that offers this service in its current form.

   Faculty, staff, and members of immediate families are eligible to use the free and confidential services of CFS.
CFS is located in University Hall, on University Hall Drive (above Staples)

Click [here](http://cfs.appstate.edu) to view Dr. Kraus’ presentation. A complete list of services can be found at http://cfs.appstate.edu.

4. It was moved (Sarah Chapman) and seconded (Kay Clark) that the minutes of the January 12, 2010, meeting be approved. Motion carried.

5. Amy Sanders reviewed the budget (listed below). It was moved (Cathy Ziegler) and seconded (Sarah Chapman) that the January Treasurer’s report approved. Motion carried.

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6. Old Business
   A. Scholarship Committee – Marlena announced that Elaine Berry will be the chair
   B. Staff Assembly Day of Service / Staff Has a Heart – Jackie McInturff
      Staff Council is currently accepting food in 14 locations for the food drive. The drive will last through the end of the week. Food will be delivered to the Hunger Coalition on Monday afternoon, February 15.
   C. Health Insurance Task Force Resolution – Betsy Craft asked if a citation could be added to the comment regarding financial incentives should not be tied to premiums. Janice Smith gave some background on that information. Janice will ask the task force to add that citation and change the date to 2010. Amy will send the revised resolution to Staff Council to receive feedback from departments prior to the next meeting.
   D. Fundraising – dining passes still available and anyone interested should contact Barbara Scarborough (scarboroughb@appstate.edu).

7. New Business
   A. Marlena announced nominations will be taken in March for President-elect, Vice President, Treasurer, and Secretary. Staff Council member can either nominate themselves or someone else. If you nominate someone else, you must first receive his/her permission.
   B. Calendar Committee – Amy Sanders reviewed proposed changes to the 2011 – 2013 calendars. She will e-mail the proposed changes for Staff Council members to request feedback from their departments.

8. Jackie McInturff gave a brief update from the January 27, 2010, Staff Assembly video conference. Highlights include:
   A. Open enrollment for benefits has been moved to a completely online process. In 2010, all employees will default to the 70/30 plan. In order to move to the 80/20 plan, employees will need to complete an online attestation that no one covered under the plan uses tobacco
products. The same will happen in 2011 when the weight management component becomes effective. BMI must be lower than 40 in 2011 and lower than 35 in 2012.

B. Helpful links:
   http://www.shpnc.org/comp-wellness.html
   http://www.shpnc.org/cwi-faqs.html
   http://uncestaffassembly.northcarolina.edu/html/links.htm - If you have comments about the architecture of the wellness initiative. Please give your legislators your feedback (on your own time and resources)

C. Reminder that state health premiums will increase 8.9 percent in July 2010.

D. Comprehensive Wellness Initiative – beginning January 2010, the State Health Plan will offer free over-the-counter Generic Nicotine Replacement Therapy patches to members through the NC Tobacco Use Quitline (800-QUIT-NOW); will also cover tobacco cessation counseling by a physician, nurse practitioner, physician assistant or behavioral health provider; will also provide coverage for four (4) nutritional visits with a licensed dietitian or physician for all members per benefit period. In-network office-based tobacco cessation and/or nutritional visits will be covered at the primary care co-pay.

9. Council Concerns – a question was raised regarding the inconsistent pay amounts each month. This issue was researched several months ago. Other institutions using Banner receive consistent pay. One of the main reasons we do not go to consistent pay amounts is that at the end of year, there is a possibility some would be overpaid and then employees would need to pay back the overage to the university. Questions regarding this issue should be directed to Rick Presnell. Staff Council did explore this issue at length about a year ago and presented findings during the February 10, 2009, Staff Council Meeting. Minutes from that meeting can be found at: http://staffcouncil.appstate.edu/files/2009_Feb10_Staff_Minutes.pdf

10. Announcements
    Staff Has a Heart – Collection February 8 – 12; Delivery February 15
    Speaker ideas for 2010 / 2011 Staff Council Meetings; send ideas to Bob Charlebois (charleboisrj)
    **March meeting will be held in Room 114, Belk Library**
    Diversity Celebration – March 23, 2010
    Faculty / Staff basketball game to be held February 25

11. It was moved (Jackie McInturff) that the meeting be adjourned.

Upcoming Meetings (all begin at 1:30pm):
   March 9: Room 114, Belk Library, Tom Van Gilder, Director, Technology Support Services
   April 13: Linville Falls Room, Plemmons Student Union; Elections
   May 11: TBD
STAFF COUNCIL
APPALACHIAN STATE UNIVERSITY
Minutes of the Meeting Held March 9, 2010
(Approved April 13, 2010)

PRESENT: Elaine Berry, Chris Bledsoe, Carol Carpenter-Stoudt, Sarah Chapman, Lou Ann Church, Kay Clark, Betsy Craft, Kathy Deas, Maureen Doran, Gloria Eggers, Jane Fitchlee, David Freeman, Tony Grant, Alice Gryder, Natalie Hill, Susan Hisle, Kristin Hyle, Tami Johnson, Kim Jones, Sheryl Kane, Kathy Mann, Denise Marsh, Jackie McInturff, Angie Miller, Lisa Moore, Seth Norris, Amy Sanders, Katherine Sbarbaro, Barbara Scarborough, David Shervington, Janice Smith, Kevin Snook, Marlena VanVliet, and Cathy Ziegler

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1. Welcome – Marlena called the meeting to order and welcomed all guests.

2. Presentation: Tom Van Gilder, Director, Technology Support Services
   Mr. Van Gilder gave a brief overview of information technology services at ASU including the Computer Support Center, the Novell to Microsoft Transition, peer-to-peer and Red Lambda (network security), Google Apps, classroom technology, computer standards for Dell, Lenovo, and Apple, and Drupal.
   Other information provided:
   - ASU now has more than 700 wireless access points on campus
   - A virtual desktop environment created for distance learning will soon be available
   - New incident management system is in place (http://support.appstate.edu/help)
   - Continue to work on posting timely computer support messages when problem arise (http://support.appstate.edu)
   - A technical support newsletter will start coming out once or twice a semester
   - Mr. Van Gilder holds tech meetings each Friday. He encouraged everyone to send any questions you may have to these meeting through departmental tech representative or directly to him at vangildertm@appstate.edu.
   A complete copy of Mr. Van Gilder’s presentation can be found on the Staff Council’s website.

3. It was moved (Cathy Ziegler) and seconded (Sarah Chapman) that the minutes of the February 9, 2010, meeting be approved. Motion carried.

4. Tami Johnson reviewed the budget (listed below). It was moved (Sarah Chapman) and seconded (Jackie McInturff) that the February Treasurer’s report be approved. Motion carried.
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5. Old Business

A. Health Care Resolution – Staff Council members discussed departmental feedback regarding the resolution presented by the task force. The state still has a number of questions regarding implementation and testing of those employees who attest they do not use tobacco and/or have a BMI lower than 40 (2011) and 35 (2012). The decision has been made that only the employee and spouse would be tested if an attestation is completed. Carol Stoudt gave a motion to approve the Health Care Resolution. It was moved (Jane Fitchlee) and seconded (Jackie McInturff) the motion be approved. Motion carried with one opposed and one abstained.

The Health Resolution Task Force will work with Faculty Senate and the Senate’s resolution to present a unified approach from Appalachian State.

B. Diversity Celebration – Amy Sanders reported that volunteers are still needed to work during the Diversity Celebration. The Celebration will be held March 23. All staff is encouraged to attend.

C. Calendar Committee – Amy Sanders reported the Calendar Committee has gone back to the original calendar where there will be a fall break in October, and exam week will be a full week of at the conclusion of classes. There is some discussion to move the observance of Labor Day holiday to either the Wednesday prior to Thanksgiving or during Christmas break. She asked that Staff Council members request feedback from their departments and send them to Denise Marsh or Jenny Primm. Initial feedback from Staff Council is to leave the observance of the Labor Day holiday on the actual holiday because it would be too long between holidays from July 4th to November for a holiday as well as those heavily involved with the start of the semester, such as the book store, welcome the break in September.

D. Staff Assembly Day of Service – Jackie McInturff reported Staff Council delivered 766 pounds of food to the Hunger Coalition; thanks all that helped with collection points and delivery. Total system-wide numbers are not yet available.

