

Chancellor's Staff Advisory Committee Meeting
October 13, 1999

Present: Steve Honeycutt, Elise Henshaw, Maggie Smith, Marilyn Lonon, Charles Shivers, Meg Coxie, James Johnson, Harold Johnson, Cindy Branton, Kathy Higdon, Melanie Rhodarmer, Nancy Williams, Linda Franklin, staff liaison; Tracey Rizzo, faculty representative. Others present: Shirley Wilson and John Myers.

Steve Honeycutt called the meeting to order at 9:35 a.m. The first item of business was an explanation by Maggie Smith of the presence of a large pumpkin. CSAC and the Summer Picnic Committee will enter a pumpkin in the Pumpkin Festival pumpkin carving contest. Cindy Branton will do the carving; her premier carving attempt.

The minutes were approved.

Nancy Williams reported that five people have been nominated or have volunteered to fill the vacancy created when Terry Bailey resigned from the University. Ballots are expected to go out at the end of the week.

Chancellor Mullen has appointed Steve Honeycutt to the University Planning Council. Presently, UPC membership consists of six faculty, three appointments by the chancellor (Vice Chancellors Pitts and Iovacchini and Steve), and one permanent member, Archer Gravely, Institutional Research director. Steve reported that UPC member, Pat McClellan proposed to the committee that the composition be changed to include a representative from each vice chancellor area and one from CSAC, with the composition changing to eight faculty, five staff, and one permanent member. The proposal will be brought before the Faculty Senate at their next meeting.

Steve reported that a perception of administrative offices survey will be conducted this academic year, either late fall or early spring. It has been proposed that the vice chancellors not be part of the survey; that they have a separate survey with different questions and with the results being confidential. A brief discussion elicited a general consensus that CSAC strongly opposes that proposal as it may contribute to the already existing perceptions of secrecy and mistrust about the administration..

CSAC authorized Steve to relay to Chancellor Mullen that we feel strongly that, given that all areas operate under the same mission statement of the University, a survey of perceptions of administrative offices should include all offices and the results should be made public.

Steve reported on the Institutional Effectiveness Committee, which has been proposed by Archer Gravely. The composition would be five faculty, five staff (one from each vice chancellor area and CSAC), and two permanent members (the Director of Institutional Research and the Dean of Curriculum). The chair will always be a faculty member. The purpose of the committee is to review all departments on a two-year rotating basis to determine if they are meeting their goals and to assess all academic and administrative departments.

Maggie asked for discussion on our focus for the coming year. We originally had three committees: parking, leave, and morale. Do we want standing committees? A communication committee to follow-up on a regular basis with the chancellor was proposed. Maggie suggested we use the upcoming staff forums to talk about what should be addressed this year. It was decided to send out another survey,

giving a scorecard of the past year's accomplishments and listing issues to be checked to indicate preference for what CSAC should work on this year.

The fall staff forum will be held twice to allow more employees to attend. The first forum will be Thursday, October 28, at 2:30 p.m.; the second will be Tuesday, November 2, at 10 a.m.; both will be in Laurel Forum. Marilyn Lonon volunteered to coordinate refreshments for the forums. The centerpiece of the forums will be an indepth explanation of the in-range salary adjustment.

Content of the next newsletter was discussed. It will include the survey, announcement of the forums, the names of the CSAC members and the areas they represent, coverage of the hurricane relief effort, including special mention of the contribution of 20 plus boxes from the housekeepers and other Physical Plant employees.

Shirley Wilson, Human Resources director reported that a committee to examine the issue of the time sheets was in the process of re-designing one that is simple, meets the needs of the campus, and will pass audit. A computer program is being developed that will be capable of checking benefits, leave, etc.

Shirley also discussed union activity, the extent to which the state can regulate union activities and the extent to which state employees can participate. Unions can meet in any public room where other first amendment rights are exercised. They cannot meet during work hours and cannot use state forums to conduct union business. North Carolina is not governed by the National Labor Relations Act, which states that if employees vote to accept the union, it must be recognized. State legislators are being lobbied to change that.

Cindy Branton presented ideas for a CSAC logo and stationery.

Discussed the difficulties encountered by the third shift housekeepers. Charles Shivers said most of the housekeepers have adjusted to the late shift; that the problem is not the shift but a shortage of staff. Complaints about things not getting done is a direct result of this shortage. Since the late shift became effective, a number of housekeepers have been lost. These housekeeping positions were converted to other positions and re-deployed to different areas of campus.

The next meeting will be November 10 at 9:30 a.m. in Highsmith 37.

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

Respectfully submitted,

Elise Henshaw
Secretary