

Chancellor's Staff Advisory Committee Meeting
December 8, 1999

Present: Steve Honeycutt, Cathy Foister, Carolyn Williams, Charles McAbee, Mike Honeycutt, Richard White, Elise Henshaw, Marilyn Lonon, Charles Shivers, Sandra Booth, Meg Coxie, James Johnson, Harold Johnson, Cindy Branton, Kathy Higdon, Nancy Williams, Linda Franklin, staff liaison; Tracey Rizzo, faculty representative. Others present: Reggie Gregory.
Absent: Annis Lytle, Melanie Rhodarmer, Maggie Smith.

Steve Honeycutt called the meeting to order at 9:35 a.m. Minutes from the November meeting were approved. The minutes/notes from the Staff Forums were distributed and approved.

Steve made a correction to an article in the last newsletter, which reported two housekeepers as assigned to Phillips Hall. They actually are "roaming," doing special events and all buildings except the dorms. Charles thanked those who attended the Thursday evening meeting with the housekeepers.

Committee Reports:

Carolyn Williams reported that the Communications Committee has scheduled a "Community Conversation" on the communications issue for Thursday December 9, 1999 at 8:30 in Laurel Forum. At this point, 32 staff and faculty have responded that they will attend. This reflects a good response from faculty but it would be desirable to have more staff. The meeting will follow a "learning circle" format with participants forming small groups, each with a facilitator. One member in each group will record each persons's comments, looking for a common thread; these will then be reported to the whole group.

Sandra Booth reporting for the Employee Personnel Issues Committee said two issues stand out: 1. Promotion issues, including "job tracks" at UNCA, need to be clarified. The committee suggests that Human Resources develop several sets of career tracks, i.e., how to get from an entry level position to a position of greater responsibility. Linda Franklin said HR would be open to this but the time-frame of getting it in place is an issue. The question of how such a "track book" would be maintained was raised.

2. Suggestion box for deposit of complaints and problems without fear of direct retribution from supervisors. Several questions arose, i.e., where to locate, who would read and handle, how to advertise. The chancellor's area was proposed as a possible site. It was suggested that the idea be presented to campus. Steve will take it to the chancellor in general terms.

Mike Honeycutt reported that we have received ten applications for our first scholarship award. The amount to be awarded for spring semester is \$1,300. A decision will be made next week.

Cindy Branton reported that the Sunshine Committee had not had an opportunity to become active but will be invigorated and spreading cheer next semester.

Nancy Williams reported that, in checking around the state to determine what other institutions in the university system are doing regarding evaluation of supervisors, it was learned that NC State has a fairly well-developed system for such an evaluation. Five to seven of the institutions have a staff newsletter.

Nancy also is the CSAC representative on the campus Fees Committee. She reported that the committee has agreed to hold parking fees at the present level for next year. Additional parking structures are scheduled to be built on campus which will require either a large increase or several incremental smaller increases in parking fees. It has been pointed-out frequently that UNCA has the fifth lowest parking fees in the university system. However, what fails to be recognized is that UNCA also is the second lowest in the systems in salaries. There has been some confusion on campus regarding the regulation which applies to more than one family member working on campus and driving separate cars. Each member needs to purchase a parking permit.

The amount of the graduation fee of \$50, which students must pay in order to receive their diploma, was discussed. It was suggested that this cost be built into the fee structure so students would not have that cost at the end of their time at UNCA. The question was raised as to why the excessive cost to do graduation. Steve will bring the graduation budget to the next meeting.

The Education and Technology fee is going up. Mike Honeycutt encouraged Nancy to seek accountability for that increase. Where does all this money go?

The composition of both the University Planning Council and the Institutional Effectiveness Committee has been revised. Each vice chancellor now receives one appointment and CSAC receives one.

Steve, who is on the faculty/staff sub-committee of the Retention Committee, and Dwight Mullen, chair of the Diversity Committee, met with a group of UNCA employees, who are from this region to discuss the perception of UNCA in the community and to answer the question, "Is UNCA a comfortable place to work?" A consensus of those present was that all groups on campus say they are under-appreciated and no matter what they do, they aren't recognized. The largest group of the student body, students from Appalachia and first-generation college students, are under-represented by the faculty, a fact which sometimes leads to a misunderstanding or lack of appreciation of the cultural heritage these students bring to campus. One reason students cite for not coming or failing to stay at UNCA is the lack of campus activities. Steve will invite Dwight Mullen to our next meeting.

Steve reported that the general campus meeting with our SACS representative, Ann Chard, was well-attended and he thanked all CSAC members who attended.

Under new business, the schedule was set for CSAC meetings for Winter/Spring 2000. All meetings will be in Highsmith 37 (Steve will confirm this location) on the second Wednesday of each month at 9:30 a.m. Following are the dates:

January 12	April 12
February 9	May 10
March 8	June 14

Marilyn Lonon agreed to chair the summer picnic committee. Maggie Smith has volunteered to help, as did Elise Henshaw.

Comments were positive regarding putting the agenda of CSAC meetings on e-mail to staff and faculty.

Steve was authorized to bring to Chancellor Mullen's attention our concern over the fact that UNCA

falls into the “casual inattention” category for upkeep of the campus, based on the amount of space to be cared for and the number of employees employed to do the job. This is a state-wide rating system.

Regarding the in-range salary adjustment issue, it was decided that if this comes before the VC’s for action before our next meeting , our original recommendation will remain in force. If not, we will address the subject again.

Steve, Maggie, and Elise will meet with Chancellor Mullen as soon as possible to encourage him to move forward with awarding the \$50,000 dedicated to in-range salary adjustments.

The next meeting will be January 12, 2000 at 9:30 a.m. in Highsmith 37.

The meeting was adjourned at 11:10 a.m.

Respectfully submitted,

Elise Henshaw
Secretary