



COUNCIL ON STAFF AFFAIRS MEETING
Minutes of Tuesday, January 13, 2009

1. Call to Order:

Chair-elect Richard Hammond called the meeting to order at 9:02 a.m. in the University Center Cypress Room. Members present: Sue Bailey, Denise Bogart*, Bob DeLong, Mike Hamm, Leighia Hammond, Richard Hammond, Judy Hart, Jennifer Harvey, Lisa Hayes, Regina Lee, Yvonne LeRoy-Landers (excused at 9:30, Proxy-Terence Sullivan), Mike McKinley, Jay Rickman*, Terence Sullivan, Kathy Sundin, and John Wright. Guests in attendance were: Rebecca Murphy, Human Resources and Employee Development and Rob Evans, IPG. The following members were absent: Nolan Argyle, Sharon Butcher (Proxy-Sue Bailey), Bobby Flowers (Proxy-Sue Bailey), Verna Harvey (Proxy-Sue Bailey), Lauren Davis*, and Bob Lee.

*Signifies non-elected members. **Please send proxy if you cannot attend a meeting. Reminder postcards will be sent a few days before each COSA meeting.**

2. SPECIAL ORDER OF THE DAY:

- a. Employee of the Semester awards were presented by Traycee Martin. All nominees received certificates. The following are the winners: Beverly Phelps – 3rd Runner Up; Valerie Holton – 2nd Runner Up; Jessica Klotz – 1st Runner Up; Jason Gaskins – EOS Winner.
- b. A motion was made for Richard Hammond to assume the duties of Chair for the remainder of Sharon Butcher's term and to continue as Chair for his term. The motion was seconded and the Board voted unanimously in favor of the motion. We will need to elect an Interim Chair Elect to finish out this term and then vote for a new Chair Elect for next year.

3. Approval of the Minutes of December 13, 2008 meeting of the Council on Staff Affairs.

Two corrections to the December minutes were made. Judy Hart's proxy for the December meeting was Denise Bogart. The name of the "Go Red" breakfast was also clarified in the minutes. Quorum was attained for minute's approval. December's minutes were presented and approved.

4. Approval of the Treasurer's Reports – Judy Hart

According to the Treasurer's report, as of December 31, 2008 there was \$1719.59 in the Fund 10 account. The ending balance in the Foundation account is \$2982.13. A payment to Sodexo of \$1441.00 is pending, so the estimated ending balance after payment is \$1541.13. Deposits

of \$150.00 were made into the Retirement Walkway account for purchases of bricks, so the ending balance is \$12565.83. A motion was made and seconded to approve the report and it passed unanimously.

5. **Standing Committees**

A. *Membership Committee*

1. Employee of the Semester – Denise Bogart
EOS awards were presented. Thank you to the EOS Committee, Mike McKinley, Kathy Sundin, and John Wright for an awesome job!
2. Elections – Mike McKinley
Mike will contact people individually about available positions and election packets will be sent out.

B. *Staff Appreciation Week Committee* – Richard Hammond

C. *COSA on the Move* – Richard Hammond

Richard will call a meeting and reported that we want to get back into doing events like the spaghetti dinner. Notices are forthcoming.

C. *Welfare Committee*

1. Retirement Walkway – Bobby Flowers
Please share feedback on the proposed conceptual drawings. Brick orders are now being taken and notices of cut off dates for brick purchases will be sent out.
 - a. Retirement Association – Judy Hart
Judy reported that a listserv for retirees has been established.

D. *Policy Committee* – Terence Sullivan

Terence reported that a meeting was held before the holiday break. The discussion included creating a policy on the resignation of the Chair and how to elect individuals to committees such as the BAC. Another meeting will be called soon.

E. *Publicity Committee* – John Wright

John reported that a meeting was held on January 10th to discuss out to publicize COSA Information and events more effectively to all COSA members.

F. *USG Staff Conference* – John Wright

There will be regular (once a month) meeting this semester to plan for the 2010 Staff Conference which VSU is hosting.

Ad Hoc

- a. TAP
Plans to create an account have been halted until we first decide how the money will be used and what to name the account. A meeting will be called possibly as early as next week.

6. **Miscellaneous Reports**

A. *Academic Scheduling/Procedures* – Bobby Flowers

The committee will be presenting the proposed Fall 2010 through Summer 2011 schedule to Faculty Senate possibly at February's meeting. John added that the Holiday Schedule survey is being put together; please look for and promote it.

B. *Benevolence* – Sue Bailey

Two deaths were reported.

C. *Editorial Board for the Alumni Voice* – Jennifer Harvey

Jennifer distributed a handout detailing what information is suitable for submission.

D. *Environmental Issues (EIC)* – Bobby Flowers

No meeting in December or January. Items that are underway are and energy management project to look at ways the university can use less energy. The Campus Beautification Committee is looking for ways to use funds available in the White Head Fund and protecting trees on campus from damage due to construction. Bobby also reported on recycling efforts

and concerns. The COSA representatives present agreed that Richard and Bobby should look into the facts and turn over the information to the EIC for further action.

E. *Faculty Senate* – Richard Hammond

Faculty Senate will meet in February.

F. *Goal Monitor Report* – Verna Harvey

No activity on campus relations, conference development, and TAP scholarships.

G. *Parking Appeals Reports* – Mike McKinley

Mike reported that there were a total of 200 appeals reviewed for December.

H. *President's Climate Commitment Committee* – Shirley McClain

The first meeting was held in November and subcommittees were appointed. Each Subcommittee will meet in January/February and then report to President Schloss.

I. *University Council* – Richard Hammond

The Policy on Policies was discussed.

J. *Wellness* – Mike McKinley

It was reported that Weight Watchers will start up again in February. There is a possibility of receiving financial aid; Becky Murphy is being consulted on this. "Go Red" is starting soon. We were reminded to give our Safety Officer a hug and to be careful; there have been a number of robberies and assaults.

K. *Institutional Planning Committee* – Verna Harvey

The committee met on November 12, and the next meeting is scheduled for March.

7. Report from the Chair – Richard Hammond

A. *President's Cabinet*

No report.

B. *USG Staff Council* – Bobby Flowers

The next meeting is tentatively scheduled for February 12th. There are plans to have the new Associate Vice Chancellor for Life and Benefits meet the council.

8. Unfinished Business

9. New Business

A. *Budget Advisory Council* – Bobby Flowers

Terence Sullivan and John Wright were announced as the COSA interim voting members on the BAC. Congratulations Terence and John! A policy will be created to elect/select future voting members. This will be a 2 year commitment. The COSA Chair has a non-voting position.

10. Other Business

Sharon sent information on the schedule for Finance and Administration interviews. Jay is working on allowing staff to attend.

11. Adjournment

The meeting adjourned at 9:55 a.m.

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