

CSAC Minutes

05/17/04 – DH 242 – 2:00 p.m.

In Attendance: Karen Anderson, Brenda Barger, Steve Elliott, Lydia Gossett, Laurie Hollingsworth, Mike Honeycutt, Andrea Jackson, Tammy Justice, Leanna Preston, Connie Schaller, Barbara Wallace, Jeanene Wexler, Mike Wilson, Chrissy Wise

Absent: Ann Bass, Carole Pickard, Melanie Rhodarmer, Susan Weatherford, Deirdre Wiggins,

Visitors: Cindy Branton, Marilyn Lonon

- ? Meeting called to order at 2:05 p.m.
- ? Minutes for April meeting approved.
- ? Lydia reported that the \$100 honorarium had been paid to Henry Browning for his services at the staff development lunch; otherwise there had been no change in the discretionary funds.
- ? Misc. Events Committee reported on the 5/10th “Build Your Own Sandwich & Hallelujah We Made It” lunch. The Committee planned for 150+ sandwiches and all the go-alongs to make lunch and was delighted and surprised at the enormous turnout of diners. Apologies were offered for the food running out. Suggestions were offered to have food servers next time rather than buffet format. Another suggestion was made that the date should be remembered; there was high faculty turn-out and this is a good thing
- ? The Employee Picnic Committee reported there were about 30 people on the committee so there are lots of great ideas and many subcommittees. The theme will be “Red, White, and Blue” and emails will be sent soon giving details. Highlights will feature the yard sale, a dessert contest, and lots of door prizes. The picnic will be held on July 29 at 11:30 with an early start of 10am for yard-sale shoppers. Crafters and hobbyists are encouraged to donate a hand-made item or a gift certificate for same to be given away as a door prize. Space has been donated in Carol Belk Theatre to collect yard sale items and Freda Cooper may be contacted for collection or help with donated yard sale items. Mark your calendar!
- ? The Community College tuition guidelines and policies have been developed. The policy will be submitted to the Chancellor for final approval and then the policy will be in affect for one year and then revisited at the end of that year. There were lots of good ideas submitted to build the policy due to the large size of the committee, which came together on this issue. Lots of good scenarios were offered from various committee members.

- ? The In-Range Salary meeting occurred with a consensus that the current formula is effective and fair; however, there was also agreement that the lowest paid employees need special consideration. The outcome was the suggestion that any monies designated for an in-range salary adjustment should be divided with 50% going toward in-range and 50% going towards the lowest paid employees.
- ? A formula to distribute the monies to lowest paid employees would need to be developed. Lori Hollingsworth will work to provide clarification and to define who would fall under the guidelines. She will work toward providing information that would be useful for budget work in August. Lori also stated that the Office of State Personnel is conducting an equity study on their own employees due to the downsizing and have hired consultants. She will keep the committee informed on this process.
- ? Lydia reported on the issues surrounding the Distinguished Staff Member and Commencement. Although this didn't happen last year, this year's recipients did march in the Faculty line-up. While Elise Henshaw and Roger Penley did march, their names were not in the program and no recognition announcement was made. The explanation offered for this outcome was that it was a student function and that there was no room on the program. Lydia will discuss this issue with the Chancellor at an upcoming meeting so that Dr. Mullen is informed on extent of staff disappointment over this issue. Marilyn Lonon suggested that the Distinguished Staff Member should be seated on the platform and should be recognized in the program. She also suggested that we should look for a viable way to recognize them during the program and to do it now so it's timely and not last minute.
- ? The CSAC elections will be held in June and will follow the same format of on-line voting previously used. Consideration will be given towards the new structure in Academic and Student Affairs when determining the number of vacancies to be filled. Leanna Preston has met with Mark Walter to set-up the voting process and consulted with Steve Honeycutt on voting procedure. Officers need to be elected for next year and July 15th meeting will accept nominations from the floor.

No further business was introduced. The meeting adjourned at 2:40pm