E. Quality of Life Survey – Tony Grant presented the results of the recent Quality of Life Survey. This presentation will be given to the Chancellor during the Chancellor’s Advisory Committee meeting on March 17. The complete presentation and full survey results can be found on the Staff Council website at [http://staffcouncil.appstate.edu/pagesmith/23](http://staffcouncil.appstate.edu/pagesmith/23)

F. Fundraising – The Fundraising Committee still have dining passes to sell. One last push for will be going out right after spring break. Anyone interested in purchasing a dining pass should contact Angel Wood or Barbara Scarborough.
6. New Business
   A. Nominations – Marlena VanVliet – announced nominations are being accepted for president elect, vice president, treasurer and secretary. Nominations should be sent to Kim Jones by March 30. Voting will take place at the April meeting. All members (or their alternates) are encouraged to attend the April meeting or complete the absentee ballot.
   B. Scholarship Committee – Scholarship applications are due by April 15. Applications can be found at http://staffcouncil.appstate.edu/pagesmith/4. Contact Elaine Berry for additional information.
   C. Communications Committee – Amy Sanders reported the Communications Committee would like to have a few new members. The committee is looking for ways to streamline communication. Any ideas should be sent to Katherine Alford (alfordka@appstate.edu).

7. Human Resource Update – Angie Miller reported the annual enrollment information has been sent to employees. A reminder everyone must sign up online this year and those who want to move back to the 80/20 plan must attest they do not use tobacco products. Enrollment starts March 15.

8. Council Concerns – A question was raised regarding the Adverse Weather policy and who makes the decision as to whether the university is closed vs. closed for students. Alice Gryder will ask her office if a communication could be sent to staff as to how the decision is made.

9. Kudos presented to Jackie McInturff for all her hard work involved in Staff has a Heart Day and thanks to all who helped.

10. Announcements
    A. Speaker ideas for 2010 / 2011 Staff Council Meetings should be sent to Bob Charlebois (charleboisrj)
    B. Diversity Celebration – March 23, 2010
    C. Health Fair – March 26, 9am – 2pm, Blueridge Ball Room
    D. Staff Appreciation Lunch – April 22, 2010, 11am – 2pm; Theme: ASU World Tour 2010

**Upcoming Meetings (all begin at 1:30pm):**
   April 13: Linville Falls Room, Plemmons Student Union; Elections
   May 11: Room 114 Belk Library
   June 8: Linville Falls Room, Plemmons Student Union
Chancellor’s Advisory Council  
March 17, 2010

Attending: Ken Peacock, John Earwood, Patrick McCoy, Susan Hisle, Bob Charlebois, Micah Fairchild, Tony Grant, Alice Gryder, Brandy Harrick, Amy Sanders, Stacy Sears, and Marlena Van Vliet

Chancellor Peacock began the meeting with a word of thanks for the way the staff has handled the weather. He said he would never be able to repay the staff for all they’ve done during these tough times. Chancellor Peacock said the University still doesn’t know what is on the agenda for the budget.

**Question 1**

*On behalf of Staff Council and all Appalachian staff I want to thank you for sending out the email regarding employee participation in university-wide events and programs. The message clearly stated your support and promotion of a positive employment experience. Since your encouragement of supervisors and managers to support employee requests to attend campus events, I have received emails from staff members stating that they feel much more comfortable making these requests. I believe your message increased staff morale, improved communications, and was another example of your concern for staff at Appalachian. Thank you!*  

Marlena reiterated this thank you to the Chancellor for the memo and how it helped morale with the staff during a tough year. Staff has said they feel more comfortable asking their supervisors to attend events on campus with the backing of this letter. The Chancellor thanked the committee for the information that this type of communication was needed.

**Question 2**

*In our last meeting, 10/21/09, we asked if you would support the establishment of a rainy day fund here at ASU. Thank you for your whole-hearted support and quick response to this very important need. Thanks also to HR for the timely writing of the policy that will govern the Emergency Loan Fund (ELF). Our understanding is that implementation will occur once the fund reaches $12,000. At last report, (Jan. Staff Council meeting), there was $4250 in the newly created ELF. Would you please give an update on the funds supporting the ELF and discuss with us the possibility of implementing the fund immediately with whatever funds available? Rationale: We feel that in light of this winter’s extreme weather conditions there may be needs that cannot wait on the additional funds.*

The Chancellor agreed to address this at the Trustee meeting that begins March 18, and he agreed that the staff can start using the fund now. Patrick McCoy will look at beginning operation of the fund. The consensus was that once the fund begins operation it could serve as a reminder that faculty and staff can give to the fund if they wish.
Question 3
We would like to report some of the findings from the 2009 Staff Survey. A detailed summary will be provided separately.

- **Areas where ASU is doing well**
  - A good majority of staff that responded feel we have the resources needed to perform our job. We generally have a good relationship with our coworkers and enjoy our jobs.

- **Areas where ASU could improve**
  - Many feel that open communication isn’t as present as it should be, but generally feel respected by administration.
  - A large group feels that poor performers are not held accountable and that contributes to the work burden being unevenly spread.
  - We appreciate the training that is available to current supervisors. Many felt additional advancement training opportunities be accessible for a greater population.

- **Suggested improvement paths**
  - Create a top-down environment that encourages necessary training, as opposed to referring to it as a benefit.
    - Perhaps the reason poor performers are not held accountable is because supervisors do not know how to handle the situation.
  - Upper administration should be regularly holding middle administration accountable for employee feedback.
  - For those that feel open communication is lacking encourage more communication via e-mail to validate dedicated computer time. Create facilities in individual departments or areas to allow for this.

Tony Grant presented results of the 2009 Staff Survey. Complete results can be found on the Staff Council [website](#).

Questions were written in response to the HR document that stated we needed to ask different questions to gather conclusions on how to help employees.

Staff are interested in attending training could be seen as both a negative and a positive – positive because it seems staff are interested in improving themselves and negative in that if they are not getting that opportunity then the university needs to look at offering these opportunities right away.

The university continues to look for opportunities to create an environment where people who don’t have regular access to a computer and provide that access.

Patrick McCoy announced that Human Resource Services is working on supervisory training with ASULearn. The training has 5 modules for Foundations of Supervision. There was
discussion about making this training a requirement for all supervisors. The training should be launched in the next 30 days.

Additional announcements:

• Communication person coming from the Chancellor’s office. Beth Alexander will be working with Susan McCracken and John Earwood to increase communication from the Chancellor’s office. Chancellor Peacock encouraged the committee to funnel any ideas for through John Earwood. Mr. Earwood asked for feedback in monitoring the communication – whether too much or too little.
• Micah Fairchild and Bailey Harrick presented an overview of the Foundations for Supervision ASULearn site. In addition to this training, additional classes will be available in the fall.
Present: Carol Anderson, Diana Barbee, Elaine Berry, Chris Bledsoe, Sarah Chapman, Lou Ann Church, Kay Clark, Kathy Deas, Monique Eckerdt, David Freeman, Tony Grant, Alice Gryder, Sandy Hicks, Susan Hisle, Tami Johnson, Kim Jones, Sheryl Kane, Kathy Mann, Denise Marsh, Jennifer Maxwell, Patrick McCoy, Lisa Moore, Seth Norris, Tina Parlier, Tanya Randall, Amy Sanders, Katherine Sbarbaro, Cathy Scott, Stacy Sears, Janet Seatz, David Shervington, Kevin Snook, Jamie Tedder, Marlena Van Vliet, Krystal Wilson, Cathy Ziegler

Excused: Katherine Alford, Carol Carpenter-Stoudt, Bob Charlebois, Peggy Eller, Sali Gill-Johnson, Wanda Hamilton, Kara Harmon, Julie Huffman, Eddie Hyle, Jackie McInturff, Janice Smith

Absent: Wes Berry, Michelle Boisclair, Erin Carpenter, Judy Cereghino, Pam Cline, Betsy Craft, Donna Davis, Gloria Eggers, Jane Fitchlee, Debbie Gragg, Natalie Hill, Kathy Howell, Kristin Hyle, David Jamison, Sharon Kincaid, Loretta Link, Diane Lowenberg, Mark Lunsford, Clinton Marsh, Carolene McGlamery, Angie Miller, Kathy Ray, Rob Robertson, Barbara Scarborough, Jamie Seay, Jeff Tickle, Shelley Wainscott Wallin, Lisa Watson, Todd Williams, Kelley Wolcott, Angel Wood, Laura Young, Vickie Young

1. Marlena Van Vliet called the meeting to order and welcomed all guests

2. Elections – Marlena Van Vliet asked each of the candidates to introduce themselves.
   President Elect – Cathy Ziegler, Institutional Research Assessment and Planning; Vice President
   – Seth Norris, Emergency Management; Secretary – Carol Carpenter Stoudt, Art Department;
   Treasurer – Kathy Mann, Institute for Health and Human Services
   Since only one candidate per office was nominated, it was moved (Sandy Hicks) and seconded
   (Sarah Chapman) that the Council vote by acclamation. Motion carried. A quorum was declared
   and Marlena Van Vliet asked for a show of hands vote for each candidate.
   President Elect Cathy Zigler – elected unanimously; Vice President Seth Norris – elected
   unanimously; Secretary Carol Stoudt – elected with two abstentions; Treasurer Kathy Mann –
   elected unanimously

3. It was moved (Sandy Hicks) and seconded (Sarah Chapman) that the minutes of the March 9,
   2010, meeting be approved with two corrections.

