

Staff Forum Minutes
April 19, 2000
University Outreach Center
9 – 11 am

Present: Mike Duke, Judy Dowell, Tom Frazier, Pryde Farmer, John Surber, Dennis Benson, Debbie Allison, Kathy Wong, Keith Stiles, Lisa Scruggs, Lynda McNeely, Clifton Fisher, Bob Orr, Traci Haskett

Absent: Chuck Wooten, Barbara Parris, Marvin Wilkes, Linda Sutton, John Ritchie, Peggy Eidson, Daniel Barrier

Guest: Fred Hinson, Roger Turk, Scott Swartzentruber

Welcome: Bob welcomed everyone, especially our guest.

Minutes: The March minutes were approved.

Information Items: VC Carter will be doing the next Town Hall meeting Wednesday, May 17th at 2:00 pm in Hoey Auditorium. Bob asked the PR committee to get the word out.

Chancellor Bardo has responded back with a letter about issue SU99013HR concerning Tuition Waiver. The Chancellor thanked the SF for informing him of the resolution and supports our resolution. He did explain that during the Summer School term the level of state appropriated support provided for Summer School is a modest fraction of what is provided for Fall and Spring semesters. Consequently, Summer School courses must be largely self-supporting. It is this consideration that has caused the Board of Governor's policy to exclude the tuition waiver for Summer School. Chancellor Bardo stated that in response to the input gained in the recent Catamount Connections program the Human Resources Office has recently launched a number of new Staff Development initiatives. I, along with VC Carter and Mrs. Wong invite the SF's counsel on these and other training opportunities that would serve staff members in the University's mutual interest. Forum members and staff members they represent have my continuing appreciation for the constructive interest you are taking in making Western Carolina University a better place to work.

Dr. Hinson, chair of the University Calendar committee, stated that he was pleased to have been asked to come speak to the SF. Members of the committee are Jonathan Rowe and always another student (to represent the students), Fred Cantler (Athletics), Abdul Turay (Graduate School), Andy Comrie (Physical Plant), Ken Foshee (Registrar), Dick Haynes (Student Teaching), Terry Kinear (Chair of Faculty Senate), Patsy Miller (Asheville Programs), Suzi Orr (Housing), Chuck Wooten (Business Affairs), Oak Winters (Continuing Ed and Summer School), Tom Canepa (Academic Affairs) and myself. Dr. Hinson reported that in all of his 34 years at WCU, July 4th has never been an observed holiday. The calendar is driven by several factors. First UNC-General

Administration, GA dictates that we have to have 75 class days per semester. Also, GA dictates Summer School and we have to have two 5-week sessions, plus some short sessions. GA dictates the 10 weeks of Summer School and 75 class days per semester and we must comply. Also, we have to take into consideration holidays. All holidays must be made up. WCU is the only university in the system that has to close down for 3 weeks for maintenance of the steam lines and boiler. If there is a major problem, the system could be down for more than 3 weeks. That would cause a major problem in scheduling Summer School. The boilers are shut down after commencement, it takes a couple of days for the boiler to cool down and it will also take a couple of days for the boiler to heat back up. Also, when the boiler is down you cannot serve food or house students. There are a couple of ideas to address this situation that are being discussed, but they both will take money. Residence Halls also need maintenance and a good cleaning between semesters. This summer, we will shut down 3 weeks for the Steam plant, SS will start June 5, go for 5 weeks, second session begins July 10, and commencement will be Friday, August 11th at 7 pm. That means in order for us to get the number of hours we need for Summer School, classes must meet on July 4th or on a Saturday. Also, according to GA rule the first session of Summer School must go past July 1. The calendar committee has put in many hours and has worked very hard together to come up with this calendar. The calendar committee has also discussed that it is an option for the people that feel strongly about being off for the July 4th to take a day of vacation leave. Bob brought it to Dr. Hinson's attention that there are no SPA people represented on the Calendar Committee. Dr. Hinson agreed that there should be a SF representative on this committee. Bob made a motion for one SF member to be on the Calendar Committee, Debbie seconded the motion and it passed.

