

CSAC Minutes

4/15/02 – DH242 – 2:00 PM

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

Visitors: Brian Cain

Absent: Jay Gertz, Elise Henshaw, Andrea Jackson, Maggie Smith

Approval of Minutes following a clerical correction: Sandi Booth, Steve Elliott

Staff Forum: There were 380 notices send out, and 10 have been returned. The top four choices in order are as follows:

- 1) Budget – cuts this year and next, possibility of job cuts, possibility of job freezes
- 2) Human Resources – retirement funds, career tracking, how to find out about other UNC positions
- 3) Community involvement – what is UNCA involved in, how can staff become more involved
- 4) Campus construction

The Chair of CSAC will begin the forum with some comments. These will include how to become involved with CSAC, our successes, and goals. We plan to tape the forum so that it will be easier to transcribe. It will be announced that we plan to tape the forum, but that no names will be used in the transcription. The other two presenters will give a small speech based on the questions received ahead of time on the returned notices. They will then open it up to questions.

The first session will be at 2:15 on April 22 and there will also be an evening session.

There will be a survey developed concerning topics from the last 'Community Conversation' forum. This will be available at the staff forum and possibly sent out campus wide.

Distinguished Staff Member of the Year: This is the new name for the award formerly known as Employee of the Quarter. The committee is working on ideas and hopes to have something to present to CSAC by the next meeting.

Scholarship Committee: Flyers have gone out and are posted on campus. Students must have the application complete and turned in by May 22nd. The committee will meet on May 23rd at 10:00 to decide on the winner. Let Mike Honeycutt know if you would like to participate

Budget: The UNC system has been asked to submit possible permanent budget reductions for 2002-03 of 1% to 4% for inclusion in the Governor's State budget. The Governor's budget will be submitted to the General Assembly. The General Assembly can accept the Governor's budget in whole, part, or not at all. The General Assembly can ask UNCA to submit budget information based on different rules from the Governor.

Total University estimated funds for 2001-02 (excluding Arboretum) include 46% State Appropriated funds. This 46% translates to about 23.6 million dollars. Within this 46% approximately 80% is Salaries and Benefits and approximately 20% is Operating Expenses. Within 20% of the Operating Expenses approximately 11% are discretionary spending. These are the funds that we don't have to spend. This includes things like supplies, travel, and library books.

Of the total 46% state budget, the following is an approximate breakdown by Vice Chancellor Area:

Academic Affairs	69.16%
Admin and Financial Affairs	14.35%
Miscellaneous	6.54%
Chancellor Area	3.65%
Student Affairs	3.37%
University Relations	2.94%

We took the following permanent reductions for 2001-02 by purpose:

	Amount	% of total
101 Regular Instruction	73,596	14.07%
102 Summer School Instruction	6,686	1.28%
142 Community Services	84,245	16.10%
151 Libraries	15,082	2.88%
187 Academic /Student Services	167,084	31.94%
188 Administrative Support	176,496	33.73%
Total	523,189	100.00%

Administrative areas took approximately 65% of the cuts. This includes everyone but faculty. The total temporary cuts for this 2001-02 was 930,000. This is 4% of total state appropriated budget. The money we used for temporary cutbacks cannot necessarily be used for permanent cutbacks. This included lapsed salaries and campus-based tuition increase.

In the Governors budget cut requests (not approved by General Assembly) at 4% permanent cuts, the following are affected:

Center for Creative Retirement	\$50,000
Distance Education	\$75,000
Administrative Services	\$250,000
Staff Development	
Administrative Equipment	
Administrative Services (All VC Areas)	
Information Technology/Computer Center	\$75,000
Academic and Administrative	
Library	\$139,728
Instruction	
Operating	\$135,000
Personnel	\$220,000

The current budget for faculty salaries and benefits are 13 million dollars. This would be a 1/3 cut of the adjunct budget. No specific positions have been identified. It is premature to do that at this time.

Pass on any concrete information that you hear to CSAC.

Other discussion:

Faculty do not accrue sick leave or vacation leave. Faculty receive a full semester leave with pay for maternity/paternity leave.

The CSAC newsletter has been mailed.

There are five people attending the meeting at Appalachian on May 30th. This is a meeting of staff committees from various campuses.

Summer classes will be held only four days a week (Monday-Thursday). The Vice Chancellor group tabled the decision on altering staff hours for the summer. Flextime is an option at the discretion of your supervisor.

Meeting adjourned at 3:15 PM.