PRESENT: Katherine Alford, Carol Anderson, Diana Barbee, Wes Berry, Chris Bledsoe, Erin Carpenter, Sarah Chapman, Bob Charlebois, Thomas Dedge, Gloria Eggers, Sali Gill-Johnson, Tony Grant, Alice Gryder, Wanda Hamilton, Sandy Hicks, Susan Hisle, Tami Johnson, Candice Jones, Kim Jones, Loretta Link, Kathy Mann, Denise Marsh, Patrick McCoy, Jackie McInturff, Sheryl Mohn (representing Monica Harless), Carol O'Saben, Chris Popoola, Jenny Primm, Tanya Randall, Amy Sanders, Barbara Scarborough, Cathy Scott, Stacy Sears, David Shervington, Janice Smith, Kevin Snook, Marlena VanVliet, Janice Voss, Fran Wilson, Kelley Wolcott, Laura Young, Cathy Ziegler

EXCUSED: Elaine Berry, Judy Cereghino, Lou Ann Church, Betsy Craft, Laurel Elam, Jane Fitchlee Monica Harless, Natalie Hill, Julie Huffman, Edward Hyle, Kristin Hyle, Jennifer Maxwell, Seth Norris, Kathy Ray, Jamie Tedder, Shelley Wainscott Wallin, Charles Wallin, Lisa Watson

ABSENT: Michelle Boisclair, Kay Clark, Pam Cline, Donna Davis, Kathy Deas, Monique Eckerd, Peggy Eller, Peggy Ellis, David Freeman, Debbie Gragg, BR Hoffman, Kathy Howell, David Jamison, Sharon Kincaid, Diane Lowenberg, Mark Lunsford, Clinton Marsh, Carolene McGlamery, Dee Pelliccio, Rob Robertson, Monica Rose, Janet Seatz, Jamie Seay, Krystal Stewart, Jeff Tickle, Robin Waters, Ezell Williams, Todd Williams, Vickie Young

GUESTS: Lynn Church, Alyson Ebaugh, Molly Kadyk-Branch, and Marty McCormick

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

2. Presentation by Patrick McCoy, Director, Human Resources:
   - Provided an update on the Work / Life Balance effort that began in September 2008
   - Purpose of convening the committee was to determine what is being done on campus (informal policies that may be in place), work through barriers, and determine available policies already in place
   - Reviewed the objectives, issues, benefits, barriers, alternate work schedules, and remaining issues to be resolved.
   - A copy of the presentation can be found at http://staffcouncil.appstate.edu/files/Work-Life_Balance_Presentation(2).pdf.
   - This policy is meant to provide policy guidance for flex scheduling.
   - Patrick will need to take the policy to the Chancellor’s Cabinet for their approval and hopes to present it at the next meeting of the Chancellor’s Cabinet.
   - This policy will not replace the Office of State Personnel’s Work Schedule Policy already in place.

3. It was moved (Cathy Ziegler) and seconded (Sue Hisle) that the minutes of the December 9 meeting be approved. Motion carried.
4. Janice Voss briefly reviewed the budget. It was moved (Marlena VanVliet) and seconded (Fran Wilson) that the January’s Treasurer’s Report be approved. Motion carried.

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State Account</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Fund</td>
<td>109130</td>
<td>$ 4,039.52 *</td>
</tr>
<tr>
<td><strong>Special Funds Accounts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Centennial Park (expense allocation of 992561)</td>
<td>227899</td>
<td>$ 264.27</td>
</tr>
<tr>
<td>Children's Shopping Spree Fund</td>
<td>990152</td>
<td>$ 2,252.50</td>
</tr>
<tr>
<td>Associated Scholarship Fund</td>
<td>990155</td>
<td>$ 1,524.90</td>
</tr>
<tr>
<td>Receipt Supported Fund</td>
<td>990158</td>
<td>$ 2,443.55 **</td>
</tr>
<tr>
<td><strong>Foundation Accounts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Centennial Park Project Fund</td>
<td>992561</td>
<td>$ 631.25</td>
</tr>
<tr>
<td>Foundation Staff Council Shopping Spree Fund</td>
<td>992568</td>
<td>$ 170.00</td>
</tr>
<tr>
<td>ASU Staff Endowed Scholarship Fund - Contribution</td>
<td>994931</td>
<td>$ 20,037.63</td>
</tr>
<tr>
<td>Endowed Scholarship Fund - Net Assets</td>
<td>994931</td>
<td>$ 21,271.95</td>
</tr>
</tbody>
</table>

* 109130: Additional encumbrances of 1587.98 ($17.68 supplies, $1070.30 Updates, $500 for Diversity) = $2449.54
** 990158: Additional encumbrances of $224.94 for December meeting = $2218.61

5. Old Business
   A. Children’s Shopping Day – Cathy Ziegler thanked all those involved with the event and in making the day a success. The committee exceeded their goal for 2008. The 2009 date has been set for November 13th with an alternate date of November 20th. Cathy provided feedback on a new name for the event. The committee proposed AppKIDS (Kindness In Donations and Service). It was moved (Loretta Link) and seconded (Tony Grant) that the name change from Children’s Shopping Day be changed to AppKIDS.
   B. Diversity Celebration donation – Stacy announced the motion to make a $500 donation to the Diversity Celebration passed and a donation has been initiated. She also announced that the Celebration needed volunteers to help on the day of the event. More information can be found at http://www.celebration.appstate.edu/.
   C. Give a Child a Coat – Janice announced that a total of 639 items were donated to this cause by ASU. The donations came from 21 locations and 22 volunteers helped with the collection.

6. Kudos – Stacy and Cathy gave Kudos to Tony Grant from Fine and Applied Arts for his efforts above and beyond during the Children’s Shopping Day.
7. Council Concerns
   A. Name Change for Staff Council – Staff Council was asked to consider a possible
      name change to better incorporate the EPA Non-Teaching staff. Possibilities and
      opinions were discussed. It was decided that Council members should solicit
      feedback from departments and e-mail suggestion/opinions to Janice before the next
      meeting when a decision would be made.

8. Announcements
   Membership was reminded of the following events
   • University Open Forum on February 3, Blue Ridge Ballroom, Plemmons Student
     Union
   • Special meeting of Staff Council on February 17, 1:30pm, Linville Falls Room, to
     hear presentation from Tracey Wright and Linda Robinson
   • April Staff Council meeting has been moved to April 7, 421 Belk Library

9. The meeting was adjourned.
STAFF COUNCIL
APPALACHIAN STATE UNIVERSITY
Minutes of the Meeting Held February 10, 2009
(Approved March 10, 2009)

PRESENT: Katherine Alford, Diana Barbee, Wes Berry, Erin Carpenter, Sarah Chapman, Bob Charlebois, Lou Ann Church, Kay Clark, Betsy Craft, Donna Davis, Kathy Deas, Monique Eckerd, Gloria Eggers, Peggy Eller, David Freeman, Tony Grant, Alice Gryder, Monica Harless, Sandy Hicks, Natalie Hill, Susan Hisle, Edward Hyle, Tami Johnson, Candice Jones, Kim Jones, Kathy Mann, Denise Marsh, Jennifer Maxwell, Patrick (Ex-Officio) McCoy, Jackie McInturff, Seth Norris, Chris Popoola, Jenny Primm, Tanya Randall, Kathy Ray, Monica Rose, Amy Sanders, Barbara Scarborough, Stacy Sears, Jamie Seay, David Shervington, Kevin Snook, Krystal Stewart, Jamie Tedder, Marlena VanVliet, Janice Voss, Charles Wallin, Angela Wood, Laura Young, Vickie Young, Cathy Ziegler

EXCUSED: Chris Bledsoe, Judy Cereghino, Thomas Dedge, Sali Gill-Johnson, Wanda Hamilton, Kristin Hyle, Loretta Link, Carol O'Saben, Cathy Scott, Janice Smith, Shelley Wainscott Wallin

ABSENT: Carol Anderson, Elaine Berry, Michelle Boisclair, Pam Cline, Laurel Elam, Peggy Ellis, Jane Fitchlee, Debbie Gragg, BR Hoffman, Kathy Howell, Julie Huffman, David Jamison, Sharon Kincaid, Diane Lowenberg, Mark Lunsford, Clinton Marsh, Carolene McGlamery, Dee Pelliccio, Rob Robertson, Janet Seatz, Jeff Tickle, Robin Waters, Lisa Watson, Ezell Williams, Todd Williams, Fran Wilson, Kelley Wolcott

GUESTS: Lisa Moore, Molly Kadyk-Bruch, and Alyson Ebaugh

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

2. Presentation by Sherri Wilson, Director Health Promotion:
   - Gave an overview of Worksite Health Promotion
   - Health Promotion is currently looking to hire an exercise coordinator
   - Reviewed services provided by ASU’s Health Promotion, location, and hours; major components are health screenings, fitness classes, fitness facility, and outreach
   - Announced new blood tests being offered beginning in March 2009
   - A complete copy of the presentation can be found at http://staffcouncil.appstate.edu/files/filecabinet/folder45/SC_HealthPromo_021009.pdf.

3. It was moved (Bob Chalebois) and seconded (Cathy Ziegler) that the minutes of the January 13 meeting be approved. Motion carried.
4. Janice Voss reviewed the budget and made note that the assets were not yielding in our endowment account. It was moved (Laura Young) and seconded (Chris Popoola) that February’s Treasurer’s Report be approved. Motion carried.

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State Account</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Fund</td>
<td>109130</td>
<td>$3,766.84*</td>
</tr>
<tr>
<td><strong>Special Funds Accounts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Centennial Park (expense allocation of 992561)</td>
<td>227899</td>
<td>$264.27</td>
</tr>
<tr>
<td>Children's Shopping Spree Fund</td>
<td>990152</td>
<td>$2,252.50</td>
</tr>
<tr>
<td>Associated Scholarship Fund</td>
<td>990155</td>
<td>$1,524.90</td>
</tr>
<tr>
<td>Receipt Supported Fund</td>
<td>990158</td>
<td>$2,218.61 **</td>
</tr>
<tr>
<td><strong>Foundation Accounts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Centennial Park Project Fund</td>
<td>992561</td>
<td>$641.25</td>
</tr>
<tr>
<td>Foundation Staff Council Shopping Spree Fund</td>
<td>992568</td>
<td>$205.00</td>
</tr>
<tr>
<td>ASU Staff Endowed Scholarship Fund - Contribution</td>
<td>994931</td>
<td>$20,037.63</td>
</tr>
<tr>
<td>Endowed Scholarship Fund - Net Assets</td>
<td>994931</td>
<td>$19,684.61</td>
</tr>
</tbody>
</table>

* 109130: Additional encumbrances of 1315.30 ($815.30 Updates, $500 for Diversity) = $2451.54

** 990158: Additional encumbrances of $1000 for fund raising = $1218.61

5. Old Business

A. Name Change for Staff Council – Janice Voss reported on the feedback received regarding changing the name of Staff Council. Of the 17 percent return on feedback, 74 percent was for keeping the name; 13 percent was for changing it if it would provide an advantage to our position in the University, and 13 percent was for changing the name to either Employee Forum or Staff Chancellor Advisory Committee.

It was moved (Jenny Primm) and seconded (Charlie Wallin) that we remain Staff Council. Motion carried.

B. University Forum – Chris Popoola reported on the discussion from the second University Forum held February 3, 2009. She encouraged all who could to attend any future forums that may take place.

1. Budget cuts were discussed. We are currently at a 6 percent cut which equals to $1.2 million for each percent. There are projections for future cuts of 7 percent.
2. State Health Plan is also in financial difficulty – Currently $300 million deficit and could be $1.2 billion for the next fiscal year.
3. Furloughs – Dr. Peacock assured that this was a last resort; must require legislative approval before a furlough is even an option. Patrick McCoy clarified
that even if legislative approval is granted it does not mean President Bowles will use it.

C. Council Concern: Report on Banner / Equal Months’ Pay Issue: Stacy discussed the issue. Prior to Banner system, SPA Subject to Overtime employees received 12 equal paychecks. Once Banner was put in place, employees received checks for hours worked within the month. With further research and discussion, it was determined that employees actually get paid slightly more than the yearly salary. Janice Voss stated that during research they discovered other universities do still pay in 12 equal pay. The reason this is a challenge for the university is if an employee is overpaid, then the university must take that money back. The way it’s currently being done – employees are paid for actual hours worked in a month – prevents this. If anyone still has questions or concerns, Kay Woods, Rick Presnell, and Mike Stanley are more than happy to meet with those individuals one-on-one. If someone is more comfortable filtering their concerns through an officer, feel free to contact one of the officers.

6. New Business
   A. Membership Update: Denise Marsh announced that in March we will open nominations for President Elect, Vice President, Secretary, Treasurer, and Staff Assembly alternate. You can nominate yourself or someone else. If you nominate someone else, you must have their permission. Elections will take place at the April 7 meeting. New officers’ terms will begin with the May meeting.
   B. Fundraising Committee: Candice Jones discussed the Main Street Marketing cards that are for sale. She announced two additional fundraising projects – the Silent Auction during spring Staff Appreciation luncheon and a Walk-A-Thon on March 21, 11am – 2pm at the Holmes Convocation. Plans are still underway for this event. Sarah Chapman discussed the Silent Auction and the need for help to work with the businesses who received letters regarding donations and collect the donations from these businesses. Donations should be delivered to Sarah on the third floor of the JET building.

