

CSAC Minutes

06/20/01 – HC37 – 10:00

In Attendance: Kathleen Ashley, Sandy Booth, Cindy Branton, Steve Elliott, Cathy Foister, Elise Henshaw, Lauri Hollingsworth, Mike Honeycutt, Steve Honeycutt, Andrea Jackson, Marilyn Lonon, Nancy Williams, Richard White

Absent: Meg Coxie, James Johnson, Annis Lytle, Maggie Smith, Deirdre Wiggins, Nancy Williams, Diane Williamson

Visitors: Buffy Bagwell, Rebecca Barraclough, Steve Baxley, Jay Gertz, Lydia Gossett, Lee Krueger, Jill Yarnall

Approval of Minutes: Sandra Booth, Steve Honeycutt

By Laws Change – the by-laws were amended to deal with the creation and elimination of a vice chancellor position. Marilyn Lonon will get the chancellor's approval on the changes. Approved changes included:

Original: (Terms of Office section) - The Chancellor's appointees will serve one year and be eligible for reappointment for an additional year.

Amended: (Terms of Office section) – The Chancellor's appointees will serve two years and be eligible for reappointment for an additional term.

New Section: Changes in University Organization - If the organizational structure of the University should change, elected members will continue to serve until the election following the change in structure even if they are part of a different organizational (Vice Chancellor) area. Modifications in number of representatives from each division will be handled in the election following the change in organizational structure.

CSAC Scholarship – a fundraiser will be held during fall semester 2001 to help raise money for the CSAC scholarship.

Bond Construction – Steve Baxley discussed the future bond construction and asked CSAC for ways to better communicate the details of the projects to the campus. Topics Steve discussed:

Justice Parking – the removal of 25 parking places in front of Justice Center is part of the master plan. A bike path will replace the parking places and a sidewalk will be added to both sides of the road. Several members voiced concern over losing the parking spaces and pointed out the bike path would not be used until there was a bike path around the entire campus.

Electrical Changes – a new substation will be added at the bottom of Field Drive and a campus-wide power outage is planned for August 4.

Facilities Management and Printing Services – Printing Services will temporarily be relocated to a new building at the bottom of Field Drive during fall 2001 semester. Plans are also being made for locating the new Facilities Management building on Campus Drive, behind the tennis courts.

New Residence Halls – Craig, Ashe, and Swain will be demolished during the fall 2001 semester. Parking in front of the current Facilities Management building will be taken for lay-down space for the new residence hall construction.

Reuter Building – site prep (phase II) will begin during fall semester and building construction (phase III) will follow next.

Highsmith Building – plans are being reviewed by the Office of State Construction and Insurance. The current plan is to vacate the existing building after the end of fall 2001 semester.

Math and Science Building – site will be across the road from Robinson Hall. A final list of departments moving to the new building has not been determined.

Zageir and Carmichael Hall – planning for both projects is just beginning but campus input will be sought.

All bond money must be spent and construction finished by January 2006.

Human Resources Update – Buffy Bagwell spoke about problems reported to CSAC concerning the operation of Human Resources before Buffy's arrival. Buffy's reported:

Workplan – HR has developed a work plan to cover projects for the next several years.

HRS and PMIS – both computer systems are being updated on a regular basis with an improvement in accuracy. A new system for reporting leave using a spreadsheet is being discussed.

Confidentiality – Buffy felt this area was under control with sensitive information being controlled more carefully.

Miscellaneous – Benefits Committee re-established, employee manual being updated, EPA evaluations are being considered, 65 reclassifications in process, new employee orientation program, emergency loan policy, and webpage redesign are all underway.

Cathy Foister felt she had seen an improvement in Human Resources since Buffy arrived.

Vice Chancellor for Academic Affairs – Marilyn forwarded a letter to the chancellor outlining qualities CSAC would like to see in the next VCAA. Marilyn encouraged everyone to be involved in the selection process.

Summer Picnic – while planning for the summer picnic is underway, there have been concerns expressed about having a raffle. After checking with administration, the raffle has been changed to a yard sale.

2001-2002 Meetings – Marilyn Lonon will locate a new meeting place for CSAC since renovation of Highsmith will begin during fall semester. Everyone agreed CSAC would meet the third Monday of each month at 2:00 at a location to be announced.

Officer Nominations – CSAC officers will be elected at the July 18 meeting. A replacement for Carolyn Williams is needed and Marilyn will submit a list of names to the chancellor.

Meeting was adjourned at 11:30