

CSAC Minutes

11/18/02-Red Oak Room 2:00 p.m.

In Attendance: Kathleen Ashley, Sandi Booth, Cindy Branton, Meg Dutnell, Jay Gertz, Lydia Gossett, Andrea Jackson, Louis Toms, Mike Wilson, Jill Yarnall

Visitors: Steve Honeycutt

Absent: Greg Dillingham, Steve Elliott, Lauri Hollingsworth, Mike Honeycutt, Lee Krueger, Marilyn Lonon, Steve McKinney, Melanie Rhodarmer, Maggie Smith, Diane Williamson

Approval of Minutes following a clerical correction: Sandi Booth, Mike Wilson

Mike Honeycutt was scheduled to be out of town today. Meg Dutnell, Vice Chair, presided over the meeting.

Life Savers: There seemed to be a quite a bit of activity the first day and then nothing. It was suggested that we send out a periodic reminder about this award.

Distinguished Staff Member: The winner has been chosen. The award will be given out at the Holiday lunch. The committee had a difficult time deciding on the winner. It took several meetings to come to a decision. There were 25 nominations in total. All of the nominees will be recognized at the lunch. There were seven original members on the committee, but that has since dropped to five.

Holiday gifts for seniors: CSAC is now sponsoring this, but Marilyn Lonon has agreed to distribute the names and collect the gifts. CSAC could help by taking a star, and also assisting with shopping for those people that just want to donate money. We could also assist Marilyn by keeping up with some of the people who have taken stars.

Staff Forum: This has been moved to Dec 3rd. The first meeting will be at 2:00 in the Laurel Forum. The second meeting will be at 10:00 in Owen Hall. Meg has only received one suggestion as a result of the e-mail she sent. The suggestion was to discuss staffing changes that have been occurring on campus. She is going to invite Mark Padilla to come to the forum and discuss this issue.

Holidays: The campus has been encouraged to take off work on January 2nd and 3rd. The heat will be turned down in the buildings to conserve energy. You will have to use leave or make arrangements with your supervisor to make up these days.

Louis Toms brought some concerns before the group. He would like to have them discussed at the next meeting.

Wellness Committee: There will be a wellness week beginning April 7th. Many activities have been suggested. Examples are another wellness fair, a day of aerobic and walking activities, and a health food tasting day. A Weight Watchers group that has started meeting on campus has been one positive result of the Wellness fair.

In-Range Salary Adjustment: There is a committee in the process of forming that will look at educational activity and how it is included as part of the In-Range process. The process may have to be different for different areas.

AB-Tech Classes: Chancellor Mullen has had some discussions with Ray Bailey. Ray Bailey has said that he will need to talk to his superiors in Raleigh about if and how this will work.

Holiday Lunch: We need all CSAC members to help with set up and clean up at the lunch.

Budget: The Vice Chancellors have been given their budgets to distribute.

Board of Trustees Meeting: Mark Padilla reported that the amount to get the average faculty salary up to our peers would require a total of 14 ½% or 1.8 million dollars. Wayne McDevitt interjected that staff are also still earning well below their peers. He wanted the board to know that for staff this was still an issue. There are other schools whose faculty raise money to help their staff, UNC-G specifically.

Concerns discussed by some of the members present:

There needs to be a staff development program. This would include how to get from an entry level to a management level position. If this cannot happen in the position you hold, you should have this information as well.

Training session suggestions:

- How a performance management review works.

-How to read FRS budget sheets

-Purchasing training on FRS.

There are people on campus that can lead these training sessions. There are many sessions offered on campus, but not a coordinated effort to make them known. Sometimes people just need to know their options and who to ask.

Do we need an advocacy committee or an ombudsperson?

Should we submit a list of questions to HR and see if they can help? If not, maybe they could make some suggestions of who could help.

Parking is an issue. There has been a consultant on campus. Some of the suggestions from the consultant are: parking meters for visitors, enforcement boots, pay more to park closer to buildings, make parking spaces smaller.

Students have a code of ethics and a student court to enforce this code. Do the staff need a code of ethics? Who would develop the code? What discipline would be used to enforce the code?

Support is needed to help morale on campus.

The group would like discussions on these issues at the next meeting. There were not enough people at this meeting to take votes.

Adjourned 3:00 p.m.