7. Staff Assembly Update: Stacy gave a report on the recent Staff Assembly meeting.
   1. Budgets cuts were discussed – 7 percent cut and could go to 10 percent
   2. Furloughs were discussed at length; Staff Assembly President is meeting almost weekly with President Bowles.
   3. There is a draft for a state-wide flexible scheduling proposal
   4. Staff Assembly is still working on a tuition waiver proposal and hope to have the proposal ready to give to President Bowles in April

8. Human Resources Update: Patrick McCoy announced that the Work Life Balance Guidelines are on the calendar to discuss during the next Chancellor’s Cabinet meeting.

9. Council Concerns
   1. Several concerns were raised regarding how employees are allegedly being crosswalked incorrectly, or not at the level in which the supervisor believes they should. Staff Council agreed to look into this further to try to answer these questions.
   2. Question on the placement of the scholarship funds and could we not place the funds in another account that would be less risky? Alice Gryder will ask in her office and let us know.
10. Announcements

   Membership was reminded of the following events
   • February 16 Think Pink Double Header basketball game
   • Special meeting of Staff Council on February 17, 1:30pm, Linville Falls Room, to hear a Diversity Task Force presentation from Tracey Wright and Linda Robinson
   • Fundraisers for Special Olympics – February 24 Barbeque at Holmes Convocation, $5 per plate; February 26 Polar Plunge in the Duck Pond for $25
   • Baseball season tickets are on sale now – $40 for staff and faculty
   • Lowes Hardware, who has been very generous with our silent auctions, is having a fundraiser for Muscular Dystrophy. You can purchase a $1 or $5 shamrocks through March 17
   • April Staff Council meeting has been moved to April 7, 421 Belk Library
   • Diversity Celebration on April 7 from 3-9pm in the Student Union. Volunteers are needed.

11. It was moved (Cathy Ziegler) that the meeting be adjourned.
STAFF COUNCIL
APPALACHIAN STATE UNIVERSITY
Minutes of the Meeting Held March 10, 2009
(Approved April 7, 2009)

PRESENT: Katherine Alford, Carol Anderson, Chris Bledsoe, Sarah Chapman, Lou Ann Church, Kay Clark, Betsy Craft, Thomas Dedge, Monique Eckerd, Peggy Eller, Peggy Ellis, David Freeman, Sali Gill-Johnson, Tony Grant, Alice Gryder, Monica Harless, BR Hoffman, Julie Huffman, Tami Johnson, Candice Jones, Kim Jones, Karen Main (representing Natalie Hill, Business Systems), Kathy Mann, Denise Marsh, Chris Popoola, Tanya Randall, Monica Rose, Amy Sanders, Stacy Sears, Janet Seatz, Janice Smith, Kevin Sneuk, Jamie Tedder, Marlena VanVliet, Janice Voss, Shelley Wainscott Wallin, Lisa Watson, Cathy Ziegler

EXCUSED: Diana Barbee, Bob Charlebois, Donna Davis, Kathy Deas, Sandy Hicks, Natalie Hill, Jennifer Maxwell, Patrick McCoy, Jackie McInturff, Seth Norris, Jenny Primm, Kathy Ray, Barbara Scarborough, David Shervington, Charles Wallin, Kelley Wolcott, Laura Young

ABSENT: Elaine Berry, Wes Berry, Michelle Boisclair, Erin Carpenter, Judy Cereghino, Pam Cline, Gloria Eggers, Laurel Elam, Jane Fitchlee, Debbie Gragg, Wanda Hamilton, Susan Hisle, Kathy Howell, Edward Hyle, Kristin Hyle, David Jamison, Sharon Kincaid, Loretta Link, Diane Lowenberg, Mark Lunsford, Clinton Marsh, Carolene McGlamery, Carol O'Saben, Dee Pelliccio, Rob Robertson, Cathy Scott, Jamie Seay, Krystal Stewart, Jeff Tickle, Robin Waters, Ezell Williams, Todd Williams, Fran Wilson, Vickie Young

GUESTS: Molly Kadyk-Bruch, Angie Miller, and Lisa Moore

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

2. Presentation by John Turner, Director, Institute for Health and Human Services:
   - Presented a history and overview of the Institute
   - Dr. Turner reviewed the different functions housed within the Institute
     - Research
     - Clinical Services
     - Be Active Appalachian Partnership
     - Health Promotion
     - Counseling for Faculty and Staff
     - Appalachian Family Innovations
     - Community Outreach
   - To take advantage of any of these services, call 828.262.7678
   - At some point in the future, the Institute will be able to conduct clinical research trials
   - Dr. Turner announced they are conducting the search for the founding dean of the College of Health Sciences and Allied Professions
   - Additional information on the Institute can be found at http://www.ihhs.appstate.edu/
3. It was moved (Cathy Ziegler) and seconded (Monique Eckerd) that the minutes of the February 10 meeting be approved. Motion carried.

4. Janice Voss reviewed the budget and made note that the funds are not available to offer an endowed scholarship for the fall. She also responded to the question raised last month regarding putting the money in a CD or other investment outside of ASU. This is not a viable solution. If money is moved out of ASU, then it would need to be put in an individual’s name and that person would pay taxes on that money.

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

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Fund</td>
<td>109130</td>
<td>$3,724.84</td>
</tr>
<tr>
<td>Special Funds Accounts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Centennial Park (expense allocation of 992561)</td>
<td>227899</td>
<td>$264.27</td>
</tr>
<tr>
<td>Children's Shopping Spree Fund</td>
<td>990152</td>
<td>$2,275.50</td>
</tr>
<tr>
<td>Associated Scholarship Fund</td>
<td>990155</td>
<td>$2,964.90</td>
</tr>
<tr>
<td>Receipt Supported Fund</td>
<td>990158</td>
<td>$1,218.61</td>
</tr>
<tr>
<td>Foundation Accounts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Centennial Park Project Fund</td>
<td>992561</td>
<td>$641.25</td>
</tr>
<tr>
<td>Foundation Staff Council Shopping Spree Fund</td>
<td>992568</td>
<td>$240.00</td>
</tr>
<tr>
<td>ASU Staff Endowed Scholarship Fund - Contribution</td>
<td>994931</td>
<td>$20,037.63</td>
</tr>
<tr>
<td>Endowed Scholarship Fund - Net Assets</td>
<td>994931</td>
<td>$19,359.52</td>
</tr>
</tbody>
</table>

* 109130: Additional encumbrances of 1315.30 ($815.30 Updates, $500 for Diversity) = $2409.54
** 990155: Plus $70 deposit in March = $3034.90

5. Old Business
   A. Council Concern: Food Services Discount – Chris Popoola, Denise Marsh, and Amy Sanders met with Greg Lovins and Ron Dubberly. They discussed many options for offering a discount. Mr. Lovins and Mr. Dubberly will review three options and agreed to have an answer before the April meeting. The three options are:
   1) Is there a percentage discount that can be looked at?
   2) Can employees purchase a discounted meal plan using their App Card?
   3) Is it possible to offer a discounted meal monthly to staff?
   B. Council Concern: Career Banding – Stacy Sears announced this concern, brought up during the February meeting, was being researched through ongoing meetings. Results will be brought back to Staff Council at a future meeting. If any staff have any additional questions, please e-mail any of the officers and the question will be passed on to be answered.
   C. Fundraising Committee: Candice Jones discussed the upcoming Walk-A-Thon on March 21. To date, no one has registered. Volunteers are needed to walk and also to help with the day of. All were encouraged to attend and encourage co-workers to
register. Main Street Marketing Dining Cards are still available. Contact Candice if you like to purchase one. Sarah Chapman requested items for the Silent Auction that will take place on April 28th during the Staff Appreciation luncheon. Volunteer sign-ups to work the Silent Auction will take place during the April Staff Council meeting.

6. New Business
   A. Nominations: Denise Marsh opened nominations for the offices of President-Elect, Vice President, Treasurer, Secretary, and Staff Assembly Alternate. Nominations close March 30th. Elections will take place during the April 7th meeting. Denise distributed nomination forms and descriptions of the officers’ duties. Before nominating any one, please make sure they agree to take office.
   B. Safety Council: Stacy discussed the newly formed Safety Council comprised of students, faculty, and staff co-chaired by Greg Lovins and Cindy Wallace. A few of the items the Safety Council is working on include:
      1. AppAlert – students, faculty, and staff register their home and cell phone numbers to receive any emergency notifications; and e-mail will also be sent
      2. Sirens will be placed across campus to alert the campus community. The campus community will be informed as to what to do if the siren goes off
      3. Cameras will be placed in strategic locations throughout the university – parking lots, residence halls, etc. Stacy will ask about improved lighting at the next meeting.
      4. Bicycle helmets – the town of Boone has a bicycle helmet ordinance; Student Government Association, Faculty Senate, and Staff Council will be discussing the possibility of creating a bicycle helmet ordinance for campus; concern was raised regarding enforcement and felt perhaps an awareness campaign would be more appropriate
   C. Other: (1) Laura Young has agreed to be co-chair for AppKIDS and (2) Candice Jones will be leaving May 1 and asked for anyone interested in becoming co-chair for the fundraising committee to contact her (3) Question was asked how the campus should be notified if/when a staff member passes away – Chris Popoola announced that Dr. Peacock believes it’s a valid concern and research is being conducted on the best way to handle that.

7. Board of Trustees: Stacy gave a report on the recent Board of Trustees meeting.
   1. A large portion of the meeting concerned the budget. Appalachian is better than other campuses; 200 less class sections will be offered in 2009-2010 and 37 faculty positions have been reverted
   2. Master Plan was discussed – committee has been very active; for addition information, go to http://www.masterplan2020.appstate.edu/
   3. Housing – would like to build two new buildings, tear down Coffey and build a 300-bed facility to be tied to the honor’s building; the Fine and Applied Arts house will be torn down; Mountaineer Apartments will be removed and a 300-500-bed facility will be built that location

8. Human Resources Update: Angie Miller discussed the proposed health care recommendations to help turn the health plan around. The Senate has released a first writing of recommendations. It’s not official and needs to go to the House. Proposed changes include increased co-pays and deductibles, the 90/10 plan will be removed and only two plans remain (standard plan of 80/20 and 70/30), and the 70/30 plan could possibly the only plan available to those who are obese and/or who smoke. These are only possibilities at this time. The only certainties are: we will not be paying for a portion
of our benefits this year and we will have a state health plan, and we will not have the 90/10 plan.

9. Council Concerns
   1. A question was asked regarding the Adverse Weather and who makes the decision to close campus to all but essential personnel and what are the criteria? The decision comes from the Chancellor, Vice Chancellors, and Police Department. Stacy agreed to look into concern further.

10. Announcements
    1. Membership was reminded of the following events
       - Baseball season tickets are on sale now – $40 for staff and faculty
       - Lowes Hardware’s Muscular Dystrophy fundraiser continues through March 17
       - April Staff Council meeting has been moved to April 7, 421 Belk Library
       - Diversity Celebration on April 7 from 3-9pm in the Student Union. Volunteers are needed.
       - Staff Appreciation Luncheon – April 28
       - Baseball Staff Appreciation game – April 28

    11. It was moved (Alice Gryder) and seconded (Kim Jones) that the meeting be adjourned.
STAFF COUNCIL
APPALACHIAN STATE UNIVERSITY
Minutes of the Meeting Held April 7, 2009
(Approved May 12, 2009)

PRESENT: Katherine Alford, Carol Anderson, Diana Barbee, Erin Carpenter, Bob Charlebois, Lou Ann Church, Kay Clark, Betsy Craft, Donna Davis, Monique Eckerd, Gloria Eggers, Peggy Ellis, David Freeman, Sali Gill-Johnson, Tony Grant, Alice Gryder, Wanda Hamilton, Sandy Hicks, Natalie Hill, Julie Huffman, Kristin Hyle, Tami Johnson, Candice Jones, Kim Jones, Molly Kadyk-Bruch, Andrea Marsh, Denise Marsh, Patrick McCoy, Jackie McInturff, Sheryl Mohn, Lisa Moore, Seth Norris, Carol O’Saben, Chris Popoola, Tanya Randall, Monica Rose, Amy Sanders, Barbara Scarborough, Stacy Sears, Janet Seatz, Jamie Seay, David Shervington, Janice Smith, Krystal Stewart, Jamie Tedder, Marlena VanVliet, Janice Voss, Lisa Watson, Laura Young, Cathy Ziegler

EXCUSED: Elaine Berry, Wes Berry, Sarah Chapman, Kathy Deas, Thomas Dedge, Monica Harless, BR Hoffman, Edward Hyle, David Jamison, Loretta Link, Kathy Mann, Jenny Primm, Kathy Ray, Charles Wallin, Kelley Wolcott

ABSENT: Chris Bledsoe, Michelle Boisclair, Judy Cereghino, Pam Cline, Laurel Elam, Peggy Eller, Jane Fitchlee, Debbie Gragg, Susan Hisle, Kathy Howell, Sharon Kincaid, Diane Lowenberg, Mark Lunsford, Clinton Marsh, Jennifer Maxwell, Carolene McGlamery, Dee Pellico, Rob Robertson, Cathy Scott, Kevin Snook, Jeff Tickle, Shelley Wainscott Wallin, Robin Waters, Ezell Williams, Todd Williams, Fran Wilson, Vickie Young

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

2. Elections: Denise Marsh asked all nominees to stand and tell their names, departments and length of service. The 2009-2010 Officers Ballot is as follows:
   President Elect – Bob Charlebois, Broyhill Inn; and Seth Norris, University Police
   Vice President – Kim Jones, Printing and Publications; and Marlena VanVliet, Hubbard Center
   Secretary – Alice Gryder, Business Affairs; and Amy Sanders, Conferences and Institutes
   Treasurer – Erin Carpenter, University Recreation; Alice Gryder, Business Affairs; and Tami Johnson, Parking and Traffic
   Staff Assembly Alternate – Wes Berry, Athletics

3. Spring Fling: Alan Mueller, Assistant Director of Student Programs, announced the upcoming Spring Fling, April 24, from 1:00 – 7:30pm. The annual, family-friendly event is sponsored by APPS. This year the event is also sponsored by Newland Residence Hall, ACT, and Student Programs, and all money raised will be donated to Why the Woods Charity for its well project in Sudan. Cost for the event is $3 per person prior to the event and $5 the day of the event. Admission bracelets are on sale at the information desk in the Student Union. Individuals can sign out bracelets to sell in their departments or to other civic organizations as well. For additional information on Why the Woods charity, visit www.whythewoods.org. Why the Woods was started by ASU’s Billy Riddle. For additional information on the Spring Fling, contact Allen at muellerac@appstate.edu, or call 828-262-3032.

