



MINUTES OF THE COUNCIL ON STAFF AFFAIRS MEETING

April 13, 2004

COSA Chair Rebecca Kimbrough called the meeting to order at 8:34 a.m. in the President's Dining Room of the Palms Dining Center. Members present: David Bennett, Melinda Cutchens, Bobby Flowers,Carolynn Gaston, Shawn Gibbons, Jeff Giles, Jeff Grant, Inman Grimsley, Mike Hamm, Rosalyn Hatcher, Rebecca Kimbrough, Shannon McGee, Mike McKinley, Marshall McLane, Patrick Smith, Josie Stone, Carolyn Wilson, Thor Withers, Tim Yorkey. Members absent: Sharon Butcher, Stanley Jones, Bob Lee, Trisha Taylor. Special guest: Jim Black, Interim VP for Business and Finance.

Special Order of the Day: Mr. Black began by congratulating COSA on a good year we have had. Mr. Black also announced that after 35 years, Inman Grimsley will be retiring May 31st of this year. He spoke of Inman's integrity, honesty and dedication to the employees of the University.

Mr. Black updated the group on the Master Plan. He informed us that there was a Staff Survey Task Force to make recommendations to the Master Plan Group. Examples of their recommendations include: creating an employee exit interview report to find out why employees are leaving , a job value sheet to explain to all employees what deductions are taken out of their checks and why along with listing their benefits and a recommendation to review the employee evaluation forms. Mr. Black also announced his new slogan for the University. It is: ♦Honoring the individual in community♦. This means we are all in this together. Mr. Black also updated the group on the final report that came out about 1 Mile Branch. There is a plan to redo the creek and the banks to create a ♦slice of heaven on campus♦ and to help make this campus a pedestrian campus. The city will be working on a multi use trail that would be used by bikers, walkers, etc. that would run through campus.

Mr. Black then spoke to the group about where the budget stood. He explained that merit increases are for employees who perform in meritorious ways. In the past increases were made across the board. Now, only employees who perform in meritorious ways will be eligible for a merit increase. The President has asked that merit increases be tied to the evaluation process.

Mr. Black updated the group on the new Residence Hall and commended Rob Kellner (Auxiliary Services Director) and Joe Mattachione (Housing & Residence Life Director) for their hard work on this project. He is keeping his fingers crossed that the housing initiative will be on the April BOR agenda for approval.

Mr. Black closed with saying that there are a lot of good things happening on campus as a result of planning and input from employees.

MINUTES:

Minutes of the March 9th COSA meeting were approved as submitted.

TREASURER'S REPORT:

- ☒ March: Fund 10000 = \$1,076.68
- ☒ Discretionary = \$1,880.02
- ☒ Retirement Walkway = \$12,825.84

The Treasurer's report for March was approved as submitted.

COMMITTEE REPORTS:

- **Academic Scheduling/Procedures:** They are working on the 05-06 calendar to possibly incorporate a fall break. The next committee meeting will be in Aug.
- **Benevolence Committee:** *No Report*
- **Elections:** Nominations for the new chair-elect were Marshall McLane and Bobby Flowers. Voting for the chair-elect position will be at the next COSA mtg. (May 11th).
- **Faculty Senate:** Their next meeting will be April 15th at 3:30 in the UC.
- **Faculty/Staff Campaign:** *No Report*
- **Parking Appeals:** Mike McKinley stated that out of 415 tickets, the committee upheld 50% of the appeals while 50% of the appeals were dismissed for the month of March.
- **Policy:** It was tabled at last month's COSA meeting that the immediate past chair serve as a co-chair for Staff Appreciation Day. It was voted and passed.
- **Staff Appreciation Day:** The next meeting will be Thursday May 6th at 2 p.m. in the University Union. There was a question about whether a non-COSA staff member should be able to co-chair the Staff Appreciation Day committee. It was agreed that as long as this person has worked a Staff Appreciation Day in the past they would be eligible.
- **Staff Development:** Becky Murphy asked COSA to sponsor the Personal Budgeting & Financial Management Class being offered May 11th to all employees. The COSA by-laws were temporarily suspended so that the group could go ahead and vote on this since waiting a month to vote would be too long. There was a motion to accept the sponsorship of this class. The motion was seconded and passed. Training & Development will do a mass e-mail and mail out of flyers to campus.
- **Welfare Committee:**
 - **Employee of the Semester:** *No report.*
 - **Retirement Walkway/Luncheon -Employee Recognition:** Shannon McGee reported that 18 bricks have been ordered. There is a meeting scheduled Friday the 16th of April to discuss the Retirement Luncheon arrangements.
 - **University Planning Advisory Council:** Next meeting is scheduled for April 26th at 8:30 a.m.

REPORT FROM THE CHAIR:

UNFINISHED BUSINESS:

NEW BUSINESS:

OTHER BUSINESS:

ADJOURNMENT

The meeting adjourned at 9:43a.m.

Respectfully submitted:

Shawn Gibbons

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