MEMBERS PRESENT: Carol Anderson, Diana Barbee, Sheila Burleson, Erin Carpenter, Carol Carpenter-Stoudt, Bob Charlebois, Karen Clark, Monique Eckerd, Micah Fairchild, David Freeman, Diane Lowenberg, Kathy Mann, Jennifer Maxwell, Patrick McCoy, Seth Norris, Kathy Ray, Katherine Sbarbaro, Cathy Scott, Janice Smith, Kevin Snook, Marlena VanVliet, and Cathy Ziegler.


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

The minutes from the November 9, 2010 meeting were approved.

Susan Davies, Associate Vice Chancellor for Enrollment Management- – Guest Speaker
Susan presented an informative power point that explained what enrollment management is. She also explained the goals of the enrollment management team to improve retention from 87%. The power point presentation is posted on the Staff Council website if you are interested in the presentation.

Old Business:

AppKids:
Diane Lowenberg reported that the 30th Annual AppKids received over $14,400 in donations this year which allowed us to sponsor 90 children with $160 each. Over 125 adult volunteers were involved with 95% of those being Appalachian employees. She thanked the staff council for making this such a successful drive this year.

Quality of Life:
Micah Fairchild reported that the survey had recently been closed and did not have numbers to report at this time. He expects to provide more information at the February meeting.

Coat Drive Update – Chris Bledsoe, who headed the Coat Drive was unable to attend the meeting. He sent word that the collection was a huge success and we surpassed our goal. Those interested in numbers can find them on our Staff Council homepage.

New Business:

ELF Fund: Patrick McCoy announced that Mr. Mike Steinbeck donated $10,000 to the Emergency Loan Fund. That fund now has almost $25,000. Patrick reminded Staff Council representatives that all staff can apply for up to $500, as an interest free loan. Contact HR for more information.

Human Resources Update:

Patrick provided information regarding the State Personnel’s decision to allow staff to volunteer their sick leave to non-family members.

The new vacation accrual rates that were announced will be effective as of Jan 1, 2011. The reason for the adjustment is to make our new employee package more competitive with other institutions in the southeastern
states. Employees who have been employed 0-2 years will earn 1 hr 40 minutes more of vacation time a month for a total of 9.3 hours (old rate was 7.9) Employees who have been employed 2-5 years will earn 6 minutes more a month for a total of 9.3 hours a month (old rate was 9.2). Employees who have worked 5-10 years will also earn an additional 6 minutes a month for a total of 11.3 hours (old rate was 11.2). Employees who have worked 10-15 years will also earn an additional 6 minutes a month for a total of 13.3 (old rate was 13.2). For employees who have worked 15-20 years, the new rate for them is 15.3 (old rate was 15.2). Employees who have worked 20+ will now be earning 17.3 hours of vacation each month (old rate was 17.2).

Patrick also updated the Staff Council on the possible budget implications for staff positions. A lively discussion followed and Patrick assured us that furloughs, although a possibility, are not currently being considered. He mentioned other options but stated that Chancellor Peacock will meet with the new UNC President, Tom Ross, to access Mr. Ross’s perspective. Patrick will continue to update us and will advocate as much as possible to protect staff positions.

The new adverse weather policy is now posted on the Human Resources website. He explained that staff will now be able to make a decision about adverse weather regardless of what the university is doing (canceled classes/closed campus, etc.) He also reiterated that staff members should always consider personal safety first.

The payroll social security tax has been lowered from 4.2% to 2% and this will be reflected in the January 2011 payroll.

A lengthy discussion was held discussing compensation and the implications of higher tuition translating to pay increases for staff. It was noted that most of the tuition increase money has gone to faculty salaries while the staff salaries have remained constant. It was also mentioned that the compression factor of staff wages needs to be addressed. Patrick informed us that Career Banding, as such, as been abandoned by the State. Market values determined by the Career Banding implementation may be implemented when/if the economy recovers. Right now, HR departments across the state have their hands tied by the uncertainty of what the GA will decide about the budget.

Kudos:  

December recipient: Chris Bledsoe was unable to attend the meeting because of a family emergency but was given kudos for his exceptional work on the Coat Drive.

January recipients: AppKIDS committee members were given kudos for the amazing work done for this year’s successful campaign. – Andrea Mitchell, Cathy Scott, Diana Barbee, Diane Lowenberg, Janice Smith, Janice Voss, Peggy Eller and Sheryl Kane.

Adjournment:

With no further business, Bob Charlebois adjourned the meeting at 2:55 pm.

Respectfully submitted,

Carol Carpenter-Stoudt  
Staff Council Secretary
STAFF COUNCIL  
APPALACHIAN STATE UNIVERSITY  
Minutes of the Meeting Held February 8, 2011  
APPROVED

PRESENT: Katherine Alford, Carol Anderson, Diana Barbee, Elaine Berry, Wes Berry, Chris Bledsoe, Erin Carpenter, Bob Charlebois, Karen Clark, Monique Eckerd, David Freeman, Tony Grant, Tami Johnson, Kim Jones, Sheryl Kane, Kathy Mann, Jennifer Maxwell, Jackie McInturff, Richard McKeivitt, Seth Norris, Amy Sanders, Katherine Sbarbaro, Kathy Scott, Jamie Seay, Kevin Snook, Jamie Tedder, Marlena VanVliet, Cathy Ziegler


1. Bob Charlebois – Bob called the meeting to order.

2. It was moved (Marlena Van Vliet) and seconded (Jamie Tedder) that the minutes of the January 11, 2011 meeting be approved. Motion carried.

3. The Treasurer’s Report was e-mailed to Staff Council Representatives before the meeting. Opportunity was given for questions.

Presentation: Sarah Jane Fogarty and Adam Binder spoke about Relay For Life. This event, which raises money for the American Cancer Society will be held at ASU April 15, 2011 beginning at 6:00 pm and ending at 6:00 am April 16. There will be somebody walking at all times during those hours. “Cancer never sleeps so neither do we.” They encouraged participation and requested help from ASU Staff to reach out to survivors on campus so they may be honored at the event.

Presentation: Susan King, Gus Pena, and Kim Jones from the Diversity Celebration Committee gave an overview of the Diversity Celebration and encouraged everyone to be a part of this monumental event. This year’s celebration will be April 6. Because the whole Student Union space is utilized for this, 48 hours of programming are squeezed into 6 hours. There are many volunteer opportunities for staff. Go to the website www.multicultural.appstate.edu and complete the Volunteer Staff Form. Those who volunteer at least 3 hours will get a T-shirt. All are encouraged also to come and bring your family and friends to enjoy the festivities.

4. Old Business
A. Quality of Life Survey – Tony Grant reported that there were only 352 responses out of 1,682 staff, which is down about 100 from last year. The committee will meet soon to prepare a report on the results.
B. Fundraising Committee – Jennifer Maxwell gave an update.

- The Committee still has dining cards to sell. We have almost sold all of the 150 ordered. If we sell them all we can buy more. All money raised from the sales goes toward scholarships.
- The 5K Fun Run/Walk is scheduled for April 9, 2011 at Greenway Trail. Volunteers are needed to solicit sponsorships and donations for door prizes from businesses. See Jennifer to get a letter to take to the businesses. Volunteers are also needed for the day of the event.
- There are still some Staff Council T-shirts for sale. They are $5 each.
- There is an opportunity to work concessions at football games to earn money for Staff Council projects. If we decide to do that, we will need volunteers.

C. Scholarship Committee – Elaine Berry: The deadline for all applications is April 15, 2011. The application form and information is available on the Staff Council website. http://staffcouncil.appstate.edu/pagesmith/4 or http://staffcouncil.appstate.edu/ and click on Staff Scholarship Info.

