

## Chancellor Announces Implementation of Equity Pay Adjustments

On January 18, 2000, Chancellor Mullen made the following announcement via e-mail to campus:

"Earlier this academic year, I asked that \$50,000 be budgeted for increasing the salaries of SPA employees whose rates of pay fall farthest from where they should be within their range. This \$50,000 is in addition to an increment of approximately the same amount that was committed for this purpose late last spring (and which was reflected in payroll vouchers of impacted employees beginning June 30, 1999).

"In a recent meeting with the Chancellor's Staff Advisory Committee (CSAC) as well as in conversations with others, I have become aware that a misunderstanding arose as to when this year's increases would be implemented.

"To address this matter, I am asking that the increases be made retroactive to January 1. These

changes will be reflected in March payroll vouchers."

This announcement clarified the implementation date of the awards. The \$50,000 will allow approximately 40 individuals to receive a salary increase to bring them closer to their goal salary based on the job requirements, education, and experience.

The increases were based on a formula developed by Human Resources. This formula was approved by CSAC, the UNCA administration, and the Office of State Personnel. All SPA employees were eligible for the increases and CSAC welcomes your comments on how the process was handled.

On behalf of the staff, CSAC would like to express our gratitude to Chancellor Mullen and the administration for addressing this problem so quickly and it is our hope equity pay adjustments will continue to be a priority in future budgets.

## CSAC Scholarship

The first CSAC scholarship was awarded at the Holiday Luncheon. Thanks to donations by many people on campus (and several dunking booth volunteers), over \$1300 was raised.

A committee of six staff members reviewed the applications and awarded the money to two students: **Robert Eric Ward** is a senior Psychology major and **Emma Laurel Jones** is a junior Mass Communications and Creative Writing major.

More details about the winners and the scholarship are available by calling Mike Honeycutt at 232-6453 ([honeycutt@unca.edu](mailto:honeycutt@unca.edu)) or by visiting the web site ([www.unca.edu/csac](http://www.unca.edu/csac)).



Scholarship recipient Robert Eric Ward

### Chancellor's Staff Advisory Committee

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# Chancellor's Staff Advisory Committee

## Free E-mail/Computer Workshops

The Computer Center will provide a free e-mail account to any employee at the university. You can keep the account as long as you are employed at the university.

In addition, the Computer Center offers a variety of workshops each semester on many different computer topics. These range from using Microsoft Word for word processing to Surfing the Web. E-mail is used to announce the workshops or check the Computer Center web page ([www.unca.edu/compcenter](http://www.unca.edu/compcenter)). In addition, special workshops can be created for a group or department as needed.

Please contact Freda Cooper at 251-6445 if you have questions.

## Career Track Proposal

Have you ever wondered what it takes to work in the Cashier's Office? How about in the Housing Office? CSAC is working with Human Resources to determine if it is feasible to develop career tracks for the jobs on campus. This information will let employees know the requirements of a job with an eye toward applying when the job is open.

If you feel this idea has merit, please contact Sandra Booth at 6804 ([sbooth@unca.edu](mailto:sbooth@unca.edu)) or send e-mail to CSAC ([csac@unca.edu](mailto:csac@unca.edu)).

## Office Perception Survey

Watch for the office perception survey to appear in your mailbox during the spring semester. This survey will let you evaluate how effective various administrative offices are in performing their function. The survey can be very valuable since the per-

ceived strengths and weaknesses of each department are reported. CSAC has discussed with administration the possibility of conducting the survey more frequently since distributing it every five years does not provide timely information to the departments.

## Emergency Loan Fund

The Emergency Loan Fund was established through the generous gift of a donor and is maintained by the UNCA Foundation. The Emergency Loan Fund is available to permanent faculty/staff members for emergency situations where small amounts of money are needed to pay unplanned, unexpected expenses. Some examples of emergency situations may include, but are not limited to, the following: unexpected doctor or dentist bills, travel expenses due to death in the family, unexpected repairs such as furnace, air conditioner, etc.

The maximum loan amount that an employee can have at any one time is \$750.00.

Loans of \$250.00 or less can be approved by the plan coordinator if there is no outstanding loan balance and, if approved, must be repaid within 12 months. Loans greater than \$250.00 or requests

from employees with an existing loan balance are reviewed by an anonymous peer review committee and, if approved, must be repaid within 24 months. The interest rate is 8%. The principal and interest are returned to the fund. Employees are required to sign a repayment agreement.

All requests for loans from the Emergency Loan Fund are strictly confidential. The review committee is provided with the amount and reason for the loan request, list of existing loans and the outstanding balance, etc. No employee names and very limited personal references surrounding the requests are provided in the loan approval process to protect the confidentiality of the employee. Loan request forms are available through Human Resources and should be returned to Darlene Fisher, Benefits Manager.