4. Tami Johnson reviewed the budget (listed below). It was moved (Cathy Ziegler) and seconded
   (Alice Gryder) that the March Treasurer’s report be approved. Motion carried.

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5. Old Business
A. Chancellor’s Advisory – Sue Hisle reviewed the minutes of the Chancellor’s advisory committee (attached to the March 9 minutes). Patrick McCoy reported the Emergency Relief Fund will begin operating later this week. An announcement will go out to the entire staff regarding the fund. He also announced the ASULearn supervisory training has gone out for testing and will roll out.

B. Chancellor Peacock stopped in to thank Marlena for all of her hard work on behalf of Staff Council and leadership this year. He recognized her accomplishments including the ELF fund (which received another $1,000 check from the Trustees). Chancellor Peacock acknowledged that this was a very tough year especially with the continued uncertainty of the budget. He reiterated his commitment to protect the academic integrity of the institution and to protect jobs.
Chancellor Peacock thanked staff for their loyal support especially those on the building / grounds for their work this year during the adverse winter we had.

C. Elaine Berry gave an update on the scholarship committee. Scholarship applications are due April 15. Staff Council will award $5,000 in scholarships.

D. Health Care Resolution – Marlena Van Vliet reported the Health Care Resolution task force presented Staff Council’s resolution to Faculty Senate, and it was very well received. Marlena and Michael Ramey, Chair of Faculty Senate, will be sending letters and the resolution to state representatives.

E. Communications committee – Amy Sanders announced the Staff Update will be published quarterly with information that is not time sensitive. The Committee will be working to develop a short publication to send time sensitive information quickly. The Committee is looking for ideas for a name for this publication as well as a few addition committee members.

F. Calendar Committee – Amy Sanders reported that the proposed calendar will be going to the Provost for his approval. Labor Day will be celebrated on the actual holiday.

G. Diversity Celebration – All thought the Celebration was wonderful and encouraged those that were unable to attend this year to make plans to attend next year.

H. SEANC information distributed regarding the legislature. Reminder of Lobby Day, June 8th; Amy Sanders will send the information electronically as well.

I. Fundraising Committee – Staff Council will not be conducting a silent auction at this year’s Staff Appreciation luncheon, but rather a basket will be offered. Members are asked to remind their departments to bring money for the basket opportunity.

6. New Business

7. Human Resource Update – Patrick McCoy reiterated the ELF fund will roll out this week. He stated open enrollment is closed and 75 percent of employees accessed the system during open enrollment.
The State Health Plan still does not have an implementation plan for testing tobacco use. Human Resource Services is working to resolve the fact that we have three different adverse weather policies and unify with one that is clear and concise – one that makes it clear that it is the employee’s decision as to whether the situation is safe for them to travel. Once a plan is in place,
Greg Lovins will write a blurb for the monthly communication stating how decisions are made during adverse weather situations.

8. Council Concerns

9. Kudos presented to the Health Resolution Task Force for all of their work on the resolution. At the Board of Trustees meeting Michael Ramey passed out the resolution and thanked the Staff Council for their hard work on the writing of the resolution.

10. Marlena Van Vliet thanked the leadership for their help, all of the member, and especially Bob and Stacy for their help and said it was an honor and a pleasure to work with everyone. She mentioned some first-time Staff Council events including the ELF Fund, first time ever that Staff Council presented to the Board of Trustees. She also requested ideas for how to increase membership.

11. Announcements
   A. Staff Appreciation Lunch – April 22, 2010, 11am – 2pm; Theme: ASU World Tour 2010

12. Meeting adjourned

Upcoming Meetings (all begin at 1:30pm):
   May 11: Room 114, Belk Library
   June 8: Linville Falls Room, Plemmons Student Union
   July 13: Linville Falls Room, Plemmons Student Union
ASU Staff Council Meeting Minutes  
May 11, 2010  
114 Belk Library  
1:30 pm

MEMBERS PRESENT: Katherine Alford, Diana Barbee, Elaine Berry, Chris Bledsoe, Carol Carpenter-Stoudt, Sarah Chapman, Bob Charlebois, Betsy Craft, Kathy Deas, Maureen Doran, Gloria Eggers, Jane Fitchlee, David Freeman, Tony Grant, Natalie Hill, Tami Johnson, Kim Jones, Sheryl Kane, Kathy Mann, Patrick McCoy, Jackie McInturff, Andrea Mitchell, Lisa Moore, Seth Norris, Katherine Sbarbaro, Barbara Scarborough, Stacy Sears, David Shervington, Janice Smith, Jamie Tedder, Marlena VanVliet, Angel Wood and Cathy Ziegler

MEMBERS EXCUSED: Wes Berry, Sali Gill-Johnson, Alyce Gryder, Edward Hyle, Denise Marsh, Jennifer Maxwell, Tina Parlier, Amy Sanders, Janet Seatz, and Angel Wood

MEMBERS ABSENT: Carol Anderson, Michelle Boisclair, Erin Carpenter, Judy Cereghino, Lou Ann Church, Kay Clark, Pam Cline, Donna Davis, Sandy Hicks, Susan Hisle, Kathy Howell, Julie Huffman, Edward Hyle, Kristine Hyle, David Jamison, Sharon Kincaid, Loretta Link, Dianne Lowenberg, Mark Lunsford, Clinton Marsh, Angie Miller, Tanya Randall, Kathy Ray, Rob Robertson, Cathy Scott, Janet Seatz, Jamie Seay, Kevin Snook, Jeff Tickle, Lisa Watson, Todd Williams, Krystal Wilson, Kelley Wolcott, Laura Young, and Vickie Young.

The meeting was called to order by Staff Council President, Marlena VanVliet at 1:31 pm.

1. **Welcome of new officers:**
   Outgoing President, Marlena VanVliet presented the new Council President, Bob Charlebois, with the Staff Council gavel and welcomed all the new Staff Council officers.

2. **Welcome from new President and Update:**
   Bob Charlebois welcomed all staff council members and expressed his appreciation for their attendance today. He then updated the council on what he has been doing during his first two weeks as SC president.

3. **Approval of Minutes from the April 13, 2010 Staff Council Meeting:**
   Sarah Chapman made the motion to accept the minutes from the 4/13/10 meeting of the Staff Council. Stacy Sears seconded the motion.
   Vote was by show of hands. Minutes were approved as written.
4. **Treasurer’s Report**

Bob Charlebois informed the Council that the Treasurer’s Report will be included in the agenda from now on and will no longer be voted on by the Council at the meetings. As this is a new procedure, Kathy Mann presented the Treasurer’s Report because it was not included in today’s agenda. See the full report below.

Staff Council  
Treasurer’s Report  
5/11/2010

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5. **Approval of Faculty Senate Resolution:**

Bob Charlebois noted he forwarded an email to the council members from Jill Ehnenn, the new Faculty Senate Chair, regarding the Faculty Resolution on the budget issues that will be sent to the NC Legislature. Chancellor Peacock has approved this Resolution and would like the Staff Council to be on board with this. Bob then introduced John Earwood, Appalachian State University’s Chief of Staff.

John Earwood presented information about the potential impact of the Governor’s proposed budget cuts. He noted we are experiencing another difficult financial season. President Bowles had hoped the budget would be held
at a 2% cut. This would allow for the maintenance of the academic core and would not necessarily require a reduction in employees. He further stated that while the Governor’s proposed budget does have positive aspects, including enrollment growth and funds for financial aid, the 5.9% cut is far beyond the 2% President Bowles was hoping for. If this budget is passed as is, the impact on ASU might be extreme. The numbers are probably going to get worse. The GA has requested that all staff members become active and get involved in the process by contacting legislators to voice our opposition to these detrimental cuts. He also reminded council members to not use state email, state supplies, or state funds to contact NC legislators. Even though the GA encourages staff involvement, any work done on this issue must be done on one’s own time and not during the work day. The GA is remaining optimistic as we are still early in the budget process, but the outlook is not promising. More information will be forwarded as it becomes available.

Following John Earwood’s presentation, Bob Charlebois also encouraged council members to be heard and speak up about these proposed cuts. He stressed the importance of the staff voices being heard in this very important issue.

With no further discussion, the President called for the motion. Katherine Sbarbaro moved to accept the Faculty Senate Resolution. Jackie McInturff seconded the motion. Vote was by show of hands. Results: 29 Yes; 0 No; 1 Abstain. The motion passed. Bob will notify the Faculty Senate Chair today via email about the Staff Council acceptance. The Resolution will then go forward in opposition to the Governor’s proposed budget cuts of 5.9%.