4. It was moved (Bob Charlebois) and seconded (Sandy Hicks) that the minutes of the March 10 meeting be approved. Motion carried.
5. **Old Business**
   A. **Fundraising Committee** – Candice Jones announced the Walk-a-thon scheduled March 21 did not occur because of lack of participants. The dining cards continue to be a great success. The Committee is selling cards on a pre-order basis. People interested should contact Candice Jones. To date, the committee has raised approximately $3,500 from this effort. Silent Auction items are all doing well. Items should be delivered to Sara Chapman in room 319 of John Thomas Hall prior to April 22. At this time, there are enough volunteers to work the Silent Auction that will take place on April 28 in conjunction with the Staff Appreciation Luncheon.

   B. **Scholarship** – The deadline to apply for scholarships is Wednesday, April 15. All were encouraged to let their departments know of the upcoming deadline. As stated in previous meetings, the Endowed Scholarship will not be available for the 2009-2010 academic year. The Staff Council Annual Scholarship is available for dependents of permanent SPA or EPA Non-Faculty employees and must have been accepted as a degree seeking student in an institution of higher education. For an application, contact Monica Rose (rosemd@appstate.edu or 828-262-2173). Patrick McCoy mentioned Human Resources has an Educational Assistance fund for those staff who wish to take a non-ASU course that may be looking for assistance as well as the tuition waiver program for staff who are taking courses at ASU.

   C. **Council Concern Update: Food Service discount** – Chris Popoola reported that a decision by Business Affairs has not been made, but Greg Lovins and Ron Dubberly are diligently looking for a way to be able give staff some sort of discount. Mr. Lovins has requested to speak at the May meeting.

   D. **Council Concern Update: Career Banding** – Patrick McCoy gave a brief overview of where the University is with career banding. The Office of State Personnel gave a May 1, 2008 deadline to have all SPA positions crosswalked to their banded level. ASU gave all departments a December 2008 deadline to have position descriptions and competency assessments complete. Not all departments have met that deadline. Once the University is fully implemented with 100 percent position descriptions and competency assessments complete, HRS will go back and review specific incidences making sure the people currently in the jobs are satisfied with their band and level. The “appeal” process is an ongoing process.

   **Question:** Person is in a journey level position but is working at an advanced level because she’s held the job for eight years. When she’s entered in the system as advanced, the supervisor is told the person can’t be advanced because the position is not advanced. The supervisor thought a person who has worked the job for a long time could get assessed higher than someone you’d hire.

   **Answer:** We need to assess the person against the job to determine there is a journey position is filled by a journey person. You could have a “journey plus,” in that someone is working above the journey level because of length of service and knowledge. We have to be cautious in that if a person is outstanding, which is a performance indicator, it does not mean that the person’s career band is outstanding. There are two different things. We first need to rate the person at the job (journey to journey) and then go back and look at individual people holding the job. These are conversations that need to happen once we are fully implemented.

   **Question:** Is there officially a “journey plus” option?

   **Answer:** It is in there – if you look at a journeyed position with five competencies and a person has two that are journey and three are advanced then that is different from someone who has all five that are journeyed. Those are incidences that need to be looked at on a case-by-case basis.

   **Question:** Will the band and levels be a matter of public record?

   **Answer:** Classification and title are a matter of public record. The person’s competency level will not be public as it’s protected under the State Personnel Act.
Question: With the budget crisis, what is the chance we will see salary increases to the banded level if one needs to be made?
Answer: At this point, the salary adjustment fund is not available for the fiscal year 2009-2010. Other sources are being held back in anticipation of budget reduction. If we were to spend the money, and additional budget cuts are made, staff may lose their jobs.

Question: What is the formula for determining salary between journey and advanced?
Answer: IT developed a career banding calculator and once we are fully implemented, each division will have a pay calculator.

Patrick gave an update on the performance management system. A main requirement of the Office of State Personnel with performance management is that all employees must have an annual rating that is reported to the Office of State Personnel. So we’re starting with that goal in mind. “We have some that have started with the old system and that is fine; some with the paper process with the new smart goal system and that is fine; and we have some that have started with the People Admin performance management system that is being piloted in the Library and in IT. It’s okay if there are others doing something a little different with regard to performance management. The goal is to have everyone to the online system by July 1, 2009. We’ve tried to simplify the smart goal process. The new system asks to determine what you want to accomplish for the year – three or four goals – then sit down at the end of the year and determine if you’ve met the goals.” If you have any questions, please e-mail Patrick at mccoypj@appstate.edu.

6. Janice Voss reviewed the budget. It was moved (Marlena VanVliet) and seconded (Alice Gryder) that the April Treasurer’s Report be approved. Motion carried.

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State Account</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Fund</td>
<td>109130</td>
<td>$3,469.84*</td>
</tr>
<tr>
<td><strong>Special Funds Accounts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Centennial Park</td>
<td>227899</td>
<td>$264.27</td>
</tr>
<tr>
<td>Children's Shopping Spree Fund</td>
<td>990152</td>
<td>$2,275.50</td>
</tr>
<tr>
<td>Associated Scholarship Fund</td>
<td>990155</td>
<td>$4,934.90**</td>
</tr>
<tr>
<td>Receipt Supported Fund</td>
<td>990158</td>
<td>$1,318.61</td>
</tr>
<tr>
<td><strong>Foundation Accounts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Centennial Park Project Fund</td>
<td>992561</td>
<td>$641.64</td>
</tr>
<tr>
<td>Foundation Staff Council Shopping Spree Fund</td>
<td>992568</td>
<td>$275.00</td>
</tr>
<tr>
<td>ASU Staff Endowed Scholarship Fund - Contribution</td>
<td>994931</td>
<td>$20,037.63</td>
</tr>
<tr>
<td>Endowed Scholarship Fund - Net Assets</td>
<td>994931</td>
<td>$18,050.93</td>
</tr>
</tbody>
</table>

* 109130: Additional encumbrances of 1199.50 ($139.20 Supplies; $560.30 Updates, $500 for Diversity) = $2270.34
** 990155: Additional encumbrance of $100 - $4834.90.
7. **New Business**
   A. **Chancellor’s Advisory Committee** – The committee is working on determining a date for this meeting and hopes to have a firm date by the end of the week. If anyone has any questions for the committee to consider, please send them to Charlie Wallin (wallincr@appstate.edu). One question that will be on the agenda is the adverse weather policy / closing the university.
   B. **Election Results** – Denise thanked everyone for their willingness to run. The officers for 2009-2010 are:
      President Elect – Bob Charlebois  
      Vice President – Marlena VanVliet  
      Secretary – Amy Sanders  
      Treasurer – Tami Johnson  
      Staff Assembly Alternate – Wes Berry  
      New officers take effect May 2009

8. **HR Update**
   A question was raised concerning the memo regarding using comp time before vacation time. The state’s policy is to use comp time before vacation time. If you are exempt from Fair Labor Standards Act (FLSA), you can earn comp time hour for hour and you cannot carry it over. If employees are subject to FLSA and they cannot use it within the year, than the employer is obligated to pay out the comp time.

9. **Council Concerns**
   Questions regarding adverse weather - If you are unable to get to work because of adverse weather, you can use the adverse weather policy, and you have up to one year to make up that time. If the university is shut down except for essential personnel, then you are not required to take leave time for the time missed.

10. **Announcements**
    - Denise distributed a survey of interest for Health Promotion. She asked that the Council make copies for their respective departments. The survey will also be online.
    - Staff Appreciation Luncheon / Silent Auction – 11am – 2pm April 28, Convocation Center
    - Baseball appreciation game – 7pm, April 28, tickets are $1
    - Peggy Ellis volunteered to co-chair of the fundraising committee beginning May 1
    - Sali Gill-Johnson discussed the Shots Fired Program the ASU Police does for departments and encouraged other departments to take advantage of this service

11. It was moved (Sandy Hicks) that the meeting be adjourned.
STAFF COUNCIL
APPALACHIAN STATE UNIVERSITY
Minutes of the Meeting Held May 12, 2009
(Approved June 9, 2009)

PRESENT: Judy Cereghino, Lou Ann Church, Donna Davis, Thomas Dedge, Monique Eckerd, Gloria Eggers, Peggy Ellis, David Freeman, Sali Gill-Johnson, Tony Grant, Wanda Hamilton, Natalie Hill, Susan Hisle, Edward Hyle, Kristin Hyle, Tami Johnson, Kim Jones, Molly Kadyk-Bruch, Kathy Mann, Denise Marsh, Jennifer Maxwell, Patrick McCoy, Jackie McInturff, Angie Miller, Sheryl Mohn (alternate for Monica Harless), Lisa Moore, Chris Popoola, Monica Rose, Amy Sanders, Stacy Sears, Janet Seatz, David Shervington, Jamie Tedder, Marlena VanVliet, Janice Voss, and Angel Wood (alternate for Barbara Scarborough)

EXCUSED: Katherine Alford, Carol Anderson, Diana Barbee, Chris Bledsoe, Erin Carpenter, Sarah Chapman, Bob Charlebois, Kathy Deas, Alice Gryder, Monica Harless, Sandy Hicks, Seth Norris, Jenny Primm, Tanya Randall, Barbara Scarborough, Janice Smith, Krystal Stewart, Laura Young, and Cathy Ziegler

ABSENT: Elaine Berry, Wes Berry, Michelle Boisclair, Kay Clark, Pam Cline, Betsy Craft, Laurel Elam, Peggy Eller, Jane Fitchlee, Debbie Gragg, BR Hoffman, Kathy Howell, Julie Huffman, David Jamison, Sharon Kincaid, Loretta Link, Diane Lowenberg, Mark Lunsford, Clinton Marsh, Caroleene McGlamery, Carol O'Saben, Dee Pelliccio, Kathy Ray, Rob Robertson, Cathy Scott, Jamie Seay, Kevin Snook, Jeff Tickle, Shelley Wainscott Wallin, Charles Wallin, Robin Waters, Lisa Watson, Ezell Williams, Todd Williams, Fran Wilson, Kelley Wolcott, Vickie Young

1. Stacy called the meeting to order and welcomed all members and guests. She thanked everyone for the privilege and honor to serve and turned the meeting over to incoming President Chris Popoola. Chris also thanked everyone for the honor to represent staff in the upcoming year and asked members to remain steadfast in these challenging times.

Chris recognized Denise Marsh, Janice Voss, and Stacy Sears for all of their hard work on behalf of Staff Council over the past two years and presented each with a plaque.

2. Presentation: Greg Lovins, Interim Vice Chancellor, Business Affairs; and Ron Dubberly, Director, Food Services – Mr. Lovins and Mr. Dubberly presented a response to the request from Staff Council for Food Services to offer a meal discount. After a presentation on the general operations of Food Services, Mr. Lovins and Mr. Dubberly announced staff and faculty will receive 5 percent discount at McAlister’s Deli, located in Plemmons Student Union, beginning in fall 2009. Employees must use their Appalachian Express Charge Account on their App Card for payment. If you need to establish an Express Charge Account, contact the App Card office at ext. 6141.

3. It was moved (Peggy Ellis) and seconded (Jamie Tedder) that the minutes of the April 7 meeting be approved. Motion carried.
4. It was moved (Judy Cereghino) and seconded (Janet Seatz) that the May Treasurer’s Report be approved as listed. Motion carried.

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Fund</td>
<td>109130</td>
<td>$3,053.04</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Funds Accounts</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Centennial Park (expense allocation of 992561)</td>
<td>227899</td>
<td>$264.27</td>
</tr>
<tr>
<td>Children's Shopping Spree Fund</td>
<td>990152</td>
<td>$2,275.50</td>
</tr>
<tr>
<td>Associated Scholarship Fund</td>
<td>990155</td>
<td>$6,144.90</td>
</tr>
<tr>
<td>Receipt Supported Fund</td>
<td>990158</td>
<td>$1,318.61</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Foundation Accounts</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Centennial Park Project Fund</td>
<td>992561</td>
<td>$641.64</td>
</tr>
<tr>
<td>Foundation Staff Council Shopping Spree Fund</td>
<td>992568</td>
<td>$290.00</td>
</tr>
<tr>
<td>ASU Staff Endowed Scholarship Fund - Contribution</td>
<td>994931</td>
<td>$20,037.63</td>
</tr>
<tr>
<td>Endowed Scholarship Fund - Net Assets</td>
<td>994931</td>
<td>$18,050.93</td>
</tr>
</tbody>
</table>

*$10.25 Cashier's Book remains encumbered; Update printing frozen
**Additional $1837 in deposits + $195 expenses dining cards
***Received check from Sherwin Williams for $95.11

5. Old Business
   A. Fundraising Committee: Silent Auction – Peggy Ellis read an e-mail report from Sarah Chapman who was unable to attend the meeting:
      “Thanks to all staff council members who helped collect donations and participated in the Silent Auction. We had almost 80 items, and raised $1,642 toward the Staff Council Scholarship Fund. A very special thank you to the staff of Plemmons Student Union who allowed us to set up in the Grandfather Ballroom pre-function area, and to Denise Marsh with Health Promotion who allowed us to piggy back onto the Faculty/Staff Blood Drive. While it was not our original plan or venue, everyone worked hard to make it happen!

