



COUNCIL ON STAFF AFFAIRS MEETING
Minutes of Tuesday, September 8, 2009

1. Call to Order:

Chair Richard Hammond called the meeting to order at 9:03 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:

a. Open Enrollment will be October 26 – November 20 and it will be online.

3. Approval of the Minutes of June 9, 2009 meeting of the Council on Staff Affairs.

The minutes could not be approved because quorum was not reached.

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

The treasurer's report was not given and approved because quorum was not reached.

5. Standing Committees

A. *Membership Committee*

1. Employee of the Semester – Denise Bogart

Nominations will be taken beginning October 5 and will close on October 23. Awards will be given at the COSA meeting on November 10.

2. Elections – Mike McKinley

COSA representative temporary appointments are Brian Haugabrook, JoAnn Bryant, and Ron Butler. There is no replacement yet for Jennifer Harvey.

B. *Staff Appreciation Week Committee* – Terence Sullivan

Richard and Terence met with Dr. Schloss to discuss Staff Appreciation Week. The week before Thanksgiving was chosen and we are waiting for the President to confirm those dates. Plans are for Staff Appreciation Week to run Tuesday, November 17 through Friday, November 20. Tuesday will be the students' day to recognize staff, Wednesday will be Community Day, Thursday will be for Deans, Directors, and Department Heads to recognize their staff, and Friday will be the President's cookout for staff.

C. *COSA on the Move* – Terence Sullivan

D. *Welfare Committee*

1. Retirement Walkway – Bobby Flowers

Bobby reported that a meeting may be held later this month.

a. Retirement Association – Judy Hart

No report.

E. *Policy Committee* – Carolyn Glock

No report. Will set up a meeting.

F. *Publicity Committee* – Yvonne LeRoy-Landers

Will set up a meeting. Yvonne asked that the chairs of committees email her their meeting and she will include them on the institutional calendar.

G. *USG Staff Conference* – John Wright

There will be a meeting at 10 AM in the UC Willow Room on Thursday, September 10 to discuss options for holding the conference online.

Ad Hoc – Yvonne LeRoy-Landers & Terence Sullivan

a. TAP

Dr. Schloss is very excited about and supportive of this program. TAP will be called a scholarship fund and the name will be TAPA (final A for Awards). John Crawford has committed to \$1500 per year for the fund and Dr. Schloss contributed \$300. Current plans are to have five \$100 awards for each of the three semesters and to start in spring semester 2010. Yvonne is working on guidelines and selection criteria.

6. Miscellaneous Reports

A. *Academic Scheduling/Procedures* – Bobby Flowers

No report.

B. *Benevolence* – Sue Bailey

One death was reported.

C. *Editorial Board for the Alumni Voice* –

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

Dates have been set for upcoming meetings, September 21, October 27 and November 23. The committee still needs a COSA representative to volunteer to fill the vacant voting position.

E. *Faculty Senate* – Richard Hammond

No report.

F. *Goal Monitor Report* – Sherri Adams

No report.

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

Mike reported that for there were a total of 258 tickets written, with 128 upheld and 130 dismissed.

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

No report.

I. *Wellness* – Jessica Klotz

No report.

J. *Institutional Planning Committee* – Sherri Adams

No report.

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

Will be held either September 24 or October 15.

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

QEP and SACS were discussed. The most recent budget scenario was approved as the working budget.

8. Unfinished Business

Quorum was not reached for the meeting/retreat. Tentative goals were outlined and will be sent around to the COSA representatives for review and additional input before finalizing them.

9. New Business

The committees list was reviewed. Terence will contact the new people about signing up for their committees. Jay discussed how Dr. Schloss is handing the statute revision to combine the PBC and University Council (PBC/UnCo). Dr. Schloss would also like to meet with the COSA Executive Committee every six weeks.

10. Other Business

11. Adjournment

The meeting adjourned at 9:46 a.m.

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