5. New Business

A. Have a Heart Campaign – Chris Bledsoe reminded everyone to please promote this campaign in your departments. During the whole month of February, Staff Council is collecting non-perishable food, prescription bottles, plastic grocery bags, Ziploc bags, and new personal hygiene items for donation to the Hunger and Health Coalition.

B. Membership Committee – Seth Norris. Staff Council Officer elections will be held at the April meeting. Nominations will open at the March meeting for President-Elect, Vice President, Treasurer, Secretary, and Staff Assembly Alternate. Consider carefully who among your fellow representatives and yourselves would be good candidates for these important roles. About a week before the April Staff Council meeting, the slate of nominees will be sent to all representatives in preparation for the election.

HR Update:
The Chancellor believes it is important to address the campus community. The cancelled opening meeting will be rescheduled as soon as the Chancellor is back to health. The Leadership at ASU genuinely desires to reach out to staff.

Council Concerns:
None

6. Announcements

- March of Dimes, April 17, 2011, 2:00 – 4:00 pm. Will have bouncy things, YOSEF, and athletes for the children. Adults will walk around the track. You can form a staff team or a department team.
- Special Session of Staff Council, February 28, 2011 at 1:30 in the Linville Falls Room. Lorin Baumhover will address Staff Council Reps and Alternatives regarding the budget situation.

Upcoming Meetings (all begin at 1:30pm):
February 28: Special Session, Linville Falls Room, Plemmons Student Union; Guest Speaker: Lorin Baumhover
March 8: Room 224, I.G. Greer; Guest Speaker: SEANC Representative
April 12: 120 Roan Mountain Room, Plemmons Student Union; Officer Elections

Motion to adjourn (Amy Sanders) and seconded (Carol Anderson). Meeting adjourned.

Respectfully submitted,

Kathy Mann
Staff Council Treasurer
Staff Council Meeting Minutes  
March 8, 2011  
224 IG Greer  
1:30 pm – 3:00 pm  APPROVED

PRESENT: Katherine Alford, Carol Anderson, Sheila Burleson, Diana Barbee, Chris Bledsoe, Carol Carpenter-Stoudt, Erin Carpenter, Kathy Deas, Monique Eckerd, Gloria Eggers, Micah Fairchild, David Freeman, Tony Grant, Alice Gryder, Tami Johnson, Kim Jones, Sheryl Kane, Kathy Mann, Denise Marsh, Jackie McInturff, Seth Norris, Amy Sanders, Katherine Sbarbaro, Cathy Scott, Jamie Seay, Kevin Snook, Jamie Tedder, Marlena VanVliet, Cathy Ziegler


1. Call to order – Cathy Ziegler at 1:34 pm

2. Meeting Minutes from Feb 8, 2011 meeting were approved as written.

3. Treasurer’s Report – Kathy Mann


5. SEANC presentation - Heather Welborn

6. OLD BUSINESS:
   Scholarship Committee: Kathy Mann
   Applications due April 15 – Endowed scholarship
   Staff and dependants are eligible
   Yearly scholarship for dependants only
   Limit of $1000 per award

   Have A Heart: Chris Bledsoe

   Fundraising Committee: Janice Smith
   Dining passes still for sale but no more will be ordered.
   Monique Eckerd has information regarding the Staff Council 5K.
   Registration forms are online. Saturday April 9th – 8:00 am. $15 registration fee .
   T -shirts to all.

7. NEW BUSINESS:

   Membership Committee (2011-2012 Officer Nominations): Seth Norris
   Email nominations to Seth this week.
   Voting on April 12th – Tami Johnson will be collecting votes.

   Chancellor’s Advisory Committee: Amy Sanders
   6 questions for the Chancellor involving the new provost, budget reduction and outsourcing details, open forum or virtual suggestion box for staff to offer savings options, master plan and building stipulations, additional communication about enforcement of the non-smoking policy, and options for early retirement.
Diversity Celebration: Kim Jones
    Scheduled for April 6. All staff and their families are encouraged to attend.
    Go online to see more about selecting a 3-hr shift. T-shirts are available for staff that work at the
    Diversity Celebration. The admission is free.
    3 pm – 9 pm in the Student Union. Kim Mitchell is heading up the volunteers. You can work less than 3
    hours but they need as many volunteers as possible.

8. HR UPDATE – Micah Fairchild
   Signing up for benefits that usually happens in March will not happen.
   Work plans are due now. Annual performance reviews are due by May 30.
   Staff Appreciation Breakfast is still scheduled for mid April.

9. COUNCIL CONCERNS:
   Jamie Tedder – Relay for Life – April 16. 2 pm – 8 pm. Volunteers are needed to help with setting up the
   luminaire bags. The Administration has stated staff may use community service leave for assisting the
   Relay for Life.

   Amy Sanders – March for Babies – April 17. 2:30 pm is when the walk will begin.

10. KUDOS:
    Tami Johnson and Alyce Gryder - helped Chris Bledsoe pick up the Have a Heart donations across campus.

11. ADJOURNMENT:
    Motion was made to adjourn by Alyce Gryder and seconded by Jackie McInturff.
    Meeting was adjourned at 3:00 pm.

Respectfully submitted,

Carol Carpenter-Stoudt
Staff Council Secretary

IMPORTANT DATES:
    4/12/2011 Staff Appreciation Lunch (Holmes Convocation Center)
    4/15/2011 Staff Council Scholarship submission deadline
    4/22/2011 Friday, ASU closed
    5/11/2011 Wednesday, all day “Campus Flood” Emergency Exercise
    5/30/2011 Monday, ASU closed

UPCOMING STAFF COUNCIL MEETINGS (Tuesdays, 1:30 PM)
    May 10, 2011 Student Union’s Linvill Falls Room, #226
    June 14, Student Union’s Linvill Falls Room, #226
ASU Staff Council Meeting Minutes  
Tuesday, April 12, 2011  
1:30 pm – 3:00 pm  
224 IG Greer

APPROVED

PRESENT: Katherine Alford, Carol Anderson, Elaine Berry, Sheila Burleson, Diana Barbee, Chris Bledsoe, Carol Carpenter-Stoudt, Erin Carpenter, Kathy Deas, Monique Eckerd, Gloria Eggers, Micah Fairchild, David Freeman, Tony Grant, Alice Gryder, Tami Johnson, Kim Jones, Sheryl Kane, Kathy Mann, Denise Marsh, Jackie McInturff, Seth Norris, Amy Sanders, Katherine Sbarbaro, Cathy Scott, Jamie Seay, Kevin Snook, Jamie Tedder, Marlena VanVliet


Call to order – 1:33pm by Bob Charlebois

Election of 2011-2012 Officers and Staff Assembly Delegates

Meeting Minutes from March 8, 2011 meeting. Motion made by Amy Sanders. Seconded by Katherine Sbarbaro. Motion passed – minutes were approved

Treasurer’s Report – Kathy Mann

OLD BUSINESS:

Chancellor’s Report – The Administration really wants to work with us. Bob reported that this year has been a very productive year for meeting.

Fund Raising: Jennifer Maxwell & Monique Eckerd $200 was raised at the Staff Council 5K last weekend. There are a lot of supplies available for next year. We are on the Greenway schedule for next year.

Scholarship: Elaine Berry reported that applications are coming in. They are due on April 15th. Next year, when the applications are available, a campus wide email should be sent out to let staff know.