   B. Scholarship Committee presented a motion to approve $5,000 for seven scholarships to the following recipients:
      Clinton Lawrence, Caitlin Garn, Chad Garn, Holly Lusk, and Shane Watson – $800 each
      Katelyn Creed and Emily Wood – $500 each
      Janice Voss seconded the motion. Motion carried. The scholarship recipients will be notified.

   C. Chancellor’s Advisory Committee – Susan Hisle, new chair of the committee, announced that five areas of concern have been identified. The committee is working on fine-tuning the questions, and will meet with the Chancellor on June 3.

6. New Business
   A. Staff Council Budget – Tami Johnson announced that Staff Council is unable to spend any funds from the operating budget. For at least the remainder of this fiscal year, the Staff Update will not be printed. The Constitution Committee will not be re-printing the revised bylaws, and refreshments for Staff Council meetings have been put on hold. Stacy announced we will continue to move forward using the web site for communication.
7. Staff Assembly Update – Stacy Sears gave an update from the recent Staff Assembly meeting. Seventeen schools were present for the video conference.

- Currently there are two budgets. The Governor’s budget was released first with the Senate budget following. The Senate budget is more favorable to UNC than the Governor’s budget. But in light of the current shortfall, it is unrealistic. The House budget is dealing with a $3 billion shortfall. Their budget might be released at the end of May, at which time both Chambers will go into conference. This is a multi-step process, and we are only at the second step. A lot of unanswered questions remain.
- Furloughs were discussed and the “behind the scenes” actions that are taking place to determine how to best record funds and time.
- Health Plan was discussed. The smoking and weight management clauses did pass. Beginning 2010, those employees who smoke [use tobacco products] or who have covered dependents that smoke will only be covered on the 70/30 plan. Beginning 2011, those employees (and covered dependents) with a BMI above a certain level will only be covered on the 70/30 plan. There is a lot to be worked out on the implementation of these regulations.

8. Human Resources Update – Patrick McCoy

- As expected, furloughs have consumed a lot time. Questions are still being asked and answered.
- Human Resources is working on a comprehensive communication piece to send to employees that will address the questions regarding the furloughs and how to handle all types of employees. Unedited FAQs from the different sources will be posted to HRS web site.
- Health Plan – The 8.9 percent increase in dependent premium cost will begin with June’s paycheck. There will be another 8.9 percent increase in dependent premium cost next year as well. Mr. McCoy reiterated the news from Staff Assembly that there are still many questions regarding the enforcement of the tobacco and BMI restrictions to the health plan.
- Angie Miller announced that soon, employees may have to show proof that dependents are your dependents. This could be in the form of birth certificates, student records, foster care records, adoption, records, marriage certificates, and perhaps even tax returns. More information will come as it’s received in Human Resources.

9. Kudos were presented to the Fundraising committee for all of their efforts throughout the year, especially for the success of the Silent Auction and their determination to make it happen. Committee members are: Peggy Ellis (co-chair), Lisa Watson (co-chair), Monica Rose, Fran Wilson, Angel Wood, Laura Young, Janice Smith, Krystal Stewart, Sarah Chapman, Jennifer Maxwell, Katherine Alford, and Barbara Scarborough

10. Council Concerns

- Chris announced that the adverse weather question will be addressed during the Chancellor’s Advisory meeting.

11. Announcements

A. Emergency Exercise – May 13, 8am – 12:30pm – this will be a controlled exercise
B. Name Tents & Folders – Amy announced that all members will receive new name plates at the June meeting. Also, because we no longer have use of the same meeting space for each meeting, Staff Council Members will now be responsible for bringing their own folders to meetings if they choose. Amy will distribute and collect the name tents at each meeting.

12. It was moved (Jackie McInturff) and seconded (Denise Marsh) that the meeting be adjourned.

**Upcoming Meetings (all begin at 1:30pm):**

June 9: Room 114, Belk Library; John Blackburn, Chair, ASU Board of Trustees
July 14: Room 226 Linville Falls, Student Union; Patrick McCoy, Director, Human Resources
August 11: Room 114, Belk Library; Charlie Cobb, Director, Athletics
PRESENT: Katherine Alford, Carol Anderson, Chris Bledsoe, Erin Carpenter, Bob Charlebois, Kay Clark, Betsy Craft, Kathy Deas, Monique Eckerd, Gloria Eggers, Laurel Elam, David Freeman, Sali Gill-Johnson, Alice Gryder, Sandy Hicks, Natalie Hill, Julie Huffman, Edward Hyle, Tami Johnson, Kim Jones, Molly Kadyk-Bruch, Loretta Link, Kathy Mann, Denise Marsh, Jennifer Maxwell, Jackie McInturff, Lisa Moore, Seth Norris, Chris Popoola, Jenny Primm, Monica Rose, Amy Sanders, Katherine Sbarbaro, Barbara Scarborough, Cathy Scott, Stacy Sears, Jamie Seay, Janice Smith, Jamie Tedder, Marlena VanVliet, Lisa Watson, Laura Young, Vickie Young, Cathy Ziegler, Peggy Eller, Peggy Ellis, and Angel Wood (alternate Barbara Scarborough)

EXCUSED: Diana Barbee, Wes Berry, Sarah Chapman, Lou Ann Church, Donna Davis, Thomas Dedge, Tony Grant, Carol O’Saben, Tanya Randall, and David Shervington

ABSENT: Elaine Berry, Michelle Boisclair, Judy Cereghino, Pam Cline, Jane Fitchlee, Debbie Gragg, Wanda Hamilton, Monica Harless, Susan Hisle, BR Hoffman, Kathy Howell, Kristin Hyle, David Jamison, Sharon Kincaid, Diane Lowenberg, Mark Lunsford, Clinton Marsh, Patrick McCoy, Carolene McGlamery, Angie Miller, Dee Pelliccio, Kathy Ray, Rob Robertson, Janet Seatz, Kevin Snook, Krystal Stewart, Jeff Tickle, Shelley Wainscott Wallin, Robin Waters, Ezell Williams, Todd Williams, and Kelley Wolcott

GUEST: Sheryl Kane

1. Chris Popoola welcomed everyone and called the meeting to order.

2. Presentation by Jeannine Underdown Collins, Vice Chair, ASU Board of Trustees
Ms. Underdown Collins thanked staff and expressed her appreciation on behalf of the Board of Trustees. She also read comments of appreciation prepared by several of the Trustees.

3. It was moved (Cathy Ziegler) and seconded (Jenny Primm) that the minutes of the May 12 meeting be approved. Motion carried.

4. Treasurer’s Report – Tami Johnson reported to save paper, we will not be providing copies of the treasurer’s report but that a printed report will be included in the minutes. Tami reviewed the remaining balances. It was moved (Denise Marsh) and seconded (Cathy Ziegler) that June Treasurer’s Report be approved as listed. Motion carried.

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Fund</td>
<td>109130</td>
<td>$3,053.04</td>
</tr>
<tr>
<td>Special Funds Accounts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Centennial Park (expense allocation of 992561)</td>
<td>227899</td>
<td>$264.27</td>
</tr>
<tr>
<td>Children's Shopping Spree Fund</td>
<td>990152</td>
<td>$2,275.50</td>
</tr>
<tr>
<td>Associated Scholarship Fund</td>
<td>990155</td>
<td>$7,781.90</td>
</tr>
<tr>
<td>Receipt Supported Fund</td>
<td>990158</td>
<td>$1,428.72</td>
</tr>
<tr>
<td>Foundation Accounts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Centennial Park Project Fund</td>
<td>992561</td>
<td>$641.64</td>
</tr>
<tr>
<td>Foundation Staff Council Shopping Spree Fund</td>
<td>992568</td>
<td>$290.00</td>
</tr>
<tr>
<td>ASU Staff Endowed Scholarship Fund - Contribution</td>
<td>994931</td>
<td>$20,037.63</td>
</tr>
<tr>
<td>Endowed Scholarship Fund - Net Assets</td>
<td>994931</td>
<td>$18,367.58</td>
</tr>
</tbody>
</table>
5. Old Business
   A. Chancellor’s Advisory: Stacy Sears gave a brief review of the meeting. The Chancellor reviewed what was known of the budget. He commented the System could be looking as much as an 11 percent cut. Greg Lovins and Patrick McCoy were also in attendance and discussed the furlough paycheck error at length. They explained the testing phase went smoothly, but the error only occurred in real time. Timely communication was discussed and the importance of getting word to the staff quickly. The committee discussed the adverse weather policy. As a result, Patrick and Greg agreed that we would have the policy in place by winter. The committee was asked that if there are to be additional furlough days would staff be open to combining the days with holidays for savings. The university could save up to $80,000 a day during winter months. Complete minutes are attached.

A question was asked that if new furloughs were to be announced and if there were to be up to 20 days could Staff Council advocate being able to take them in a block

6. New Business
   A. Freshman Move-In Day: Freshmen will be moving in August 21. Eddie Hyle, previous chair, asked if anyone would be willing to take over as chair. Alice Gryder and Jenny Primm volunteered to be co-chairs. Staff will be able to sign up on the web site as they did last year. Staff can volunteer for up to 4 hours and do not need to use Community Service leave.

7. Council Concerns
   A. Chris announced the Officers have drafted a letter to the Chancellor on behalf of Staff Council regarding the recent paycheck issue. Even though the issue was discussed during the Chancellor’s Advisory Committee meeting, the officers thought something should be sent in writing on behalf of the entire Staff Council. She asked for a show of hands for those who agreed to have the letter sent. Staff Council agreed to send a letter. A copy of the letter is attached.
   B. Staff Assembly information – Jenny Primm recommended all staff review the information sent to Staff Council Members regarding the budget and proposed changes. She reviewed some key points that were proposed to be removed and mentioned that these items were ones we as a staff worked hard to achieve. All were encouraged to write your legislative representative on their own time and equipment. In addition, staff were reminded that no university resources could be used to write such letters.

8. Announcements
   A. July 24 – Appalachian Night at the Hickory Crawdads, tickets $14 each
   B. Name Tents – Amy reminded everyone to leave their name tents by the door and she will bring them to every meeting.

9. Meeting adjourned
Chancellor’s Advisory Council
June 3, 2009

Attending: Ken Peacock, Lorin Baumhover, Greg Lovins, Patrick McCoy, Susan Hisle, Judy Cereghino, Bob Charlebois, Tony Grant, Alice Gryder, Jenny Primm, Amy Sanders, Stacy Sears

Open Discussion:

**Budget**

- Dr. Peacock recently went to Raleigh at President Bowles request. As a budget has not yet passed, a lot of questions are still unanswered. The University could be facing as much as an 11.1% budget cut.
- The enrollment increase money is still in the budget, but we are still looking at the possibility of fewer classes with larger class size.
- Dr. Peacock does feel the Education Building will still move forward as that is all COPS funding and the University would not gain any additional operating funds if that project were to be put on hold.

**Furlough Paycheck Error**

- Dr. Peacock, Mr. Lovins, and Mr. McCoy apologized to all that were affected. The computer program worked fine in testing, however when the actual transfer took place, an error occurred.
- Those involved with the computer program and payroll are working to do everything they can to make sure an error does not occur next month.
- Concern from Chancellor’s Advisory Committee was the method of communication of the error. Only those that were affected were contacted via e-mail – many of whom do not have regular access to e-mail.
- The Committee suggested that supervisors should have been sent an e-mail as well to make them aware of the problem, and to help the supervisors better answer employee questions.
- The Committee also suggested using Staff Council Officers or Staff Council representatives to help communicate the error – or any future communications.
- Discussion moved to the general furlough communication and the concern of staff learning of the furloughs from the media rather than the University. Dr. Peacock expressed his displeasure of learning from the media rather than official channels as well. Mr. McCoy stated the information Human Resource Services received had conflicting information, and it took time to determine which information was accurate before an official communication could be sent.

Prepared Questions:

**Adverse Weather**

It is understood that our Adverse Weather Policy, as well as most in the UNC system, is based on the OSP Policy: Leave, Section V, State Personnel Manual. However, there seems to be no consistency when it comes to coding adverse weather and making up time.

When adverse weather or other conditions prevent some employees from reporting for work, but does not necessitate the closing of facilities or curtailing operations – employees are able to use

Chancellor’s Advisory Committee Minutes / June 3, 2009  Page 1
the Adverse Weather Policy requiring them to make up the work time within 12 months, take annual leave or leave without pay.

When conditions require the facilities to be closed and classes cancelled, staff are unable to report to work, yet they are still required to use the Adverse Weather Policy provisions listed above for making up the time.

The OSP Policy also states in Section V, Page 40.3:
The following shall apply when a state facility is closed or operations are curtailed due to emergency conditions:

- Employees who are not required to work at an alternate site or as an emergency employee shall not be required to charge leave or make up the time.

The OSP policy states under the Agency Procedures Required section that agencies shall develop written procedures that are consistent with, and incorporate the provisions of, this policy.

