

**Chancellor's Staff Advisory Committee  
Meeting, April 17, 2006**

**SUMMARY MINUTES**

**1. Minutes from March meeting**

- moved to be accepted, Leanna Preston, seconded Lane Brown, accepted unanimously

**2. Updates**

**CSAC Scholarship**

- a. Ann Bass proposed that the committee accept the revised version of scholarship provisions discussed at length at the March meeting. Lane Brown made a motion that was seconded by Mike Mitchell and accepted by all.
- b. Before CSAC votes on establishing the endowed scholarship, Lane Brown agreed to verify that the administrative charge was, indeed, unavoidable. There was an earlier understanding that no fee would be charged but there is no documentation to that effect.
- c. A question was raised about administration of the scholarship in the event that CSAC was no longer in existence. The committee agreed informally that since the by-laws include provision for handling scholarship matters if the committee were to change radically or discontinue, that this matter would be addressed at any such time.

**Erskin Bowles Inauguration**

Connie Schaller reported details about the event. She and Leanna Preston attended representing UNCA's CSAC.

**3. Meeting with Chancellor Ponder**

**University Staff/Faculty Meeting**

Dr. Ponder previewed and solicited opinions with CSAC regarding announcements to be made at the next campus meeting including:

- a. **Employee of the Year Announcement** – Mike Honeycutt will not be available at commencement time. His name and those of previous recipients will be printed in the commencement program and Dr Ponder will refer people to that listing.
- b. Dr Ponder has decided to handle **interim EPA appointments** differently. In cases where the person who might have previously been appointed as “interim” is the appropriate person for the job, Dr Ponder will exercise her authority to appoint those persons to the positions in question. This will avoid needless searches and related expense. SPA positions will follow UNC protocol. Someone in an interim position can apply for the position.

c. The **business practice of handling students with un-paid tuition/fees and/or no arrangements for payment** needs to be changed. A committee that includes Financial Aid, the Business Office, and Registrar will decide how to implement new processes that will assure students meeting set deadlines. Communications with faculty, students and families will be very explicit about the changes. Faculty will be asked to send unpaid students directly to the Controller's Office and not allow them to continue attending classes indefinitely. Students will have to communicate earlier with the university. The goal is to have as few rules as possible but to be consistent with those we have.

### **CSAC Re-invention**

Chancellor Ponder would like to continue having periodic consultation with the whole CSAC rather than to meet with only the CSAC chair, using those opportunities to discuss with the group topics such as those covered at this meeting.

She also thinks that it is time for CSAC to define a new role for itself. The former CSAC role of hearing and gathering staff concerns may now be duplicative of roles being assumed by HR and other entities. The current representation on CSAC by university division could be de-emphasized or eliminated in favor of having any interested staff person stepping up to serve.

Dr Ponder prefers to have direct communication with anyone having concerns and she is attempting to have fewer places where people speak for each other. She wants to bring people and planning closer to the Chancellor's Office and aims to be as inclusive as possible. She is challenging staff to speak up to help bring about needed changes.

In suggesting a new self-defined role for CSAC Dr Ponder assured the committee that staff concerns shared earlier in the year have registered with her. She knows that more training is needed for more supervisors and she is investigating some kind of ombudsman style or opportunity through HR.

### **Discussion**

Some committee members expressed appreciation for the efforts Dr Ponder is making regarding staff concerns but noted that HR's use of "Switcheroos" was less than reassuring to those who have held the opinion that staffing plans happen behind the scenes. The phrase itself did not have a professional ring and could be interpreted as disrespectful of staff and their accomplishments.

### **Next steps on community**

The University Community Council has completed the first phase of discussions with 40% of faculty/staff. There will be some reporting back about what was learned in this process. One value will be identified and 2 things to do about it will be enacted in the short term. Of all things noted there will be some choices made about what we will do and what we will not. Those in the "do" column will be folded into the Strategic Planning process.

**Retention Committee**

There will be an end-of-year briefing

**Enrollment Growth Task Force**

By the end of this academic year consideration of how big UNCA will be should be brought to conclusion. In the next 6-10 years we will grow gradually and not exceed 3500. For practical purposes there will be a 10% leeway either side of that number. Currently 20% of undergraduates are non-degree. The intent is to reduce this to 10%.

**4. Other Business**

The committee had brief discussion about some new roles it could assume. These and other ideas will be subject for discussion at the May meeting.

Respectfully submitted:  
Ann Bass