

I have enclosed the CSAC minutes for our meeting on January 28, 2002.
Current and past minutes can also be found on the web at
<http://bulldog.unca.edu/csac/>

CSAC Minutes

01/28/02 - DH 242 - 2:00 PM

In Attendance: Kathleen Ashley, Rebecca Barraclough, Sandi Booth, Cindy Branton, Meg Dutnell, Steve Elliott, Lydia Gossett, Elise Henshaw, Lauri Hollingsworth, Mike Honeycutt, Steve Honeycutt, Marilyn Lonon, Steve McKinney, Maggie Smith, Richard White, Nancy Williams, Diane Williamson, Jill Yarnall

Absent: Jay Gertz, Andrea Jackson, Lee Krueger

Visitors: Michelle Patrick

Approval of Minutes: Maggie Smith, Meg Dutnell

Volunteer Activities: Michelle Patrick from the Management Department joined us to discuss current Volunteer activities on campus. Her goals at this point are as follows: 1) create a volunteer list, 2) get this list on the UNCA web site, 3) get a person to be a community liaison. This person would field questions, as well as keep the list current. Michelle is currently working on part 1. She gave us a short survey for anyone participating in volunteer activities to complete. We are to take this survey back to our respective departments and pass out. The idea is to streamline volunteer and service activities on campus. The items to be included on the survey should be any ongoing departmental volunteer activities, not individual activities. The final goal is for all faculty, staff and students to complete a survey. Return this survey to Michelle Patrick or Maggie Smith before the next CSAC meeting. You should list the volunteer or service activity and include a one-sentence explanation. Please include all activities that you feel are appropriate, Michelle can exclude any items deemed inappropriate. When this list is on the web it will be a good way for folks to find out what volunteer activities are available to join, or find volunteers who might be interested in the activity you are representing.

Summer Schedule: There will be a four day class week beginning this summer. The Vice Chancellor's tabled shortening the summer workweek for staff at this time. Staff would not be approved to work less than a 40 hours. Flextime is still available at the discretion of each supervisor. Possible summer closings:

Humanities Lecture Hall for renovation

Owen Hall for Management renovation

This and other closings are to be discussed at a meeting on 1/29/02.

Elections: Nothing has happened at this time. If you know of

someone that would be a good candidate please talk to them. We will also need new officers in the fall for 2002-03. The Chair of CSAC is required to attend many meetings and be involved in many activities on campus. It was suggested that we request release time for anyone elected into this position. This is a common practice for Faculty elected into a similar position.

Employee of the Quarter: There has been a preliminary meeting with Human Resources about revamping the Employee of the Quarter award. There has been concern expressed that this has turned into a popularity contest. CSAC needs to be the moving force behind changing this award. One suggestion is that it be changed to employee of the year and that the cash award be more substantial. Currently the award is given four times a year. It is given at the holiday lunch, summer picnic, and two other times a year. Two receptions are held that involve money spent on refreshments. If only given once a year some of this money could go toward a better cash award. It has also been suggested that there be certain requirements, much like the CSAC scholarship. Mike Honeycutt is heading a committee to look at this process and brainstorm about ways to improve the process. The following people volunteered to help Mike: Cindy Branton, Elise Henshew, Sandy Booth, Rebecca Barraclough, Meg Dutnell, Diane Williamson.

Tea with VC: As per the Master Calendar there is to be a tea with Tom Cochran on February 6th at 4:30 in the Laurel Forum. This has not yet been published in the Monday Morning. Please attend if possible.

Board of Trustees Meeting: The following includes some of what was discussed at the meeting on Tuesday. The summary of the Board of Trustees meeting should be located on the UNCA web site. There was discussion about upcoming building projects. WT Weaver will be reduced eventually to two lanes of travel. There will be a traffic circle at the entrance to campus. The parking lot beside the library has been approved for the new science building site. Two old houses will be torn down eventually to make room for the new facilities management building. This will be located on campus drive on the left as you come onto campus. It was suggested that we start forwarding a copy of the CSAC newsletter to the Board of Trustees. There is often salary and similar information in the newsletter. The Center for Creative Retirement has received a national award from the National Council on Aging to be presented sometime in April.

The Reporter published by the State Employees Association had an article about this past legislative session. It stated that the total cost of the session was \$20 million. Also each state legislature made an average of \$50,000-59,000 for the entire session. They are paid for weekdays as well as weekends.

Organizational Development Study: Also known as OD study. This study has been requested by UNCA. Representatives from the Office of State Personnel will give a proposal in April. This study will need to be approved by the VC's. This is a free service, but we will have to pay travel expenses to the individuals performing the study. There are three individuals helping with the study: Kathy

Parker and Ann Cobb from OSP and Tom Newsome from OSBM. The study will take between 1 ½ and 2 years to complete. Some of the issues to be addressed are: What are the problems and how can things change.

How can we be more efficient and save money.

All staff will be involved even down to the lowest levels. CSAC will be involved and members will probably be involved in some FOCUS group. There are plans to keep the staff involved throughout the process. Staff could possibly be reassigned. The Chancellor is committed to staff not losing their jobs. Chancellor's Cabinet: Meeting on January 28, 2002. State revenues are behind projections for this year. Next Year could be worse. This year we set aside the campus based tuition increase, which is about \$750,000. The campus based tuition increase will be the same amount next year. The state currently gives us about \$9,000 per year /per student. The legislature could reduce that and pass the cost on to the student.

Meeting adjourned at 3:16 p.m.