

CSAC Minutes

12/16/02- Red Oak Room- 2: 00 p.m.

In Attendance: Kathleen Ashley, Sandi Booth, Meg Dutnell, Steve Elliott, Jay Gertz, Lydia Gossett, Lauri Hollingsworth, Mike Honeycutt, Andrea Jackson, Lee Krueger, Marilyn Lonon, Steve McKinney, Maggie Smith, Louis Toms, Barbara Wallace, Mike Wilson, Jill Yarnall

Visitors: Steve Honeycutt, Tricia Tomberlin

Absent: Cindy Branton, Greg Dillingham, Melanie Rhodarmer, Diane Williamson

Approval of Minutes: Mike Wilson, Kathleen Ashley

Thank you to Meg Dutnell for presiding over the last CSAC meeting.

Chancellor's Meeting: Ray Bailey from AB-Tech has talked to Raleigh and they did not approve the class exchange. The Chancellor would like to get creative. Let's put this on the back burner for now and approach the topic again in the spring.

In Range Salary Adjustment: Due to budget problems, this will probably not be funded this year. If this is not the best program, then let's do something different.

Salary Report: This was a report of statistics put together for CSAC by Institutional Research. It shows that 74% of SPA employees at UNCA make less than \$30,000. The final report of where we rank with other schools is not back to Human Resources. Institutional Research may be able to get this information.

We would like to see a report that shows the midpoint and how many are at the midpoint as well as number of years of service. Once we receive this information, we can use this to make suggestions. We need to be able to state our case with facts and possible solutions. We can also contrast this against the scholarship fund and show what we are doing with what little we make.

Several were in favor of doing an anonymous survey of all SPA employees. We would like to find out how many employees on campus work a second job, as well as the number of people in your family.

We need to keep this information before the Chancellor and President Broad. A report that CSAC sent to legislators several years ago brought about prescription cards. Some of the same language we used in our report was in the bill that was passed.

Staff Forums: Thank you Meg for getting these forums together. The By-laws say that we must do a forum twice a year.

Welcome: We would like to welcome Barbara Wallace to the board. She is replacing Keith Burnette.

Staff Development: There are professionals in the community that would be willing to help with staff development. Alex Comfort would be willing to ask these professionals. This would need to be coordinated with Human Resources. Let's make sure there is interest, so that we have good participation.

Louis Toms-Staff Development: Louis sent an e-mail to all staff secretaries. Out of 26 secretaries, 6 responded that they would like to see some form of staff development. They would like to see skills development in the following three areas: administration, computer skills, and career management. Some would like to be able to take National Certifications. We could ask the Foundation for money. The Foundation is currently funding faculty development. We could offer

scholarships to employees to take these exams. Louis suggested that we make this equivalent to an Associate Degree.

Response: We would need to have a way to measure these certifications. Office of State Personnel would have to determine if these could be counted as an Associate Degree. Any state agency is allowed to give employees a 10% increase per year based on a certain list of criteria. Maybe that is how we could give an increase for certifications earned. We would have to define that at UNCA.

Sandi Booth is chairing a committee that will look at how to get credit for your certifications. This committee will begin meeting in January.

Faculty Senate: Dr. Padilla has started talking about a 4<sup>th</sup> Associate Vice Chancellor. The remaining departments that report directly to Dr. Padilla might report to this person. Faculty may vote on their Associate Vice Chair every two years.

Budget: The CSAC budget report has not been done. Beginning in January, we will have a detailed report at every meeting. The first report will go back to when CSAC started.

Spring Yard Sale: It was suggested that maybe some or all of the money from this event could be used for staff development. Let's all think.

CSAC Scholarship: We have raised over \$10,000 toward the CSAC Scholarship. Of the \$10,000, over \$7500 has been given to the students, with nearly \$3000 being held to endow the scholarship.

Distinguished Staff Member: There are some concerns about this award and the qualification process. If this process is not working, let's fix it.

We are going to spotlight people in the CSAC newsletter who don't normally get recognized.

Human Resources is working on an employee recognition week. While exact details haven't been finalized, Human Resources hopes to recognize individual employees, as well as groups of employees. Service awards will be given at this time. They want to do a little something different each day and end the week with something big.

Parking: The committee has met a couple of times. A student suggested that we have a crosswalk at the main entrance for students from the Sevier Street Apartments. This is a state road, so the state will have to decide about the crosswalk.

Senior Citizen Christmas adoption: The campus bought presents for 25 Senior Citizens. Most all of the Senior Citizens received everything on their list. There was a total of \$300 donated. We had \$75 left, so this money was given to Meals on Wheels.

Budget: UNCA has been told to hold back \$500,000.

Adjourned at 3:05.

