



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

1. Call to Order:

Chair Richard Hammond called the meeting to order at 9:07 a.m. in the University Center Rose Room. Members present: Sherri Adams, Sue Bailey, Denise Bogart*, Bobby Flowers, Leighia Hammond, Richard Hammond, Judy Hart, Jessica Klotz, Jay Rickman, Terence Sullivan, Kathy Sundin, John Wright and Rich Yokeley*. Guests in attendance were: No guests. The following members were absent: Nolan Argyle*, Ron Butler, JoAnn Bryant, Lauren Davis*, Carolyn Glock, Brian Haugabrook, Yvonne Landers, Regina Lee (Proxy-Judy Hart) and Shirley McClain. *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:

1. Denise reported that open enrollment is scheduled for Oct. 26 – Nov. 20. Testing of the ADP system is happening this week and information sessions will be available for VSU faculty/staff.

3. Approval of the Minutes of September 8, 2009 meeting of the Council on Staff Affairs. A change in the minutes was noted by Terence: to replace Mike's name with Kathy's as contributor of P & T Appeals Committee Report. The minutes were approved with that change.

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

Judy covered August and September's spreadsheet and reported not much activity. Current balances: Fund 10-\$1,888.44, VSU Foundation – Discretionary - \$3,265.26, VSU Foundation – Retirement Walkway - \$13,313.76. The minutes were approved.

5. Standing Committees

A. *Membership Committee*

1. Employee of the Semester – Denise Bogart

Employee of the Semester process has been announced to the campus. Denise will be sending out reminder emails. Friday, Oct. 23 is deadline for submission. Denise will also work with John to do more marketing. EOS awards will be presented at the Nov. 10 COSA meeting.

Bobby suggested we look at increasing the award dollar amount. A motion was made that COSA supplement money to assist the committee for awards basket. Motion passed. Adjusting the amount will be discussed for future semesters.

2. Elections – Terence Sullivan
No report.

B. *Staff Appreciation Week Committee* – Terence Sullivan

1. Update on plans – Tues., Nov. 17 – Fri., Nov. 20 is Staff Appreciation week. The 17th will be covered by students, the 18th by community, and the 19th by Deans/Directors and Dept Heads.

The 20th will be the President's cookout. Teams have been established to cover the different aspects.

C. *COSA on the Move* – Terence Sullivan

1. Update on chicken dinner fundraiser – Thurs., Nov. 5 is the fundraiser date. Terence has a proof of the ticket which he will get approved by Richard. Each COSA member will be receiving 20 tickets to sell. The decision was made to stay with chicken. Pickup locations will be at Plant Operations and the UC. Final count needs to be to Sodexo by Nov. 2

D. *Welfare Committee*

1. Retirement Walkway – Bobby Flowers

Committee is meeting October 13 to determine where the walkway is going and what the plans are for moving forward.

a. Retirement Association – Judy Hart

There will be a meeting on October 15 following the Benefits Fair.

E. *Policy Committee* – Carolyn Glock

No report.

F. *Publicity Committee* – Yvonne LeRoy-Landers

Yvonne wants to send an update email out. Please get any information you want included to her.

G. *USG Staff Conference* – John Wright

Bobby and Terence are meeting on Thurs. Oct. 15. With the travel restrictions, should a more centrally located campus host the conference? A motion was passed that we change the conference to one day in a more centrally located location. Terence and Bobby will pass this on at the meeting.

Ad Hoc – Yvonne LeRoy-Landers & Terence Sullivan

A. TAPA - Yvonne discussed the TAPA form. Please send any suggestions/ changes to Yvonne. COSA members should look at the form/procedures and vote on at the Nov. 10 meeting. She has asked Emp. & Org. Dev. to handle the form collection along with their responsibilities for TAP. They would then pass on the applicants to the TAPA committee for voting. We currently have a guaranteed commitment of \$1,500. A discussion took place regarding amount of times an individual employee could receive the TAPA award in one calendar year. COSA will send an email to all TAP participants informing them of this new award.

6. Miscellaneous Reports

A. *Academic Scheduling/Procedures* – Bobby Flowers

No report.

B. *Benevolence* – Sue Bailey

No report.

C. *Editorial Board for the Alumni Voice* –

No report.

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

Subcommittees are being set up. Carolyn Glock has agreed to accept the open position.

E. *Faculty Senate* – Richard Hammond

No report.

F. *Goal Monitor Report* – Sherri Adams

No report.

G. *Parking Appeals Reports* – Kathy Sundin/Terence Sullivan

Kathy displayed the P & T Appeals Report – Total citations for September = 4,616. Total citations that were addressed by the Appeals Committee = 434. Total Upheld = 189. Total Dismissed = 245.

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

No report.

I. *Wellness* – Jessica Klotz

The Wellness Fair will be Oct. 15th – 11-2 at the UC. Bobby will be checking with the Red Cross on the HERO (Helping Employees Rescue Others) venture. This is where employees are encouraged to

donate palettes through Red Cross. Maybe COSA/Wellness committee could co-sponsor a HERO event twice a year. Jessica also informed us that the Wellness Committee, because of lack of attendance, has made the decision to trim down their events. The events they do hold will be larger in scale.

J. Institutional Planning Committee – Sherri Adams

No report.

K. Sodexo Dining Dish Committee – Leighia Hammond

The Dining Dish Committee has asked COSA to establish one goal as a partnership with Sodexo. Any ideas on this should be email to Leighia by Oct. 23, which is the next meeting. Rich Yokely then discussed how Sodexo is looking at locally organic foods and their recycling program.

7. Report from the Chair – Richard Hammond

A. President's Cabinet

Richard reported that there was a positive tone to the meeting. It was reported that there was a 7-8% student increase. QEP/SACS was also discussed. Dr. Schloss has decided to hold the President's Cabinet as open meetings.

B. USG Staff Council – Bobby Flowers

Bobby and Terence will be meeting with the USG Staff Council on Thursday, October 15.

C. Planning and Budget Committee/University Council – Terence Sullivan & John Wright

- a. Update – No meeting – many cancelled meetings in the past months. However, Richard did inform us that the official university budget has been approved.

D. Executive Committee Meetings with Dr. Schloss – Richard Hammond

E. TAPA was discussed and Dr. Schloss gave a \$300 personal check for the fund. Also discussed was the disparity between faculty and staff salaries. John Crawford is heading up the committee for researching the staff salaries.

8. Unfinished Business

1. Retreat Goals – Goals were sent out to committee members. Executive committee will work with them. We will hopefully vote on the goals at the Nov. 10 meeting.
2. New committees – Reminder: new members need to be on at least two committees as well as staff recognition committee.

9. New Business

A discussion on the faculty/staff campaign and state contribution campaigns that have begun took place. Richard informed the committee members, the amount that is contributed to the faculty/staff campaign is not as important as the percentage of employees that actually contribute.

9. Other Business

Suggestion was made that all committee reports be attached to the agenda and sent to committee members one week prior to the meeting. That would allow committee members to review the material and eliminate the need to make copies of all the reports.

11. Adjournment

Richard adjourned the meeting at 10:13 a.m.

Please Recycle!