

## Chancellor's Staff Advisory Committee

### **Minutes**

June 17, 2009

HU235 - 11:30am to 1:00pm

*Attending:* Judi Leffe, Brenda McKinney, Becky Doyle, Nina Hall, Brenda Henderson, Rusty Marts, Chris Miller, Linda Pyreitz, Linda Rhymes, Linda Rice, Shelly Sellers, Robert Straub, Chrissy Wise

The June Meeting of CSAC was called to order by Judi Leffe at 11:30

#### **Recognition of Visitors (Judi Leffé)**

Adam Reagan---ITS. Adam is interested in joining CSAC.

**Approval of Minutes** (Becky Doyle)...Approval for Minutes for the May meeting was introduced. The motion was moved by Nina, seconded by Robert. Consent.

#### **Election of Officers:** (Judi Leffé)

Offices of the Chair, Vice Chair, Secretary, Treasurer were discussed. Judi opened the floor for discussion of officers. Nina commented that the Vice Chair position should be a "Chair in Waiting" and a strong second officer. Robert asked how much travel is involved.

Robert asked if it would be possible to add the term "or designee" to the duties. Upon examination of the ByLaws we found the term was already included.

The nominees for officers are,  
Chris Miller-- Chair  
Robert Straub--Vice Chair  
Brenda McKinney--Treasurer  
Becky Doyle—Secretary

The motion to accept the slate by Chrissy seconded by Nina. Unanimous consent.

#### **Old Business:**

1) Bylaws – Term of Office for Representatives—referred to the new officers and their committees. The term of officers was suggested to be changed from two years to one year.

2) Assistance Network/Resource & Talent

Electronic Bulletin Board—Chancellor Ponder felt we should have this as a joint project with HR. The term “Staff Help Forum” has been used. To start this UNCA Staff help unit we would announce the beginning of the Staff Help Forum on Staff official email. Chris suggested we form a committee to work with IT and HR to follow this. After discussion, the decision was this is so simple a committee is not needed. Judi cautioned us about the time involved. Adam asked if we would name this **Staff\_Help**. There was general consent.

**New Business:**

Nina asked that we approach the Chancellor about starting the “walk with the Chancellor”. These are days when contact with the Chancellor are most needed. The new officer board will take this up.

**Staff Assembly Delegates.** Judi has sent out email asking staff to be on the Staff Assembly. To date no one has volunteered. Right now we have Nancy Williams and Steve Elliott. Both Linda Rice and Adam Reagan will attend the first meeting. Adam will be the three year designee.

We will ask the CSAC scholarship winner from this past year to send a note of thanks that can be forwarded to those who continue to give.

Thank you for Linda Strother who has worked for two years on the CSAC website---  
Judi will circulate a card for us to sign!

Chrissy asked if we have funds for textbook funds for the Fall. We do have these funds and it will be announced at the beginning of the Fall semester.

There being no additional business, the CSAC meeting adjourned with hearty congratulations for the new officers.

*Submitted by Becky Doyle  
July 7, 2009*