

CSAC Meeting Minutes
Monday September 19, 2005
Blue Ridge Board Room

In attendance: Karen Anderson, Tony Davis, Helen Dezendorf, Lydia Gossett, Lauri Hollingsworth, Mike Honeycutt, Tammy Justice, Roger Penley, Leanna Preston, Debbie Race, Connie Schaller.

Absent: Ann Bass, Lane Brown, Chris Castellani (excused), Mary Carol Morrison, Alicia Shope (excused), Sharon Whisenhunt.

Guests: David Forbes (Asheville Daily Planet), Marilyn Lonon, Sandra Gravely, Alicia Henry.

Chair, Connie Schaller called the meeting to order at 2:04 PM

August minutes approved: Mike Honeycutt, Leanna Preston

Old Business:

Student Scholarship Committee: Leanna reported that two student scholarships have been awarded for Spring 2006 Semester. Mike Honeycutt requested the students to come to his department to have a picture taken for the web page.

Staff Surveys:

This is the first time UNCA staff/CSAC has been given an opportunity to meet as a group with the chancellor to hear our concerns. CSAC representatives need to solicit input from the people in each area to be prepared for this meeting in October. Many in CSAC have already begun to interview staff.

Athletics: (Sharon Whisenhunt ?)

Development: Karen Anderson

Library: Helen Dezendorf

Lipinski: Debbie Race

Highsmith Union: Leanna Preston

Housekeeping: Tammy Justice

Phillips: Tony and Lydia Gossett (Mary Carol?)

Physical Plant: Roger Penley

Reuter Center: Ann Bass

Rhodes-Robinson: Mike Honeycutt (Alicia?)

Zageir/ Owen/ Carmichael: Mike Honeycutt

Apparently some of the staff are still apprehensive about providing comments for this survey even though anonymity is assured. One report will probably consist of knowledge of the issues rather than notes from interviews. If anyone is not comfortable talking please encourage staff to send anonymous comments to Connie via campus mail. The date has not been set for this meeting.

Staff Concern: Policy changes are not communicated to staff (the following are examples cited during the meeting):

- There is a lack of communication regarding what you need to do your job. Without this knowledge it can mess you up, especially with regard to advising and registration.
- Did you know that the spring schedule is due today? I have been trying to get this information for weeks and today I learn that it is due today.
- Did you know that we are NOT closing the dorms during fall break? This effects staffing/services for students who remain on campus as well as projects that are scheduled for fall break.

- Offices will continue to be moved through December. If your office is slated to be relocated, you are not told in advance. There is no time to prepare. It seems we must depend on the rumor mill to get information about moves.

Issues to take to the Office of the President (OP):

Connie will attend a meeting of staff council chairs with President Molly Broad on September 29, 2005. The purpose of the meeting is to discuss concerns from each campus throughout the university system. Topics will include:

- Discontent with staff wages.
- Enrollment growth funds – what are the limits on this money? May the money be used to support staff salaries?
- Health insurance and rising cost of premiums.

State Forum video conference Sept 9, 2005:

- We learned that several staff councils have regular monthly meetings with administrative staff at their universities. These meetings vary from campus to campus. Meetings may include one or all of the following: the chancellor, the provost, the head of human resources, other department heads. Some are informal luncheons while others are more structured. UNCA's staff might be able to benefit from such meetings where we can have a voice and an ear to the administration.
- We also learned that WCU is funding staff salary increases. Chancellor “. . . Bardo also is placing \$300,000 of new funding allocated to the university by the state to go into a reserve account to fund promotions and in-range adjustments for SPA employees – those who are subject to the State Personnel Act.” The news release is on their web site:
<http://www.wcu.edu/pubinfo/news/openingassembly05issues.htm>

Standing Committees: review of memberships. Many committees need new members and some would like to rotate off their current assignment. Please let Connie know which committee(s) you would like to serve. Current memberships include:

Distinguished staff member: Connie (chair), Leanna, Mike? Ann?

Newsletter: Lane (chair), Leanna, Sharon, Marilyn

Scholarship: Ann(chair), Tammy, Leanna, Gary Nalan, Lloyd Weinberg, Leigh McBride, Helen

Staff Enrichment: Tammy (chair), Debbie, Lydia, Mike

Wellness: Tony, Roger, Marilyn, Debbie, Mary Carol

Community College: Lydia (chair), Connie, Tammy

Yard Sale: Tammy, Bill Styres, Buffy, Jeanene, Freda (Tammy would like to rotate off)

Connie passed out the minutes from the last Faculty Senate meeting. Connie asks that all CSAC members please read these minutes. They often contain important information that affects people in our areas. Please note Chancellor Ponder's comments to the faculty. We should send a CSAC representative to the Faculty Senate.

Connie passed out a flyer describing the New Employee Orientation program.

Human Resources:

Tuesday, September 27 there will be the monthly breakfast for New Employee Orientation.

Career Banding update: Public Safety Department is finished and the documentation is ready to send to the Office of Personnel in Raleigh. They have approved most of the suggestions. ITS is almost complete. The banding process will be done one department at a time. Lauri is very

encouraged. If we could RAISE everyone up to their market rate (wages), it would mean a significant increase. Bill Styres wants to fund some of this (not all). He feels the increments should be gradual since there is little money and this needs to be used for all departments. No one department will be fully funded until the banding is complete. Any salary increases will be small. Connie will bring the issue of funding salary increases to the meeting w/the Office of the President.

Question: Have any other campuses received any appropriation for Career Banding? For example WCU's funding is not tied to career banding. WCU's raises are based on merit.

Answer: UNCG was a pilot program. At UNCG they funded the campus police at the full market rate. Lauri does not know how this was funded. They were not able to provide increases when they moved to ITS (money ran out). This created a lot of morale issues. Career Banding is being funded in pieces. This is a big issue on the state level. UNC Chapel Hill was funded.

Question: What about pending upgrades for people who have had a significant job change? Are they being held up because of banding? How is this affecting that?

Answer: There is no hard and fast rule from Raleigh regarding when to stop one system and start career banding. When we knew we were about a year out to start a group we would stop taking new requests. There are several Office Support folks in a holding pattern. If you are one of these people or know someone Lauri suggests speaking to the supervisor about this. We (HR) need to know if there is money available if the person fits the upgrade criteria.

Question: I have several complaints regarding staff positions that are filled which have not been posted on HR's web site.

Answer: The only time something like that may ever happen is if someone works temporarily in a position. When and if the position becomes permanent, the job will be posted. The state will allow someone to work temporarily against a position and they can stay there for a long time. Eventually the position will be posted.

Treasury report:

Staff development fund:	\$1,079.36
Discretionary fund:	\$3,726.70
Scholarship:	\$11,477.53

(some of the scholarship money has been awarded to students so the balance will be less than \$10,000). We are hoping to endow the student scholarship fund. When we created this fund we needed \$10,000 to establish an endowment. Now the minimum is \$25,000.

Upcoming events:

September 29 - Founders Day. Chancellor Ponder will give a State of the University Address.

October 11 - The Chancellor's Welcome will include a campus wide luncheon for faculty, staff, and students. The time is 11 – 2:30 on the quad. The Board of Trustees and other VIPs will receive invitations. We don't have a rain location yet. CSAC members, please wear your pins. There will be speakers and music provided by members of the faculty, staff, and students. There will also be a ground breaking for the new science building at 10:30 on the same day. Location of the ground breaking is Tenant Park.

Meeting adjourned at 3:00

Respectfully submitted: Helen Dezendorf