6. **Guest Speaker – Kelley Eaves-Boykin, Staff Assembly Chair**

Bob Charlebois introduced the State Staff Assembly Chair, Kelley Eaves-Boykin. Ms. Eaves-Boykin thanked Cathy Ziegler and Jackie McInturff for helping her get to Boone and explained the main focus of her job. She began with a brief personal background of her employment with the UNC system. Kelley has been employed at UNC-Charlotte for 8 years. She works in ITS as a
Training Coordinator. She spends approximately 70% of her time now working on Staff Assembly issues and events.

Kelley provided some history of the Staff Assembly including the fact that Erskine Bowles recognized the Staff Assembly in 2006. As such, it is a relatively new organization. The Staff Assembly is a voice for the 32,025 staff members (SPA, EPA, full and part-time) in the UNC system. She attends all the BOG meetings and serves as an advisor to the Board. She has close contact with Erskine Bowles. She meets with him often and talks with him daily. She also has quarterly meetings with State Chief of Staff, Jeff Davies and Interim State Human Resources Director, Laurie Chairs.

For the complete presentation, please see the Power Point posted on the Staff Council web page (The April 2010 Staff Assembly Action Plan)

7. Old Business
   a. Scholarship Committee:
      Elaine Berry reported on the amounts of the scholarships that are being recommended. There is $7500 available for awarding.
      Tami Johnson made the motion to accept the Scholarship Committee recommendations for award amounts. Sarah Chapman seconded the motion.

      Bob Charlebois had to leave the meeting early so in his absence, Staff Council Vice President, Seth Norris, opened the floor for discussion. Following a brief discussion, the vote was called for.
      Vote was by show of hands. Yes 29; No 0; Abstain 0
      The motion passed. The scholarship committee will notify recipients.

8. New Business
   a. Constitution Committee
      Distribution of proposed by-law changes
      Seth Norris presented by-law changes and updates that need to be reviewed and approved by the council at the next regularly scheduled
meeting. He will be emailing the proposed by-law changes to all staff
council members this week to provide ample time for review of the
proposed changes. He also stressed the importance of member
attendance at the next meeting because a quorum is required to vote
on the by-law changes. With 102 current members, we need to have at
least 52 members present. Unless there is a quorum, the by-laws
cannot be voted on. He encouraged all of us to remind fellow
members to attend the June 8, 2010 meeting in the Plemmons Student
Union to facilitate this important vote.

9. **Human Resource Services Update – Patrick McCoy**

Seth Norris introduced ASU’s Human Resources Director, Patrick McCoy.
Patrick addressed three points:

1. **Question about IT Staff salary increases:**
   Patrick received a question regarding a perceived inequality about
   staff raises. The question was why did IT staff receive salary
   increases at the expense of other occupational groups? Patrick
   explained the difference between raises based on labor
   market/equity issues and career banding occupational group
   increases. The General Assembly, in the Appropriations Act, limited the
   salary increase to upward job change or promotions. Currently, the GA
   has frozen funding for labor market or equity issue salary
   increases. At the end of last year (2009), each division had some
   limited money. Vice Chancellors were given additional funding to
   make adjustments in a variety of occupational groups. The first
   salary increases for IT and police staff were for market adjustment.
   The ‘second’ raise for some IT staff, as well as other individuals,
   was based on salary compensation for job changes/increased job
   responsibility. Occupational Groups increases are based on Career
   Banding. As funding becomes available, the Occupational Group
   increases for other groups will happen. Once funding is available
   (after this current budget crunch) ASU is eligible for the state
salary adjustment fund. The outlook is that this won’t happen for 2-3 fiscal years.

2. New classification system was unveiled at OSB Round Table: Patrick has been waiting for the power point from OSP which he finally received last week. After waiting for it, when it was received, the presentation wasn’t what was shown to him at the OSB Round Table Meeting a few weeks ago. It had been altered from its original format. There is discussion about the NC Pays as the new classification system to be possibly implemented. UNC President, Erskine Bowles, has gone on record being soundly against this new classification/compensation system. Patrick will provide staff council with more information as it becomes available.

3. Emergency/Mercy Loan Fund:
Patrick expressed appreciation to past President Marlena VanVliet and the ASU Staff Council for their outstanding work during the last several months. Total funds collected were over $12,000. Currently, 23 staff members have received emergency assistance. The fund is depleted but will be refunded as employees make repayments starting with the May 2010 payroll. Due to the overwhelming requests for assistance, there is now a waiting list. Chancellor Peacock fully supports this and encouraged the Board of Trustees to donate the first $12,000. Patrick will be sending out a solicitation letter to ASU employees and others to request donations and to make employees aware of the possibility of contributions through payroll deduction, etc.

10. Council Concerns
There were no concerns expressed at this meeting.

11. Kudos
Postponed to the next meeting.
12. **Announcements**

a. Staff Appreciation Luncheon – A big “thank you” to Greg Lovins for his generous funding of the luncheon. Also express appreciation to Patrick McCoy, Angie Miller and all the HR staff for a job well done! The Staff Appreciation Luncheon was a huge success.

b. A special thank you to Angel Wood and the Fundraising Committee. Due to their tireless labors, there is $7500 available for Scholarships. Staff Council has never had this much money to award before. Well done!

c. “Wheelbarrow of Wonder” fundraiser at the Staff Appreciation raised $443.99

d. New hire orientation sign up sheet. June 2\textsuperscript{nd} is the first date. It is an opportunity to share with new staff employees about what staff council is. This can encourage them to be involved and is a great recruitment opportunity. It only takes about 10 minutes and there are lots of spots available. Contact HR if you are interested in helping with this.

e. On May 19\textsuperscript{th}, there will be another emergency exercise staged in the Kidd Brewer Stadium area. Seth Norris will be providing more information. This is an opportunity to test emergency readiness in a non-emergency state.

f. Mountaineer Apartments Yard sale will be held on Thursday, May 13, 2010 beginning at 6:00 am.

13. **Adjournment:**

With no further announcements, Tami Johnson moved to adjourn the meeting. Sarah Chapman seconded the motion. Vote was by voice and unanimously carried. Seth Norris adjourned the meeting at 2:59 pm.

Respectfully submitted,
Carol Carpenter-Stoudt, Staff Council Secretary
Appalachian State University Staff Council  
Tuesday, June 8, 2010  
1:30 pm  
Linville Falls Room  

Approved

**Members Present:** Katherine Alford, Carol Anderson, Diana Barbee, Elaine Berry, Wes Berry, Chris Bledsoe, Sheila Burleson, Erin Carpenter, Carol Carpenter-Stoudt, Sarah Chapman, Bob Charlebois, Betsy Craft, Maureen Doran, Monique Eckerd, Jane Fitchlee, David Freeman, Tony Grant, Alyce Gryder, Kara Harmon, Sandy Hicks, Natalie Hill, Tami Johnson, Kim Jones, Sheryl Kane, Loretta Link, Kathy Mann, Denise Marsh, Jennifer Maxwell, Jackie McInturff, Lisa Moore, Seth Norris, Jenny Primm, Kathy Ray, Amy Sanders, Katherine Sbarbaro, Barbara Scarborough, Cathy Scott, Janet Seatz, Jamie Seay, Jamie Tedder, Marlena VanVliet, Kelley Wolcott, and Cathy Ziegler.

**Members Excused:** Kathy Deas, Sali Gill-Johnson, Janice Smith, Adam Jones, and Angel Wood

**Members Absent:** Michelle Boisclair, Judy Cereghino, Lou Ann Church, Kay Clark, Pam Cline, Donna Davis, Gloria Eggers, Susan Hisle, Kathy Howell, Julie Huffman, Edward Hyle, Kristine Hyle, David Jamison, Sharon Kincaid, Dianne Lowenberg, Mark Lunsford, Clinton Marsh, Carolene McGlamery, Patrick McCoy, Tina Parlier, Tanya Randall, Rob Robertson, Stacy Sears, David Shervington, Jeff Tickle, Shelly Wainscott Wallin, Lisa Watson, Todd Williams, Krystal Wilson, Laura Young, and Vickie Young.

The June 8, 2010 Staff Council meeting was called to order at 1:32 pm by Bob Charlebois.

President’s Update:

Bob briefly updated the council on the UNC Legislative Day in Raleigh on May 25 – ASU had one of the largest contingents of all the campuses with 3 groups of students, alumni, faculty, staff and administration. He and several other individuals met with Senator Joe Sam Queen, Senator Linda Garrou, Representative Jennifer Weiss, and Representative Bryan Holloway.

Basic message presented was to minimize cuts to the university, to fund need based aid, and to keep tuition increases with individual campuses and not send to Raleigh.

Bob encouraged all staff council members to contact representatives and senators to keep the budget issues in the forefront.

I. May 11 Meeting Minutes:

Alyce Gryder moved to accept the minutes from the May 11, 2010 meeting. Jackie McInturff seconded. Motion carried. Minutes were approved as written.
II. Treasurer’s Report: Accepted for Information.

