

CSAC Minutes

11/15/03 - PDR – 2:03 p.m.

In Attendance: Karen Anderson, Benda Barger, Ann Bass, Lydia Gossett, Laurie Hollingsworth, Mike Honeycutt, Andrea Jackson, Tammy Justice, Carole Pickard, Leanna Preston, Melanie Rhodarmer, Connie Schaller, Barbara Wallace, Deidre Wiggins, Mike Wilson, Chrissy Wise

Absent: Steve Elliott, Susan Weatherford

Visitors: Robin Daugherty, Steve Honeycutt, Marilyn Lonon, Jeanene Wexler

- ? Meeting called to order at 2:02 p.m.
- ? Approval of Minutes for October 20th meeting
- ? Robin Daugherty, Computer Center, gave an overview of the Banner project. She provided a one page time-line and discussed specifics of the implementation plan. Robin suggested that the presented information would set-up a 'dialogue framework' with the CSAC group. And as Banner implementation occurs, this group would have a dialogue resource in Robin and could bring her questions about the Banner project. She outlined that Banner would change from the present 'silos of information' method and would roll into one information system which would help to eliminate overlap and duplication - sharability is the key word in Banner's vocabulary. There will be a training class offered patterned on the pilot class given to the Financial Department. Adrienne Oliver, of the Computer Center, will do the training and certifying of representatives from each area who will in turn go back and train their own departments.
- ? Treasurer's Report. There has not been much activity this month. The results from the recent Harvest Fest are:
\$179.46 Harvest Fest sales/donations
- 98.46 Purchase of donuts and cider
\$ 81.00 Profit
- ? The Staff Development committee submitted there are no opportunities to offer an event before the holidays and that the committee will reconvene in January to examine the options at that time.
- ? Jeanene Wexler, Holiday Lunch committee, reported with an overview of the status of preparations. The invitations have been mailed out and Human Resources is busy collecting RSVPs; subcommittees are at work on decorations and entertainment, food and programs. The Third Shift breakfast is set and scheduled for 5am, Dec. 12th. Chancellor Mullen plans to attend both events.

- ? The Distinguished Staff of the Year committee submitted a brief overview of the selection process; reported that 17 total nominations were received; this group of seventeen has been narrowed down to five finalists; the committee is now in the process of interviewing each nominated employee as well as their supervisor and colleagues.
- ? The Wellness committee reported UNCA is now a member of WELCOA with our membership fee being paid from Human Resources Departmental funds. WELCOA promises to benefit the Wellness Fair by providing a wealth of information and vendor contacts. The monthly WELCOA wellness newsletter will be supplied with enough for each department to receive a copy for routing & posting. It was suggested that electronic reserve in the library would increase the newsletter's availability. Application for UNCA to become a WELCOA 'well workplace' requires a lot of participation and needs high administrative support but was suggested as a 2004 goal.
- ? The Miscellaneous Events committee will meet again in January. Ideas for events are solicited and should be forwarded to Lydia.
- ? Ann Bass attended the recent Board of Trustees meeting and reported back to the group some of the meeting highlights: a new Board member was sworn in; discussion of the use of tuition increases to off-set proposed salary increases; extended conversation on issues in academia as relates to attracting and retaining high-caliber faculty; general discussion regarding effective action that can be taken on a state level.
- ? Steve Honeycutt discussed the campus-based use of the tuition increase; the process by which UNCA makes recommendations to the Board of Trustees who in turn make recommendations to the Board of Governors if we have a tuition increase at all. A small on-campus committee has met to discuss the issue, they reported their findings to a larger campus committee focusing on three questions - - 'do we have an increase?', 'if so, how much?', and 'how is the increase used?' Lydia was a member of the larger campus committee and shared handouts on % of staff salary, a salary graph, where UNCA salaries rank compared to other campuses. It was reported that faculty were very persuasive advocates for staff increases.
- ? Tuition-free classes at AB Tech and the staff survey are on the agenda of an upcoming meeting between Lydia and Buffy, Human Resources.
- ? The empty CSAC seat created by Rebecca Howell's resignation will need to be filled. Steve Honeycutt will help with the election process.
- ? Town Meeting. The group was queried as to any sustained interest in pursuing a town meeting with WCU & ASU to lobby local legislators on the need for salary increases and health insurance reform. No clear mandate emerged from the discussion and the topic is tabled until after the holidays.

? The Salary Increase resolution from NC State was reviewed. Lydia read aloud part of the statement and questioned the group as to our support of the resolution, do we want to propose our own resolution? She will bring the topic to her meeting with the Chancellor so that he will be informed and can share his thoughts on the topic.

? The next meeting will be on December 15th.

No further business was introduced. The meeting adjourned at 3:10 p.m.