

CSAC Minutes

4/21/03 – Red Oak Room – 2:00 p.m.

In Attendance: Kathleen Ashley, Cindy Branton, Meg Dutnell, Steve Elliott, Lydia Gossett, Lauri Hollingsworth, Mike Honeycutt, Andrea Jackson, Marilyn Lonon, Steve McKinney, Melanie Rhodarmer, Maggie Smith, Barbara Wallace, Mike Wilson, Jill Yarnall

Visitors: Steve Honeycutt, Elaine Warren

Absent: Sandi Booth, Jay Gertz

Approval of Minutes: Mike Wilson, Maggie Smith

Events Committee: Elaine Warren is the chairperson of the Events Committee on campus. This committee is not affiliated with any group on campus. This committee planned the Employee Appreciation week. The committee was set up to assist with functions on campus, not to run the functions. This committee has offered to help CSAC with the planning of the summer picnic. In turn, CSAC would be willing to have a representative on the events committee.

The opinion was expressed that it would be good to keep the committee as a staff/faculty committee. There is some concern about the perception that the committee is a part of HR. The committee should include people on campus who enjoy event planning.

Employee Appreciation Week: The week was a success. The breakfast for 3<sup>rd</sup> shift employees was well received. The “Thank You Genies” were a big hit. By Wednesday, they were booked for the entire week. We appreciate their supervisors letting the “Thank You Genies” spread cheer to all on campus.

Chancellor Meeting: The Chancellor has said that he will have a campus meeting when all of the reorganization has taken place. Dr. Mullen has committed to working with CSAC on issues that arise. The tuition increase money has already been promised for areas other than in-range. Mike put in a plug for funding of CSAC’s budget and funding for In-Range salary adjustments.

“Thank You Genies”: The “Thank You Genies” arrived in person to present CSAC with a check for \$226 and one dollar in cash. This was the money raised from “Genie requests” for the CSAC Scholarship. They sang their thank you song, spread their magic, and sprinkled glitter on CSAC members and visitors.

Yard Sale: The yard sale will be Saturday April 26<sup>th</sup>. Pam Laughon is using funds from her Breman Fellowship to rent a U-Haul to collect sale items. About 20 Faculty have volunteered to help. At this time, more faculty than staff have volunteered. We will donate what is left to ABCCM and Goodwill. Press releases have been sent out. There will be a drop-off site at Phillips Hall and tax receipts will be available.

Wellness Committee: More employees are needed to serve on the wellness committee.

Elections: Mike Honeycutt will get this process started. He will include the following items as expectations of committee members:

- 1) Attend a meeting each month
- 2) Assist with at least one committee & event per year.

Some Vice Chancellor areas are changing. The CSAC by-laws address this situation. We need to take this into consideration when we have elections. The CSAC chairperson position is open for next year.

CSAC Survey: Mike met with Human Resources to discuss the survey. HR had some concerns about the survey. They said they could give us most of the data that we are requesting.

Questions: How current is the staff data in HR? Would new children or new jobs be included?

When the Board of Governor's visits on campus we would like to be able to give them the data from this survey.

The majority voted to have a survey of some kind. This could be the CSAC survey or we could have HR provide the data.

HR could easily pull hours worked, second job information, annual salary, shift differential, dependents if they are included on the employees insurance, male/female, number of years of service with the state, and classes if the employee is taking them at the University.

Although CSAC's survey would be unscientific, we could get a good picture. We need to change the language so the purpose for the survey is clear.

The majority voted to let CSAC send out the survey, instead of getting the information from HR.

The results of the OSP survey that employees were asked to complete several months ago are on the web. HR's web page has a link to the OSP home page where this data can be found.

New Business:

50% of the yard sale profits will go to staff development. Marilyn came up with a draft for how to fairly distribute these funds. Please read this and notify Marilyn of any changes or comments. We want to make sure the money is used for the good of the entire staff.

We also need to be actively seeking other sources of funding.

Adjourned: 3:07 p.m.