

CSAC Minutes

6/16/03 – Red Oak Room – 2 p.m.

In Attendance: Cindy Branton, Steve Elliott, Lydia Gossett, Lauri Hollingsworth, Mike Honeycutt, Andrea Jackson, Marilyn Lonon, Melanie Rhodarmer, Barbara Wallace, Mike Wilson

Visitors: Steve Honeycutt, Leanna Preston, Brenda Barger, Tricia Tomberlin, Carol Pickard, Ann Bass, Tammy Justice, Rebecca Barraclough

Absent: Kathleen Ashley, Sandi Booth, Meg Dutnell, Jay Gertz, Steve Mckinney, Maggie Smith, Jill Yarnall

Approval of Minutes: Mike Wilson, Steve Elliott

Elections: All CSAC officer positions are open for 2003-04. If you are interested in running for office, please contact Mike. We will need to have a ballot if several people are interested.

Budget: There has been a recommendation of 1.6% or 1.8% for raises this year. UNC-A is in the running with The NC School of the Arts for a special provision to be given. The amount would be \$500,000.

The Federal Government gave the State of North Carolina ½ billion dollars.

At this time Accounts Payable is paying all bills that are received. We do not expect to carry forward any 2002-03 money to 2003-04.

Meeting with Chancellor: Mike is no longer officially meeting with the Chancellor. If UNC-A receives the ½ million dollar special provision, CSAC needs to remind the Chancellor about staff issues.

We neglected to recognize the Distinguished Staff Member of the Year at graduation. The Chancellor still thinks that this is a good idea.

The Chancellor is checking on a possible match for the \$1,300 raised for staff development at the yard sale.

Mike gave the Chancellor the budget proposal for 2003-04. We are asking for a total of \$5,200. This would help to fund the staff picnic, holiday lunch, distinguished staff member, and other miscellaneous items.

In Range Salary adjustments and AB Tech classes were mentioned.

There is a concern about not being able to locate offices now with all of the moves that are taking place.

The Chancellor wanted to know how CSAC would feel about reporting to Joni Comstock. Please let Mike know your thoughts.

Staff Development: The Staff Development committee has started to meet. The main focus is to fund events where every staff member has the potential of participation. If you have ideas, send them to Mike or one of the other committee members. You can still be a part of the committee if you are interested. The Chancellor was impressed with what CSAC had done to raise funds for Staff Development.

Job Announcements: There was a suggestion from campus that Human Resources send an e-mail to campus with job announcements. The committee decided that we would ask Human Resources if they could list the available jobs, with no explanation, in Monday Morning. There is a link off of Monday Morning to the HR web page where an explanation of each available position can be found.

Picnic: The picnic will be July 24th in the Zagier Parking Deck. Volunteers are needed. Please let Rebecca know if you can help. The invitation to the retirees has been mailed. All employees are invited to bring a dish (no bread or drinks) or pay \$5. Flyers were mailed to each office. Carol Embler in Human Resources will be collecting the money. The committee is seeking door prize donations from UNCA offices and employees.

There are 3 contests this year. Prizes will be awarded to the winners. They are as follows: Hula hoop contest, Clothes relay, and Catch a water balloon.

There will be a Bust Your Buns award given this year. Please send in your nominations.

Fall student move in: This is sponsored by the Alumni Association. More volunteers are needed. There are plans to help at the new dorm this fall. There will be an e-mail sent to campus about dates for the move in. They only ask for one hour of your time.

Meeting adjourned: 2:53 p.m.