

Chancellor's Staff Advisory Committee Meeting  
November 10, 1999

Present: Steve Honeycutt, Elise Henshaw, Richard White, Cathy Foister, Nancy Williams, Melanie Rhodarmer, James Johnson, Cindy Branton, Harold Johnson, Charles McAbee, Charles Shivers, Sandra Booth, Meg Coxie, Kathy Higdon, Carolyn Williams, Marilyn Lonon, Maggie Smith, Linda Franklin, staff liaison. Others present: John Myers.

The meeting was called to order at 9:33 a.m. by the chair, Steve Honeycutt. The minutes were distributed, review by the members, and approved.

Steve introduced the new CSAC members: Carolyn Williams, Center for Creative Retirement, who was elected to complete Terry Bailey's term; Cathy Foister, appointed by Chancellor Mullen to complete Anthony Thomas' term; and Tracy Rizzo, the faculty representative.

Steve reported on the meeting that he and Maggie Smith had with Dr. Mullen on October 22. Dr. Mullen approved our recommendation for the following change in the Promotional Policy: If a state employee, with career status, applies and is qualified for another state position of the same or lower 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.

Steve expressed to the chancellor the consensus of CSAC that the suggestion that the vice chancellors have a separate survey, with the results not made public, rather than participate in the campus-wide perception of administrative offices survey, would create a major problem. Dr. Mullen said he will discuss with the vice chancellors.

Chancellor Mullen approved a \$1,000 budget for CSAC, with the stipulation that we hold one campus-wide reception.

Ann Chard, who will serve as our contact with the Southern Association of Colleges and Universities during the re-accreditation process, will be on campus November 17 to discuss the up-coming self-study at a 3:30 meeting in Owen Conference Center. Steve encouraged everyone to attend.

Maggie Smith gave an update on the Staff Forums and reported the combined attendance to be close to 50. There was good interaction between presenters and attendees. Maggie said she would like to see a greater turnout of CSAC members for future forums. The best format for conducting the forums was discussed. Carolyn Williams suggested possibly moving the forum to a learning-circle model.

Maggie announced that a preliminary count done on Monday showed that over 60 surveys have been returned. She said, for future surveys, she would suggest considering including Human Resources in designing the survey. Maggie passed out a preliminary summary of the survey with the six items which

rated highest accompanied by comments. The other items were lumped into categories.

With communication on campus as a top priority, a discussion centered on how CSAC can take the lead to be a model in this area. A committee was established to study this subject and to try to design a model way to communicate. Carolyn will chair the committee, with John Myers, James Johnson, and Elise Henshaw as members.

A "Human Resources" committee was designated to work with HR issues. Sandra Booth will chair, with Maggie Smith and Marilyn Lonon as members. Both of these committees will expand to include campus members other than CSAC.

Childcare was a priority item on the staff survey; however, a committee has been established already to research this issue, with Mari Mullen as chair. They have a web site and have a survey going out soon. Possibly, childcare can be incorporated into the intergenerational center. Sandra Booth mentioned the problem of elder care, which also should be addressed.

In Mike Honeycutt's absence, Steve gave a scholarship up-date, reporting a total of \$1,234.84 in the account. A \$1,100 scholarship will be awarded for the spring semester. Applications already are coming in. The Scholarship Committee, who will review the applications and make the decision, are Mike, Kathy Higdon, Nancy Williams, Maggie Smith, and Steve Birkhofer, of the Controller's Office.

The new format of the last newsletter was discussed. All agree that the "Did You Know" box is one of the best features of the newsletter. The next newsletter will be a December-January issue.

Under new business, Maggie gave the Human Resources Committee the issues which previously had been presented to HR. Suggestions made by HR go to the Chancellor's Council for approval and then to the Office of State Personnel.

Linda Franklin asked members to encourage all staff folks to call her and make an appointment to review their file to determine if their position is classified correctly and to make certain that HF has all pertinent and up-to-date information.

Charles Shivers said many employees, not only the housekeepers, have questions about the award of the \$50,000 in-range salary adjustment. The recommendation we presented to the chancellor is to re-run the numbers and award in priority order starting with the person furthest from their goal, regardless of whether he/she received before, and make the awards retroactive to July. If our recommendation is followed, of the 42 individuals who received an award the first time, 19 will receive again. Presently, the second award is on hold. When Steve presented this to the Chancellor's Council, the vice chancellors did not agree, particularly with the retroactive proposal, and wanted further information. The issue was to be addressed again at the November 15 meeting of the Council; however, this meeting has been canceled and has not been re-scheduled.

Another view of the in-range adjustment is that the "worst-off" in a financial sense, rather than those just

furthermost from their goal should receive the awards. Linda reported UNC Wilmington awarded their in-range adjustments to those who were financially worst off. The question was raised as to whether we should revisit this issue. Steve said that, with the vice chancellors delaying a decision, we will have an opportunity to discuss again and can address the issue at the next meeting.

Cindy Branton's suggestion that we establish a "Sunshine Committee" to bring cheer and recognition to employees as a means of highlighting some of the good and positive things about our campus was met with great enthusiasm and numerous volunteers for committee membership.

The meeting was adjourned at 10:45.

Charles Shivers brought up the issue of the former Labor Day holiday, which was moved to the day before Thanksgiving for two years and, this year, was added to the Christmas holiday period. He said many of the housekeepers questioned this decision and the lack of input from employees. Holidays are determined by the academic schedule. We can have input to Dr. Weast regarding the schedule. Steve and Linda offered to meet with the housekeepers at a time convenient for them to discuss their issues and repeat the information presented at the forums. Issues that have been presented to HR in the past can be re-submitted.

Respectfully submitted,

Elise Henshaw  
Secretary