

# THE COUNCIL OF STAFF AFFAIRS

**Minutes of December 13, 2005**

**1) Call to Order:**

Chair Elect Tim Yorkey called the meeting to order at 9:05 a.m. in the University Center Rose Room. Members present: Denise Bogart, Sharon Butcher, Alice Carter, Honey Coppage, Steve Fesler, Diane Guess, Ann Holland, Stanley Jones, Bob Lee, Mike McKinley, Patrick Smith, Angela Steele, Trisha Taylor, Tim Yorkey. Quorum attained. Proxy: Shana Yorkey to Tim Yorkey. Absent: David Bennett, Bobby Elston, Bobby Flowers, Mike Hamm, Marshall McLane, Beverly Sharpe, Gerald Wunningham, and Shana Yorkey.

**2) Special Orders of the Day:**

Dr. Christy Coons-Yates presented an update on the first meeting of the University Council. The UC will be studying the Strategic Plan, Master Plan and Facilities Policies to determine what changes are necessary to bring the documents up to date. At the second meeting later this week, Dr. Zaccari will meet with the UC regarding last week's visit from Dr. Linda Daniels and other BOR Facilities staff members. Dr. Zaccari has remanded to the UC issues concerning recommendations of the University's Facilities Management and Emergency Management Plans. Dr Coons-Yates reminded members that the President and the UC welcome any suggestions, and asked that proposals be submitted to the UC (suggestions may also be submitted to Dr. Zaccari's office).

Tim Yorkey and Honey Coppage represent COSA on the University Council, which is expected to meet twice a month. The meeting schedule and a list of members are posted on their website now, and minutes will be posted soon.

**3) Approval of the Minutes from November 8, 2005:** Minutes approved and seconded as presented.

**4) Approval of Treasurer Reports from November 8, 2005:**

The beginning November balance for Fund 10 Account was \$1570.66; following purchases including a credit, printing charges for two months minutes and Staff Day evaluation forms, and the digital camera battery charger, the ending balance was \$1563.08. No charges are pending. VSU Foundation-Discretionary Account beginning balance was \$3690.96; following charges for SAD door prizes and food, and BBQ dinner check deposits, the November ending balance was \$2579.18. VSU Foundation-Retirement Walkway November beginning balance was \$14085.82; following deposits of \$184.16, the ending balance is \$14,269.98. The Financial Report was approved and seconded as presented.

**5) Standing Committee Reports:**

a) Membership Committee – Bobby Flowers

1) Employee of the Semester – David Bennett

Tim Yorkey mentioned that nomination forms will be distributed in January.

2) Elections – Mike McKinley

Mike distributed an updated list of employees to each representative. The new list provides current job codes and titles required by the Department of Labor Rules, and replace the former Equal Employment Opportunity (EEO) Codes. Mike also gave each representative an updated Election Grid based on the new rules and the updated employee numbers. Due to the growth of VSU, following existing ratios of employees to

representatives, the number of COSA members could increase to 30 or more.

When more is known regarding the effects of the privatization of Dining Services, further adjustments may be made in the distribution of representatives. At present it appears that the number of Division of Finance and Administration representatives may be reduced. The Executive Committee will present additional information to the Council as it is available.

b) Staff Appreciation Day Committee – Tim Yorkey

A SAD wrap-up/review meeting will be scheduled for January. Tim will email members with the date and time.

c) Welfare Committee – Tim Yorkey

1) Retirement Walkway/Luncheon- Chair: Honey Coppage

Honey has agreed to chair this important committee. She reported that the committee is discussing the possibility of combining the Employee Luncheon and Faculty/Staff Recognition Program into a single event. She will keep the Council updated as the committee develops plans. Three bricks for the Retirement Walkway have been purchased for Linda Chamberlain, Alfred James, and Betty Lloyd.

2) COSA-On-The-Move Committee- Tim Yorkey – The Hotdog/Tailgate party at the championship football game was well attended.

3) Staff Development Committee – Tim Yorkey –No Report

4) Benevolence – Shana Yorkey –Two deaths were reported in the past month.

d) Policy Committee – Bob Lee

The committee will start meeting bi-weekly in January to begin the process of reviewing/revising COSA's section of the University Statutes, which has not been updated since 1999. The committee's goal is to have this task completed before elections.

e) Environmental Issues – Bobby Flowers

1) Recycling – Issues were tabled.

2) Wellness Safety-Second Hand Smoke Amendment – Sharon Butcher

This will be addressed at the meeting with Dr. Zaccari later this week.

**6) Miscellaneous Reports:**

a) Faculty/Staff Campaign – Chair Vacancy No Report.

b) State Charitable Contribution Campaign – Bob Lee

Bob noted that this year's contribution totals are expected to beat last year's. Total so far this year is over \$26,000.00

c) Parking Appeals Report for September –Michael McKinley reported 333 tickets were given out: 187 (56%) were upheld (1 staff, 6 reserved) and 146 (44%) were dismissed (7 staff, 11 reserved).

**7) Report from the Chair:**

a) Academic Scheduling/Procedures

Holiday Scheduling – Bob Lee announced that the proposed holiday schedules will be on the COSA website this week. All employees need to respond by January 10<sup>th</sup>.

b) Legislative Breakfast – Information regarding the AAUP Legislative Breakfast was presented.

c) Dining Services RFP – The vendor has been chosen, contract negotiations will begin soon.

**8) Unfinished Business:** None

**9) New Business:**

TRS Statement distribution was discussed.

**10) Other Business:**

a) The Council Representatives discussed pending legislation that will affect USGS employees, such as the House Bills currently still in committee that address early retirement and a possible increase in retirement benefits amounts. More information is available on the COSA website.

b) The proposal for a Wage & Salary Study covering staff employees will open for bids in January. The study will also include position descriptions and salary grades.

c) The suggestion of COSA selling calendars as a fundraiser was discussed. The calendars would be nice ones, full color, and include VSU dates/events that would be important to the parents of students.

Meeting Adjourned at 10:32 a.m.

Respectfully submitted,

Trisha Taylor

Trisha Taylor  
Representative, Council on Staff Affairs

If you would like a paper copy of the minutes, please visit our website at [www.valdosta.edu/vsu/cosa](http://www.valdosta.edu/vsu/cosa) or contact your COSA Representative