

Chancellor's Staff Advisory Committee Meeting
June 17, 1999

Members present: Maggie Smith, Elise Henshaw, Steve Honeycutt, Terry Bailey, Kathy Higdon, Mary Chakales, Mike Honeycutt, Jan Scroggs, Marilyn Lonon, Cindy Branton, Harold Johnson, Melanie Rhodarmer, and Linda Franklin, staff liaison. Absent: Mary O'Day, Roger Penley, Charles Shivers, Tony Thomas, Richard White, Steve Parrott, Nancy Williams. Others in attendance: Chancellor Patsy Reed, Annis Lytle, Meg Coxie, James Johnson.

The meeting was called to order at 1:40 in Room 37, Highsmith Center by the chair, Steve Honeycutt. Minutes of the May meeting were approved as amended, with the following changes: 1) \$50,000 to \$63,000 in paragraph 7 relating to our recommendation for staff salary adjustment funds; 2) Mary Chakales to Mary O'Day as a member of the nominating committee for CSAC officers for 1999-2000.

Chancellor Reed reported that the \$50,000 which she had secured for salary adjustments were distributed to 42 employees, with a 5 percent increase going to each employee. Dr. Reed said that, with great pleasure, she mailed out letters notifying the employees. The chancellor was asked what the next step would be, i.e., would these same employees would have their salaries re-calculated and continue to receive increases until they were in-line with their factored salary or would the next employees who are farthest from their goal be recognized. Dr. Reed said her plan is to start at position 43 and work through the list before the first 42 receive any further in-range salary increases.

Maggie Smith reported on plans for the summer campus picnic. The picnic committee wants to make this a UNCA family affair with entertainment by UNCA employees and, if possible, prizes made by employees. There will be a dunking booth, with two throws for \$1. Volunteers thus far include Dr. Iovacchini, Steve Baxley, and Steve Honeycutt, whose name elicited an enthusiastic response from CSAC members.

Marilyn Lonon gave a newsletter update and reported that the next issue will include the scorecard of our endeavors and their outcomes over the past year, showing several significant successes; a report on the promotion policy; and the "Did You Know" box, which will give some important facts about our legislators as well as addresses for staff to contact them to express their opinions. Marilyn distributed material on each item. Cindy Branton said there is a great deal of misunderstanding on campus regarding the salary increases and we need to explain how the in-range policy works and how the salary increases were determined. Linda Franklin will write an article for the newsletter explaining this. CSAC members were encouraged to direct staff to Linda if they felt uncomfortable in trying to explain the policy. Mike suggested that we put the explanation on e-mail right away and not wait for the newsletter to come out. Everyone agreed.

All of CSAC's recommendations regarding the in-range salary policy were approved and are being implemented.

Copies of the "scorecard" were distributed and discussed for any additions or changes before publication in the newsletter.

Mike will have a slate of officers to present at the July meeting.

Steve distributed copies of comments he received in response to his request from staff for a critique of CSAC's first year. Nearly all were positive.

Linda mentioned that it was a result of the personal effort of Chancellor Reed that the \$50,000 was found to permit the first round of salary increases. Steve reported that the western North Carolina delegation of legislators, who have proposed a change in the medical insurance policy to offer employees the benefits of an HMO, had received a copy of our letter to Dr. DeVries, executive administrator of the state health plan, in which we indicated a need for an HMO in WNC.

The advisability of sending our newsletter to the Board of Trustees, to our legislators, and to UNC System President, Molly Broad, was discussed. It was felt we should clear with the chancellor any decision to send to the legislators or to President Broad. Linda Franklin reported that President Broad had refused to endorse a state-wide meeting of staff committee groups.

CSAC needs a budget in order to operate efficiently. Maggie suggested asking the vice chancellors for money from their discretionary funds. It was decided to approach Dr. Mullen when he officially comes on-board with a request for operating funds.

Steve announced that we are on Dr. Mullen's calendar for August 9 from 3 to 4 p.m. He encouraged everyone to come. Since we have only an hour and likely will not have an opportunity like this again soon, Steve will prepare an agenda so we don't waste time. We will discuss the agenda at the July meeting.

Mary Chakales announced that an anonymous donor has contributed money to the Staff Scholarship Fund in all our names so that everyone on CSAC is listed as having donated.

Steve announced that Tony Thomas had been reappointed as one of the two chancellor appointments to CSAC. The other appointment is Charles McAbee.

Since some members have difficulty with the 1:30 p.m. meeting time, meetings for next year, at least through December, we will meet at 9:30 a.m. The day has changed to the second Wednesday of each month. The dates through December are: July 14; August 11; September 8; October 13; November 10; and December 8. **There will be a special meeting with Dr. Mullen on Monday, August 9, at 3 p.m. in Highsmith 37.**

The next meeting will be July 14th at 9:30 a.m. in Highsmith 37.

The meeting was adjourned at 3 p.m.

Respectfully submitted,

Elise Henshaw, Secretary