

CSAC Minutes
02/21/01 – HC37 – 10:00

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

Absent: James Johnson, Annis Lytle

Visitors: Buffy Bagwell

Approval of Minutes: Elise Henshaw, Meg Coxie

Elections – Steve Honeycutt will send email to the staff announcing the CSAC elections and asking current members to notify him if they are seeking re-election. With the addition of the Vice Chancellor for Public Partnerships, CSAC will seek two nominees from this division. It was also approved to have one of these representatives only serve a one-year term in order to avoid a complete turnover in this division with each election.

CSAC Scholarship – Steve Honeycutt reported that 41 staff members contributed to the CSAC scholarship last year; 14 of those used payroll deduction to make a monthly contribution. Mike Honeycutt will send the proposed changes to CSAC members for their opinions. Options include:

- a. Continuing the current arrangement with all funds donated being given to the students.
- b. Work toward endowing the scholarship with the first \$500 of donations each semester going to the students and everything above \$500 being split between the students and the endowment.
- c. Give the faculty and staff an option of donating toward the endowment or giving their entire donation to the scholarship.

In-Range “Thank You” – several staff members who received an in-range increase sent notes to Chancellor Mullen. CSAC also received a note from a staff member thanking them for their efforts with the in-range increases.

Position Paper – Marilyn Lonon, Maggie Smith, Nancy Williams, and Steve Honeycutt met with Chancellor Mullen and Vice Chancellor McDevitt to discuss the key issues facing CSAC. The current draft of the paper is on the CSAC web site and both Chancellor Mullen and Vice Chancellor McDevitt will review the paper and offer their suggestions. Dr. Mullen and Mr. McDevitt indicated their support for the continued attention to increasing staff salaries and funding of in-range. Vice Chancellor McDevitt will be invited to the March meeting to discuss what CSAC can do to help with UNCA’s legislative agenda.

Community College Courses – Marilyn Lonon will contact Western Carolina University and determine the agreement between them and the community college system that allows WCU employees to take community college courses and the costs to the employee.

Emergency Loan Committee – Richard White reported the ELC is revising the guidelines for emergency employee loans with the intent to make additional funds available for loan. Proposed changes also include limiting employees to two loans annually with a three-month period between each loan. Repayment must be within 12 months on payroll deduction. There will also be a web page developed outlining the emergency loan program. Guidelines will be published to the campus when they are approved.

Campus-wide Meeting – planning continues toward having one or two campus-wide meetings each year. These meetings might be used for employee of the quarter awards, retirement celebrations, service awards, etc.

Budget Cuts – Steve Honeycutt reported that, while UNCA will be returning funds to the General Administration, there are no plans to cut salaries. Most of the funds will come from reserves and capital projects.

Community Service – UNCA employees seem to do a lot of volunteering in the community which is not reflected in Community Service Leave, since it is not during work time. Nancy Williams proposed that we informally gather the number of hours and agency by polling employees. Nancy will tabulate the data and report the results to the campus.

Summer Picnic – Volunteers are needed to help coordinate the summer picnic. CSAC will be represented by Meg Coxie, Cindy Branton, and Elise Henshaw. Possible dates for the picnic include 7/20, 7/27, and 8/3

Employee of the Quarter Committee – Kathleen Ashley will represent CSAC on the EOQ committee.

Minority Affairs Committee – Cindy Branton will represent CSAC on the Minority Affairs Committee.

(Bonus Plan)

Meeting was adjourned at 11:30