If it is unsafe for students to come to campus, why is it safe for staff to report or take leave? Therefore, would you provide some interpretation of the policy, especially the section concerning non-emergency employees not working at alternate sites when facilities are closed and classes are cancelled?

Response:

- Mr. McCoy told the committee the state changed its policy a few years ago giving the UNC to make the decision to close campus and the president of the system can delegate that responsibility to the chancellor of each university. The policy states that if the campus is closed by the chancellor and non-essential staff are unable to work then they can take the time off without making up the time.
- The university needs to determine non-essential and essential staff. Mr. McCoy and Human Resource Services are in the process of researching policies of other universities in the system to determine what universities they have in place and how they define essential and non-essential staff.
- Dr. Peacock asked Mr. McCoy to begin creating a policy. Mr. McCoy agreed to work on a policy and to have something ready for fall.

Smoking Policy

When this committee met with you on June 3, 2008, we asked the following question:
There has been a noticeable increase in cigarette litter and individuals continuing to smoke near entranceways to buildings. How will the no-smoking policy be enforced?

RESPONSE:

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

In regard to the “on-campus smoking policy” enacted January 12, 2009, referred to in your November 20, 2008 e-mail message to the campus community, the policy states that smoking is prohibited in or within 50 feet of all University buildings. We appreciate the Task Force on Smoking’s recommendations concerning violators of the policy stated in the same e-mail.
message. We also received a report that between October, 2008 and May, 2009, campus police have received 213 calls reporting violations.

Would you please give an update to our question of June 3, 2008 addressing these specific concerns:

- Where is this policy published on the ASU Web site?
- How is the information being disseminated?
- How is this policy being enforced?
- Preparations for this policy included removal of ashtrays. This seems to have resulted in piles of cigarette butts littering the sidewalks and discarded burning butts on the ground posing a fire hazard. We are concerned about the deterioration of our beautiful campus if this continues.
- Parents and teachers at Lucy Brock Children Development Laboratory Program have expressed great concern over the second-hand smoke and burning butts that are being dropped off the overhang of Sanford Hall where children are playing below. Despite the large No Smoking banner hanging from Sanford Hall, people continue to congregate to smoke next to the building directly under the sign.

Suggestions to improve the current situation:

- Create clearly marked smoking areas with ashtrays.
- Place laminated smoking area maps on all campus building entrance doors.
- Get SGA involved in an anti-smoking campaign.
- Disseminate periodic e-mails.
- Include smoking policy in Freshman/Transfer and new employee orientation packets.
- Issue citations

Response:

- Enforcement of the policy is a difficult issue. Currently, the police have given warnings, but not issued citations. If a citation is issued, the total cost for someone violating the policy is approximately $125 with court costs.
- Dr. Peacock recognized the awkwardness of the average individual approaching someone who is smoking too close to a building and expressed his appreciation for those that do.
- With regard to designating smoking areas/shelters, the Smoking Policy Task Force recommended not creating these areas/shelters. The Chancellor’s Advisory Committee requested this option be re-visited. One concern is the expense of creating such areas/shelters in the current budget situation especially in light of the possibility of a smoke-free campus sometime in the future.

Communication

With the recent furloughs, we were reminded once again of how important communication from administration and Human Resources is to the morale of staff. We were receiving information from many different media and external office sources but communication from ASU came more than 24 hours later. We recognize the need to distribute detailed, accurate information, but think that a "We're aware of the situation…. We're trying to get additional information and clarification. We'll be in touch." communication would be most appreciated. May we discuss ways to make this happen?

Response to this question was discussed in opening comments.
**Child Care Facilities**

Would you please provide us with an update to another question that was discussed on June 3, 2008?

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

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

**RESPONSE:**

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

**Response:**

- Dr. Peacock and the administration believe they have a responsibility for staff, and they do want to make sure more, safer options are available. Discussions are underway to reach this goal including larger, safer facilities for Lucy Brock; perhaps using the childcare facilities at the Presbyterian church; and uses for the Ayers property which is adjacent to the ASU Child Development Center.
- Dr. Peacock also expressed his concern with affordable, safe housing for staff, faculty, and students. He appreciated the suggestions that were offered.
June 9, 2009

Chancellor Kenneth E. Peacock
Administration Building
Campus

Dear Dr. Peacock:

Staff Council would like to formally express not only our concern, but also our disappointment regarding the payroll furlough deduction error on May 29 that affected approximately 1,000 SPA hourly employees.

We understand during a “practice run” the payroll process ran as it should. However, during the actual payroll process, a computer error occurred and the furlough deduction was not removed from SPA hourly employees’ paychecks. We were told that administration had to decide whether to pay us or not, since the error could not be fixed. We are certainly glad staff were paid on time even though the deduction was not removed.

There are however, additional concerns regarding the handling of this error we would like to express:

- Due to the large number of employees affected we believe a message to the entire faculty staff list serves should have been sent immediately. Since only affected employees received the e-mail regarding the error, supervisors received questions first thing Friday morning. They were unable to answer any questions since they knew nothing about the situation because EPA and SPA exempt payroll ran appropriately.

- Staff Council believes all staff should be informed fully and in a timely manner. Many employees in Food Services, Physical Plant, and Housekeeping do not check e-mail regularly. We were told that Mr. Lovins was sending word to his directors to make sure all those employees were notified, yet many still received checks with no communication about the error.

- We understand the intent of the bank loan section of the e-mail, unfortunately, most employees interpreted this as more of an insult than as assistance. We think this paragraph would have been better left out.

- We are disappointed that we, as Staff Council representatives, were not included in the communication loop and dissemination of this information prior to its release to affected staff. Aren’t we all on the same team?
Computer errors happen, but hard-working staff should not have to suffer the financial consequences of an error that is beyond their control. We ask administration to be mindful that this next payroll will be very difficult for many employees. The double deduction in the June paycheck is going to hit our lowest paid employees particularly hard. June is already a low-hour month, and with the increase in dependent health premiums, and the full-furlough reduction it will be difficult financial time for many employees. Additionally, many Food Services staff who do not have leave to cover the remaining week of their mandatory time off will have an even further reduction in their check.

This is an unfortunate error, and one that has serious implications for staff this upcoming month.

Sincerely,

Christine Popoola, President

Rob Charlebois, President-Elect

Marlena Van Vliet, Vice President

Tami Johnson, Treasurer

Amy Sanders, Secretary

Stacy Sears, Past President

Copy To: Dr. Michael Ramey
         Ms. Kelley Eaves-Boykin
PRESENT: Carol Anderson, Diana Barbee, Wes Berry, Erin Carpenter, Bob Charlebois, Lou Ann Church, Kay Clark, Thomas Dodge, David Freeman, Alice Gryder, Monica Harless, Sandy Hicks, Susan Hisle, Julie Huffman, Edward Hyle, Kristin Hyle, Tami Johnson, Sandi Jones, Karen Main, Kathy Mann, Denise Marsh, Patrick McCoy, Jackie McInturff, Angie Miller, Seth Norris, Chris Popoola, Jenny Primm, Tanya Randall, Kathy Ray, Amy Sanders, Katherine Sbarbaro, Barbara Scarborough, Cathy Scott, Janet Seatz, Jamie Seay, David Shervington, Marlena Van Vliet, Laura Young, Vickie Young, and Cathy Ziegler

EXCUSED: Katherine Alford, Chris Bledsoe, Sarah Chapman, Donna Davis, Kathy Deas, Sali Gill-Johnson, Natalie Hill, Kim Jones, Jennifer Maxwell, Janice Smith, Kevin Snook, Jamie Tedder, and Kelley Wolcott

ABSENT: Elaine Berry, Michelle Boisclair, Judy Cereghino, Pam Cline, Betsy Craft, Monique Exkerd, Gloria Eggers, Laurel Elam, Peggy Eller, Peggy Ellis, Jane Fitchlee, Debie Gragg, Wanda Hamilton, BR Hoffman, Kathy Howell, David Jamison, Sharon Kincaid, Loretta Link, Diane Lowenberg, Clinton Marsh, Carolene McGlamery, Lisa Moore, Carol O’Saben, Dee Pelliccio, Rob Roberto, Monica Rose, Krystal Stewart, Jeff Tickle, Shelley Wainscott Wallin, Robin Waters, Lisa Watson, and Todd Williams

GUEST: Micah Fairchild and Teresa Hollars

1. Chris Popoola called the meeting to order and made the following general announcements:
   • Longevity is not in the current budget being discussed
   • The number of courses university employees are able to take for free has been reduced from three per year to two per year
   • No salary increases this year
   • In response to a memo from President Bowles, Chancellor Peacock established a committee composed of the four vice chancellors, chair person, a dean, budget office members, faculty senate, and staff council. The committee was asked to submit cuts in the 10 percent range, which equates to $15 million. Enrollment growth funding could not be factored into the cuts. The highest priority for leadership is to preserve jobs. Final cut is not known at this time.

2. Presentation by Patrick McCoy, Director of Human Resource Services – the State of Human Resource Services (HRS)
   • Mr. McCoy reviewed staff changes that have occurred and gave a brief update on each of the functional areas – employment, benefits, classification and compensation, employee relations, and training and development
   • Micah Fairchild presented an update on training and development and on the performance management system
   • HRS is moving the hiring of all non-student temp workers through the People Admin System which will decrease the amount of paper and will perhaps increase efficiency
   • A policy to conduct criminal background checks for new hires is underway and currently being reviewed by faculty senate
   • Supervisors Took Kit is available that provides screening, interviewing and hiring best practices as well as a “new hire checklist”
   • Call for staff award nominations will be forthcoming
• At this point, there is no plan for any reduction in force. In addition, furloughs have not been mentioned recently. Although reduction in force has happened at other universities, they are not on the horizon at ASU.
• The complete presentation can be found at http://staffcouncil.appstate.edu/files/filecabinet/folder45/StateofHRS_071409.pdf

3. It was moved (Cathy Ziegler) and seconded (Bob Charlebois) that the minutes of the June 9 meeting be approved. Motion carried.

4. Tami Johnson reviewed the Treasurer Report. It was moved (Marlena Van Vliet) and seconded (Laura Young) that the July Treasurer Report be approved as stated. Motion carried.

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Fund</td>
<td>109130</td>
<td>$3,053.04</td>
</tr>
<tr>
<td><strong>Special Funds Accounts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Centennial Park (expense allocation of 992561)</td>
<td>227899</td>
<td>$264.27</td>
</tr>
<tr>
<td>App KIDS Fund</td>
<td>990152</td>
<td>$2,275.50</td>
</tr>
<tr>
<td>Associated Scholarship Fund</td>
<td>990155</td>
<td>$7,781.90</td>
</tr>
<tr>
<td>Receipt Supported Fund</td>
<td>990158</td>
<td>$1,428.72</td>
</tr>
<tr>
<td><strong>Foundation Accounts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Centennial Park Project Fund</td>
<td>992561</td>
<td>$676.64</td>
</tr>
<tr>
<td>Foundation Staff Council Shopping Spree Fund</td>
<td>992568</td>
<td>$320.00</td>
</tr>
<tr>
<td>ASU Staff Endowed Scholarship Fund - Contribution</td>
<td>994931</td>
<td>$20,037.63</td>
</tr>
<tr>
<td>Endowed Scholarship Fund - Net Assets</td>
<td>994931</td>
<td>$19,441.15</td>
</tr>
</tbody>
</table>

5. Old Business
   A. Freshmen Move-in – 11 spots are still available for the Duck Pond Staff Council tent and 7 for the tent in front of East Residence Hall. Register to volunteer through the Staff Council web page. There’s a link on the home page. You can volunteer for up to 4 hours without using leave to do so.

6. New Business
   A. Communications Committee – Staff Update was not published in June/July. If the Update were to be designed for online only, it will cost $65. The committee is meeting at the end of July to determine the best way to move forward with publication while budget is being finalized.
   B. Membership Committee – Marlena Van Vliet distributed committee sign up sheets. Members are asked to sign up for at least one committee and should stay on a committee for two years.
C. Quality of Life Committee – Cathy Ziegler reported that the Quality of Life Committee is working on developing follow-up survey from the 2007 survey. This one will be shorter – approximately 5-7 minutes to complete. The committee is targeting the end of September to release the survey.

