

CSAC Minutes

10/15/01 – Laurel Forum – 2:00 PM

In Attendance: Kathleen Ashley, Sandi Booth, Cindy Branton, Steve Elliott, Jay Gertz, Lydia Gossett, Elise Henshaw, Lauri Hollingsworth, Mike Honeycutt, Steve Honeycutt, Andrea Jackson, Lee Krueger, Marilyn Lonon, Steve McKinney, Maggie Smith, Richard White, Nancy Williams, Diane Williamson, Jill Yarnall

Absent: Rebecca Barraclough, Meg Dutnell, Deirdre Wiggins

Visitors: Debbie Decoteau, Jim Pitts

Approval of Minutes: Sandi Booth, Steve Elliott

Holiday Schedule: A clarification was requested on the 2003 Holiday Schedule. Employees will not be required to take leave on December 29, 30 & 31. This will be optional, but encouraged. Heat is typically supplied to buildings where there are employees working. The Holiday Schedule was approved as written.

Asheville Citizen-Times: Marilyn was involved in a presentation given by the Publisher and Human Resources director of the Citizen-Times on how they handle diversity. The definition that the HR director used for diversity was “all the ways in which we are different.” The supervisors are asked to identify persons in their division that are vital to the department. If these persons left, the department would suffer. These people are then targeted to move up in the organization and allowed to participate in a special program. They are given special projects and training so that they can move up in the organization. It has taken four years for them to get this program up and running.

Lauri said that the state is trying a new competency based program that will put us on more of a career track program. There are just a few agencies involved and the state has not yet reached the point where they are ready to train HR people.

CSAC members were interested in exploring a similar program here at UNCA. Marilyn has a meeting with Buffy later this week.

Institutional Goals: The University Planning Council on October 1, 2001 published a draft of seven Institutional Goals. This was motivated by the SACS study and will become a part of our strategic plan. There were very few staff measures on these goals. The following are suggestions for staff measures to be added:

- \* Number of staff that help with UNCA classes
- \* Number of staff that have student interns
- \* Number of staff that go to off-campus training
- \* Number of staff that give workshops
- \* Staff helping with Student Move-In
- \* Staff assisted by student workers
- \* Facilities staff working with students on sustainability issues
- \* Community involvement leave
- \* Staff who volunteer outside of work hours
- \* Staff going to workout at the gym
- \* Grounds crew is developing a wetland for biology students to study

If you have any other ideas, please get them to Steve Honeycutt by the first of November when the UPC will meet again.

Budget: As reported in the Raleigh News and Observer, all state agencies except public schools must give back an additional 4% of their budget. Although we still do not have a budget in place, UNCA has had to identify a million dollars in cuts. This is to be a non-recurring cut. At this time we have not been given any rules on where and how to make these cuts. The Vice Chancellor's stated this

morning that they want to preserve jobs, although there were no other definite decisions made on where to cut funds. These cuts will not affect construction and bond projects.

CSAC Scholarship: We can use some more people on the committee to help award scholarships. So far we have collected about \$2,000. About \$750 will go towards the endowment and about \$1,250 will be awarded for spring semester. The Key Center would like to collaborate with us. If they can come up with the funds, we will do a trial run with them in the spring semester.

Science Building: There was a general meeting and 4 sites have been proposed. They are leaning toward the parking lot that is between the library, Charmical Hall and Robinson Hall. The other three sites are: the road in front of Rhoades-Robinson, across the street from Rhoades-Robinson beside the cafeteria, and somewhere in the student parking area across from the faculty lot that is located beside the library.

Survey Responses: There are no new responses. At the Tea with VC Wayne McDevitt it was mentioned that there would be a survey done with HR and Lisa Friedenberg coordinating. The Psychology department as well as students would be involved. There will be a scientific approach and hope to have long term solutions. Some members of CSAC will be involved.

Parking Committee: There was a request for someone else to serve on the parking committee and Steve McKinney volunteered.

Tea with VC's: There is another tea at 4:30 on Monday October 22<sup>nd</sup> with Yav. Please attend if possible.

Newsletter: Elise needs ideas or articles for the newsletter.

In-Range Memo: Marilyn submitted a draft of the memo for everyone's approval. Although we still want to show our support for the In-Range salary adjustments, we realize that there have been a lot of budget cuts. Please forward any comments or changes to Marilyn.

Meeting adjourned at 3:32 PM