**Treasurer’s Report**

6/8/2010

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III. Guest Speaker: Natalie Best - ASU International Education and Development

Host program for International Students:

A. What is involved? Anyone can be a host family.
   Two Avenues to be involved with an International Student:
   a) By ‘adopting’ an international student (does NOT live with you) and involves basically ‘being their friend’. Minimum level of commitment is one event with the student per month.
August 16 is international orientation. There will be a ‘introduction’ picnic for the international students and their ‘hosts’ on August 17 at 5 pm in Junaluska Park. This is an excellent opportunity to get to know the international students and provides an easy way to feel comfortable with the students. The group involvement provides a better starting point for all concerned. Your attendance is strongly encouraged if you want to be a host.

Precautions – their Visa does not allow them to work off campus. (No babysitting, etc.) Do not make arrangements for them to work off of campus. Don’t proselytize to them.

b) Can participate by hosting “excursions” for International Students. Hosting something at your house for 20 students for meal; skiing for 4 people, etc. International Office has the Excursion Form to complete if you are interested in that. Taking students to the grocery store or shopping or even if you are going hiking on the Parkway. These things can be very simple outings. Thanksgiving dinner is an excellent opportunity for these international students to experience an American tradition.

B. Why ASU has this program?

A lot of universities do not have this program for liability issues. ASU is fortunate to have this program. When Natalie conducts the ‘exit’ interview when the international students return home, they respond 100% of the time that they enjoyed their time here because of the warm and welcoming people in the area. The Host program is one of the ways this is accomplished.

There are currently 160 international students and are expecting possibly 100 more for Fall 2010. All types of students are enrolled – undergraduate, graduate and no-degree seeking. Young scholars can also come (under 25) which are not serviced by the ‘student’ events. These scholars are encouraged to participate with the “host” program as well.

C. How do I apply to be a host?
Applications are available online at www.international.appstate.edu

IV. OLD BUSINESS:

A. HR New Staff Orientation

Staff Council has 10 minutes on the HR agenda to let new staff employees know about Staff Council. The presentation takes only 8 minutes or so. Bob asked for volunteers to fill up the vacant spots. Marlena VanVliet did several of these orientations last year and has a “script” she will share others that would like it. The sign-up sheet was passed to the members. Bob reiterated that this is an excellent opportunity to build the Staff Council membership with new employees.

B. 1) Constitution Revisions – Seth Norris presented recommendations for revisions
to the constitution. Only one substantive revision regarding the Vice President’s duties is included in the recommendations. Discussion ensued about what constitutes a ‘quorum’. The revisions are tabled until next month’s meeting.

2) By-Laws Revisions - Seth Norris presented recommendations for revisions to the Staff Council By-Laws.

After more discussion about what constitutes a “quorum”, it was decided to table the by-laws revisions until next month’s meeting.

The Membership committee will work on the current Staff Council membership roll to update active members. This will enable a valid quorum at next month’s meeting.

C. Scholarship Committee – Elaine Berry

The following individuals were awarded scholarships:

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Cathy Ziegler updated the council on the $7000 raised for scholarships for our campus. Appreciation was expressed to the Fundraising Committee for their outstanding service this past year.

V. Freshman Move-In Report – Jenny Primm

August 20 is freshman move in. Email will be sent for signing up to work both the East and West side tents. These tents are located where students are dropped off. Our goal is to provide a friendly face to provide maps and refreshments. Time slots go from 8 am until 6 pm. We do not help with the move-in. We direct students and families to where they need to go.

T-shirt orders are due when one signs up. Please give Jenny your t-shirt size when you sign up for your time slot. Council members may use up to 4 hours of community service leave for this event.

VI. Fundraising Committee Report – Barbara Scarborough
In past years, through several fundraising events, various amounts of funding have been received. Last year, the Fundraising Committee raised $7000. This was due, in a large part, to the Dining Pass which netted $6800. This is a good fund raiser. Special thanks to Jen Maxwell for the initial idea. Silent Auction was tabled because of the depressed economy. The wheel barrow fund raiser netted $444.00

VII. Human Resources – Patrick McCoy is on vacation so there were no updates.

VIII. Council Concerns – There were no concerns expressed.

IX. Kudos – Cathy Ziegler presented kudos for June. May recipient was not present. Will hold until July meeting.

June kudos recipients are:
- Scholarship Committee members - Elaine Berry, Betsy Craft, Diana Barbee, Kathy Deas, Julie Huffman, Kristin Hyle, Tami Johnson, Kathy Mann, Angel Wood and Jamie Seay.

X. Adjournment - Loretta Link moved to adjourn the meeting. Jackie McInturff seconded. Meeting was adjourned at 2:44 pm.

Respectfully submitted,

Carol Carpenter-Stoudt
ASU Staff Council Secretary
PRESENT: Carol Anderson, Diana Barbee, Erin Carpenter, Bob Charlebois, Kay Clark, Betsy Craft, Monique Eckerl, Micah Fairchild, Jane Fitchlee, David Freeman, Sandy Hicks, Kristin Hyle, Kim Jones, Sheryl Kane, Kathy Mann, Andrea Marsh (alternate), Denise Marsh, Patrick McCoy, Seth Norris, Jenny Primm, Tanya Randall, Amy Sanders, Katherine Sbarbaro, Barbara Scarborough, Cathy Scott, Jamie Seay, Janice Smith, Jamie Tedder, David Travis, Marlena VanVliet

EXCUSED: Wes Berry, Carol Carpenter-Stoudt, Kathy Deas, Sali Gill-Johnson, , Tony Grant, Edward Hyle, Tami Johnson, Jennifer Maxwell, Lisa Moore, Janet Seatz, Kevin Snook, and Cathy Ziegler

ABSENT: Katherine Alford, Elaine Berry, Chris Bledsoe, Michelle Boisclair, Sheila Burleson, Judy Cereghino, Pam Cline, Donna Davis, Gloria Eggers, Peggy Eller, Debbie Gragg, Alice Gryder, , Wanda Hamilton, Kara Harmon, Natalie Hill, , Susan Hisle, Kathy Howell, Julie Huffman, David Jamison, Adam Jones, Sharon Kincaid, Loretta Link, Diane Lowenberg, Mark Lunsford, Clinton Marsh, Carolene McGlamery, Jackie McInturff, Richard McKevitt, Angie Miller, Kathy Ray, Rob Robertson, David Shervington, Jeff Tickle, Shelley Wainscott-Wallin, Lisa Watson, Todd Williams, Krystal Wilson, Kelley Wolcott, Angel Wood, and Vickie Young

Bob Charlebois called the meeting to order and welcomed all guests.

Congratulations to Seth Norris on the birth of his daughter, Lila Marie, born July 7th weighing 5 lbs 11 oz.

Scheduled speaker was unable to attend.

President’s Update: Bob sat in on interviews for Assistant Director for Equity, Diversity, and Compliance. He also sat in on a Board of Trustees conference call yesterday about the tuition increases. Will be raising tuition for the fall semester $467.75 out of a maximum cap of $750.

Jamie Tedder motioned to approve the June 8, 2010 meeting minutes. Jane Fitchlee seconded. Motioned approved.

The Treasurer’s Report was included in the agenda that was emailed.

We are trying a different attendance method than in the past. The attendance sheet will be on the table with the name cards. Please check your name off as you come in.

Old Business:

Membership - Seth Norris

Current membership roster needed to be updated. The Membership Committee has met and has worked on cleaning up the roster to make it more reflective of our actual membership now. There are about 80 Staff Council representatives. As a Membership Committee, we need to identify an accurate reflection of areas on campus and the numbers of SPA and EPA non-
teaching. The main thing that will do is identify how many reps are permitted in each area. Hopefully, next month this membership roster will come to you that shows how many SPA and EPA non-teaching employees are in each area, how many representatives are allowed and how many are needed. We would possibly send that report to all representatives quarterly.

Bylaws

The By Laws discussion last time shed some light on a couple of areas where we need to better define ourselves as a unit through the ByLaws. One example is member/representative. Members are all SPA or EPA non-teaching. We are representatives to take information back to our departments and from departments to meetings. Quorum issue relates to the difference between members and representatives. We have authority to vote on business of the Staff Council. The entire membership should have the opportunity to vote on constitutional and bylaws changes. Information would go to all members, giving them the opportunity to come to meeting. A quorum would be of those present. It is possible that we could do electronic voting. We will go to university counsel for their interpretation before we go forward with that.

Freshman move-in - Amy Sanders update
People have been great about volunteering since yesterday’s announcement. But we still need a few more volunteers. Patrick indicated that it is not necessary to take Community Service Leave. Employees can take up to 4 hours work time with supervisor approval to volunteer in this effort. The link is up on Staff Council website. It is a lot of fun. Get out of the office, get a t-shirt.

