

CSAC Minutes

10/21/02- Red Oak Room-2: 00 p.m.

In Attendance: Kathleen Ashley, Sandi Booth, Cindy Branton, Keith Burnette, Greg Dillingham, Meg Dutnell, Steve Elliott, Lydia Gossett, Lauri Hollingsworth, Mike Honeycutt, Andrea Jackson, Lee Krueger, Marilyn Lonon, Steve McKinney, Melanie Rhodarmer, Diane Williamson, Mike Wilson, Jill Yarnall

Visitors: Steve Baxley, Lloyd Weinberg, Sandra Gravely, Elaine Warren

Absent: Jay Gertz, Maggie Smith, Louis Toms

Approval of minutes: Cindy Branton, Sandi Booth

Building Updates-Steve Baxley: The Electrical Distribution project is near completion. The switchover was made at fall break. This was a \$1.2 million project. It will help solve some safety issues that we had with the old system. This is a bond project.

The Reuter Center is scheduled to be completed this spring. This is not a bond project.

The Highsmith Center renovation is scheduled to be completed by late spring or early summer of 2004. This is a bond project.

Students are expected to be able to move into the new residence hall by fall of 2004. This is not a bond project.

The new science building is still in the design phase.

The new Physical Plant will be located off of campus drive. The bidding is due to start next fall. There will be two years of construction.

There was a study done on Carmichael Hall to see if it was more cost effective to remodel or replace the existing building. The study concluded that it was just as cost effective to replace Carmichael. This recommendation has been presented to the Office of the President. The Humanities Lecture Hall is not included in the plans.

The decision has not been made at this time whether or not to tear down old Carmichael. The new building will be located across the mini quad from old Carmichael.

Zagier Hall will only get renovated instead of rebuilt during this phase of the bond. The plan is to move everyone during the renovation. Old Carmichael may be used as swing space for this renovation.

Parking will be an issue. We will be losing 60 spaces when the science building gets started. When the Physical Plant employees are no longer parking on campus we will gain about 60 spaces, but there is a time lapse between these two. Traffic consultants have been on campus trying to determine how to deal with the interim parking situation.

All construction should be started within five years.

There is not a definite time for the start of the new village dorm.

Volunteering-Lloyd Weinberg: Lloyd works in the Key Center. He helps students and professors with service learning projects. The staff has Community Service Leave that we can use to volunteer. Lloyd has provided us with a list of suggested agencies. There will be an e-mail to all CSAC members so that you may express your interest.

Welcome: Greg Dillingham is a new member to CSAC appointed by the Chancellor.

Christmas project: Last year Marilyn's office got names from the Council on Aging and other agencies and asked all of those interested to adopt someone for Christmas. This was an open invitation to the entire campus. Stars were given out that included a name and an item or items the person wanted for Christmas. Marilyn has offered to do this again, but has asked CSAC to sponsor this event. Everyone in CSAC was in favor.

Building Buddy: This would be a current employee willing to help a new employee. The Building Buddy would be someone a new employee could call for help or to ask general campus questions We need volunteers.

One idea would be to hand deliver a card from CSAC welcoming the new employee and the Building Buddy would include their name and other pertinent information.

We have started announcing new staff with a short biography in e-mail.

Meeting with Dr. Mullen: These meetings are scheduled every other month. The committee would like for Mike to follow up about the AB-Tech classes before the next meeting with the Chancellor.

In-Range: A committee is to be set up to look into the issue about one time classes/certifications being counted for In-Range salary increases.

Newsletter: Thanks to everyone that contributed. It has been mailed.

November meeting: Mike will be unable to attend, so Meg Dutnell will preside.

Holiday Lunch: The lunch will be on Monday, December 16th. It will be a traditional meal, catered by SODEXHO and paid for by the Chancellor. There will be a provision for vegetarians.

The theme will be a Teddy Bear Holiday. Everyone will be encouraged to bring a teddy bear that will be donated to a local law enforcement agency. Law Enforcement Officers keep these in their car to give to children at accidents or when they are called out for a domestic violence dispute.

Invitations will be going out in November. There will be some type of entertainment.

Rebecca Barraclough is handling the door prizes. If you can contribute a door prize, please contact her.

CSAC volunteers will be needed on the day of the lunch.

Scholarship Committee: The deadline to apply for the scholarship is December 6th. Flyers have been placed all over campus. The information as well as an application can be found on the CSAC web page. The scholarship will be somewhere over \$1,000. We have somewhere over \$1,000 in the endowment at this time.

We would like to find some way to honor staff members who have passed on. We could announce the scholarship in memory of a different staff member each semester. Should we do staff only or staff and faculty?

Distinguished Staff Member: The committee is meeting weekly. Please send in your nominations. We want to be sure and get the best employee. We would like for there to be no doubt that this person should have won. The due date is November 1st.

Parking: The committee met the first of October. Nothing to report, since appeals took up the entire meeting.

Staff Forums : Meg has picked some days and inquired about space. The Laurel Forum is available on November 19th at 10 a.m. and at 2 p.m. Owen Hall is available for a 10 p.m. meeting. She will send out e-mails to staff to get some topics for discussion. She would also welcome any suggestions from CSAC.

Keith Burnette: He is leaving the University for other employment. His last day is October 31st. The By-laws state that if there is 6 months or more left in the term, a new election will be held to select someone within the same area. An election will be required to replace him.

Adjourned 2:58 p.m.