

Chancellor's Staff Advisory Committee Meeting
September 8, 1999

Present: Steve Honeycutt, Elise Henshaw, Kathy Higdon, Maggie Smith, Charles Shivers, Sandra Booth, Charlie McAbee, Meg Coxie, Marilyn Lonon, Cindy Branton, Harold Johnson, Melanie Rhodarmer, Nancy Williams, James Johnson, Richard White, Mike Honeycutt, Annis Lytle, Linda Franklin, Staff Liaison. Absent: Anthony Thomas. Others in attendance: Bruce Larson, Chair, Economics Department; Shirley Wilson, Tammy Gilbert, Darlene Fisher, Human Resources; Chancellor Mullen; Deirdre Wiggins; and Amanda Osteen from The Banner.

The meeting was called to order at 9:34 by the chair, Steve Honeycutt. Minutes from the August 9th special meeting with Chancellor James Mullen and the August 11th CSAC meeting were approved.

Steve introduced Dr. Bruce Larson, Economics Department Chair. Dr. Larson is one of the three authors of the Alternate Model Proposal for UNCA's self study. He explained that the assessment process of the Southern Association of Colleges and Schools (SACS) is a two-part study. The first part examines how an institution is meeting its threshold requirements; the second is a strategic focus. The Alternate Model Proposal will be submitted to SACS and, if accepted, it will allow us to concentrate our self study on what we should be doing, rather than what we must do. The alternate model proposes that our focus be directed at enhancing development of students at UNCA. A motion was made and approved that CSAC endorse the Alternate Model Proposal. Steve thanked Dr Larson for his excellent presentation and for his inclusion of UNCA's staff employees, through CSAC, in this important process.

Steve discussed briefly his e-mail regarding the final allocations of the increased enrollment funding. Ten of our 12 proposals were accepted, if not completely, then in some manner. Steve explained that we are funded on projected enrollment, not actual. In the past there have been occasions when this resulted in monies having to be turned back. However, Steve said the \$50,000 for staff salary increases is assured.

Steve introduced Chancellor Mullen, who said he had stopped by, not to talk, but to see if we had anything which we wished to discuss with him. The chancellor was praised for his Labor Day message to campus. He was asked how his philosophy, which he expressed in the message, would trickle down through the various levels. Dr. Mullen said he hopes to set a tone - that if he repeats his philosophy often enough in enough places, hopefully it will set that tone. Regarding the proposed supervisory training, Dr. Mullen said he will take the training also. He mentioned once again his wish to bring the vice chancellors to a CSAC meeting and asked that we find a time this could be done. He said that he will express his thanks to all on campus, in all areas, who help to make the university operate. He would like to be able to say "thank you" with money but, when that isn't possible, he at least wants people to know their efforts are appreciated.

Steve announced that Archer Gravely is working on a draft for an Institutional Effectiveness Council and we will be kept apprized of the progress.

Steve asked if we wanted to submit to Chancellor Mullen the items we previously submitted to Chancellor Reed, upon which she had taken no action. Regarding our proposed by-laws revisions, Dr. Reed responded only to the name change of Chancellor's Staff Advisory Committee to Staff Senate. The Committee voted to submit the by-laws revisions to Chancellor Mullen, without the name change.

Dr. Mullen requested additional information on the following before making a decision:

- I. More than one staff member to serve on the University Planning Council.
- II. Regarding assigning a staff representative to the Student Fee Committee, Dr. Mullen said he wanted to obtain a copy of the General Administration guidelines to determine what options are available.

The following will be submitted to Dr. Mullen:

- I. Priority be given to current employees in lateral transfers or transfers to a lower-grade. If a state employee, with career status, applies and is qualified for another state position of the same or lower salary grade, and has substantially equal qualifications as those of the highest ranking applicant who is not a state employee, the state employee shall receive the job offer.
- II. The In-range Salary Policy was discussed at length. Implementation of the policy was suggested to be as follows:
 - A. Priority Order for Distribution of Available Salary Funds
 1. Range revisions approved by State Personnel Commission
 2. Promotions
 3. Reclassifications
 4. Job change adjustments
 5. Equity adjustments
 6. New Hires
 7. Labor market adjustments
 - B. All departments should be treated equal regardless of funding source.
 - C. Award five percent per person per year
 - D. Adjustments should be made based on the furthest away from the factored salary goal or the maximum of the salary grade, whichever is the least amount; to be recalculated once a year after salary increases are determined and to include permanent salary increases, if any.

E. The information on in-range salary increases should be maintained in the Human Resources Office and Ramsey Library and available upon request.

Steve suggested that we use the fall staff forum as a vehicle for explaining in detail the In-Range Salary Policy. It is essential that all staff understand the reasoning behind the policy.

Mike Honeycutt asked for volunteers to help determine who will receive the first Staff Scholarship awards.

Terry Bailey has resigned her position at UNCA, which creates a vacancy on CSAC. A replacement needs to be found from the Chancellor's area. Nancy Williams volunteered herself and Melanie Rhodarmer to poll employees in that area and prepare a slate. A vote will have to be among all Chancellor's area staff employees.

Shirley Wilson, Human Resources Director, discussed the mandatory supervisory training for which HR has received funding. She said HR will be conducting forums across campus to determine what is needed. Shirley passed around a sign-up sheet for planning committees to determine what types of things are needed in the proposed sessions.

Steve said he would like to see the next newsletter out in early October and asked that suggestions for inclusion in the newsletter be sent to him or Marilyn Lonon.

Sandra Booth mentioned that some employees are still upset over the change with the Labor Day Holiday. They feel they had no input and would like to be heard on this. We expect to have an opportunity to look at the calendar for the 2000-2001 academic year soon.

The next meeting is October 13 at 9:30 a.m. in Highsmith 37.

The meeting was adjourned at 11:35

Respectfully submitted,

Elise Henshaw
Secretary