

## CSAC Minutes

1/27/03 – Red Oak Room – 2:00 p.m.

In Attendance: Kathleen Ashley, Sandi Booth, Cindy Branton, Jay Gertz, Lydia Gossett, Lauri Hollingsworth, Mike Honeycutt, Marilyn Lonon, Steve McKinney, Melanie Rhodarmer, Maggie Smith, Mike Wilson, Jill Yarnall

Visitors: Steve Honeycutt

Absent: Greg Dillingham, Meg Dutnell, Steve Elliott, Andrea Jackson, Lee Krueger, Louis Toms, Barbara Wallace, Diane Williamson

Approval of Minutes: Mike Wilson, Steve McKinney

CSAC budget: A copy of the budget was passed out. Thank you to Steve Honeycutt for collecting the data. We started with \$1,000 in January 2000. Chancellor Reed gave this money to CSAC. We plan to ask the Chancellor for more money in the fall.

Newsletter: We would like to have a newsletter out by March 1<sup>st</sup>. Several ideas were discussed. We could highlight Charles Shivers since he is retiring soon. We could include the CSAC budget and scholarship information.

Wellness week: John Bucher in Recreation is sponsoring a wellness week February 24-28.

Emergency Loan Committee: There is an emergency loan available to all permanent employees who have been employed at least six months. Time limited employees are eligible, but temporary employees are not. The money came from a donation that Leah Karpen made to the Foundation. It is a low interest loan. A committee of seven faculty and staff approve the loans. Any one person can be loaned up to \$750. The loan must be paid back in twelve months through payroll deduction. The first time you borrow money, you can only borrow \$250 or less. This does not have to go before the committee. The committee must approve any amount over \$250. You can usually have a check by the next day. If you separate from UNCA and have a balance, it is settled with your last paycheck.

CSAC Scholarship: Let Mike Honeycutt know if you are interested on serving on the selection committee for fall 2003.

Board of Governors Meeting: Mike Honeycutt attended the meeting in Raleigh. The Board of Governors wanted to recognize employees. They plan to hold off on tuition increases for next school year. The legislators will make the final decision. After July 1, they would like to start discussing staff salaries with the legislators.

Leslie Winner, the Lead Attorney for Office of the President, invited all of the attending staff to lunch. Molly Broad attended the lunch. After President Broad left, some schools said they do not trust their administration. UNCA seems to be doing well compared to some of the other schools.

CSAC replacement: Diane Williamson has resigned from CSAC due to time restraints in her office. Lee Kreuger is retiring from UNCA. We can appoint someone for Lee's position since her term on CSAC ends in June. We will need to have an election to replace Diane.

Spring projections: CSAC would like to have a campus wide yard sale that is open to the public. We will need to find a location. Proceeds would go to the CSAC scholarship and to staff development. Exact details are not known at this time.

Volunteering: Let's try something simple this year. Maybe during the week of spring break. The entire campus would be invited to participate.

Staff survey: Mike Honeycutt brought a rough draft for us to critique. The group would like to see three questions added. We would like to see a check off box for Male or Female. Also we should ask how many classes, if any, the person is currently enrolled in and how many years they have been employed with the state. We would also like more description added that would let campus know our purpose for the survey.

We want to get the maximum number of responses. We could send out an e-mail alerting everyone to the survey. We might also put something on the outside of the form to get staff's attention.

We need to be sure and e-mail responses back to campus once we get them tabulated.

Meeting with Chancellor: Mike will meet with the Chancellor on January 29, 2003. He has the following agenda items: Board of Governor's meeting, approval of staff survey, include employee of year in graduation ceremony, some staff concerns about administration changes, search for new Vice Chancellor for Student Affairs, and an administration person to come to CSAC.

New Business: Mike will extend an invitation to Mark Padilla to attend the February meeting.

Office of State Personnel has developed an employee survey. Human Resources will be sending this out and asking all employees to complete. There are approximately 25 questions, and it can be completed on-line. You can print the survey and return a hard copy to HR. The survey will be anonymous. Hard copies are due to HR by February 10. On-line copies are due by February 14.

Adjourned 3:07 p.m.