NEW BUSINESS:

AppKIDS Logo: Dianne Lowenberg presented the new AppKIDS. Carol Anderson
made the motion to accept the new logo as submitted. Jennifer Maxwell seconded. Motion passed unanimously.

Early Intervention Team (EIT): Bob Charlebois reported about the team that is composed of faculty and staff. EIT provides a support to students that have been referred. Over 100 students were served this year. Bob has to step down from his position on this committee. He asked for anyone interested in working directly with students to serve on this committee – email him if you’re interested.

The EIT meet each Monday from 11-1 pm. Interventions occur all during the week. Meeting wizard invitations are sent to committee members when an intervention is scheduled. He usually attended one every two weeks.

HR Update: Patrick McCoy (Legislative update) State Health Plan is sitting on the Governor’s desk. She has 10 days to sign it, not sign it, or veto it. If she doesn’t sign it, it will automatically be law.

Personnel Flexibility – Will be introduced today. Anita Watkins feels the House and Senate will approve the Bill. This will be more efficient in some ways. If the Bill is passed, the change will happen overtime. The UNC Board of Governors would need about 24 months to make the actual changes. The new system creation will have to take time to create and implement. Today is the last day to introduce the Bill. If the Bill is not introduced – they can take another Bill and change it to the Flexible Personnel.

Budget Bill – The Budget proposal will be released from the House tomorrow. Suggesting it will show a 16% cut. There are rumors that are as little as 12%. We just don’t know at this point. Dr. Baumhover, Dr. Peacock and Dr. Ross are very engaged in this discussion.

Communication committee has been formed to make sure that information is shared with the constituents (Staff, Faculty, Alumni, Students, Donors and Parents).

Open Enrollment will be available once the State Health Plan is established.

Results of the election: Cathy Ziegler, Katherine Sbarbaro, Kathy Mann and Kathy Ray were elected. The office of President-Elect is still open and will be elected at a later date.

Staff Assembly – Jackie McInturff; Alternate - Monique Eckerd

Officers’ Meeting next month. New officer’s retreat will be organized by Cathy Ziegler for some time in May.
COUNCIL CONCERNS: A staff council representative mentioned that assistance in terms of the legal conditions of employment should be better explained.

ADJOURNMENT:
   Motion was made to adjourn by Carol Anderson and seconded by Jamie Fedder. Meeting was adjourned at 2:25 pm.

Respectfully submitted,

Carol Carpenter-Stoudt

IMPORTANT DATES:

4/17/2011  2:30  March for Babies
4/28/2011  Faculty/Staff Blood Drive  Table Rock Room
5/11/2011 Wednesday, all-day “Campus Flood
5/30/2011 Monday, ASU closed

UPCOMING STAFF COUNCIL MEETINGS (Tuesdays, 1:30 PM)
   May 10, 2011  224 IG Greer
   June 14, Student Union  Linville Falls Room
Staff Council Meeting Minutes
May 10, 2011
Belk Library, Room 114
1:30 pm – 3:00 pm

PRESENT: Katherine Alford, Elaine Berry, Wes Berry, Diana Barbee, Chris Bledsoe, Sheila Burleson, Erin Carpenter, Robert Charlebois, Lynn Church, Karen Clark, Betsy Craft, Kathy Deas, Monique Eckerd, Peggy Eller, Gloria Eggers, Micah Fairchild, David Freeman, Sandy Hoyle, Kristin Hyle, Betty Johnson, Kim Jones, Diane Lowenberg, Kathy Mann, Denise Marsh, Jackie McInturff, Andrea Mitchell, Seth Norris, Lottie Oliver, Amanda Perry, Sherry Perry, Kathy Ray, Charyn Richards, Amy Sanders, Katherine Sbarbaro, Barbara Scarborough, Deborah Tibbett, David Travis, Marlena Van Vliet, Angel Wood, and Cathy Ziegler.

ABSENT: Carol Anderson, Erin Carpenter, Carol Carpenter-Stoudt, Donna Davis, Laurel Elam, Peggy Eller, Jane Fitchlee, Sali Gill-Johnson, Debbie Gagg, Paul Grant, Tony Grant, Alice Gryder, Kara Harmon, Kathy Harrison, Sandy Hicks, Julie Huffman, Edward Hyle, David Jamison, Tami Johnson, Sheryl Kane, Loretta Link, Mark Lunsford, Andrea Marsh, Clinton Marsh, Jennifer Maxwell, Marty McCormick, Jenny Primm, Greg Ragan, Tanya Randall, Shannon Saunders, Cathy Scott, Janet Seatz, Jamie Seay, Janice Smith, Kevin Snook, Jamie Tedder, Jeff Tickle, Robin Waters, Jeni Wyatt, and Vickie Young

Guests: Patrick McCoy, Susan McCracken

1. Welcome – The meeting was called to order by Bob Charlebois who introduced new officers and passed the gavel to Cathy Ziegler, 2011-2012 President. Other officers are:
   Vice President – Katherine Sbarboro
   Secretary – Kathy Ray
   Treasurer – Kathy Mann

2. Meeting Minutes from April 12, 2011 meeting. Amy Sanders moved that the minutes of the April 12 meeting be approved. Betsy Craft seconded the motion. Motion carried.

3. Treasurer’s Report – Kathy Mann. School supplies were recently purchased for the AppKIDS program, and a laptop purchased for use of Staff Council.

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4. Speaker – Dr. Susan McCracken, Director of External Affairs and Community Relations

Keynotes:

- Asked attendees to introduce themselves
- Encouraged staff to become involved on their own time with legislative matters pertaining to the university.
- Shared a link found on the Chancellor’s website: [http://www.chancellor.appstate.edu/budget](http://www.chancellor.appstate.edu/budget)
- Shared the General Assembly website - [http://www.ncga.state.nc.us/](http://www.ncga.state.nc.us/) and how to track bills. Can listen to debate on house and senate chambers. S for senate bill H for house bill.
- N.C. State Budget Process reviewed
- How the current unapproved UNC budget looks in the legislature today:
  - UNC Budget would go from $3 billion to $2.4 billion
  - Would receive full funding for enrollment growth and receive some monies for building reserves
  - There would be few line item cuts compared to where we were and some restrictive provisions would be removed
  - There would be a “Flex Management Cut” of $491 million or 17.7%; would reduce out-of-state graduate tuition remission by 20%; would eliminate Academic Common Market, would eliminate in-state tuition for academic scholarships; would reduce financial aid by $43 million; and would eliminate funding for the ASU Energy Center
  - Would provide $100 million for UNC system for R&R; Hickory Metro Center funding would be moved to ASU; would provide $75 million for a Severance Expenditure Reserve; and there would be no provision prohibiting additional tuition increases.
- Provided handout (see attached)
- Stimulus monies are now gone
- Critical issue – funding for our jobs, which this proposed budget does not provide
- The flexibility management piece does provide discretion to determine how to make reductions with guidance from the Board of Governors and the House. They wish to reduce funding for centers and institutes, initiate faculty workload adjustments, and eliminate low-enrollment programs; however, there are certain places they dictate that we cannot reduce such as the Hickory Metro Center, aid to private colleges, need-based financial aid, joint Graduate School of Nanoscience and Nanoengineering at North Carolina Agricultural and Technical State University and the University of North Carolina at Greensboro, and the North Carolina Research Campus.
- Expect that the first week in June, the Senate budget will be approved.

