

## CSAC Minutes

11/19/01 – Laurel Forum – 2:00 PM

In Attendance: Kathleen Ashley, Rebecca Barraclough, Cindy Branton, Meg Dutnell, Steve Elliott, Jay Gertz, Elise Henshaw, Lauri Hollingsworth, Andrea Jackson, Lee Krueger, Marilyn Lonon, Richard White, Nancy Williams, Jill Yarnall

Absent: Sandi Booth, Lydia Gossett, Mike Honeycutt, Steve Honeycutt, Steve McKinney, Maggie Smith, Deirdre Wiggins, Diane Williamson

Visitors: Lois Messer

Approval of Minutes: Lee Krueger, Steve Elliott

### **Staff Survey Update**

It was reported that the Psychology students wanted to get involved in this survey. They want to develop a survey to be used. It will be postponed until after the first of the year. Marilyn will keep us informed on the progress of the survey,

### **Budget/Money Seminar:**

We want to set up an information seminar on how we can use the construction (bond) money. This will be set up with Steve Honeycutt and Wayne McDevitt. We need to find out what people want to know, what questions they may have and if they would be willing to ask the questions when the opportunity arrives. We need to have questions ready by the Dec meeting.

According to Wayne McDevitt, the University will not go after positions to solve the budget problem as of right now. We are holding vacant positions for 120 days. According to Mr. McDevitt, the 2<sup>nd</sup> year of the budget crisis could be worse than what we are what dealing with right now. It was reported that other state agencies are laying off employees.

We will need to set the date of this seminar during the week of November 26. An agenda will need to be set.

We may have to present this seminar twice to accommodate the night crew.

### **Saving Money Ideas**

Marilyn told the group that the State has a contest for ideas that can save money. The group discussed ways that the staff could make a difference. It was suggested that we could have a contest between departments to see who could save the University the most money. The question was raised, however, about how we would determine the savings.

It was suggested that any money saving ideas would need good staff support. Even simple recognition could be given to those who work hard to do this. The group agreed that no matter what the idea or ideas, we would still need support from higher up. Several employees reported on how their departments were already trying to save money by printing on both sides of paper as well as energy saving techniques.

### **In-Range Salary Memo**

Marilyn reported that she had sent a memo to Chancellor Mullen requesting that the In-Range Salary money still be funded if possible. A copy of the memo was given out.

### **Elections**

Steve Honeycutt will work on who can and who cannot run again and will let us know by the December meeting. We need good people to run who will continue to make a difference.

### **Cause for the rest of the year**

Marilyn reported that we needed to come up with a cause that we could support for the rest of the year. It does not have to be anything big, but something that will make a difference. We do not want to lose our creditability.

### **“Watch Dog” Group**

Jay Gertz suggested that we set up a committee that looks into how money is spent on campus. The group was supportive of the issue as long as it did not take an adversarial tone. It was suggested that we monitor the Raleigh paper to see how the State is spending money. It was suggested that findings be published in the CSAC newsletter. We need to show the good as well as the bad. It was suggested that Jay set up a committee.

### **Career Track**

Lauri Hollingsworth reported that HR is working on the Career Track idea that the Asheville Citizen Times presented. HR is in the process of figuring out the best way to pull figures on promotion statistics.

### **Holiday Lunch**

Marilyn reported that we still needed volunteers to help with the holiday lunch on Dec. 17. We need people to decorate, clean up, provide entertainment, etc. To keep the lunch free to everyone, soup and chili will be served. We will have door prizes again this year and we need to see if people on campus will donate items. Due to the luncheon, the CSAC meeting has been moved to 3:00 on that day.

### **Newsletter information**

Elise reported that we need information for the newsletter. We are going to include information in regards to the VCAA search, the holiday lunch as well as possible “did you knows”.

### **Dec 31**

A question was raised about Dec 31 and if the University would be closed. It was reported that you could close the offices on this day but a vacation day would need to be used.

Meeting adjourned at 3:05.