

THE COUNCIL OF STAFF AFFAIRS

Minutes of February 14, 2006

1) Call to Order

Chair Bobby Flowers called the meeting to order at 9:05 a.m. in the University Center/Rose Room. Members present: David Bennett, Alice Carter, Honey Coppage, Steve Fesler, Bobby Flowers, Mike Hamm, Ann Holland, Bob Lee, Mike McKinley, Beverly Sharpe, Patrick Smith, Angela Steele, Trisha Taylor, and Tim Yorkey. Quorum attained. Absent: Denise Bogart, Sharon Butcher, Bobby Elston, Stanley Jones-sent proxy, Marshall McLane, Gerald Wunningham, Shana Yorkey. Guests: Pearl Everett, Dr. John Gaston, Betty Lee, Dr Louis Levy, Linda Mullins, Deborah Reams, Maria Taylor, Walt Rollenhagen, Rosezella Ward, and Dr. Zaccari.

2) Special Order of the Day

Dr. Zaccari presented all five nominees for Employee of the Semester with a certificate of recognition and coupons from Chick-Fil-A and the Loop: Betty Lee (Plant Operations), Maria Taylor Physics, Astronomy & Geosciences), Linda Mullins (College of the Arts), Walt Rollenhagen (Communication Arts), and Deborah Reaves (Human Resources). President Zaccari then announced that **Maria Taylor is the Employee of the Semester for Fall 2005**. She graciously accepted a certificate, a \$100 check, and coupons from Chick-Fil-A and the Loop.

3) Approval of the Minutes from December 13, 2005

The Minutes were approved with two changes and second.

4) Approval of Treasurer Report from December 13, 2005

The beginning November balance for Fund 10 account was \$1563.08. The ending balance is \$1549.02. Estimated balance after Pending Activities \$1465.02. VSU Foundation-Discretionary account-November Financial Activities beginning balance \$2579.18. November Ending balance is \$2575.71. VSU Fdn-Retirement Walkway November beginning balance \$14269.98. The VSU Fdn-Retirement Walkway Ending balance is \$14351.62. Treasurer's report was approved and seconded.

Approval of Treasurer Report from January, 2006

The beginning December balance for Fund 10 account was \$1549.02. The ending balance is \$1465.02. Estimated balance after Pending Activities \$1465.02. VSU Foundation-Discretionary account- December Financial Activities beginning balance \$2575.71. January Ending balance is \$2575.71. The VSU Fdn-Retirement Walkway January beginning balance \$14351.62. The VSU Fdn-Retirement Walkway Ending balance is \$14601.62. The Treasurer's report was approved and seconded.

5) Standing Committee Reports:

a) Membership Committee – Bobby Flowers

1) Elections – Mike McKinley –Mike is updating the list and he will make a report at the next COSA meeting.

b) Staff Appreciation Day Committee – Tim Yorkey

We need some new ideas for Staff Appreciation Day. He welcomes suggestions.

c) Welfare Committee – Tim Yorkey

1) Retirement Walkway/Employee Recognition- Chair: Honey Coppage

The Retirement Walkway is up to date with all bricks ordered having been installed thanks to Monty Griffin and his team. Honey will meet with Kae Sinkule re: catering for Staff and Retirement luncheon on Friday, February 17th. The committee will meet February 23rd to discuss plans for both events. Date for Employee Recognition Luncheon is April 25th and the Retirement luncheon is June 13, 2006.

2) COSA-On-The-Move Committee- Tim Yorkey

There will be a get together on the front lawn of Palms Dining Hall with a T-shirt contest, hot dogs and soft drinks.

3) Staff Development Committee – Tim Yorkey –No Report

d) Policy Committee – Bob Lee

The meeting dates for the next two joint Policy and Elections Committee are February 16, 2006 and March 2, 2006 at 9:00 a.m. They will be in University Center North/Live Oak Conference room

e) Environmental Issues – Bobby Flowers –No Report

1) Recycling –Waste management policy is in the works.

2) Wellness Safety- Sharon Butcher

We are awaiting feedback from the VSU Attorney.

6) Ad Hoc Committee Reports

a) Benevolence Committee—Shana Yorkey

No activity. Think about whether or not we want to keep the Benevolence Committee.

b) Parking Appeals Committee—Mike McKinley

Michael McKinley reported that in December 136 tickets were given out, 70 upheld, and 66 dismissed. In January Mike reported 158 tickets were given out, 74 upheld, and 84 dismissed.

7) Miscellaneous Reports

a) Faculty/Staff Campaign –No Report

b) State Charitable Contribution Campaign – Bob Lee

The State Charitable Contribution Campaign goal was \$30,000. They ended up with \$29,400.

8) Report from the Chair:

a) Academic scheduling/Procedures

1) Holiday Scheduling – Bob Lee reported that the majority of the staff wanted the most time off.

b) Faculty Senate –Bobby Flowers

1) The next meeting date is February 16, 2006. Tim Yorkey will represent COSA .

c) University Council- Tim Yorkey

Tim passed out information on Policy and Procedure Review Process and a Space Management Guidelines Draft. This document will be passed out to the Faculty Senate and the Student Government Association. He would like for COSA to read over the material and email your input to Honey Coppage, Bobby Flowers, or Tim Yorkey.

d) State Staff Council- Bobby Flowers

1) The State Staff Council (not VSU's COSA) will pay for the Chair and Chair- elect of the State Staff Council to attend Board of Regents meetings. Those two S.S.C. officers will share pertinent information with the Chair and Chair-elect of each university's COSA.

9) Unfinished Business:

a) Sick Leave Bank –Dr Bogart – Tabled

10) Other Business

The next breakfast with the Dr. Zaccari will be on February 28, 2006. COSA members will be contacted.

Meeting Adjourned at 10:26 a.m.

Respectfully submitted,

Beverly F Sharpe

Secretary, Council on Staff Affairs

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