At this time, Staff council representatives were given an opportunity to ask questions. Topics discussed included:

- Health Insurance Bill – Senate and House working to provide document Governor will not veto.
- Bill 575 – Efficiencies Bill discussed. Several positives were discussed as well as the negative aspect being that the system is vague as to how all employees would be consolidated under one new system, and how those changes would affect property and employment rights. Noted was that Bill 575 has been tabled – not pulled.
- Dr. McCracken was asked to mention the SEANC publication, The Reporter to Senator Dan Soucek.

5. New President’s Update – Cathy Ziegler

- Shared Staff Council's webpage. Mentioned link to last Staff Assembly meeting – where streaming of the last meeting can be accessed. Noted the links under Staff Resources and Links – NC State Links
- Kudos to Karen Clark for updating the website and adding information on NC Senate Bill 575.

Cathy Ziegler shared potential goals and focuses of the 2011-2012 Staff Council Officers.
• Initiate staff and community outreach. Encourage staff to become more involved in community outreach. There is a lot of Community Service Leave (CSL) left over every year that is not used. We want to raise awareness of ways in which we can help serve our county and surrounding counties.
• Based upon the last three Staff Surveys, an area in which we can improve upon is university-wide communication.
• Another area targeted due to the Staff Surveys is recognition of the need for management and front-line staff training. HRs has picked up as a result of our survey several years ago, the need for supervisor training. They are providing online training now. As Staff Council Officers we want to encourage implementation of face-to-face training.
• Officers wish to build staff council membership and strengthen the committees.
• Developing leadership within Staff Council, starting with committee chairs. Cathy will initially meet with chairs about once a month, then every other month or so.

6. New Business:

• Scholarship Committee – Elaine Berry. The fundraising committee has $6850 to award in scholarships. The committee received 23 qualified applicants. The committee recommends that two recipients receive $1,000, one recipient $850, two recipients $750 and five recipients $500 each. It was moved (Bob Charlebois) and seconded (Karen Clark) to offer the ten scholarships in the appropriate tiers as requested. Motion carried.
• Safety & Security Council Updates – Seth Norris. The Safety and Security Council is a university level committee that offers a position for a Staff Council representative, currently Cathy Ziegler. This is an executive body to identify policy, funding, and initiatives. Seth shared some of the various initiatives that have come out of this council – such as the texting alert. Several groups across campus are currently involved in the ASU Emergency Training Exercise scheduled for May 11, 2011. Subcommittees include the Risk Management Committee, the Threat Assessment Team, and the Early Intervention Team.
• Committee Sign-Up – Cathy Ziegler. In the June meeting, Staff Council will have their annual committee sign-up. Cathy will contact each committee chair to prepare their committee for a presentation.
• Staff Assembly Update – Jackie McInturff. Each UNC campus has three delegates and an alternate that serves on Staff Assembly. It is typical to have one delegate be the President and the other two be Past-President and President-Elect but we have chosen to have our third person be a delegate at large. Delegates meet four times a year – two in-person and two via videoconference.
• Senate Bill 575 – Jackie McInturff. Jackie has been active on staff assembly for four years. Two forums were conducted on our campus last week that addressed Senate Bill 575 – and Jackie is preparing the information that was received. Close to 150 staff that showed up for the forums. At Patrick McCoy’s suggestion, forums will also be set up for food service and physical plant employees as they did not have an opportunity to join in one of the previous forums. Jackie mentioned some of the positives of Bill 575, with the concern that most staff have being 18.1.

7. Human Resources Update – Patrick McCoy. A current focus of HR is Open Enrollment to the State Health Plan. Unless you sign up for the 80/20 policy, you will automatically be enrolled on the 70/30 policy. Mr. McCoy asked that representatives share this important update with staff in their areas. Another issue that HR is following closely is Senate Bill 575. Bob Charlebois asked if the bill currently proposed passes, if that will lead to another enrollment period. Patrick said that this is a possibility and has occurred in the past. HR will continue to send out reminders of Open Enrollment to the staff via email. Patrick will ask that enrollment dates for the state health plan be put on the HRS website. Cathy Ziegler praised Angie Miller for getting information regarding open enrollment to staff so quickly.

8. Council Concerns – Senate Bill 575 section 18.1. One of the representatives shared that our Staff Council represents SPA and EPA non-teaching. She has heard inquiries as to what will happen to staff council if Senate Bill 575, section 18.1 passes as is currently written. She stressed we need to get more EPA members actively involved with staff council. There appears to be a misconception with some EPA administrative staff that they do not realize that they can Staff Council. Another representative stated that if the bill passed as is, there would no longer be the classification of EPA or SPA employees; there would be a new title that included both EPA and SPA. Another concern raised was that unless SEANC changed their by-laws then we would no longer have their representation once the bill was passed.
Staff Council Membership and Process – A new representative asked how the membership worked and Cathy explained that it is on a tiered system based on the number of staff in that department or area. Information can be accessed on the Staff Council website which is located at: http://staffcouncil.appstate.edu/

9. Calendar items:

- 5/11  100 Year Flood Exercise
- 5/18  Extended Executive Committee of Staff Assembly to meet via video conference
- 5/30  Memorial Day, campus is closed

A motion was made to adjourn (Angel Wood), and seconded (Chris Bledsoe). The meeting adjourned at 3:14 p.m.

Respectfully submitted,

Kathy L. Ray
Staff Council Secretary

Upcoming Meetings (all beginning at 1:30 p.m.):

- June 14: Linville Falls Room, Plemmons Student Union
- July 12: Linville Falls Room, Plemmons Student Union
Cathy Ziegler – The meeting was called to order at 1:38 p.m.

Approval of Minutes: It was moved (Amy Sanders) and seconded (Tami Johnson) that the minutes of the May 10, 2011 meeting be approved. Motion carried.

Treasurer’s Report: For information only, as shown in the advance agenda.

6/14/2011

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Speaker – Megan Stage of Arts & Cultural Programs: Megan is the Marketing Manager staffed through university communications. She works with Performing Arts, the Turchin Center and the Appalachian Summer Festival with
their publicity needs. Megan provided An Appalachian Summer Festival brochures and shared programming for this year.

5. Cathy Ziegler welcomed new Staff Council Area Representatives.

6. As part of the annual committee sign-up process, each committee was asked to come forward as a group and provide information about their committee. Each committee shared responsibilities, how often they met, etc. A committee sign-up was sent around for the 2011-2012 year.

7. Kudos – Scholarship Committee members were given kudos for their hard work choosing the recipients for this year. Members are Elaine Berry, Tami Johnson, Kristin Hyle, Jamie Seay, Diana Barbee, Angel Wood, Julie Huffman, Kathy Deas and Betsy Craft.

8. Old Business:

Scholarship Committee award winners were announced.

<table>
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<tr>
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<td>Whittington, Hannah</td>
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9. New Business:

A. **Monthly HR Orientation Sign-up** – Cathy asked for volunteers to represent Staff Council during Human Resources Orientation. Sandy Hicks volunteered to send out a monthly reminder to the volunteers.

B. **ELF Fund Update** – Cathy referred to the ELF Fund attachment to the agenda. Representatives were reminded that anyone can donate to this fund, and were asked to let their areas know that any emergency type situation qualifies for a loan of emergency assistance funds while they are available.

C. **Additional Open Forums for Food Service Employees** – Cathy noted that, although it is uncertain if Senate Bill 575 will become active again, it is important that all areas of the campus receive appropriate communication on this bill – specifically section 18.1. There will be an opportunity provided for Food Service employees to attend a forum. Others on campus are also welcome to attend.

D. **House Bill 650 – “Guns on Campus”** – Cathy shared that Chief Gunther Doerr, a member of the Safety Council, asked for an unofficial vote as to Staff Council Representatives’ stance of House Bill 650, Section 4. For privacy sake, Cathy Ziegler asked that representatives email her if they have an opinion.