D. AppKIDS – have a lot of leftover supplies from last year to fill backpacks, but still need a few items (listed below). Staff Council Members were asked to distribute the list of items to their departments for donations.
   - Glue Sticks…..Up to 88
   - Standard Crayons…..Up to 88
   - Markers (Pk. of 8-12)…..Up to 88
   - Cap Erasers…..Up to 15 dozen
   - Composition Notebooks…..Up to 68
   - File Folders…..Up to 58
   - Notebook Paper Packets…..Up to 86
   - Blue Ink Pens…..Up to 6 dozen
   - Pencil Sharpeners…..Up to 12
   - Binders…..Up to 88
   - Wide-Rule Notebooks….Up to 65
   - #2 Wooden Pencils…..Up to 24 dozen
   - 12” Acrylic Rulers…..Up to 88
   - Pencil Boxes…..Up to 88

7. Announcements
   - August 24: Open Faculty Staff Meeting, 9am, Farthing Auditorium – encourage for Staff Council to come and then encourage their co-workers to come; and please attend
   - September 10: Convocation – encourages all to attend
   - October 6: University Wide Open Forum, 3:30-5pm, Blue Ridge Ballroom, Plemmons Student Union
   - October 19: Faculty/Staff Breakfast/Service Awards
   - November 7: Faculty/Staff Football – Ticket costs are $17 adults

8. Meeting adjourned
PRESENT: Katherine Alford, Carol Anderson, Elaine Berry, Chris Bledsoe, Erin Carpenter, Kay Clark, Betsy Craft, Donna Davis, Kathy Deas, Thomas Dedge, Monique Eckerd, Gloria Eggers, Alice Gryder, Monica Harless, Sandy Hicks, Natalie Hill, Susan Hisle, Edward Hyle, Kristin Hyle, Kim Jones, Sheryl Kane, Andrea Marsh, Jennifer Maxwell, Jackie McInturff, Lisa Moore, Seth Norris, Jenny Prim, Amy Sanders, Barbara Scarborough, Stacy Sears, Janet Seatz, Jamie Seay, David Shervington, Kevin Snook, Krystal Stewart, Jamie Tedder, and Marlena Van Vliet

EXCUSED: Sarah Chapman, Bob Charlebois, Lou Ann Church, David Freeman, Sali Gill-Johnson, Wanda Hamilton, BR Hoffman, Denise Marsh, Patrick McCoy, Carol O'Saben, Chris Popoola, Tanya Randall, Kathy Ray, Janice Smith, and Cathy Ziegler

ABSENT: Diana Barbee, Wes Berry, Michelle Boisclair, Judy Cereghino, Pam Cline, Laurel Elam, Peggy Eller, Peggy Ellis, Jane Fitchlee, Debbie Gragg, Tony Grant, Kathy Howell, Julie Huffman, David Jamison, Tami Johnson, Sharon Kincaid, Loretta Link, Diane Lowenberg, Mark Lunsford, Kathy Mann, Clinton Marsh, Carolene McGlamery, Angie Miller, Dee Pelliccio, Rob Robertson, Monica Rose, Cathy Scott, Jeff Tickle, Shelley Wainscott Wallin, Robin Waters, Lisa Watson, Todd Williams, Kelley Wolcott, Laura Young, and Vickie Young

GUEST: Micah Fairchild, Stephanie Hickey, and Teresa Hollars

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

2. Marlena Van Vliet distributed a sign-up sheet and asked members to sign up for at least one committee.

3. Jenny Prim discussed Convocation to be held on September 9 at 10am. Greg Mortenson, co-author of “Three Cups of Tea,” is the guest speaker. Because of Mr. Mortenson’s popularity, Staff Council members must RSVP if they wish to walk in with staff during the processional. There will only be enough seats available for those who have RSVP’d. A sign-up sheet was passed around. Jenny will be sending an e-mail with further details. Stacy reiterated the importance of Staff Council representation at Convocation.

4. It was moved (Marlena Van Vliet) and seconded (Carol Anderson) that the minutes of the July 14th minutes be approved. Motion carried.

5. Tami Johnson reviewed the Treasurer Report. It was moved (Barbara Scarborough) and seconded (Jenny Prim) that the August Treasurer Report be approved as stated. Motion carried.
August Treasurer’s Report

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Fund</td>
<td>109130</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Special Funds Accounts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Centennial Park (expense allocation of 992561)</td>
<td>227899</td>
<td>$300.00</td>
</tr>
<tr>
<td>App KIDS Fund</td>
<td>990152</td>
<td>$2,275.50</td>
</tr>
<tr>
<td>Associated Scholarship Fund</td>
<td>990155</td>
<td>$7,781.90</td>
</tr>
<tr>
<td>Receipt Supported Fund</td>
<td>990158</td>
<td>$1,428.72</td>
</tr>
<tr>
<td><strong>Foundation Accounts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Centennial Park Project Fund</td>
<td>992561</td>
<td>$676.64</td>
</tr>
<tr>
<td>Foundation Staff Council Shopping Spree Fund</td>
<td>992568</td>
<td>$335.00</td>
</tr>
<tr>
<td>ASU Staff Endowed Scholarship Fund - Contribution</td>
<td>994931</td>
<td>$20,037.63</td>
</tr>
<tr>
<td>Endowed Scholarship Fund - Net Assets</td>
<td>994931</td>
<td>$20,114.17</td>
</tr>
</tbody>
</table>

6. Old Business
   A. Freshmen Move-In Update – Freshmen Move-In will be Friday, August 21. Jenny Primm and Alice Gryder announced that all but two back-up spots for Hardin Street have been filled. T-shirts will be available Monday, August 17. Jenny and Alice will send out a reminder e-mail as to when volunteers will be able to pick up their shirts.
   B. Communications Committee – Katherine Alford announced the committee will be meeting next week to continue looking at ways to publish Staff Update completely online. There is a $65 set up fee for us to continue with a pdf publication for the web. With the budget at zero, going completely online is the only option at this time. Ideas are appreciated and can be sent to Katherine or any member of the Communications Committee.
   C. Safety Council – Stacy Sears reviewed a few items the Safety Council is working on:
      - Discussions on N1H1; campus should be seeing some communication regarding this issue
      - Safety information posters and zip cards for everyone on campus will be available
      - Human Resource Services has put together a draft Adverse Weather policy that was presented to the Safety Council; draft policies for Teleworking policy (work from home) essential staff / critical staff were also presented. The Safety Council is working with all three of these policies.

7. New Business
   A. Diversity Celebration – Amy Sanders announced on behalf of Bob Charlebois that Bob has been asked to spearhead staff participation for the Diversity Celebration. Bob will be looking to Staff Council for help with this and perhaps forming a sub-committee.
   B. Stacy reminded us that the budget was passed and now the University is waiting for General Assembly to filter down budgets to UNC system schools. Hope to bring more information to Staff Council by the September or October meeting.

8. Human Resources Update – Micah Fairchild announced that Human Resource Services has been going to departments to meet with them individually to answer any questions. An e-mail will be sent to departments in the near future to try and organize these meetings.
9. Council Concerns
   A. What is happening at the end of Durham Park? Alice Gryder reported this is where the Town of Boone’s water connects to the University. The plan is for this work to be completed by Freshmen Move-In.
   B. Will the parking in Raley and Edwin Duncan halls be available by the first day of classes?
   C. Will the gates for the parking lot across from Walker Hall be replaced?
   D. Who do you talk with regarding the water quality in Kraut Creek? Patrick Bevel is the place to start for this information.
   E. Smoking Policy – A few faculty and staff received tickets for a smoking closer than 50 feet of a University building. Stacy commented that the officers will look into this issue.
   F. Will the Octagon still be available for faculty/staff on football Saturdays?

Answers to the parking questions received shortly after the August meeting:
   (1) Raley entrance from Rivers Street should be open by the start of classes; (2) the gates for the lot across from Walker Hall (SRC lot) will not be replaced; (3) the Octagon will be for Faculty/Staff on game days.

10. Presentation: Shots Fired presented by Eddie Rector, University Police Department

   - All departments are encouraged to go through the Active Shooter training program
   - Eddie reviewed the Emergency Information web site and encouraged all to become familiar with the site, http://www.emergency.appstate.edu.
   - Staff Council members present watched the Shots Fired video. Departments can schedule the Active Shooter Training by contacting:
     Detective K.C. Mitchell: mitchellk@appstate.edu or ext. 6176
     Detective Corley: corleywt@appstate.edu or ext. 6439 or
     Detective Tolbert: tolbertld1@appstate.edu or ext. 6581

11. Announcements
   A. August 21: Freshmen Move-in Day
   B. August 24: Open Faculty Staff Meeting, 9am, Farthing Auditorium
   C. September 10: Convocation 10am
   D. October 6: University Wide Open Forum, 3:30-5pm, Blue Ridge Ballroom, Plemmons Student Union
   E. October 19: Faculty/Staff Breakfast/Service Awards
   F. November 7: Faculty/Staff Football – Ticket costs are $17 employees / $12 for youth

12. Meeting adjourned
1. Marlena Van Vliet called the meeting to order and welcomed all members and guests.

2. Presentation by Chancellor Peacock
   Chancellor Peacock addressed some of the comments being said regarding the UNC System and the newspapers claims regarding budgets and excessive administrative positions. He stressed, as he did during the opening faculty/meeting, that this is not the case for Appalachian. Chancellor Peacock distributed and discussed several charts showing that ASU ranks well below the other UNC system schools for capital improvements per student FTE and appropriations per student FTE as well as appropriations per capita. He also showed that we are below the mean for mid-management based on 2006 data (the last year we are able to get all the data from General Administration from all campuses).

   Dr. Peacock stated vacated positions will continue be carefully analyzed to make sure the position is critical to the institution before the positions are filled.

   The Chancellor reiterated his two goals of getting through budget crises: 1) to protect academic integrity of all of ASU’s programs and 2) to protect the jobs. So far, each position that has been given up [back to the state] has been vacant.

   ASU does not have a budget to date. Proposed budget cuts include temporarily shifting positions that are state appropriated to receipt-supported entities such as food services or housing with the thought that when the budget gets better, then these positions back to state appropriated. He stated the average permanent across the board cut for UNC System is 5.9 percent, and ASU’s permanent cut is 5.2 percent. In addition to the 5.2 percent permanent cut, we will also have a 5 percent “hold back” of the University’s monthly state allocations.

   Dr. Lorin Baumhover, Chief of Staff, and John Earwood, Assistant General Counsel, will be...
co-chairing Bain on the Mountain – a study modeled after Chapel Hill’s Bain Report that studies different departments on campus to learn how the departments can become more efficient.

Chancellor Peacock thanked all Staff Council members for their participation in Staff Council but also for their commitment to the University.

3. It was moved (Sarah Chapman) and seconded (Jamie Tedder) that the minutes of the August 11th meeting be approved. Motion carried.

4. Stacy Sears reviewed the Treasurer’s Report on behalf of Tami Johnson. It was moved (Sandy Hicks) and seconded (Sarah Chapman) that the September’s Treasurer Report be approved as stated. Motion carried.

September Treasurer’s Report

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State Account</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Fund</td>
<td>109130</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Special Funds Accounts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Centennial Park (expense allocation of 992561)</td>
<td>227899</td>
<td>$300.00</td>
</tr>
<tr>
<td>App KIDS Fund</td>
<td>990152</td>
<td>$2,275.50</td>
</tr>
<tr>
<td>Associated Scholarship Fund</td>
<td>990155</td>
<td>$7,781.90</td>
</tr>
<tr>
<td>Receipt Supported Fund</td>
<td>990158</td>
<td>$1,428.72</td>
</tr>
<tr>
<td><strong>Foundation Accounts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Centennial Park Project Fund</td>
<td>992561</td>
<td>$676.64</td>
</tr>
<tr>
<td>Foundation Staff Council Shopping Spree Fund</td>
<td>992568</td>
<td>$350.00</td>
</tr>
<tr>
<td>ASU Staff Endowed Scholarship Fund - Contribution</td>
<td>994931</td>
<td>$20,037.63</td>
</tr>
<tr>
<td>Endowed Scholarship Fund - Net Assets</td>
<td>994931</td>
<td>$20,039.45</td>
</tr>
</tbody>
</table>

6. Marelna Van Vliet confirmed that according to Robert’s Rules of Order, she will be filling the vacancy of presidency left by Chris Popoola’s stepping down. In addition, Marlena opened the floor for nominations of Vice President and Staff Assembly Alternate. Nominations should be sent to any of the officers by October 9.

7. Old Business
   A. Freshmen Move-In Update – Amy Sanders reported on behalf of Alice Gryder and Jenny Primm that feedback from the move-in so far has been positive. If anyone has any comments, please e-mail them to Jenny Primm before September 18.
   B. Convocation – Amy Sanders reported on behalf of Jenny Primm that Staff Council members who plan to walk in with the group, they must be in the staging room in the Convocation Center (13A & B) by 9:15am. If you’ve signed up to walk in with Staff Council, please make sure to send someone in your place if you are unable to come the day of Convocation.
   C. Communications Committee – Katherine Alford announced the deadline for Staff Update articles is September 18. All articles should be e-mailed to Katherine by then. Katherine thanked Kay Clark for all of her hard work in placing the Update on the web.
8. New Business
   A. Committees – Marlena Van Vliet clarified that we are not limited by term limits for Staff Council committees. University Committees do have a limit. A sign up sheet was passed around for those who may wish to change their committee request based on this new information. Staff Council committees who are limited by numbers (such as the Chancellor’s Advisory Committee) will have a term limit.
   B. Diversity Committee – Bob Charlebois is a part of the Diversity Celebration committee and has been asked to work on increasing staff participation both with volunteers and attendees. Bob is establishing a sub-committee of Staff Council members to help. He passed around a sign-up sheet for volunteers.
   C. Staff Awards – Stacy Sears announced the recipients of this year’s Staff Awards: Angie Miller, Human Resource Services; Cathy Ziegler, Institutional Research and Planning; Sue Hisle, Library; and Betsy Harris, EPA, Biology
   D. Fundraising Committee – Laura Young asked for help with the Fundraising Committee and stated the committee will need a new chair, as Peggy Ellis had to step down. Tami Johnson will arrange for the next meeting where a new chair will be elected.
   E. State Employees Combined Campaign – Amy Sanders announced that the Division of Educational Outreach and Summer Programs is heading up the campaign this year. The Volunteer Kick Off will be Wednesday, September 9 – two open house style meetings; one from 7:30 – 9am and a second from 3 – 5pm. The campaign kick off will be September 14. The campaign will run for approximately six weeks. If anyone has questions, they can contact Amy.
   F. Quality of Life – Cathy Ziegler announced that the Quality of Life Committee will be issuing a smaller survey (approximately 20 questions) between September 15th and 20th. It will all be done online.

9. Human Resources Update – Patrick McCoy announced that the Health Fair this year may not happen because of funding. The flu shot provider will be here on October 30th and November 6 for the free flu shots.

