

Chancellor's Staff Advisory Committee Meeting  
May 20, 1999

Members present: Steve Honeycutt, Terry Bailey, Maggie Smith, Jan Scroggs, Mary O'Day, Melanie Rhodarmer, Nancy Williams, Mike Honeycutt, Marilyn Lonon, Mary Chakales, Kathy Higdon, Richard White, Elise Henshaw. Absent: Steve Parrott, Roger Penley, Harold Johnson, Charles Shivers, Tony Thomas, Linda Franklin. Others in attendance: Cindy Branton, Sherry Ceallaigh

The meeting was called to order at 1:35 in Room 37, Highsmith Center, by the chair, Steve Honeycutt. Minutes of the last meeting were approved with a correction of the date of the "next meeting."

Minutes from the special budget meeting of May 6th, called to discuss distribution of funds generated by an anticipated increase of 10 full-time students next year, were passed out for review. They were approved. It was agreed by vote not to re-visit everything in the UPC budget report, which had been discussed item by item at the called meeting, but to proceed with examining the recommendations that resulted from the May 6<sup>th</sup> meeting. Discussed were the following:

1. \$13,000 to develop and implement a plan for improving retention of "at-risk" **students**. Due to a lack of information on details of this proposal, it was decided to remove it from the CSAC list of recommendations.
2. \$ 10,000 to increase multicultural programming. It was decided to recommend that this be added to the \$55,000 request to create a new Office for Diversity and Multicultural Education (Director, \$40,000 and budget, \$15,000), making a total request of \$65,000. We also recommend that, should the person in this position have teaching responsibilities, the teaching portion of the salary should come from Academics. In addition we recommend that, in order to ensure the most efficient use of funds, this office be combined with the Multicultural Student Affairs Office.

The total amount which we approved for recommendation is \$13,000 under the anticipated available amount. Therefore, we are recommending that these additional funds be added to the monies for in-range salary adjustment, bringing that total to \$63,000. A copy of the recommendation which we will make to the Chancellor will be distributed at the next meeting.

It was noted that UPC did not identify the top three priorities as we had anticipated. We did, however, keep these as our top priorities. They are: \$50,000 for staff salary adjustment; \$55,000 to create a new Office for Diversity and Multicultural Education (with the above noted change); \$40,000 to increase Public Safety staffing (answer telephone 24 hours/day, 365 days/year).

Mary Chakales gave the report for the By-Laws Committee. The following recommendations were offered by the committee.

### **Name Change**

Change the name of the committee from the "Chancellor's Staff Advisory Committee" to "Staff Senate."

### **Passed with three abstentions**

### **Vacancies**

Vacancies may include resignations, changing from one area to another, changing from permanent to temporary employment status, or changing from a staff position to an EPA Teaching position. Members who miss three unexcused meetings within any single year (July-June) will forfeit their membership in CSAC. **Excused absences to be determined by the Executive Committee.** If there is less than six months...

### **Passed**

### **Nominating Committee**

The Staff Senate Chair will appoint a Nominating Committee of CSAC members to conduct the annual election of members. The Nominating Committee will consist of individuals not currently eligible **or running** for reelection. The duties of the Nominating Committee will be:

- 1) **to certify that the number of representatives from each area reflects the correct number of eligible employees in each respective area.**
- 2) **to poll all eligible employees,**
- 3) **to submit names of individuals who are willing to serve one term to the University community,**
- 4) **to prepare and send ballots which will include names of interested eligible employees,**
- 5) **to tabulate the results, and**
- 6) **to announce to the Staff Senate the results of the voting.**

**The Nominating Committee will complete the preparation of the ballots before the May meeting.**

It is proposed that the rest of the paragraph be deleted: If less than twice the number of representatives are willing to serve within an area, the Chancellor will be notified immediately. As an example, if an area has two vacancies, the nominating committee would have to receive at least four names of people from that area willing to serve or the elections would not be valid. The Chancellor will then appoint additional individuals to fill the vacancies for a one year appointment. This will ensure the Nominating Committee does not select the membership of the CSAC. A progress report will be communicated to the CSAC at the May meeting.

### **Passed with one abstention**

Regarding the summer picnic, Maggie Smith agreed to be chair of the planning committee. The

following members will serve with her: Mike Honeycutt, Mary Chakales, Mary O'Day, Elise Henshaw, Marilyn Lonon, Cindy Branton, Kathy Higdon, and Terry Bailey. Two dates were proposed, Thursday, July 22, or Friday, July 23. Both dates will be submitted to the Chancellor for her decision.

The Morale Committee is looking for information on supervisory practices with an eye toward how UNCA might be able to benefit from implementing different techniques and philosophies in its supervisory practices. Terry Bailey has been exploring the WEB without too much success. She has found a book detailing the supervisory practices of various individuals, which looks good. Tom Byers, Special Assistant to the Chancellor, has given Terry permission to purchase the book.

Sherry, reporting for the campus Parking and Traffic Commission, said they have received our recommendation that we have the option to pay parking fees through payroll deductions and the recommendation has been forwarded to the Chancellor's Council. Steve wants to contact Kathy Hallman in Payroll to see how great an impact this would have on Payroll. Parking fees will be increased this year to \$70. It is too late for a payroll deduct plan to be in effect for the coming year. Richard White asked if it could start later in the year rather than being deferred for another whole year.

Mary O'Day and Mike Honeycutt volunteered to serve on the nominating committee for CSAC officers for the 1999-2000 year.

The next newsletter will include a "scorecard" showing the things that were recommended by CSAC and the action which was taken. Also included in the newsletter will be information on the campus promotion policy and the "Did You Know" box, which will contain information on the proposals by state legislators to grant themselves longevity pay of 4.8 percent for each five years served up to 20 years. This would count in their retirement.

Steve has been contacted by five people with comments or requests since the Forum minutes were sent out on e-mail.

Meeting was adjourned at 3:15 p.m.

The next meeting will be June 17th at 1:30 in Highsmith 37.

Respectfully submitted,

Elise Henshaw  
Secretary