New business

Committee sign up
• If there are any committees that you no longer want to be a part of, mark your name off
• If there are any committees you are interested in serving on, add yourself to that list

ELF (Emergency Loan Fund)
An email will go out to Faculty and Staff giving them the opportunity to contribute to the fund. It is currently funded at $12,350. That has already been used and there is a waiting list. The bulk of the people who need it are staff. We would like to move on it to get it more funded. Patrick will send email in the fall with the president of Staff Council and Faculty Senate asking employees to make donations. Web donations can be made on advancement website. There are 16 on waiting list as of this morning. July payroll will add some back into the fund.

HR update
President of system asked for authority to set up university-wide furlough program. HR council meets next week. Legislation sets it up so that each of the chancellors can ask delegation from the UNC system to furlough employees. I will be emphatic that it is the chancellor’s mind that it will be a tool of last resort.

The Chancellor has a conference call with other chancellors and the UNC system president sometime today to finalize tuition increase. The plan is to use some of that to off-set some of the
$70 million flex cut the UNC system was handed by the General Assembly. May lose some vacant positions. Trying to protect positions. No salary increases but we came through the budget situation the best we could have expected.

There is a line item in the State budget of $500 million to cover medicaid expenses. We don’t know if we will get that or not. If we don’t get that money, it will hit the university system pretty hard. We are still on tenuous ground. There are so many wild cards that we just have to wait and see. So far, we are in relatively solid shape for the budget.

Each university will need to come up with draft furlough plan. It will need to be fairly consistent across system.

Passed last weekend ethics law. There is a provision to expand what is public record for employees. We will wait for guidance from OSP before sharing information. Need to clarify some things.

Discussion on FLEX card – debit card rather than faxing in papers, etc. Subject to IRS laws

Building emergency coordinator program – Seth

About a year ago we saw a need in emergency planning. There needs to be a point of contact for emergency preparedness. We need to identify emergency coordinators for all areas on campus. The 3 or 4 colleges visited have been eager to participate. The main role of building coordinator is to disseminate information. John E. Thomas building is more complicated because there are so many department in the building. Library only has one department.

Step 1 is to identify coordinator for each building. Our goal is not to create emergency responders, but they would serve as a liaison to the building. Not responsible for the safety of the people. Receive training once a year, then emails to pass on, etc. Hoping to get email out to campus in August or early September. Please share this information with Deans and Directors in your areas.

University Committees

There are 2 new university committees coming up:

Jed moody – Sustainability. Forming a new university committee with staff representation. They will have 1 or 2 meetings per semester and need a couple of reps.

Insurance committee – Patrick – each payroll unit in state government (ASU is a payroll unit) by statute must have an insurance committee made up of employees that operates independently to survey employees to determine what kind of post tax insurance offerings are needed and to get a better rate on post-tax insurance offerings. The committee is made up of 3 faculty and 3 staff members trying to meet last year. About the only way that we could attempt to offer domestic partner insurance is on a post tax basis. No quorum because faculty didn’t show up. This will be
a very active committee at least in the fall term. Committee will probably then go dormant for about 18 months before more action is needed.

Welcome new member David Travis

Council concerns

Diana Barbee – everyone received a glossy colored tri-fold water report. With all the budget concerns, she over heard students talking about it being a waste. Does a paper copy have to be put out? Could it be put out online or some other?

Kim Jones – furlough – can the university shut down the week between Christmas and New Year’s (except steam plant, etc.) Employees could prepare and save leave time to take during that time. No lights, not much heat, computers, etc. Patrick – some universities declare the university closed. Authority would need to come from chancellor’s cabinet. Would want staff Council’s endorsement to do that. Faculty is not here. Some would be adversely affected because they don’t have leave time.

Kathrine Sbarbaro – furlough – could the university put out a survey to ask staff their preference in avoiding furlough?

Kay Clark –Could we close Wednesday before Thanksgiving or the one or 2 days of Christmas week?

Patrick – Quality of Life Committee may want to ask these things in the next survey. We won’t know until March, April, or May of next year about if a hiring freeze or spending freeze will cover the deficits in the budget. Furlough is a last resort. If sc agrees to endorse the closing of the university

Jenny – Registration calendar committee looked at shutting the university for certain days and found that there are some areas (registrar) that are working very hard during the 7 days the university is open to make sure academic standing is updated and graduations are posted, etc.

Sandy Hicks – new employees don’t have vacation, husband/wife have to both take vacation. Her area has someone all times of day or night running copier/lights.

Marlena – sustainability – concerned about those with no computer getting pay stub. Patrick – we have computers available for food services and physical plant. Do supervisors let them have access? Need to handle it with individual supervisors when they are a problem. HR gets traffic to come in for assistance. There are10 terminals for orientation and people to change benefits, etc. Will banks have a problem accepting stub printed from computer? Will work with banks, etc to help them understand what we do. Collaborate with Boone Chamber of Commerce.

Dayton Cole is/was ASU rep on Boone Chamber of Commerce. Carolina West offers discount to ASU but need pay stub. Appalachian Healthcare went to paperless pay stubs.
Kudos

May – Kay Clark for work on the Staff Council website

June – Scholarship Committee Kristin Hyle

July – Fundraising Committee

Barbara Scarboro

Janice Smith

Several more that are missing

Sandy Hicks motioned to adjourn, Barbara Scarborough seconded

Respectfully submitted,

Kathy Mann
Treasurer
ASU Staff Council
Staff Council President-Elect, Cathy Ziegler, called the meeting to order at 1:35 pm.

Meeting minutes: July meeting minutes were approved with 2 corrections to the attendance.

Guest Lecturer: Greg Lovins: Interim Vice Chancellor for Business Affairs

Greg thanked the staff for all the things we do to support the University and Administration. He covered two major topics: Budget and Capitol Project Updates

Greg presented information about the budget process and explained how the budget reductions occurred. He also stated how much he appreciates Betsy Payne and her staff. A $467 tuition increase per academic year effective July 2010 will prevent academic cuts and preserve teaching positions.

He also addressed there is no money budgeted for staff salary increases. There is no money budgeted for new buildings. He stated that Chancellor Peacock really understands the frustration these budget reductions cause.

The new College of Health Sciences received $500,000 funding for operating costs.

He also stated that Boone Creek (Kraut Creek) is being restored to a more ‘natural’ landscape. This will take years to fully complete but that is what the construction is all about. The administration wants to maintain green space.

Old Business:

1. Membership – Seth Norris
   Seth passed out the membership roster to have the members check to make sure their name is listed and the information is correct. This information is important so a functional up-to-date membership list can be created. Many people are listed that are no longer employees of ASU. Some are listed that are no longer staff council representatives. The by-laws do not define ‘area’ so working under ‘divisions’ makes it a little easier to analyze equitable representation.

2. By Laws & Constitution – Seth Norris
   Amendments to the by-laws and constitution will be provided at our next staff council meeting. Seth stressed the importance of having the By-Laws and Constitution reflective of what the staff council’s agenda and purpose is.
3. **Freshman Move-In** – Alice Gryder
   The initial request went out for volunteers and because Chancellor Peacock stated staff did not have to use vacation time, the available slots were filled within 2 hours.

V. **New Business**

1. **Craft Enrichment** – Eric Reichard
   Eric asked for suggestions on how to improve the craft enrichment program. He'd like to have emails with any ideas for future programs. With the budget crunch, the craft enrichment may have to remove the 20% discount for staff. The original goal was a 40% discount for faculty, staff and students. The 40% discount was cut to 20% and is available for staff and students only. It is a worthwhile operation and "good therapy" for creative endeavors. Look on the ASU website under Appalachian Arts – or go to www.craftenrichment.com

2. **Convocation** – Jenny Primm
   Staff Council officers asked for input from representatives about whether to continue to invite representatives to sit in chairs on the Holmes assembly floor. They discussed whether it was a concern if only a handful of reps sit there and if it would give the appearance of lack of participation. Jenny explained what Convocation is. It is an event that all incoming freshmen attend. It is their first experience with the Appalachian experience and “pomp & circumstance”. This is also a time when faculty and staff awards are presented. It is a time that is important to Chancellor Peacock. It is once a year and the date was changed this year to allow Chancellor Peacock to be in attendance. The Convocation committee wants to make it a more comprehensive meeting for the university and the community. Last year was different because of the demand for seating due to the guest speaker. After discussion by multiple representatives, it was decided that reps do want to continue to be invited to sit on the assembly floor. Emails should be sent out about the Convocation and Cathy will contact Bob Charlebois to make sure all staff council members know they are invited to attend. If you plan to walk in a block and sit together on the assembly floor, you need to be at the Convocation building by 9:30 am on Thursday, Sept. 16.

3. **Insurance Committee** – Patrick McCoy
   Each payroll division needs to form an insurance committee. The committee has never convened since Patrick has been here. This is probably the only way to control the RFP. He is excited about the prospects and the potential benefit to the staff.