E. **Appropriations Bill, RIF** – Cathy explained that the pending Appropriations Bill 200 removes the priority-rehire protection afforded state employees under the RIF policy. If you wish to contact your local legislators concerning this matter, they must be contacted on personal time using personal means.
F. **Nominations for President-Elect** – Barbara Scarborough, Chair of the Membership Committee shared that nominations will be open for President-Elect and representatives will have until June 30 to cast an absentee ballot in case they are unable to attend the July meeting. She asked that requests for absentee ballots be sent to her via email. Her email address is: scarboroughb@appstate.edu.

*Note: After the meeting, it was determined that the nomination period will follow a different schedule. New information will be presented via email.*

G. **Reluctance to Share** – It was shared with the Officers that there are representatives who feel reluctant to speak out on matters of concern while someone at Patrick McCoy’s level happens to be in attendance. Cathy asked that representatives send comments to her via email and she will keep any information confidential when asked to do so. The Chancellors Advisory Committee has been working on putting into place an anonymous email resource for staff. An unofficial vote was taken showing the majority voted for Patrick McCoy to remain at the entire Staff Council meeting if he wishes to.

10. **Human Resources Update** – Angie Miller:

    A. **RIF (Reduction-In-Force)** Human Resources is monitoring budget information very closely. We will be going through a RIF, but at this time do not know the numbers. Human Resources has been concentrating on making the RIF policy more robust and collaborative.

    B. **State Health Plan** – The bill has been signed for the new State Health Plan, which will begin on September 1, 2011. A new enrollment will be necessary. This is the first time ever that an employee-only premium has been added to our health plan. Angie asked that staff be mindful that the 70/30 plan is free for the 2011-2012 year, but that it does not necessarily mean that it will remain free for future years.

11. **Adjournment:**

    Motion was made to adjourn (Jackie McInturff) and seconded (Jamie Tedder). Meeting was adjourned at 3:38 p.m.

Kathy L. Ray  
Staff Council Secretary

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**Important Dates to Remember:**

- Aug. 19 – Freshman Move-In Day
- Aug. 20 – Big Sale
- Sept. 6-9 - Safety Week for students and employees at Sanford Mall
- Oct. 21 – Homecoming

**Our next Staff Council meeting will be Tuesday, July 12 in 226 Linville Falls Room, Plemmons Student Union.**
**HR New Hire Orientation**

This orientation for new employees takes place on the first Wednesday of every month. At approximately 9:30 a.m., Staff Council is given the opportunity to introduce ourselves, our purpose, meeting times, etc. Courtney Gainey, HR’s Area Representative on Staff Council, has volunteered as back-up for anyone unable to make their appointment.

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<td>July 6</td>
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<td>Jackie McInturff</td>
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<td>September 7</td>
<td>Jamie Tedder</td>
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<td>Betsy Craft</td>
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<td>June 6</td>
<td>Jaime Tedder</td>
<td>tedderkj</td>
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</table>
1. Cathy Ziegler – The meeting was called to order at 1:35 p.m.

2. New welcomes – Cathy Ziegler welcomed Amanda Perry as our new staff council representative for the ASU Energy Center.

3. Approval of Minutes- It was moved (Karen Clark) and seconded (Marlena VanVliet) that the minutes of the June 14, 2011 meeting be approved. Motion carried.

4. Treasurer’s Report: For information only, as shown in the advance agenda.

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5. Speaker – Dr. Jesse Lutabingwa, Associate Vice Chancellor of International Programs. Dr. Lutabingwa shared information concerning the Quality Enhancement Plan (QEP), which is an important part of our university’s SACS accreditation. “Global Learning: A World of Opportunities for Appalachian Students” was chosen as our campuses QEP topic. The QEP as defined by SACSCOC is “The Quality Enhancement Plan (QEP) is the component of the reaffirmation process that reflects and affirms the commitment of the Commission on Colleges to enhancing the quality of higher education in the region and to focusing attention on student learning. By definition, the QEP describes a carefully designed course of action that addresses a well-defined and focused topic or issue related to
enhancing student learning. The QEP should be embedded within the institution’s ongoing integrated institution-wide planning and evaluation process and may very well evolve from this existing process or from other processes related to the institution’s internal reaffirmation review” (Handbook for Institutions Seeking Reaffirmation, p. 34-35). Dr. Lutabingwa shared that if you cannot afford to have experience traveling overseas, there are other avenues to obtain global learning such as volunteering with exchange students, participating in various university activities, etc. Dr. Lutabingwa asked Staff Council to nominate staff members to participate in staff programs that will be put into place. As the structure is now being worked on, he asked that input be provided to the QEP council as to what global activities we would like to see implemented.

Cathy Ziegler shared that representatives and others can help exchange students by volunteering to be a host family for an international student. Host families are needed from September to October.

6. HR Update – Patrick McCoy. Although there will be reductions-in-force (RIFs), numbers cannot be predicted until more information is gathered about the budget. The focus will continue to be to protect the academic core. Both Patrick and Cathy Ziegler attended an informational meeting that Mike O’Conner gave to the Physical Plant employees. Cathy said that if anyone was interested in more information, to email her to request a copy of the notes she took from that meeting. Patrick hopes to have communication from HRS concerning RIF to be sent out by list serve next week. Concern was expressed by Representatives that information be shared as soon as possible and steps be implemented to assist those affected by RIF. A Q&A will be presented that will address staff’s questions concerning the RIFs. If you have questions that should be addressed to the General Administration, please email those to Cathy Ziegler.

7. Old Business:
   Membership Committee – Sandy Hicks. Current chair, Barbara Scarborough, and Sandy Hicks provided a sign-up sheet for university level committees. Following the meeting, lapel pins and Staff Council bags were handed out to the new members.

8. New Business:
   Freshman Move-In – Alice Gryder. A request for volunteers was presented.

9. President’s Updates & Staff Assembly News – Cathy Ziegler. Honors were given to past Officers. Marlena VanVliet received a plaque for President 2010 and Past President 2011; Seth Norris received a plaque and appreciation for Vice President 2011.

   The Fundraising committee recognized staff council members with gifts.
   Seth Norris – for his work as a Staff Council Officer
   Marlena VanVliet – for her work as a Staff Council Officer
   Karen Clark – for her work on the Staff Council website
   Alice Gryder – for her work with the Freshman Move-In
   Diane Lowenburg – for her work as Chair of AppKids
   Monique Eckerd – for her work as Staff Assembly Alternate and in assisting with the Spring 5K run
   Carol Carpenter –Stoudt – for her work as Staff Council Secretary 2010-2011

10. Kudos

   Officers gave Kudos to the Fundraising committee.
   Elaine Berry, Kathy Ray, Lisa Watson, Jennifer Maxwell, Monique Eckerd, Kathy Mann, and Janice Smith

11. Open Comments– (Cathy) Representatives were encouraged to share information to benefit staff council.
12. Adjournment

Motion was made to adjourn (Jamie Tedder) and seconded (Alice Gryder). Meeting was adjourned at 3:42 p.m.

