

Chancellor's Staff Advisory Committee Meeting
July 14, 1999

Members present: Steve Honeycutt, Terry Bailey, Charles McAbee, Maggie Smith, Melanie Rhodarmer, Nancy Williams, Mike Honeycutt, Marilyn Lonon, Kathy Higdon, Richard White, Cindy Branton, Harold Johnson, Charles Shivers, James Johnson, Sandra Booth, Elise Henshaw, and Linda Franklin, staff liaison. Absent: Meg Coxie, Annis Lytle, Tony Thomas Others in attendance: Bobbi Leoni; Darlene Fisher and Shirley Wilson, Human Resources.

The first meeting of the 1999-2000 year was called to order at 9:30 a.m. in Room 37, Highsmith Center, by the chair, Steve Honeycutt. Since new members were present, as well as visitors, Steve asked everyone to introduce themselves and identify their place on campus. Minutes of the last meeting were approved with an addition stating that monies collected at the summer picnic dunking booth will be donated to the staff scholarship fund.

Mike Honeycutt presented the slate of officers for 1999-2000. There was one nomination from the floor, which was declined. The slate was approved as presented. The officers for 1999-2000 will be: Chair, Steve Honeycutt; Vice-Chair, Maggie Smith; Secretary, Elise Henshaw.

Maggie reported that 220 people have indicated they will attend the summer campus picnic on Friday, July 23. Chancellor Reed designated funds for use for the picnic and reduced the price for those not bringing a dish to \$2. Since the picnic will be the last event of Dr. Reed's tenure on our campus, CSAC will present her with a scrapbook chronicling her five years at UNCA. Maggie is gathering photos, as well as roaming the campus with the University Relations camera taking pictures. The Bust Your Buns Award, which is not a performance award but a way to recognize someone on campus who goes above and beyond to do nice things for others, will be awarded again. Maggie announced names of those who have been honored by their peers by being nominated to reside in the dunk tank. They are: Steve Honeycutt, Jolene Moody, Phil Weast, Tom Goddard, Arthur Foley, and Maggie Smith. Not all have indicated acceptance of this opportunity but we anticipate most will. Two brave souls, anxious to serve their university, have volunteered: Yav, who wanted to ensure vice chancellor participation, and Steve Baxley. Carole Marrs, John Myers, and Dewitt Reed will provide the entertainment. There will be games.

Funds for the CSAC scholarship have reached \$855, with \$55 in monthly deductions pledged. The scholarship will be announced to students in the fall; nominations will be taken; and the first-time award, for Spring 2000, will be announced in September or October. Criteria includes demonstrated need, grades, service to UNCA, and service to the community; also, that a student be full-time.

Steve requested we plan an agenda for our August 9th meeting with Dr. Mullen to ensure that we use our one-hour time to the optimum. Following is the agenda agreed upon.

Steve will give a brief background on the formation and purpose of CSAC

Three topics, considered top priorities, will be introduced by a committee member as follows:

Salary Concerns - Marilyn Lonon

Communication - Maggie Smith

Supervisory Practices and Relationships - Terry Bailey

After the introduction of each topic, committee members will have the opportunity to provide additional information, examples, suggestions, etc.

Dr. Mullen will receive copies of the CSAC newsletters. Marilyn, Maggie, and Terry will compose their proposed opening statements and submit it to Steve by July 30th, who will share it with the committee by e-mail.

Steve asked for discussion on the desirability of having a CSAC member serve on the Fee Review Committee, which now has student, faculty, and vice chancellor representation. CSAC members voiced strong support for this proposal. Steve will petition the chancellor.

Regarding CSAC representation on all campus committees, whose policies and decisions directly affect staff, members felt that we need to pursue this initiative. Richard White and Mike Honeycutt will work on identifying these committees.

Linda Franklin gave an update on the 1999-2000 salary increases for SPA employees. The increase is in three-parts: All permanent full-time and part-time employees receive a one percent across-the-board increase; employees who received a rating of good, very good, or outstanding on their evaluations receive a two percent career growth recognition award; all permanent employees receive a bonus of \$125, which is not subject to the retirement contribution.

Employees, covered by the state health plan, will begin receiving a prescription benefit card effective January 1st. Accompanying this good news regarding health insurance, was the bad news that there will be a 30% rate increase in coverage. The state is covering the employer portion so "employee only" folks will not be affected; however, those with dependents will see the increase in their coverage for those dependents. Steve announced that CSAC can claim a significant role in the prescription card benefit. A copy of our letter to Dr. DeVries regarding the loss of HMOs to western North Carolina, went to the WNC legislative delegation. One of those delegates was one of the sponsors of the legislation that provided the prescription card.

Linda reported that the state is cutting the salary left by a retiring employee by 30 percent. This will decrease the amount of money in the salary reserve pool, which will make less money available for upgrades, etc.

The Board of Trustees meets July 20th. Steve has been invited and will take our recent newsletter for distribution.

Gary Nallan is organizing a group to meet with Dr. Mullen to discuss the communication issue on campus. He offered to represent staff but a number of staff felt that we needed to have our own representation. Dr. Nallan has indicated he would welcome CSAC participation in this group. The committee recommended that Steve and Maggie join the group as staff representatives.

Louis Toms, secretary in Physics, offered to set-up a TQM Working Group to identify problems with communications and solutions, which then would be presented to the chancellor. An invitation will be extended to him to attend our next meeting to discuss his approach.

Bruce Larson, chair of the SACS Re-accreditation committee, which will focus on student development, has requested that CSAC be a part of this process.

Following the taking of a group picture, by Judy Dillard, to whom Maggie relinquished, briefly, her treasured University Relations camera, the meeting was adjourned at approximately 11:30 a.m.

The next regular meeting will be August 11th at 9:30 a.m. in Highsmith 37.

Respectfully submitted,

Elise Henshaw
Secretary