

Chancellor's Staff Advisory Committee Meeting
August 11, 1999

Present: Steve Honeycutt, Elise Henshaw, Maggie Smith, Sandra Booth, Charles Shivers, Charles McAbee, Annis Lytle, Meg Coxie, James Johnson, Harold Johnson, Cindy Branton, Mike Honeycutt, Richard White, Kathy Higdon, Linda Franklin, Staff Liaison. Others present: Louis Toms, Tammy Gilbert.

Steve Honeycutt called the meeting to order at 9:35 a.m. The minutes from the July meeting were accepted with one correction.

Steve introduced Louis Tom, secretary of the Physics Department, to discuss the Total Quality Management concept, which he had outlined in a document sent to all CSAC members. He is proposing a TQM group at UNCA to assist faculty, staff, and administration to solve the campus communications problems which surfaced during the recent parking fee controversy. Louis had approached one of the vice chancellors, who referred him to us. After explaining the concept, Louis suggested that we might want to establish a TQM group on campus.

We will be examining our goals for the coming year at the September meeting and forming the appropriate committees. One of those will be a communications committee.

The chair called for a discussion of our August 9th meeting with Chancellor Mullen. The designation of an additional \$50,000 the in-range salary adjustment indicates we are off to a good start. Chancellor Mullen said he wants the Board of Trustees to become more involved with campus and have the opportunity to see how things really are here.

The committee discussed the items still pending from Chancellor Reed. All agreed that we should re-submit these items to Chancellor Mullen, as well as the items she vetoed, accompanied by her reasoning. Regarding our proposal for representation on the UPC, Dr Reed had agreed to CSAC having one representative. The question of whether we want to ask for more than one was tabled until the next meeting.

The dunking booth at the campus summer picnic added \$131.50 to the Staff Scholarship, bringing the present total to \$1,066.84, with \$55 a monthly coming from payroll deduction. The chair thanked the picnic committee for their hard work.

Volunteers are needed to serve on the campus parking commission; one as a member and two to serve as alternates. James Johnson volunteered. Meg Coxie said she would consider serving as an alternate.

The CSAC recommendation for distribution of monies allocated for salary adjustments was ten percent to those farthest away and, when additional funds were available, the process begin again, looking at all employees who are farthest away. Chancellor Reed chose to grant five percent to more employees and, when new monies were available, not to look again at any employees who received the first increase. Linda Franklin offered to crank the numbers using both methods. The Office of State Personnel provides the latitude to grant up to a 10 percent increase per person per year. Beyond that,

it is an internal decision.

One housekeeping position was transferred to each vice chancellor's area to be used at their discretion.

UNCA is in the process of preparing for the accreditation review by the Southern Association of Colleges and Schools. An alternative model proposal is being prepared for submission to SACS. The alternative model suggests a topic that the entire university can examine, rather than having each area evaluated; Student Affairs is being suggested. In order to have an alternative model accepted, we must document that we are meeting all our goals. CSAC has been asked to participate in the university's self study. All agreed that we need to be a part of this process. Steve will advise Bruce Larsen that we are interested and would like his assistance in defining our role.

An Institutional Effectiveness Committee, proposed by Archer Gravely, would examine every department, academic and administrative, on a rotating basis. CSAC should have representation on this committee. Staff needs the opportunity to see how the departments operate and to ensure that staff issues are considered in each department. This committee will look at the University's mission and the mission of each area, determine the goals, and see how they are being met. Steve will communicate to Archer Gravely our interest in this committee and in defining our most effective role.

The next meeting will be September 8 at 9:30 a.m. in Highsmith 37.

The meeting was adjourned at 11:15 a.m.

Respectfully submitted,

Elise Henshaw
Secretary