Kathy L. Ray
Staff Council Secretary

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Important Dates to Remember:

- July 18 – Open Enrollment for medical insurance
- Aug. 19 – Freshman Move-In Day
- Aug. 20 – Big Sale
- Sept. 7 – Safety at AppState
- Oct. 21 – Homecoming

Our next Staff Council meeting will be Tuesday, August 9 in Linville Falls Room, Plemmons Student Union.
Staff Council Meeting Minutes  
August 9, 2011  
137AB Calloway Peak/Macrae Peak, Plemmons Student Union  
1:30 pm – 3:00 pm APPROVED

PRESENT: Carol Anderson, Wes Berry, Sheila Burleson, Debbie Carriere, Karen “Kay” Clark, Lynn Church, Betsy Craft, Monique Eckerd, Gloria Eggers, Courtney Gainey, Alice Gryder, Sandy Hicks, Teresa Hollars, Tami Johnson, Kim Jones, Sheryl Kane, Jamy Lambert, Kathy Mann, Patrick McCoy, Marty McCormick, Jackie McInturff, Terri Miller, Susan Musilli, Seth Norris, Greg Ragan, Kathy Ray, Tess Riedl, Katherine Sbarbaro, Barbara Scarborough, Janet Seatz, Janice Smith, Jamie Tedder, Debi Tibbet, David Travis, Cindy Trivette, Marlena VanVliet, Lisa Watson, Angel Wood, Cathy Ziegler

EXCUSED: Elaine Berry, Barbara Calderwood, Carol Carpenter Stoudt, Bob Charlebois, Kathy Deas, Tony Grant, Kate Hoffman, Julie Huffman, Jennifer Maxwell, Andrea Mitchell, Charyn Richards, Amy Sanders


1. Cathy Ziegler – The meeting was called to order at 1:35 p.m. Safety day on September 7 and Walk for Awareness on September 6 was noted.

2. Voting – Ballots were distributed for 2011-2012 President-Elect position. Katherine Sbarbaro was elected.

3. Approval of Minutes. The minutes from the July 12, 2011 meeting were approved with one change. The minutes previously said “Host families are needed from September to October.” That was changed to “Host families are needed for the Fall semester.”

4. Treasurer’s Report: For information only as shown in the advance agenda:

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5. Speaker – Chief Gunther Doerr shared a PowerPoint presentation and spoke of safety on campus. We should all be aware of our surroundings and report any suspicious behaviors to our campus police. The emergency number on campus is 8000. The anonymous reporting site is www.police.appstate.edu and there is also a published campus crime log on that site. People must sign up for the appstate emergency alert, which in an emergency will pop-up an alert on your computer, and send cell phone emergency voice and text messages. The ASU police department offers a one-hour workshop on surviving an active shooter on campus.

6. HR Update – Patrick McCoy addressed the University’s reduction plan. Before the reduction plan may be implemented, it must be approved by the General Administration. Two RIF sessions will be provided. The first will be held in the Carol Grotnes Belk Library, Room 114 from 3:00 – 5:00 p.m. on Thursday, August 11. The second will be held on August 16 in the same location from 9:00 – 11:00 a.m.

7. Old Business – Sandy Hicks of the Membership Committee shared that all of the University-level committees have now been filled.

8. New Business – All slots have now been filled for Freshman Move-In.

9. Staff Assembly Updates – Quarterly meetings for Staff Assembly were August 1 (only campus Chairs/Presidents) and August 2 (all delegates). Monique Eckerd, as Alternate Delegate, attended the Chairs Committee meeting on Cathy’s behalf since she was on vacation. Much of the time was devoted to what we can do with the budget cut coming. It is thought that one of the first cuts will be training. Ideas were discussed for training. Lyons Gray, Senior Advisor to the President was discouraged that there was no one in legislature left that champions the UNC system. Suggested was a county-by-county impact statement and who will be affected by the RIF policy. Jackie McInturff talked about what is in the staff assembly newsletter – which she passed around. It is important for staff to step up – we have big voice as 32,000 and we need to let it be heard. It was noted that a change has been made to new hires that to be fully vested one must have ten years of service instead of five years. Cathy Ziegler said that an email had been set out with the Staff Assembly newsletter attached. The newsletter will be put on our website.

10. Staff Awards – Jackie McInturff shared that the Staff Council’s 2011 Staff Awards Committee has chosen four winners. Names will be announced through a campus email very soon.

11. Kudos – Lynn Church was given kudos as within a couple of weeks of joining Staff council, she recruited seven others to join.

12. Open Comments – Suggestions were to ask Athletic Facilities to keep open one of the facilities for staff use when students are not here, and to ask that the cafeteria be open during that time as well.

13. Adjournment – Motion was made to adjourn (Carol Anderson) and seconded (Lynn Church). The meeting adjourned at 2:34 p.m.

Kathy L. Ray
Staff Council Secretary
Important Dates to Remember:

- Aug. 19 – Freshman Move-In Day
- Aug. 20 – Big Sale
- Sept. 6-9 - Safety Week for students and employees at Sanford Mall
- Oct. 21 – Homecoming

Our next meeting will be Tuesday, September 13, 2011 at 1:30 p.m. in 226 Linville Falls Room, Plemons Student Union.
Staff Council Meeting Minutes  
September 13, 2011  
226 Linville Falls Room, Plemmons Student Union  
1:30 – 3:00 p.m. APPROVED  

PRESENT: Carol Anderson, Dianna Barbee, Elaine Berry, Sheila Burleson, Barbara Calderwood, Erin Carpenter, Debbie Carriere, Lynn Church, Betsy Craft, Kathy Deas, Sydney Dehus, Monique Eckerd, Gloria Eggers, David Freeman, Courtney Gainey, Tony Grant, Sandy Hicks, Tami Johnson, Kim Jones, Sheryl Kane, Jamy Lambert, Diane Lowenberg, Denise Marsh, Marty McCormick, Jackie McInturff, Andrea Mitchell, Seth Norris, Russell Paige, Greg Ragan, Kathy Ray, Joyce Reese, Charyn Richards, Tess Riedl, Amy Sanders, Katherine Sbarbaro, Barbara Scarborough, Cathy Scott, Kevin Snook, Jamie Tedder, Jeff Tickle, Deborah Tibbett, David Travis, Marlena Van Vliet, Robin Waters, Lisa Watson, Kelly Wolcott, Angel Wood, Vickie Young, Cathy Ziegler  

EXCUSED: Wes Berry, Carol Carpenter-Stoudt, Bob Charlebois, Alice Gryder, Kathy Mann, Jennifer Maxwell, Janet Seatz  

ABSENT: Melody Campbell, Karen Clark, Donna Davis, Lori Dean, Laurel Elam, Peggy Eller, Sali Gill-Johnson, Debbie Gragg, Paul Grant, Kara Harmon, Kathy Harrison, Kate Hoffman, Julie Huffman, Edward Hyle, Kristin Hyle, David Jamison, Loretta Link, Mark Lunsford, Andrea Marsh, Clinton Marsh, Donna Merrell, Susan Musilli, Amanda Perry, Jenny Primm, Tanya Randall, Shannon Saunders, Jeni Wyatt  

1. Cathy Ziegler – The meeting was called to order at 1:35 p.m.  

2. Voting – Ballots were distributed for the 2011-2012 Vice President position. Tami Johnson was elected.  

3. Approval of Minutes. The minutes from the August 9, 2011 meeting were approved with two changes. The first change was in number 6, wherein the name of the location was changed to Belk Library. The second change was in number 9; the name was changed from Tom Ross to Lyons Gray, Senior Advisor to the President.  