Bob Orr reported that Debbie Beck had requested a meeting with him to discuss the Infirmary changes and Pryde Farmer attended the meeting with him. Pryde reported that the Infirmary did present some plans but he was a little disappointed that they had not heard anything further from the Infirmary on what they anticipate doing. Pryde stated that personally the Infirmary services are a big benefit for WCU employees. We realize it costs to provide these services. WCU is one of two left in the UNC system that still offers the Infirmary services to the staff. The Infirmary is looking for an increase in their operating budget and this is the means to come up with extra money for their budget. One option is to charge for services or to spread the cost out to the staff and the monthly Infirmary fee would go up. Pryde brought it to our attention that this is not a good time since our health insurance has gone up. The Infirmary mentioned some options but nothing definite. The change will take place the next fiscal year. Judy Dowell reported that the Infirmary presentation was made at Administrative Council and a decision has not been made and that is probably why they did not get back to SF. Bob will contact Dr. Haggard to request a meeting so SF can view the Infirmary presentation before a decision is made.

Old Business

Lisa Scruggs presented the letter from the Human Resources committee about the salary issue to the members for editing. The SF would like to present the letter to Chancellor Bardo today! After much discussion the letter was edited, a motion made to accept the

letter, seconded and passed. Bob and Lisa will deliver the letter to the Chancellor this afternoon. Lisa suggested that an individual letter be sent to everyone that will be affected by this pay increase. In the letter Lisa hopes that Dr. Bardo would want to join Dr. Carter, Kathy Wong and the SF to congratulate everyone on the hard work done on this issue and to notify the person that this is what has come about from it and here is what your increase will be. Roger Turk stated that this is a WIN/WIN situation for everybody, Dr. Bardo, Dr. Carter, Kathy Wong and SF and Dr. Bardo do a cover letter and attach Kathy's letter stating the raise. Kathy suggested we use it as a marketing tool and maybe have something in the REPORTER.

Lisa also reported on the issue of making SPA salaries public information. Lisa reported that she and Roger have been working on this issue. They have called the other institutions and find out what their practice is. Only 3 (UNC-Wilmington, UNC-Asheville and East Carolina) contacted make SPA salaries public information and the others gave their opinion that they would not suggest making it public information. UNC-Greensboro did have it but they removed it. Lisa also spoke with SF representatives and Human Resources office employees from the other institutions and was advised that we would be sorry if we did this. The other institutions had been advised by The Office of State Personnel to not to do this and if they had it to remove it. Roger informed us that with a written request to the Human Resources Office you could get anyone's salary. Kathy Wong stated that the person the salary was being requesting about would be notified in writing that that person had requested their salary. Lisa will bring a recommendation about this issue to the next SF meeting.

Bob spoke for an absent John Ritchie about the survey results. Tentatively 187 surveys are in and the analysis of the data is being looked over now. John will have a complete report at our next SF meeting.

Issue SS001HR, second and third shift staff employees on SF programs. Also, issue SS003HR, asking Dr. Bardo to support a survey of state and private regional salaries. Roger had a handout for this issue. General Administration is currently already working on a survey. GA is being very cooperative and they feel that this is something that needs to be done.

New Business

Kathy Wong reported that on behalf of the Chancellor, Dr. Carter has invited and appointed a committee for Employee Appreciation Week. The committee is Dennis Depew, Evelyn Burrell, Debbie Connelly, Keith Corzine, Billy Norton, Tom Frazier, Cory Causby, Jo Anne Caruso, Cindy Nicholson and Dick Cameron. The committee is thinking about an Employee Appreciation Day on August 31st or September 1st, during the Academic year so faculty can be involved. Bob asked Tom to represent SF at the Employee Appreciation meetings and keep SF informed.

Traci Haskett reported about the e-mail committee. Scott Swartzentruber reported that they have narrowed it down to two products. They are looking at Novel's new version of

Groupwise and Micosoft. Traci stated that they would have more info at the next SF meeting.

Traci reported that she is resigning as SF secretary. She is filling in for a co-worker that is out of work because of surgery and she has a lot of deadlines and personal matters as well. Bob asked Lisa, since she also ran for secretary, to take this position. Lisa has since become the chair of the Human Resource committee and also Day Care Center committee, which are very time consuming. Debbie Allison stated that she would be willing to be the secretary for the rest of the year, since she was secretary before. Bob made a motion and it was seconded and passed for Debbie to be the SF secretary.

Open Comments

Lisa asked about the notebooks for the new SF members that come on board to replace members that resigned. Debbie said she would follow up on that.

Clifton Fisher asked about developing a budget for SF for the upcoming fiscal year. Executive committee will address this issue.

The next SF meeting will be May 24th, 9-11 am Hunter Conference room.

Meeting adjourned 11:00 am.

Respectfully Submitted
Debbie Allison, Secretary