

CSAC Minutes
01/17/01 B HC37 B 10:00

In Attendance: Kathleen Ashley, Sandra Booth, Cindy Branton, Meg Coxie, Steve Elliott, Elise Henshaw, Lauri Hollingsworth, Mike Honeycutt, Steve Honeycutt, Andrea Jackson, James Johnson, Marilyn Lonon, Maggie Smith, Richard White, Deirdre Wiggins, Carolyn Williams, Nancy Williams, Diane Williamson

Absent: Cathy Foister, Annis Lytle

Visitors: Buffy Bagwell, Sherry Gale, Marcia Ghidina, Tricia Tomberlin

Approval of Minutes: Sandra Booth, Steve Elliott

SACS Update – Sherry Gale and Marica Ghidina updated CSAC on the SACS process. Once every ten years, UNCA must meet SACS' requirements to be accredited. While meeting the basic requirements, UNCA will also be concentrating on student development. Eight committees have been formed and any staff member interested in helping should contact Sherry Gale at sgale@unca.edu or 232-5187.

Steve Honeycutt suggested each of the eight committees make presentations to the campus.

CSAC Scholarship – discussion began on ways to increase the scholarship and to endow it. A sub-committee was formed and the members are: Cindy Branton, Sandra Booth, Mike Honeycutt, Steve Honeycutt, and Diane Williamson. The sub-committee will give CSAC recommendations at a future meeting.

In-Range Increases – Laurie Hollingsworth reported 32 people will receive in-range increases in their January 2001 paycheck. Laurie also presented a report showing the distribution of the increases by vice chancellor area and grade. The formula for determining in-range increases currently excludes EPA administrators. CSAC discussed the situation and it was decided to not change the current formula since EPA administrators do not have a salary grade and there is already a mechanism for them to potentially get increases.

Newsletter – Elise Henshaw will be collecting articles for the CSAC newsletter. Possible articles include in-range salary adjustments, CSAC position paper, and scholarship winners.

Emergency Loans – due to a donation by the Karpen family in 1998, UNCA has an emergency loan fund available to employees. The current status of the fund was discussed and, since only the interest on the endowed amount is available to be loaned, the possibility of releasing more money was discussed. Richard White will represent CSAC on the loan committee and a meeting with administration will be arranged to discuss options.

Insurance Meeting at WCU – Western Carolina will host a meeting with representatives from the state insurance commission on April 19 at 3:30 in Cullowhee. Marilyn Lonon will contact Lisa Suggs to determine how many people UNCA can bring.

Retirement Receptions – Nancy Williams expressed concern about the lack of standards on retirement and going-away parties. It was noted some people have parties lasting several hours with food and presents while others leave without much acknowledgement. Buffy Bagwell suggested a campus-wide reception be held once a semester to acknowledge these people and help establish standards. Buffy will give CSAC recommendations on the details of such an event and Andrea Jackson, Carolyn Williams, and Deirdre Wiggins will help.

CSAC Elections – the term of the following CSAC members will end in June:

Academic Affairs - Mike Honeycutt
Facilities Management - Sandi Booth, James Johnson
Financial Affairs - Cindy Branton
Chancellor's Area - Annis Lytle
Public Partnerships and Special Programs - Marilyn Lonon
Student Affairs - Maggie Smith

University Relations - Meg Coxie

Cindy Branton, Meg Coxie, Steve Elliott, Steve Honeycutt, Nancy Williams, and Diane Williamson will help with the elections.

Discretionary Funds – the issue of how discretionary funding is spent was asked. Steve Honeycutt said the information is available to the public and he would be glad to provide the information.

Meeting was adjourned at 11:30