The committee will be meeting 1-2 times a month. The committee will survey the university to find if there are other benefits that are wanted or valuable for faculty and staff here at ASU. This is being done at all state agencies and all the other 16 university campuses. The decision will be made by the committee as to what will be offered to faculty and staff. The administration will not be permitted to interfere. Terms for this committee need to be finalized. Other committees on campus have staggered terms. He suggested the standard term of 3 years, with the exception for the first year. For the first year, one member will serve a 1 year term. The second member will serve a 2 year term. The third member will serve a 3 year term. When each member rotates off the committee, they are replaced by a member that will serve a 3 year term. This allows for continuity from the beginning. Patrick has the names of 3 people that have indicated they are willing to serve. He will be providing more information as it is available. The purchasing office will provide information for costs, etc.
4. **Furlough** – Patrick McCoy
   GA will set up parameters to each chancellor at each campus to allow furloughs more local control and less state control. Chancellor Peacock has not decided to use this furlough plan at this point. However, Patrick will update us if things happen to change. Chancellor Peacock will only use the furlough as an absolute last resort.

5. **NC Pays** – Patrick McCoy
   NC Pays is a new system being considered as a 3rd supplement for Career Banding.
   The State Personnel Director Coleman was sent a notice from President Bowles stating that the UNC System will request exemption from this new program. At this point, NC Pays is not an issue.

6. **Correspondence** – Cathy Ziegler
   All Staff Council correspondence will need to be approved by staff council officers. This includes US mail, email, intercampus mail, etc. The suggestion is to email it to Bob Charlebois as president. If there is a delay in response from Bob (due to his final work on his Masters), staff council members are encouraged to contact other officers as well.

7. **Group Photograph**
   We hope to have at September meeting

VI. **Council Concerns**

   **Furloughs** – is a last resort and we are not in favor of a furlough. There is a wage pay threshold to protect lower income staff. Cathy received many concerns about furlough discussion and the frustration of having the ‘spend, spend, spend’ focus at the end of the year. Cathy explained that salary money is different than operating money. It is confusing at times. Staff Council members were encouraged to continue to contact the officers with concerns regarding this.

VII. **Kudos** – Diana Barbee, and Seth Norris received Staff Council kudos for their hard work and contributions.

VIII. **Announcements:**

   September 4th – first football game at Chattanooga.

IX. **Adjournment** Cathy Ziegler adjourned the meeting.

Respectfully submitted,

Carol Carpenter-Stoudt
Staff Council Secretary
Appalachian State University Staff Council
Tuesday, September 14, 2010
1:30 pm
Linville Falls Room - APPROVED

MEMBERS PRESENT: Carol Anderson, Diana Barbee, Sheila Burleson, Erin Carpenter, Carol Carpenter-Stoudt, Sarah Chapman, Bob Charlebois, Kay Clark, Betsy Craft, Monique Eckerd, David Freeman, Tony Grant, Kara Harmon, Sandy Hicks, Natalie Hill, Kim Jones, Diane Lowenberg, Kathy Mann, Patrick McCoy, Jackie McInturff, Lisa Moore, Seth Norris, Amy Sanders, Katherine Sbarbaro, Barbara Scarborough, Cathy Scott, Jamie Seay, Janice Smith, Kevin Snook, Jamie Tedder, David Travis, Marlena VanVliet, Angel Wood and Cathy Ziegler.

MEMBERS EXCUSED: Chris Bledsoe, Kathy Deas, Jane Fitchlee, Tami Johnson, Sheryl Kane, Denise Marsh, Jenny Primm, Kathy Ray, Jennifer Maxwell, Sali Gil-Johnson, Alice Gryder, Sheryl Kane, Janet Seatz, Elaine Berry,

I. Bob Charlebois, Staff Council President, called the meeting to order at 1:41 pm. The meeting was delayed a few minutes because of the staff council representatives and officer pictures being taken outside the student union.

II. Meeting minutes: Amy Sanders moved to accept the August 10, 2010 meeting minutes with corrections to the attendance list. Jackie McInturff seconded. The motion passed. The minutes were approved as corrected.

III. Treasurer’s Report: There were no questions about the Treasurer’s Report for August 2010.

IV. Guest Speaker: Ged Moody, Sustainability Director
Ged informed the Staff Council about sustainability efforts on campus. There are many things happening on campus and in the community. He stressed the importance of “thinking” about our work spaces and how we can ‘go greener’. His goal is to make ASU a ‘world-class leader’ in sustainability.

V. Guest Speaker: Susan McCracken
Susan spoke to the council representatives about the current state of the budget. She explained the process of establishing a budget and reminded us how complicated the “budget” is. [Note: Copies of the documents she provided at the meeting are included with these minutes.] She also stated that because of the tuition increase this year, the budget reductions will not be felt as severely as they possibly will be next year without the tuition increase. Forecasters are saying the budget cuts might be as much as 15% next year. Susan encouraged frugality. Marlena VanVliet asked about the perceived “mixed signals” staff often get when we are told there is a budget crisis and then towards the end of the academic year, we are told to ‘spend it or lose it’. There was discussion regarding this. Concerns were raised by Carol Anderson that even though she had placed an order in sufficient time, the bill was not paid until after the fiscal year end which caused some ill-will between her department and the vendor and the money came from this year’s fiscal budget which creates a burden on this year’s budget. Susan restated that the budget process is an extremely complicated one and that all of the money doesn’t come in one lump sum deposit. She further
stated that even though it may seem a contradiction, the year end spending is a result of this complex budget process.

VI. Old Business:

1. **By Laws & Constitution**
   Without a quorum present, Bob suggested that the council members review the proposed amendments that were emailed with the agenda. He suggested to send comments/questions or concerns to either Seth Norris or a Constitution Committee member. He also urged the council members present to encourage co-workers and other council representatives to attend next month’s meeting so we can vote on the proposed changes.

2. **Convocation - Bob Charlebois**
   Will be held Thursday, September 16. The staff council will again walk with the faculty to sit on the assembly floor. If there are more present, the better we look. He hopes to have 30-40 present. If you are walking, arrive no later than 9:15 am.

3. **Freshman Move-In**
   Alice Gryder was not able to attend the meeting so the update will be presented at the October meeting.

VII. New Business:

1. **AppKIDS: Cathy Ziegler**
   Kelley Wolcott was co-chair and is in the process of moving to California. Diane Lowenberg has been elected to co-chair with Cathy Ziegler through December. In January, Diane will be the chair of the AppKIDS.

2. **QEP: Bob Charlebois**
   Announcement for the new QEP mentioned faculty and student representation but staff was not mentioned. Tony Carey stated that staff is included and he will be coming to the meeting next month to explain.

3. **Diversity Celebration: Bob Charlebois**
   With the efforts last year, we have had the best participation from staff that has ever been. He is asking for a volunteer to take on this.

4. **Guest Speakers: Bob Charlebois**
   The staff council officers discussed forming a “Speakers Committee” to take feedback from the staff council. This committee can address concerns of the staff council and bring in speakers to answer the concerns or to get a consensus of interest.

5. **Human Resource Concerns: Patrick McCoy**
Shared leave using sick time does not yet have an effective date. It is not in place because HR is waiting on the official notification from the OSP. Once his office receives the legislative notification, he will notify the staff, faculty and administration.

There is a training catalog on the HR website. He encouraged staff to take a look at what is available and to take advantage of training opportunities.

6. **Staff Assembly Update** – Jackie McInturff
   Jackie announced that all State Employee Credit Unions in North Carolina are collecting supplies for the troops at all credit unions. She suggested you look at the NCSECU.org website for more information.

VIII. **Kudos** – Postponed until next month because recipients were not present.

IX. **Announcements:**
   1. Convocation on Thursday, Sept. 16, 2010 – meet at the Holmes Center between 8:45 – 9:15 if you plan to walk with the Staff Council and sit on the assembly floor.

   2. Faculty/Staff Meeting with Chancellor Peacock – Friday, Sept. 17 at 3 pm in the Rosen Concert Hall. Bob will be there to speak and asks for your support.

   3. Staff Appreciation Breakfast – October 25 beginning at 7 am.

X. **Adjournment:** Jackie McInturff made the motion to adjourn. Jamie Tedder seconded the motion. The motion was approved. Bob Charlebois adjourned the meeting.

Respectfully submitted,

Carol Carpenter-Stoudt
Staff Council Secretary
Cathy Ziegler, President-Elect, called the meeting to order at 1:39. Bob Charlebois is attending the Staff Assembly meeting in Raleigh.

I. Meeting minutes: Jamie Tedder moved to accept the September 14, 2010 meeting minutes. Janice Smith second. The motion passed. The minutes were approved.

