



**The Council on Staff Affairs
Minutes of Tuesday, July 10, 2007**

1. Call to Order:

Chair Bobby Flowers called the meeting to order at 9:00 a.m. in the University Center Rose Room. Members present: Brian Anderson, David Bennett, Denise Bogart, Sharon Butcher, Debra Davis, Steve Fesler, Bobby Flowers, Diane Guess, Mike Hamm, Richard Hammond, Verna Harvey, Brenda Kelley, Bob Lee, Mike McKinley, Robin Smith, and Terence Sullivan. The following members were absent: *Nolan Argyle, Bob DeLong, *Keith Flemming, *Christine James, John Wright, Shana Yorkey, and Tim Yorkey * Signifies non-elected members. **Please send proxy if you can not attend a meeting. Brenda Kelley will send reminder postcards a few days before each COSA meeting.**

SPECIAL ORDER OF THE DAY – Ms. Lynn Loftus with American Red Cross

Ms. Loftus discussed how VSU and American Red Cross could promote the HERO program. The program will be a custom designed sponsor program to fit the needs of VSU in which participants will be allowed to give blood and/or platelets with the time taken off work as excused. This time still must be approved by supervisor. Human Resource director, Denise Bogart, explained the policy of taking the time off for donating. The Executive Committee will work with H.R. on this promotion to take it campus wide to satisfy COSA's goal of external communication. Bobby Flowers asked for agreement from members for approval to go ahead with plan for September meeting to present HERO program and details. The Wellness Committee has asked to be a part of the HERO program.

Approval of the Minutes from June 12, 2007:

Approved.

- a. **Approval of Treasure's Reports** – Shana Yorkey/Bob DeLong
Treasurer's report will be delayed until August meeting.

2. Standing Committee Reports

a. Membership Committee – Bobby Flowers

1. Employee of the Semester – David Bennett- Robin Smith will become chairperson. There was discussion of how to encourage more participation and how COSA could build the value of EOS. Recommendation was made for David to submit in writing to the Executive Committee suggestions for incentives. It was brought to the members' attention that more than one name for EOS can be nominated from each department. Spring 2007 EOS will be presented during September 11, 2007 meeting. All EOS winners' names will be submitted each calendar year with one being chosen for Service in Excellence Award presented by President Zaccari.

2. Elections – Mike McKinley

The new representatives have not met yet but will meet before next COSA meeting. The Elections Committee would like to meet with the Executive Committee to discuss replacement policy and election procedures.

b. Staff Appreciation Day Committee –

A printed update was handed out to everyone present. Spaghetti lunch fundraiser is approaching. Date is set for July 20. Tickets are \$5.00 per person. SAC is open for t-shirt designs. SAD's next meeting will be August 10th meeting. Brenda will send out email reminder.

c. Welfare Committee – Bobby Flowers

1. Retirement Walkway –

Committee has not met yet but plans for corrections of misspelled names have been made.

2. Benevolence – Shana Yorkey

No Activity

d. Policy Committee – Bob Lee

A meeting will be planned ASAP and thereafter will meet until all issues are up-to-date.

e. Environmental Issues –

Recycling – Bob DeLong

COSA is able to have 2 representatives on the University Environmental Issues Committee. Those representatives are: Bob Lee and Steve Fesler.

f. Wellness – Brenda Kelley

No Report

3. Miscellaneous Reports

a. Parking Appeals Reports – Michael McKinley

Mike thanked past P&T members and requested other COSA members to attend P&T meetings on Wednesday's at 2:00pm. Report was handed out with the following citation data. Total citations: 145; 84 upheld; 61 dismissed.

b. Goal Monitor Report – Verna Harvey

Past goals were discussed and all members in attendance agreed past goals except the

\$500 goal. We fell short by \$200. Goals for upcoming year were distributed. Wording of the Fundraiser Goal was recommended for a change of wording. Each member was asked to make recommendation of goals by next meeting to complete the setting of our goals for upcoming year.

Report from the Chair – Bobby Flowers

c. Academic Scheduling / Procedures –

No Report

d. Faculty Senate – Bobby Flowers

No Report

e. University Council – Richard Hammond

No report.

f. State Staff Council – Bobby Flowers

The 2007 State Conference is scheduled for October 4th and 5th. The conference will be held at Southern Polytechnic State University. Keynote speaker will be Chancellor Davis.

Traffic lights should be turned on by the end of the week. Crosswalks are in the process of being painted and we need to encourage students to use these crosswalks. Advancement Department is under reorganization with President Zaccari as interim Vice President until dept. is up and running again.

4. Unfinished Business

American Red Cross promotion

Setting of COSA Goals for upcoming year

Please sign up or be assigned to COSA committees.

5. New Business

Staff Development Committee

Publicity Committee

Sharon made a request to report any PR information to her if anyone is asked for quotes. VSU would like for main communication to be via Internet.

6. Other Business

Committee Assignments

Summer 2007 Commencement – Help needed. Contact Ann Lacey if interested.

Housing and Moving Day – Send email to Jason Seninger if interested.

Book: Reframing Organizations – Will be discussed week of Aug. 20th.

Adjournment – The meeting was adjourned at 10:30 a.m.

Next COSA meeting will be in the BC Room 3026 (Fish Bowl Room) on August 14, 2007 at 9:00am.

Respectfully submitted,

Diane Guess

Secretary, Council on Staff Affairs