4. Treasurer’s Report: For information only as shown in the advance agenda:  

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5. Proposal from University Advancement – Susan Pettyjohn, Vice Chancellor for University Advancement. Ms. Pettyjohn provided a handout on The Campaign for Appalachian. The campaign will have its public kickoff during Homecoming (October 20 – 22, 2011). For information concerning staff and volunteer opportunities for Campaign
6. Speakers – Joe Carter (University Recreation), Denise Marsh (Health Promotion), and Tandrea Carter (Counseling for Faculty and Staff) spoke on *Maintaining a Healthy Body and Mind in Stressful Times*. Joe shared that the fee to use Athletic Facilities has remained at $4 a month since 1994. It was noted that 6:00 a.m. is a good time for staff and faculty to use the gyms. Check out the website at [www.urec.appstate.edu](http://www.urec.appstate.edu) for information on what is offered through UREC. Denise shared information concerning what is offered through Health Promotion such as health screenings, gym hours, vaccinations, and special services. Check out their website at [www.healthpromotion.appstate.edu](http://www.healthpromotion.appstate.edu). Note that Friday, October 21 is the date for the annual health fair. Tandrea handed out Counseling for Faculty and Staff brochures and shared their website at [cfs@appstate.edu](mailto:cfs@appstate.edu). CFS offers 10 free individual counseling sessions per year for each staff or faculty member as well as to those in their immediate family. They also provide free workplace counseling sessions, respond to emergency behavior issues on campus, and provide workplace workshops supporting wellness at no charge.

7. HR Update – Patrick McCoy addressed the University’s reduction in force plan. He shared that campus communication will occur when people are actually laid off. Until then, that information is confidential to protect the employees. The remaining official RIF notices will be completed this week. HR is working intensively with the Vice Chancellors to find alternative employment for those being laid off. Internal postings will only be posted for five days. It is still being discussed whether RIF’d employees will continue to have access to staff emails through up to one year after the end of employment with the University.

8. Committee Updates -
   a. Freshmen Move-In report – Alice Gryder – Cathy Z. spoke on Alice’s behalf - everything went fine. Next year they will begin Staff Council’s information tents at 8:30 a.m. instead of 8:00 a.m. If you have suggestions on how to make the information tents with Freshman Move-In even better, email Alice.
   b. AppKIDS and Fundraising report – Diane Lowenberg. Diane shared that they have received $700 in donations for AppKIDS; departmental collection envelopes will go out the week of September 26 in time for payday. The fundraising committee will hold a fundraiser at the Staff Appreciation Breakfast on November 1st. The theme for this year will be tailgating and proceeds raised through the fundraiser will go toward AppKIDS. A sign-up sheet for volunteers for AppKIDS was passed around.

9. New Business –
   a. Convocation and staff participation – There is special seating for Staff Council. Members were encouraged to come early to join in the processional line.
   b. Website to Drupal – Our website is changing from PHP to Drupal. Kay Clark spent a lot of time working on this change.

10. President’s Update – The Chancellor’s Advisory Committee, a group of 12 that meets with our Chancellor at least twice a year, asked that we give thought to a question or issue that should be brought up to the Chancellor. If you have suggestions, let Amy Sanders know. The Committee will be meeting within a couple of weeks so get those questions to Amy within a week or a week and a half.

   Because of the President’s role, he or she is an ex officio on the Board of Trustees. As a Trustee this year, Cathy was invited to a luncheon that included the new members of the Board of Governors. The Board of Trustees meets quarterly. Their September meeting falls within the time frame of the Solar Decathlon Team going to DC, so each member is paying for his or her own way to attend. One of the BOT members, who wishes to remain anonymous, has offered to pay the way for our President, Cathy Ziegler to attend.

11. Kudos – Alice Gryder was given kudos for her excellent work leading the Freshman Move-In Committee.

12. Open Comments – It was shared that the Solar Decathlon Team needs assistance folding hats before their trip.

13. Mark Your Calendar:
   - Sept. 15 - Convocation
   - Sept. 23 – Faculty/Staff Blood Drive
- Oct. 6 – Inauguration of UNC President Tom Ross, Greensboro
- Oct. 13-14 – Student Fall Break
- Oct. 18 – Staff Assembly meeting for delegates, Chapel Hill
- Oct. 21 – Homecoming

14. Adjournment – Motion was made to adjourn (Marlena Van Vliet) and seconded (Carol Anderson). The meeting adjourned at 3:16 p.m.

Kathy L. Ray
Staff Council Secretary
Staff Council Special Session Minutes
October 20, 2011
226 Linville Falls Room, Plemmons Student Union
3:30 – 4:30 p.m. APPROVED

Cathy Ziegler opened the meeting and thanked everyone for coming to a special, mid-cycle meeting. The only purpose of this meeting is to hear a presentation by Vice Chancellor of Business Affairs, Greg Lovins, as to the budget process used to determine ultimate staff and faculty layoffs and position cuts. There will be an opportunity to ask questions during the presentation. Patrick McCoy, Human Resources Director, was available to answer questions, as well. It was noted that 21 people were in attendance.

Greg Lovins thanked the Appalachian staff for working hard and doing a wonderful job even during tough economic times.

With the deep budget cuts the university is facing, the administration’s primary objectives are to:

1) Protect the academic core
2) Protect jobs as best we can

Appalachian State University has taken a $22.8 million reduction in appropriations for this fiscal year. Fortunately, that amount is offset by some revenue increases making the net reduction approximately $14.8 million.

An administrative fee of 2% has been implemented to allow auxiliary units to help pay administrative costs for services from which those units may reap benefits. This action has helped to save jobs by offsetting about $2 million in reductions.

Because many vacant positions have remained unfilled, the number of people who received RIF notices was much less than originally anticipated. Out of approximately 100 state funded SPA positions that were lost, only 14 were filled positions. Of the 14 employees who received RIF notices, 4 plan to take retirement after their severance pay runs out. Six more have either been placed in another position in the university or expect to be placed in the next few months. Broyhill Inn employees are not included in these numbers. They were given a verbal notice in August due to changes with the use of the Broyhill building which is expected to occur during the Fall semester or prior to Spring 2012. Should there be any SPA employees remaining with the Broyhill Inn who have not been reassigned to other departments or accepted another position by the time the Broyhill needs to close at the end of the semester, those employees will then be given a written RIF notice. Once an employee is given a written notice, they have 30 days to obtain a new position on campus before actually leaving their current position.

The number of housekeeping positions has been reduced, resulting in more square footage assigned to each housekeeper. The square footage per staff member is now above the median for universities in the UNC system. Repair and Renovation appropriations have not been received over the last couple of years. Please be patient and understanding as housekeeping staff have greater demands for their services and repairs and renovations are not done as quickly as we would like.

Mr. Lovins’ PowerPoint presentation with details is on the following pages.
PRESENT: Carol Anderson, Dianna Barbee, Elaine Berry, Sheila Burleson, Erin Carpenter, Lynn Church, Karen Clark, Betsy Craft, Monique Eckerd, Gloria Eggers, David Freeman, Courtney Gainey, Sandy Hicks, Tami Johnson, Diane Lowenberg, Kathy Mann, Denise Marsh, Jennifer Maxwell, Marty McCormick, Jackie McInturff, Donna Merrell, Andrea Mitchell, Susan Musilli, Russell Paige, Kathy Ray, Joyce Reese, Katherine Sbarbaro, Barbara Scarborough, Cathy Scott, Janet Seatz, Jamie Seay, Jamie Tedder, Deborah Tibbett, David Travis, Cindy Trivette, Marlena Van Vliet, Lisa Watson, Kelly Wolcott, Vickie Young, Cathy Ziegler

EXCUSED: Carol Carpenter-Stoudt, Bob Charlebois, Kathy Deas, Alice Gryder, Kate Hoffman, Kim Jones, Sheryl Kane, Jamy Lambert, Seth Norris, Jenny Primm, Charyn Richards, Tess Riedl, Amy Sanders, Janice Smith, Angel Wood


1. Cathy Ziegler – The meeting was called to order at 1:34 p.m. Cathy noted that an AppKIDS volunteer form was being sent around during the meeting.