10. Council Concerns

11. Announcements
   A. September 10: Convocation
   D. October 6: University Wide Open Forum, 3:30-5pm, Blue Ridge Ballroom, Plemmons Student Union
   E. October 19: Faculty/Staff Breakfast/Service Awards
   F. November 7: Faculty/Staff Football – Ticket costs are $17 employees / $12 for youth

12. Meeting adjourned
STAFF COUNCIL
APPALACHIAN STATE UNIVERSITY
Minutes of the Meeting Held October 13, 2009
(Approved November 10, 2009)

PRESENT: Carol Anderson, Diana Barbee, Wes Berry, Carol Carpenter-Stoudt, Sarah Chapman, Bob Charlebois, Lou Ann Church, Kathy Deas, Monique Eckerd, Gloria Eggers, Jane Fitchlee, David Freeman, Tammie Gelderman (alternate for Elaine Berry), Sali Gill-Johnson, Tony Grant, Alice Gryder, Wanda Hamilton, Sandy Hicks, Natalie Hill, Susan Hisle, Kristin Hyle, Tami Johnson, Sheryl Kane, Jennifer Maxwell, Patrick McCoy, Jackie McInturff, Angie Miller, Laura Miller, Lisa Moore, Seth Norris, Jenny Primm, Kathy Ray, Amy Sanders, Stacy Sears, Janet Seatz, David Shervington, Janice Smith, Kevin Snook, Jamie Tedder, Marlena VanVliet, Laura Young, Cathy Ziegler

EXCUSED: Elaine Berry, Judy Cereghino, Monica Harless, Julie Huffman, Kim Jones, Kathy Mann, Denise Marsh, Barbara Scarborough, Krystal Stewart

ABSENT: Katherine Alford, Chris Bledsoe, Michelle Boisclair, Erin Carpenter, Kay Clark, Pam Cline, Betsy Craft, Donna Davis, Laurel Elam, Peggy Eller, Debbie Gragg, BR Hoffman, Kathy Howell, Edward Hyle, David Jamison, Sharon Kincaid, Loretta Link, Diane Lowenberg, Mark Lunsford, Clinton Marsh, Carolene McGlamery, Tanya Randall, Rob Robertson, Monica Rose, Katherine Sbarbaro, Cathy Scott, Jamie Seay, Jeff Tickle, Shelley Wainscott Wallin, Robin Waters, Lisa Watson, Todd Williams, Kelley Wolcott, Vickie Young

GUEST: Joshua Hodges

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

2. Presentation by Angie Miller, Assistant Director, Human Resource Services, Benefits and Leave – Ms. Miller gave an overview of all the benefits available to staff, including cancer plans, disability plans, life insurance, vision, critical illness, dental plans, and more. A complete listing can be found at http://www.hrs.appstate.edu/staff/benefits.php, in the box entitled “Resources” on the right-hand side of the page.

The NC Flex Enrollment plan annual enrollment runs through October 30. Enrollment is completely online. Ms. Miller reviewed the changes in NC Flex accounts.

The State Health Plan sent a packet of information to all state employees’ home addresses providing information regarding the changes in the State Health Plan. Beginning July 1, 2010, the first phase of the Comprehensive Wellness Initiative, the Tobacco Cessation Component, goes into effect. All employees will be placed in the 70/30 plan unless they complete an attestation form during open enrollment. During annual enrollment (approximately March 2010), if you wish to be enrolled in the 80/20 plan, an employee must attest that he/she and his/her covered dependents do not use tobacco products. If an employee does not attest to this, then he/she will remain in the 70/30 plan. Many questions have arisen as to how the State Health Plan will know if employees and their dependents are using tobacco products. Ms. Miller read a statement directly from the information sent to employees’ homes:

“Verification of Tobacco Use Status / Subscribers [employees] who attest that they and their covered dependents meet the tobacco use requirements for the
80/20 Standard Plan will also be attesting that they understand they may be chosen for tobacco use testing any time during the Plan year. Testing will be conducted in private, designated area at the member’s worksite. Health Benefits Representatives will notify members who are chosen on the day of the test.”

As it states now, you can be chosen at random at any time during the plan year to be tested, and you will be notified when they arrive on campus that you’ve been chosen to be tested.

If you wish to remain in the 70/30 plan, you do not have to complete an Attestation Form and will not be subject to verification of status.

The Weight Management Component will go into effect July 1, 2011. Like the Tobacco Cessation Component, employees will need to attest they are within the BMI guidelines and be subject to random verification or will remain in the 70/30 plan.

Many questions surrounded the topic of random testing including the process for testing dependents. At this time, there is not enough information to provide answers. Staff Council will look at establishing a task force to look into the issue and how to help with the transition.

3. Special Election for Vice President and Staff Assembly
   Marlena Van Vliet asked for a motion to vote Kim Jones in as vice president by acclimation giving that Kim is the only person running for Vice President. Bob Charlebois moved to vote Kim into office by acclimation. David Shervington seconded the motion. Kim Jones was elected Vice President by acclimation.

   Bob Charlebois reported because of Marlena’s move to President, Staff Council is in need of both a Staff Assembly delegate and alternate. Jackie McInturff and Carol Carpenter-Stoudt agreed the person with the most votes in the election will become the Staff Assembly delegate and the one with the second most votes will become alternate.

   After a count of the votes, Jackie McInturff is the new Staff Assembly delegate and Carol Carpenter-Stoudt is the alternate.

4. It was moved (Laura Young) and seconded (Alice Gryder) that the minutes of the September 8 meeting be approved. Motion carried.

5. The September Treasurer’s Report is listed below for reference. The report was not reviewed during the meeting.
<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State Account</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Fund</td>
<td>109130</td>
<td>$(70.00)</td>
</tr>
<tr>
<td><strong>Special Funds Accounts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Centennial Park (expense allocation of 992561)</td>
<td>227899</td>
<td>$-</td>
</tr>
<tr>
<td>AppKIDS</td>
<td>990152</td>
<td>$2,362.50</td>
</tr>
<tr>
<td>Associated Scholarship Fund</td>
<td>990155</td>
<td>$2,781.90</td>
</tr>
<tr>
<td>Receipt Supported Fund</td>
<td>990158</td>
<td>$1,583.72</td>
</tr>
<tr>
<td><strong>Foundation Accounts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Centennial Park Project Fund</td>
<td>992561</td>
<td>$676.64</td>
</tr>
<tr>
<td>Foundation Staff Council AppKIDS</td>
<td>992568</td>
<td>$365.00</td>
</tr>
<tr>
<td>ASU Staff Endowed Scholarship Fund - Contribution</td>
<td>994931</td>
<td>$20,037.63</td>
</tr>
<tr>
<td>Endowed Scholarship Fund - Net Assets</td>
<td>994931</td>
<td>$21,039.45</td>
</tr>
</tbody>
</table>

6. Old Business
   A. Fundraising / AppK.I.D.S. – Laura Young reported volunteers are still needed for shopping day and donations are currently being accepted. Donation envelopes are due to Tami Johnson by Monday, November 2.

   B. Quality of Life Committee – Tony Grant announced the staff survey will close October 13 at midnight and hopes all have taken it. Tony thanked Marlena and Patrick McCoy for their help in allowing those without regular access to computers to get them time and access to take the survey. SPA and EPA administrative are eligible to take the survey. Faculty who have moved into administrative positions are not eligible, i.e., faculty who hold rank (tenured) and are eligible to vote with faculty senate are not eligible to take the staff survey.

   C. State Employees Combined Campaign – Amy Sanders reported there are two weeks left in the combined campaign. All forms should be returned to Tom Fisher in Educational Outreach and Summer Programs by October 30. ASU is currently at $72,000 in donations.

7. New Business
   A. Early Intervention Team (EIT) – Stacy Sears distributed a handout and discussed the background of the EIT. The main purpose of the team is to accept referrals about students who are showing signs of difficulty with university life. The team is composed of faculty and staff and meets Mondays from 11am – 1pm. Participants are still needed. It is a two-year commitment and members will receive training. Stacy wanted to make sure Staff Council members are aware of the team what to do if you see a student who may need to be referred. More information can be found [http://www.eit.appstate.edu](http://www.eit.appstate.edu)

8. Staff Assembly – Bob Charlebois made a report of the recent Staff Assembly meeting. Staff Assembly is trying to re-form and re-focus its mission. Staff Assembly wanted to add a public information officer to the executive committee whose sole job will be communication to the various campuses. Staff Assembly’s main goals are to increase participation and communication. Jackie will be spearheading the communication from
Staff Assembly to Staff Council. Staff Assembly modified its committee structure to only five committees. Staff Council will begin to send Staff Assembly minutes to Staff Council membership.

9. Human Resource Services Update – Patrick McCoy reported the Board of Trustees has passed the criminal background checks for all new hires absent an effective date. Human Resource Services will be working through how to work with EPA search procedures. Target effective date of January 1, 2010.

10. Council Concerns – Health Insurance – officers will discuss the possibility of creating a task force to discuss the health and wellness programs and how the university will support it and any concerns with the implementation of the wellness initiatives.

11. Announcements
   Membership was reminded of the following events
   • October 19: Faculty Staff Breakfast/Service Awards
   • November 7: Faculty Staff Football Game ($17 employees/$12 youth)
   • November 13: AppK.I.D.S. Shopping Day

12. The meeting was adjourned.
Chancellor’s Advisory Council  
October 21, 2009

Attending: Ken Peacock, Lorin Baumhover, Patrick McCoy, Susan Hisle, Bob Charlebois, Tony Grant, Alice Gryder, Denise Marsh, Amy Sanders, Stacy Sears, Jamie Seay, and Marlena Van Vliet

**Question 1**  
*When you spoke at the September Staff Council meeting, the report of UNC systems schools cutting 900 positions had just been released. Do you have an update you can give us on that? You mentioned gathering effectiveness data for the Board of Governors. Has that been presented yet?*

**Response:** Just over 900 positions have been cut system wide. Appalachian has reduced 31.2 positions. At ASU, people did not lose their jobs; instead, vacant positions were sent back and state appropriated positions were moved to other funding sources such as advancement, student development, and athletics. The goals for surviving the budget cuts remain the same: to protect the academic integrity of the institution and to protect jobs.

The charts showing where ASU ranks among other UNC system schools with regard to capital improvements per student FTE, appropriations per student FTE, appropriations for per capita, and mid-management spending that were shared during the September Staff Council meeting have been taken to Raleigh. With this information, ASU is trying to get the message to elected leaders where ASU ranks among other schools in the UNC system. ASU has the second lowest administrative costs per FTE in the system and the lowest appropriation per FTE in the system.

Lorin Baumhover further discussed “Bain on the Mountain.” An interim report was due to the steering committee on October 20 for review by the steering committee beginning October 21. Thirteen areas will be examined for efficiency and cost savings. The internal operations involved in Bain on the Mountain are: organizational structure; procurement, document imaging/printing; information technology; finance; human resources; development; centers and institutes; research support and research compliance; non-research compliance; library; energy services; facilities services; and space utilization. A final report to the Chancellor will be made by Thanksgiving.

**Question 2**  
*It was brought to our attention that you have been presented with a proposal from some faculty members that included a “Faculty/Staff Solidarity Fund”. UNC Greensboro and UNC Charlotte have a “Rainy Day Fund” from which to borrow. Would you support the establishment of such a fund here at ASU for SPA and EPA non-teaching staff?*

**For reference:**  
UNCG’s Emergency Loan Fund Policy:  
[http://web.uncg.edu/hr/PolicyManuals/StaffManual/Section13/ELF/](http://web.uncg.edu/hr/PolicyManuals/StaffManual/Section13/ELF/)  
UNCC’s Employee Emergency Loan Fund:  
[http://www.hr.uncc.edu/Policies/PIM60.htm](http://www.hr.uncc.edu/Policies/PIM60.htm)

**Response:** The Chancellor has agreed to establish such a fund sometime after the first of the year. Human Resource Services and Staff Council will begin looking at other plans and how they operate and begin formulating how such a plan will work at Appalachian.
**Question 3**

Participation in Staff Council is not at the level it should be to completely and adequately represent the staff of this campus. We have many departments that are completely unrepresented. Part of the reason for this lack of participation is that departmental leaders (deans, managers, supervisors) are not allowing staff to be out of the office to attend meetings or are requiring it to be done on break time. What exactly is the administration’s stance on Staff Council Participation and attendance? Is there support behind our group? Would you be willing to make a clear statement to deans and supervisors across campus in support of Staff Council?

**Response:** Staff Council is the voice of campus, and the Chancellor wholeheartedly supports involvement of all staff. In his communications to the university, he will be more sensitive to the fact that not all staff are able to participate and in these communications will strongly encourage supervisors to allow staff participation in functions. This item will also be placed on an upcoming Vice Chancellor’s meeting agenda and then the information will go to the Vice Chancellor’s staffs and communication will continue through the departments. Mr. McCoy also stated this will be an integral part of supervisory training once it is fully operational.

**Question 4**

Thank you for organizing a Staff Appreciation Breakfast! It has come to our attention, through word-of-mouth and the most recent Staff Council Quality of Life Survey, that morale among staff is low. While the appreciation breakfast will help this matter, we should try to do more. Several events have been cancelled due to budgetary constraints, eg: Health Fair, Staff Appreciation Luncheon. What are your ideas for further improving the overall staff satisfaction level?

