



COUNCIL ON STAFF AFFAIRS MEETING
Minutes of Tuesday, March 10, 2009

1. Call to Order:

Chair Richard Hammond called the meeting to order at 9:02 a.m. in the University Center Rose Room. Members present: Sue Bailey, Denise Bogart*, Bobby Flowers, Leighia Hammond, Richard Hammond, Judy Hart, Jennifer Harvey, Yvonne LeRoy-Landers, Shirley McClain, Mike McKinley, Jay Rickman*, Terence Sullivan, and John Wright. Guests in attendance were: Rich Yokeley - Dining Services, Brian Roberts – Student Life, and Rita Collins – Access Office. The following members were absent: Nolan Argyle, Sharon Butcher (Proxy-Sue Bailey), Lauren Davis, Bob DeLong (Proxy – Sue Bailey), Mike Hamm, Verna Harvey (Proxy-Sue Bailey), Lisa Hayes, Regina Lee (Proxy-Yvonne Landers), Bob Lee, and Kathy Sundin (Proxy-Terence Sullivan). *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:

No report.

3. Approval of the Minutes of February 10, 2008 meeting of the Council on Staff Affairs.

A motion was made and seconded to approve the minutes. The minutes were approved as printed.

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

Judy reported that the Fund 10 Account for February had an ending balance of \$1717.12. The Foundation Account had an ending balance of \$1828.70 and the ending balance for the Retirement Walkway Account was \$12656.22. A motion was made and seconded to approve the minutes as read. The minutes were so approved.

5. Standing Committees

A. *Membership Committee*

1. Employee of the Semester – Denise Bogart

Employee of the Semester begins again next Monday, February 16th.

2. Elections – Mike McKinley

Mike reported that there are five slots open and reappointment of Bob Lee as the Retiree Representative was discussed. Mike said election packets would be going out and the elections will be held the second week of April. He is working to get the elections online. Richard stated that nominees for Chair Elect are needed in time for the April COSA meeting. There was discussion about when the General Election should be held. Mike will meet with the committee to determine dates and voting schedule.

B. *Staff Appreciation Week Committee* – Richard Hammond

- C. *COSA on the Move* – Mike McKinley
Mike reported that the spaghetti dinner tickets will be \$5 and there will be a vegetarian option. The date for the dinner pickup is April 16. Tickets will be available Wednesday, March 11th. Richard reported on the baseball discount ticket give-away. COSA will purchase 50 hotdogs/chips/drink plus game admission tickets. This will cost COSA about \$5 per person. Tickets will be given away first come – first serve. A motion was made, seconded and passed unanimously to go ahead. Mike suggested that COSA on the Move should help promote and assist with the HR Benefits and Wellness Fair on March 24th.
- C. *Welfare Committee*
 - 1. Retirement Walkway – Bobby Flowers
Bobby encouraged everyone to get brick orders in. We need to get the dates for the Employee Recognition Luncheon and Retirement Luncheon set.
 - a. Retirement Association – Judy Hart
Judy reported that the committee is making plans for the upcoming year. They want to have four meetings per year. Membership is \$10 per year or \$100 for a lifetime membership. She also reported that a Blue Cross/Blue Shield representative will be available on March 24th.
- D. *Policy Committee* – Terence Sullivan
No report.
- E. *Publicity Committee* – John Wright
John reported that the committee is working on publicizing the elections and the ball game.
- F. *USG Staff Conference* – John Wright
John reported that planning is moving forward, but our conference may be pushed back a year. Two committee heads are still needed.

Ad Hoc

- a. TAP
John Crawford's area has transferred \$1500 to COSA. The money cannot be used for scholarships. It must be an award by nominations. Potential recipients will have to apply. The committee will vote on who will receive the awards. Criteria for these decisions will have to be set. The committee will meet to discuss how to split up the money for several awards.

6. Miscellaneous Reports

- A. *Academic Scheduling/Procedures* – Bobby Flowers
No report.
- B. *Benevolence* – Sue Bailey
Four deaths were reported.
- C. *Editorial Board for the Alumni Voice* – Jennifer Harvey
No report.
- D. *Environmental Issues (EIC)* – Bobby Flowers
The EIC discussed the Climate Committee and campus beautification.
- E. *Faculty Senate* – Richard Hammond
Jay said that the Policy on Policies was approved at the last meeting.
- F. *Goal Monitor Report* – Verna Harvey
No report.
- G. *Parking Appeals Reports* – Mike McKinley
Mike reported that for February 142 tickets were upheld and 150 were dismissed.
- H. *President's Climate Commitment Committee* – Shirley McClain
There are plans for an April 18-25 Green Week. Ideas for activities include a cleanup, Earth Day event on VSU's front lawn with vendors and bands, a dorm competition, Relay for Life, and more. There has been discussion about getting a program for a minor in Environmental

Studies at VSU. Shirley encouraged everyone to pass the word that staff/faculty should shut off computers when leaving for the day and shut off office lights when going to lunch as ways to reduce energy consumption.

I. *University Council* – Richard Hammond
No report.

J. *Wellness* – Mike McKinley
Weight Watchers is going strong. Mike mentioned the Walking Contest and reported that Take Heart had 100 participants and raised \$200.

K. *Institutional Planning Committee* – Verna Harvey
No report.

7. Report from the Chair – Richard Hammond

A. *President's Cabinet*

Richard reported that budget issues were discussed including an increase in budget cuts. We are looking at 11.5%-12% for 2010. Now we are at 9%. The possibility of furloughs was brought up, but Denise Bogart reported that furloughs are currently off the table.

B. *USG Staff Council* – Bobby Flowers

Bobby reported that the members are still trying to find alternate ways to meet.

C. Budget Advisory Committee – Terence Sullivan & John Wright

The furlough issue and stimulus money were discussed. The name of the committee has been changed to Planning & Budget Advisory Council.

8. Unfinished Business

9. New Business

Denise Bogart reported on ADP Payroll changes. She discussed Shared Services and encouraged everyone to get on direct deposit or Cash Pay to ensure you receive your pay in a timely manner as paychecks will not be mailed locally. Training in how to use and manage the new system will be forthcoming. The scheduled effective date for implementation of Shared Services is July 1, 2009.

10. Other Business

Relay for Life is April 24th. COSA is not doing a fundraiser. John asked everyone to support Relay for Life and said it's not too late to get a team going. The Putt Putt Tournament will be held March 20th, not March 10th as stated in the COSA agenda. The cost is \$10 per person. All money goes to Relay for Life and the American Cancer Society. Times for playing are 3 – 6 PM and 6 – 10 PM. It was also reported that two students from Dr. Patrick Biddix's class will be observing COSA meetings as part of their study of organizational theory and governance in higher Education. They may want to interview several COSA representatives for their project.

11. Adjournment

The meeting adjourned at 10:14 a.m.

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