2. Approval of Minutes. The minutes from the October 11th meeting were approved by general consensus with one change. #4 was clarified from “Duplication Services is redesigning what Printing and Publications has been doing.” to “Printing and Publications is now doing all printing and duplication of print materials on campus.”

3. Treasurer’s Report: For information only as shown in the advance agenda. Kathy Mann shared the current balance of the AppKIDS fund as $11,599.17.

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| *$3,000 will be paid for scholarships in January upon satisfactory GPA documentation
| Foundation Accounts               |                |             |
| Staff Centennial Park Project Fund| 992561         | 676.64      |
| Foundation AppKIDS fund           | 992568         | 875.00      |
| ASU Staff Endowed Scholarship Fund| 994931         | 20,037.63   |
| Endowed Scholarship Fund - Total Assets| 994931 | 22,668.11 |

4. Speaker - Chuck Brink, UNC Staff Assembly Chair shared with the Council. He has been employed at UNC Chapel Hill for 15 years, and is a Charter member of Staff Assembly, which is 5 years old. Former UNC President Bowles helped Staff Assembly come to fruition. All the campus Chairs meet once a month and delegates meet quarterly to target problems that affect all staff. One of the issues targeted to work on was Personnel Flexibility authority as relates to Senate Bill 575. This issue will likely be reintroduced and it is important that Staff Assembly represent staff and has a seat at the table. Staff Council members were tasked with familiarizing themselves with Statute 126 of the General Statutes of State Personnel. The educational lottery was exempt from the State Personnel Act. Staff Assembly will gather information and work with internal committees on proposed language for governing our
system. Chuck recommended that staff contact our peer constituents to obtain their ideas concerning best practices and educating ourselves in order to come up with our own proposed language. We will benefit by having more knowledge of our HR policies. The nonprofit watchdog group in Raleigh, www.ncjustice.org, is a resource for us. Also, the 2011 compensation and benefits report from Office of State Personnel is on their website and is public knowledge. Chuck will work to get us an organization chart of the UNC system and General Administration.

5. HR Update – Patrick McCoy – no reports. A Staff Council member asked if all RIF notices had been sent to employees or if more were to come. Patrick said that employees who were going to be RIF’d in the near future had been notified either in writing or verbally. He will share to the administration that Staff Council would like to have that information. Cathy stated that it seems to her that it is Chancellor Peacock’s decision to not allow University communication regarding layoffs and RIF’s at this time due to unexpected budget revisions or other budget surprises.

6. Committee Reports -
   a. Fundraising - Jennifer Maxwell- the Fundraising Committee will sell dining cards again this year and sales will go toward the Staff Scholarship Fund. Over $300 was raised at the Staff Appreciation Breakfast for AppKIDS.
   b. AppKIDS – Diane Lowenberg - shared the need for additional volunteers for the program; approximately 11 school shuttle drivers are still needed. The target is to have 90 shoppers – one for each child. Around $1,000 is still needed in donations.

7. New Business –
   a. December Gift Exchange Party - all Staff Council members and alternates are welcome to come and enjoy food and fellowship even if not participating in the “White Elephant” gift exchange. Those wishing to participate in the gift exchange should bring a wrapped, unlabeled gift. Guidelines to follow: 1) Re-gifting or bringing used items from home is acceptable; 2) Gifts purchased are to have a $5 limit.
   b. SEANC Guest, Grace Phillips – had a table in Plemmons Student Union until 4:00 p.m., joined our meeting, and was available to answer questions concerning SEANC.
   c. Foundation “Academic Assistance” Program – This program is channeled through HR, and provides around $5,000 a year to assist staff members that take community college courses, online courses or courses related to obtaining an initial certification. The tuition waiver is separate from the Academic Assistance Fund. Currently $200 is the maximum refund that a staff member can be reimbursed for; however, HR is working towards getting it increased to $500. Questions can be forwarded to Stephanie Gregg in HR at 3187.
   d. Kelley Wolcott – McKinney Alumni Center is collecting canned food to help local families during the holidays through next Friday.
   e. Health Promotions – Denise Marsh will be having a toy drive.
   f. Coat drive – Carol Stoudt-Carpenter. Carol was unable to make this meeting, so Cathy Ziegler asked that if anyone is putting out a collection box, to let her know and she will inform Carol.

8. President’s Update – Cathy and Chuck Brink met with the Chancellor yesterday during which time the Chancellor mentioned communication with staff and that he did not want to send emails when there was no concrete news. Cathy explained that the Chancellor’s Advisory Committee plan to address communication concerns when they meet with the Chancellor later this month.

Recently Staff Council Officers had the opportunity to lunch with Dr. Lori Gonzalez, our new Provost and Executive Vice Chancellor. Dr. Gonzalez was very personable and supportive of staff, and the Officers were impressed that she had been making rounds around campus and involving staff in many of those meetings.

9. Kudos – Jamie Tedder, Jackie McInturff, and Debi Tibbett were given Kudos for the wonderful job they did obtaining speakers for our Staff Council Meetings.

10. Open Comments- Cathy mentioned that the Chancellor wanted it conveyed how much he appreciates staff and the work they perform.
A member shared the need for additional recycling boxes outside of buildings. Jennifer Maxwell said that five containers had been set outside buildings but the cost was prohibitive in obtaining additional boxes.

11. Mark Your Calendar:
   - AppKIDS Day – November 18
   - Board of Trustees’ Quarterly Meeting – December 9
   - Special Staff Council Holiday Party with Gift Exchange – December 13
   - Faculty/Staff Blood Drive – December 9

12. Adjournment – The meeting was adjourned by general consensus at 2:49 p.m.

Respectfully submitted by:

Kathy L. Ray
Staff Council Secretary
Staff Council Meeting Minutes  
December 13, 2011  
Calloway Peak/Macrae Peak, Plemmons Student Union  
1:30 – 3:00 p.m. APPROVED


EXCUSED: Carol Carpenter-Stoudt, Bob Charlebois, Lynn Church, Kathy Deas, Alice Gryder, Tami Johnson, Joyce Reese, Jamie Tedder

ABSENT: Elaine Berry, Wes Berry, Sheila Burleson, Barbara Calderwood, Erin Carpenter, Debbie Carriere, Betsy Craft, Peggy Eller, David Freeman, Sali Gill-Johnson, Debbie Gragg, Kara Harmon, Kathy Harrison, Kate Hoffman, Sheryl Kane, Loretta Link, Mark Lunsford, Andrea Marsh, Clinton Marsh, Marty McCormick, Donna Merrell, Susan Musilli, Seth Norris, Amanda Perry, Jenny Primm, Greg Ragan, Tanya Randall, Charyn Richards, Shannon Saunders, Cathy Scott, Jamie Seay, Kevin Snook, Jeff Tickle, David Travis, Robin Waters, Vickie Young

1. Cathy Ziegler – The meeting was called to order at 1:36 p.m.

2. Approval of Minutes - The minutes from the October 20 Special Mid-Cycle Meeting were approved by general consensus. The November 8 Staff Council Meeting Minutes were approved by general consensus.

3. Treasurer’s Report: For information only as shown in the advance agenda.

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4. Mark Your Calendar:  
   - December 23 - 27, 2011 - ASU Closed  
   - January 2 - ASU Closed
5. Adjournment – The meeting was adjourned by general consensus at 1:43 p.m.

Respectfully submitted by:

Kathy L. Ray
Staff Council Secretary