**Response:** The Chancellor stated he would not have anticipated results that morale among staff was low. He asked for information from the survey once it becomes available as Staff Council provided him with the last survey. A question was raised regarding providing staff time to exercise during the workday. Although there is a legal issue with this, the Office of State Personnel is looking to see what they can do to help. A suggestion of “wellness” leave similar to the Community Service leave was given. The Chancellor recently met with the director of the Office of State Personnel, Linda Coleman. During that meeting, Dr. Peacock suggested Ms. Coleman establish regular meetings with staff council presidents throughout the state. The Chancellor encouraged Marlena Van Vliet voice these types of issues during such meetings.
STAFF COUNCIL  
APPALACHIAN STATE UNIVERSITY  
Minutes of the Meeting Held November 10, 2009  
(Approved December 8, 2009)

PRESENT: Katherine Alford, Carol Anderson, Diana Barbee, Sarah Chapman, Bob Charlebois, Lou Ann Church, Kay Clark, Kathy Deas, Monique Eckerd, Jane Fitchlee, David Freeman, Sali Gill-Johnson, Alice Gryder, Monica Harless, Sandy Hicks, Natalie Hill, Susan Hisle, BR Hoffman, Tami Johnson, Kim Jones, Lou Ellen Jones (Alternate for Amy Sanders), Sheryl Kane, Molly Kadyk-Bruch, Kathy Mann, Patrick McCoy, Jackie McInturff, Anglie Miller, Lisa Moore, Seth Norris, Jenny Primm, Katherine Sharbaro, Barbara Scarborough, Cathy Scott, Stacy Sears, David Shervington, Janice Smith, Kevin Snook, Marlena VanVliet, Kelley Wolcott, Laura Young, Cathy Ziegler

EXCUSED: Judy Ceregino, Donna Davis, Tony Grant, Julie Huffman, Loretta Link, Denise Marsh, Jennifer Maxwell, Kathy Ray, Amy Sanders, Krystal Stewart, Jamie Tedder

ABSENT: Elaine Berry, Wes Berry, Chris Bledsoe, Michelle Boisclair, Erin Carpenter, Carol Carpenter-Stoutd, Pam Cline, Betsy Craft, Gloria Eggers, Laurel Elam, Peggy Eller, Debbie Gragg, Wanda Hamilton, Kathy Howell, Edward Hyle, Kristin Hyle, David Jamison, Sharon Kincaid, Diane Lowenberg, Mark Lunsford, Clinton Marsh, Carolene McGlamery, Tanya Randall, Rob Robertson, Monica Rose, Janet Seatz, Jamie Seay, Jeff Tickle, Shelley Wainscott Wallin, Robin Waters, Lisa Watson, Todd Williams, Vickie Young

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

2. Presentation by Greg Lovins, Interim Vice Chancellor, Business Affairs
   • Budget Update:
     o Reductions came in two segments: (1) a 5.2% permanent reduction which equates to about $7.8 million and (2) a 5% temporary reduction of the monthly allotment which equates to about $7.4 million. ASU does not know how long the temporary reduction will continue.
     o Continue with two main focuses through the budget crisis: to protect the classroom experiences for students and to protect jobs as much as possible.
     o Additional furloughs have not been mentioned.
     o Updated spending guidelines will be sent soon.
     o Budgets will be awarded very soon.
   • Physical Plant / Energy Saving: Recently signed an Energy Savings Performance Contract which means the state legislators allows ASU to enter into agreements with energy savings performance providers who will help us find ways to save energy and therefore save on utility bills. ASU is focusing on lighting, heating/cooling in target buildings, etc. In addition, Mr. Lovins reminded everyone to turn off office lights when leaving for long periods of time and to turn off computers and peripherals at the end of the day. These two actions can help save a lot of money on utilities.
   • Construction update:
     o College of Education building has separate funding and is still in place. Project is on schedule and hope for a completion date of Summer 2011.
     o Steam distribution – Mr. Lovins thanked everyone for his/her patience with this project. He explained the project and when the current project is complete, ASU will be able to retain about 50% of the condensate from the steam lines with a goal of saving 80% by the end of the total project. This will result in cost savings to the university.
     o Dining Hall – Project is on schedule with the plan to open 600 spaces and will open for spring semester. He reminded everyone that Staff Council was instrumental in working
with Food Services / Business Affairs to provide a 5% discount with McAlister’s. Staff uses their App Card to receive the discount.

- Cone Residence Hall is currently offline for renovations. It is scheduled to be back online in August. Mountaineer Apartments will be torn down this summer. It is more cost effective to remove the buildings and add approximately 300 beds in the same footprint that will total 400 beds. This will take approximately 12-months to complete. ASU is going to ask General Assembly for funding to add to the Student Union, remove Coffey Hall, and add a small academic building. This would not be through state funding. Hope to begin this project fall 2010 pending approval from General Assembly.

- ASU has worked with Town of Boone on a water interconnect system. This will help if the town runs low on water we can help them or if something were to happen to the university’s water system. The system was just recently successfully tested.

- Master Plan 2020 will go to the Board of Trustees for approval at the December board meeting.

- Office of Sustainability began in summer 2009. One part of this initiative was the installation of the wind turbine by the Broyhill Inn. Project was completed with the help of New River Light and Power.

- Question re parking: Fees from parking goes to a parking fund to manage the parking enterprise (salaries and upkeep). This is also how improvements are made such as the additional 50 spaces at the Holmes Center. Always looking for ways to increase parking capacity. Two different possibilities are a parking deck at the convocation center and one in Legends parking lot. One of the problems in adding parking is there is no state funding to increase parking.

3. It was moved (Sarah Chapman) and seconded (Alice Gryder) that the minutes of the October 13, 2009, meeting be approved with corrections. Motion carried.

4. Tami Johnson reviewed the budget. On November 10, a $13,500 procurement was issued for AppK.I.D.S. shopping day; $1,600 will be carried to 2010. It was moved (Sandy Hicks) and seconded (Jackie McInturff). Motion carried.

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State Account</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Fund</td>
<td>109130</td>
<td>$(646.29)</td>
</tr>
<tr>
<td><strong>Special Funds Accounts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Centennial Park (expense allocation of 992561)</td>
<td>227899</td>
<td></td>
</tr>
<tr>
<td>Children's Shopping Spree Fund (AppK.I.D.S.)</td>
<td>990152</td>
<td>$9,420.00</td>
</tr>
<tr>
<td>Associated Scholarship Fund</td>
<td>990155</td>
<td>$2,781.90</td>
</tr>
<tr>
<td>Receipt Supported Fund</td>
<td>990158</td>
<td>$1,583.72</td>
</tr>
<tr>
<td><strong>Foundation Accounts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Centennial Park Project Fund</td>
<td>992561</td>
<td>$676.64</td>
</tr>
<tr>
<td>Foundation Staff Council AppK.I.D.S. Fund</td>
<td>992568</td>
<td>$430.00</td>
</tr>
<tr>
<td>ASU Staff Endowed Scholarship Fund - Contribution</td>
<td>994931</td>
<td>$20,037.63</td>
</tr>
<tr>
<td>Endowed Scholarship Fund - Net Assets</td>
<td>994931</td>
<td>$21,857.32</td>
</tr>
</tbody>
</table>
5. Old Business
   A. Fundraising / AppK.I.D.S. – Laura Young reported that 16 shoppers are still needed for the Friday, November 13th shopping day. Please to officers we do not have a chair for fundraising committee.
   B. Quality of Life Committee – Cathy Ziegler reported the results from the recent survey are being compiled. Results should be available by the December meeting.
   C. State Employees Combined Campaign – Marlena Van Vliet reported the campaign has ended and thanked everyone who contributed. The 2009 campaign raised more than $102,000 with 17% participation.
   D. Chancellor’s Advisory Committee – Sue Hisle reported the committee met with the Chancellor in October. The minutes from the meeting are attached to Staff Council’s October meeting minutes. Sue updated Staff Council regarding the Emergency Loan Fund and that fund has already been established. Staff Council will work with Human Resource Services to work out logistics of the plan.
   E. Other – Marlena passed a sign-up sheet to establish a task force regarding the changes to health insurance, specifically the wellness initiatives and the regulation of those initiatives.

6. New Business
   A. Give a Child a Coat – Marlena Van Vliet reported that Athletics and the ACT office are working on this project. More collection locations are needed. Please call the ACT office if you are willing to have a drop office in your office.
   B. Meeting with the Director of the Office of State Personnel – Stacy Sears reported some highlights from the officers’ recent meeting with the new Director of Office of State Personnel (OSP). Stacy encouraged all to visit the Office of State Personnel web site (http://www.osp.state.nc.us/ExternalHome/).
      • Ms. Coleman plans to host a staff council presidents roundtable.
      • OSP will establish a new division of standards and accountability that will perform audits through the OSP.
      • OSP will be looking into a wellness initiative
   C. Staff Council Holiday Gathering – The December meeting will be our holiday gathering. Food will be provided. Staff Council voted to have a white elephant gift exchange.
   D. A request was made to establish a winter weather advisory task force.

7. Bob Charlebois provided a report from Staff Assembly. ASU is trying to increase our participation within Staff Assembly and making sure communication from Staff Assembly is distributed to Staff Council.

8. Announcements
   A. November 13 – AppK.I.D.S. Shopping Day
   B. November 25 – Banner system-wide upgrade

9. Motion to adjoin (Alice Gryder), second (BR Hoffman). The meeting was adjourned.
STAFF COUNCIL
APPALACHIAN STATE UNIVERSITY
Minutes of the Meeting Held December 8, 2009
(Approved January 12, 2010)

PRESENT: Carol Anderson, Chris Bledsoe, Carol Carpenter-Stoudt, Sarah Chapman, Bob Charlebois, Kay Clark, Betsy Craft, Monique Eckerd, Jane Fitchlee, David Freeman, Tony Grant, Kara Harmon, Sandy Hicks, Tami Johnson, Kim Jones, Sheryl Kane, Kathy Mann, Andrea Marsh, Jackie McInturff, Seth Norris, Kathy Ray, Amy Sanders, Katherine Sbarbaro, Barbara Scarborough, Stacy Sears, Janet Seatz, David Shervington, Janice Smith, Kevin Snook, Marlena VanVliet, Krystal Wilson, Angel Wood

EXCUSED: Katherine Alford, Judy Cereghino, Lou Ann Church, Peggy Eller, Alice Gryder, Wanda Hamilton, BR Hoffman, Edward Hyle, Loretta Link, Denise Marsh, Jennifer Maxwell, Lisa Moore, Jenny Primm, Jamie Tedder, Cathy Ziegler

ABSENT: Diana Barbee, Elaine Berry, Wes Berry, Michelle Boisclair, Erin Carpenter, Pam Cline, Donna Davis, Kathy Deas, Gloria Eggers, Laurel Elam, Sali Gill-Johnson, Debbie Gragg, Natalie Hill, Susan Hisle, Kathy Howell, Julie Huffman, Kristin Hyle, David Jamison, Sharon Kincaid, Molly Kadyk-Bruch, Diane Lowenberg, Mark Lunsford, Clinton Marsh, Carolene McGlamery, Angie Miller, Tanya Randall, Rob Robertson, Monica Rose, Cathy Scott, Jamie Seay, Jeff Tickle, Shelley Wainscott Wallin, Robin Waters, Lisa Watson, Todd Williams, Laura Young, Vickie Young

GUESTS:

1. Marlena VanVliet called the meeting to order and welcomed everyone.

2. It was moved (Sarah Chapman) and seconded (Carol Carpenter-Stoudt) that the minutes of the November 10 meeting be approved. Motion carried.

3. Tami Johnson briefly reviewed the budget. It was moved (Katherine Sbarbaro) and seconded (Jackie McInturff) that the November Treasurer’s Report be approved. Motion carried.

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Fund</td>
<td>109130</td>
<td>$(646.29)</td>
</tr>
<tr>
<td>State Account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Funds Accounts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Centennial Park (expense allocation of 992561)</td>
<td>227899</td>
<td></td>
</tr>
<tr>
<td>AppK.I.D.S.</td>
<td>990152</td>
<td>$9,420.00</td>
</tr>
<tr>
<td>Associated Scholarship Fund</td>
<td>990155</td>
<td>$2,781.90</td>
</tr>
<tr>
<td>Receipt Supported Fund</td>
<td>990158</td>
<td>$1,583.72</td>
</tr>
<tr>
<td>Foundation Accounts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Centennial Park Project Fund</td>
<td>992561</td>
<td>$676.64</td>
</tr>
<tr>
<td>Foundation Staff Council Shopping Spree Fund</td>
<td>992568</td>
<td>$430.00</td>
</tr>
<tr>
<td>ASU Staff Endowed Scholarship Fund - Contribution</td>
<td>994931</td>
<td>$20,037.63</td>
</tr>
<tr>
<td>Endowed Scholarship Fund - Net Assets</td>
<td>994931</td>
<td>$21,857.32</td>
</tr>
</tbody>
</table>
4. Kudos – Marlena presented Kudos to the AppK.I.D.S. committee members for their remarkable work with fundraising for the shopping day and for all their hard work during the shopping day. Thanks were given to all the shoppers and for all they did to help including donating of their own money while shopping.

5. Announcements
   A. Dining passes are now on sale. Angel Wood and Barbara Scarborough have dining passes for Staff Council Members to sell. All proceeds go to the scholarship fund.
   B. Quality of Life Survey results will be available next month.
   C. Health Insurance Task Force - the task force is drafting a resolution and more information will be provided next month.
   D. Emergency Loan Fund – the Chancellor’s Cabinet approved forming the fund and Board of Trustees members are donating funds to help establish the loan fund.

6. It was moved (Carol Anderson) that the meeting be adjourned. Motion carried.