II. Treasurer’s Report: There were no questions about the Treasurer’s Report for September 2010.

III. AppKIDS Report: Kathy Mann presented an update report on the fundraising efforts and what has been spent thus far.

IV. Guest Speaker: Tony Carey - QEP

Every 10 years University goes through SACS accreditation. Outcomes assessment. How fast you process paperwork. Energy output... Academic units – student learning. Improve student learning or the student learning environment. Quality Enhancement Plan – everyone on campus should have some knowledge of our QEP. Everyone can submit concept paper from freshman student to Chancellor. Will take the effort of every person in the university.

V. New Business:

1. Diversity Celebration Committee –
   If anyone is interested in serving on this important committee, please contact one of the Staff Council officers.

2. Coat Drive:
   Put out boxes in locations all around campus. Usually due in November sometime before Thanksgiving. Donate gently used coats, hats, scarves and gloves. Local area dry cleaners will clean the items before they are given out. More details will be forthcoming.

VIII. Old Business:
1. **AppKIDS Committee** –
   Need volunteers for Friday, November 19. Largest need is for 90 volunteer shoppers. Sandy Hicks suggested that reminder emails go out weekly because donations seem to be coming slowly. Sheryl Kane is writing different announcements. Janice Smith said that they have been told that faculty does not like to get a lot of emails. Representatives should locate their department’s envelope and make sure it makes the rounds.

2. **By Laws & Constitution** – Seth Norris
   Staff Employees are all members of Staff Council. Area representatives are the ones who come to all the meetings, etc. Voting rights in box Section I of by laws. Subsequent approval by the Chancellor.

3. **Fundraising Committee** –
   SCOOPS Café is fundraising for AppKIDS with a concert. 5k run on Saturday, November 6 at the Greenway Trail to raise money for scholarships.
   Staff Council will be selling dining cards again this year.
   Staff Council yellow with black T-shirts are being sold for $5 each at Staff Appreciation breakfast.

   Email goes out on the 13th, and a couple more. Article for Appalachian, staff update, community donations asked. 5:00 Thursday 387 JET stuffing backpacks.

4. **Quality of Life Committee** –
   Survey on Quality of Life will purposely be identical to the last for benchmarking. The committee will try to make improvements based on the survey which will focus on staff job satisfaction care about staff.

5. **Human Resource Concerns**: Patrick McCoy was not able to attend.

6. **Staff Assembly Alternate**: Seth Norris
   Send nominations to him.

IX. **Kudos** – Postponed until next month.

X. **Announcements**:
   1. 1st night game will be at 6 pm this week.
   2. Next meeting on Tuesday, November 9, 2010 in the Calloway Peak Room, Plemmons Student Union.

Respectfully submitted,

Carol Carpenter-Stoudt
Staff Council Secretary
Members Present: Carol Anderson, Diana Barbee, Chris Bledsoe, Sheila Burleson, Erin Carpenter, Carol Carpenter-Stoudt, Bob Charlebois, Karen Clark, Monique Eckerd, Micah Fairchild, Jane Fitchlee, David Freeman, Sandy Hicks, Natalie Hill, Eddie Hyle, Kristin Hyle, Adam Jones, Kim Jones, Tami Johnson, Sheryl Kane, Loretta Link, Diane Lowenberg, Kathy Mann, Jennifer Maxwell, Patrick McCoy, Richard McKeVitt, Jackie McInturff, Seth Norris, Amy Sanders, Katherine Sbarbaro, Barbara Scarborough, Cathy Scott, Janet Seatz, Jamie Seay, Jamie Tedder, David Travis, Marlena VanVliet, and Cathy Ziegler.


Staff Council President, Bob Charlebois, called the meeting to order at 1:35 pm.

Approval of October 12 minutes. Motion made by Amy Sanders. Seconded by Barbara Scarborough. Motion passed. Minutes were approved.

Treasurer’s Report – Update on AppKIDS account.

Dr. Ken Peacock – Guest Speaker

Chancellor Peacock updated the staff council on the budget from his recent visit to Chapel Hill. No money has been recalled. The budget cuts are about 5%-10%. The money for ASU has been set aside in case of a reversion of the state funding. There is no discussion of furlough. There is money for this year but all administrators doubt it will be available next year.

Two things are most important to Dr. Peacock. One is to protect the academic integrity of the university. This does not just mean faculty but staff positions to support the academic system. The second priority is to protect all jobs at Appalachian. He does not want to lay people off and does not to hire new people without guarantees of funding for them next year.

Dealing with the economic cuts is difficult. If there is no money coming into the state system, there is no money available to allocate to the university system. Possible solutions to the budget cuts would be increased class sizes, canceling travel and supply purchases, reduced enrollment numbers. He again stated there is no discussion of RIFs or furloughs. He also clarified that there is no micromanaging from the administration in Raleigh. Chancellor Peacock wants to protect jobs at all levels and he has some leeway in just how the money that comes to ASU is appropriated.

Constitution

Brief discussion. Vote passed.

By-Laws

Brief discussion. Lorretta Link made the motion to add “faculty senate office” to the by laws.
Vote was on the by laws as amended. Vote passed.

Human Resources – Patrick McCoy
Follow up on the Office of State Personnel director’s visit to ASU 1 year ago from Marlena VanVliet’s question. Many questions were raised about our voice being heard.

Voluntary shared leave policy is being drafted to allow employees to share sick leave as well as vacation leave.

The University safety council meeting today – introduced a fitness for duty policy. A copy of the policy will be provided to staff council members. Possible preventative measures in place to help avoid situations like Virginia Tech. Fitness for Duty is mental and physical well being.

ELF $14,900 funding. Waiting list is only 2 now. After Thanksgiving, Patrick and Bob will prepare another “ask” for ASU employees to help fund the program to allow aid for heating bills expected this winter. Special thanks to Larry Nance for providing the interest from the foundation fund to go to the ELF fund.

Marlena VanVliet made the suggestion that instead of sending small gifts to co-workers, she is going to donate to the Emergency Loan Fund (ELF) and send cards to her co-workers indicating that a donation was made in their honor. Bob noted that this money does not go away. It helps a state employee and is repaid by that employee to the fund to help another.

Fundraising – Jennifer Maxwell:
AppKIDS goal was exceeded.

5K Run/Walk was canceled for lack of participation and lack of interest. Volunteers are needed. Carol Anderson made the suggestion to make the date available well in advance to advertise more. Folks would like to be involved but did not know far enough in advance to participate. Jennifer will provide more information about the Spring date soon.

T-Shirt sales at the Appreciation Breakfast for $5. They raised $52.

Dining Cards will be available before Thanksgiving. Jennifer will send an announcement soon about the details.

Dr. Rahmad Tashakkori, Computer Science professor, sponsors a Soccer Tournament each year. He has graciously offered to host another tournament in the spring and to donate all proceeds to the Staff Council Scholarship fund. This tournament will be a Faculty/Staff Team vs Student team. More details are forthcoming.

Coat Drive Update – Chris Bledsoe:
The Hunger and Health Coalition director, Compton Fortuna, addressed the council with their needs and thanked the Staff Council for providing coats and other items to them. We are glad to announce the Hunger and Health Coalition has partnered with ASU Staff Council on the Coat Drive. As of today, we have 42 coats, and other various clothing items. Goal is for 400 coats. If staff council members want to set up a box in their department or area – email Chris Bledsoe. The Coat Drive runs until December 10, 2010.
The Hunger and Health Coalition can also use empty pharmaceutical bottles and plastic bags.

**AppKIDS – Cathy Ziegler:**
Have everything needed for this project. We exceeded the money, have shoppers, drivers and extra volunteers. Great job everyone!

**Banner Update Issue – Cathy Ziegler:**
Cathy and Seth attended the Safety Council meeting this morning. They are investigating why the system went down and why. The IT folks need our support to put the system down for 48 hours once a year to test. The Safety Council has been charged with developing a support system for IT to avoid an extended outage as what happened last week. Cathy asked if you have suggestions as to when to have IT have the 48 hr shut down, please email her.

**Staff Assembly Alternate – Bob Charlebois:**
Following a very close vote by ballot, Jamie Tedder was elected as the new staff assembly alternate.

**Door Prize – Bob Charlebois**
Bob drew Chris Bledsoe’s name for the Chilli’s Cash gift certificate.

**Announcements:**
1. Next month is the “mini holiday” get together. If you want to participate in the gift exchange, please bring something from home or a $5 purchased gift. It was requested that there be no “gag” gifts this year.
2. The next regular SC Meeting will be held on Tuesday, December 14, 2010 at 1:30 pm (Confirmed) 137AB Calloway Peak / Macrae Peak.

The meeting was adjourned at 3:10 pm.

Respectfully submitted,

Carol Carpenter-Stoudt
Staff Council Secretary
Note for December 2010: The Staff Senate meeting was cancelled due to snow.