

# COUNCIL ON STAFF AFFAIRS

## Minutes of Tuesday, March 9, 2010

### 1. Call to order

Chair Richard Hammond called the meeting to order at 9:05 AM in the University Center Rose Room.

### 2. Roll call: All representatives must sign/initial the attendance roster to be counted as present.

Members present: Sherri Adams, Sue Bailey, Denise Bogart, Ron Butler, Bobby Flowers, Carolyn Glock, Leighia Hammond, Richard Hammond, Judy Hart, Brian Haugabrook, Jessica Klotz, Regina Lee, Yvonne LeRoy-Landers, Shirley McClain, Jay Rickman\*, Terence Sullivan, Kathy Sundin, John Wright, and Rich Yokeley. Guests in attendance were: Dr. Patrick Schloss (President), Tracy Martin (VP Finance), Wayne Kohle Paul (OASIS), Elizabeth Omiteru (COE), Tina Muncy (COA). The following members were absent: Nolan Argyle\* and Ann Farmer. **Please send a proxy if you cannot attend a meeting. Reminder postcards will be sent a few days before each COSA meeting.**

### 3. SPECIAL ORDER OF THE DAY

#### A. President's Comments

Dr. Schloss addressed the meeting. The budget was at the forefront of his talk and he answered questions regarding the proposed budget reductions and how VSU is addressing them. The President also asked for COSA's input regarding the option to permanently combine the positions of VP Finance & Administration and Budget Director, and VP of Student Affairs and Dean of Students rather than continue searches to fill the VP positions. There was some discussion about how these changes would affect the staff in these departments. A motion was made and seconded that COSA recommends these positions be combined. There was no further discussion and the vote was unanimous in favor of the motion.

#### B. Blazer Books Awards

Yvonne explained the Blazer Books program and presented awards to the five recipients: Wayne Kohle Paul, John Wright, Terence Sullivan, Tina Muncy, and Elizabeth Omiteru. Congratulations to all!

### 4. Approval of the Minutes of February 16, 2010 meeting of the Council on Staff Affairs

A motion was made and seconded to approve the minutes. The vote was unanimous and the minutes were approved as written.

### 5. Officer's Reports

#### A. Treasurer's Report – Judy Hart

The Fund 10 balance is \$1,821.19; Retirement Account balance is \$13,375.88; the VSU Foundation Discretionary account balance is \$4,471.28. A motion was made to approve the treasurer's report. It was seconded and approval passed unanimously.

#### B. Report from the Chair – Richard Hammond

##### i. Faculty Senate

The budget was the main topic.

##### ii. President's Cabinet

The presentation was on the budget.

##### iii. Executive Committee/President Lunch Meeting

The main topic of discussion was the budget.

#### C. Goal Monitor Report – Sherri Adams

No report.

#### D. Publicity Report – Yvonne LeRoy-Landers

43% of the staff completed the mandatory leave survey. A motion was made to accept the survey results and was seconded. There was no discussion and the COSA representatives voted unanimously in favor of the motion. Dr. Schloss formally accepted the leave days. An announcement will be sent out to staff. 68% of those who completed the survey chose Option 3 (the most leave days).

### 6. Committee Reports

#### A. *Membership Committee* – Chair (Richard Hammond)

##### i. Employee of the Semester – Denise Bogart

EOS award will be May 18<sup>th</sup>.

ii. Elections – Terence Sullivan

The nomination form has been made available on staff-wide email and the deadline for nominations is April 9. The form was also posted on the COSA website. April 26-30 will be electronic voting. There was discussion about when and where paper ballots should be made available and Monday was suggested. Traycee Martin reminded the representatives that Custodial doesn't necessarily report to Plant Ops any longer and suggested we check with Ray Sable about the best location to do paper ballots.

B. *Welfare Committee* – Chair Elect (Terence Sullivan)

i. Retirement Walkway & Recognition – Bobby Flowers

Bobby is trying to get the committee together to set the date for the luncheon. They are shooting for a date in May rather than in June.

1. Retirement Association – Judy Hart

No report.

ii. COSA on the Move – Terence Sullivan

The date for the Spaghetti Dinner Fundraiser is April 15. Terence is meeting with Debbie Conrad in Catering to discuss the menu and costs.

iii. Benevolence – Sue Bailey

One staff person (Monty Griffin) death was reported.

C. *Policy Committee* – Parliamentarian (Carolyn Glock)

No report.

D. *Staff Appreciation Week Committee* – Chair Elect (Terence Sullivan)

No report.

**7. Ad Hoc**

A. *Blazer Books* – Yvonne LeRoy-Landers

A motion was made and seconded to move the Blazer Books Committee from Ad Hoc to an official committee. There was no further discussion and the vote was unanimous in favor of the motion.

**8. Other Committees**

**9. University Wide Committees**

A. *Academic Scheduling/Procedures* – Bobby Flowers

The Senate will look at the survey results at their next meeting.

B. *Editorial Board for the Alumni Voice* – Yvonne LeRoy-Landers

No report.

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

The recycling contest in the dorms ends Friday, March 12. SIFE is doing a saving a contest. After spring break a saving electricity contest is planned.

D. *Facilities Advisory Committee* – Richard Hammond

The committee is looking at the bylaws.

E. *Institutional Planning* – Sherri Adams

No report.

F. *Parking Appeals* – Kathy Sundin/Terence Sullivan

A total of 2728 citations were written in February. Appeals upheld – 114. Appeals dismissed – 135.

G. *PBC* – Terence Sullivan/John Wright

President Schloss gave a budget presentation.

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

No report.

I. *Sodexo Dining Dish* – Leighia Hammond

The Health and Wellness Fair is going on today, March 9. On March 23, there will be a celebrity chef guest on campus – Mai Pham. She will be cooking lunch at Palms. Other upcoming events include a Take Heart breakfast, Relay for Life, Copper Chef and the Soup Kitchen.

J. *USG Staff Council* – Bobby Flowers

Their next meeting is planned for May.

K. *Wellness* – Jessica Klotz

Take Heart Breakfast is scheduled for Friday, March 26. They are trying to get the cost down to about \$2.00 per person because with the cost now at \$7.00 they are worried people will not attend. The Faculty/Staff Outing to Reed Bingham will be April 17 from 11 AM – 3 PM.

**10. Unfinished Business**

- A. *Topic for discussion:* Report on the Mandatory Leave Survey  
See Publicity Report above.
- B. *Topic for discussion:* Since Terence will be moving into the Chair position and John Wright is rolling off COSA, there was a discussion about how to cover the upcoming vacancies on the PBC. It was suggested that Richard Hammond stay on and fill one of the voting positions on in order to avoid having new/inexperienced people on that committee. There was a motion and it was seconded to move Richard Hammond into the voting position on the PBC that will be vacated. The vote was unanimous in favor of the motion.

**11. New Business**

- A. *Topic for discussion:* Letter writing campaign about the budget cuts.  
It was reported that letters were being written by faculty and staff to protest the budget cuts. A sample letter is available.
- B. *Topic for discussion:* Recommendations to the President for VP appointments.  
See **Special Order of the Day:** President's Comments above.

**12. Other Business**

John Wright talked about Relay for Life and encouraged everyone to put together teams and participate in this important cause. Dr. Schloss is donating the first \$100 for a team.

**13. Adjournment**

The meeting adjourned at 10:32 AM.