

**CSAC Meeting Minutes**  
August 23, 2004  
HU – Blue Ridge Board Room

**In attendance:** Brenda Barger, Ann Bass, Lane Brown, Chris Castellani, Tony David, Lydia Gossett, Lauri Hollingsworth, Tammy Justice, Roger Penley, Leanna Preston, Connie Schaller, Jeanene Wexler, Sharon Whisenhunt, Dierdre Wiggins, Chrissy Wise. Guests included Buffy Bagwell, Ann Hubbard, Darcie Sootin and Chancellor Mullen.

**Absent:** Karen Anderson, Mary Carol Morrison and Susan Weatherford.

The meeting was called to order by Chair, Connie Schaller, at 2:01 pm, followed by introduction of members & guests.

Buffy Bagwell asked if there were any questions about changes/updates to FLSA (Fair Labor Standards Act). Notifications sent to supervisors Friday and are being sent to employees effected today. Buffy also introduced Career Banding to the CSAC members and notified us that the University is embarking on this process. Connie, Leanna, Lydia & Jeanene will be on the advisory committee. OSP is coming October 19 to speak with Chancellor and AVCs and then Public Safety will be 'banded' first followed by Campus Technology. Funding for this will come through the University. Implementation may take 3-4 years. OSP has given us approval to begin and implement the process.

The Chancellor thanked the committee (staff and the departments represented) from parents and students for making the start to the 2004-2005 academic year so successful. He also thanked the committee (CSAC) for what they had done over the years and for what we will continue to do AND thanks in advance for the year ahead. He also emphasized that we want to grow BUT we want to honor our mission as a 'small' liberal arts college. We face many issues – parking, places to live, etc. He enlisted CSACs help with UPC.

Introductions were done again due to late arrivals.

Old Business: Lydia reported \$1219 from the picnic yard sale, \$8707 in scholarship (close to \$10,000 to endow), \$1079 in staff development, \$664 in CSAC discretionary. Connie will meet with Chancellor Mullen on August 26 and will discuss the budget with him.

Ann Bass is chair of the scholarship committee. Mike Honeycutt was chair of staff development and would like to step down. The committee will ponder this vacancy.

Lauri Hollingsworth was asked about the equity study. She is going to WCU on September 17 to see the formula that is being used. OSP has also brought up guidelines on equity in terms of Career Banding (redoing formulas). This may be a lengthy process, so we all need to be patient. If you call OSP and ask questions, they will direct you to call WCU.

We would like to bring the newsletter back to life to inform everyone. Deidre has information on SENAC that can be included. Ann Bass suggested an electronic format and printing for distribution to those who don't have access to email. Connie will contact Karen Anderson concerning this. Legislative awareness was also brought up. Patsy Keever and other candidates are coming to Alumni Hall in September (8<sup>th</sup> or 9<sup>th</sup>). Brenda/Connie will get this on the Master Calendar. Ann B will ask to see if interest in Reuter Center for someone to chair legislative awareness or send information to the person on CSAC who does chair.

New Business: Chrissy stated that staff members had approached her to see if anything is currently set up for employees to give evaluations for their supervisors. Lauri H answered that there is no formal mechanism set up to do this but that it is best handled by each individual department. Ann B asked if any other campuses were

doing this. Lauri was not aware of any. Lauri elaborated that information used for evaluation should come from a variety of sources – employees, peers and supervisors.

Lydia reported that it costs \$6.00 to eat lunch in the dining hall (\$5.00 with one card). Lydia stated that this would be nice to know AHEAD of time. Is there any way to offer a discount for faculty/staff? Especially in light of the parking dilemma?

Ann B reported to us about the faculty/staff discount for the Reuter Center. She also told us there is a little café up there and encouraged everyone to come up and see it. Ann will send an email out with a calendar attachment.

Connie asked the committee for input regarding inviting Pat McClellan to come to one of our meetings to give us a short report (10 minutes) on the reorganization or Tony Davis to give us a short report about foundation accounting or Tom Lawton about legal counsel, etc. The committee agreed that this would be a good idea.

Connie also reported that the Chancellor has invited us to the residence for lunch/dinner. The committee agreed that an extended lunch would be great.

The meeting adjourned at 2:58 pm.