



## **COUNCIL ON STAFF AFFAIRS**

### **Minutes of Tuesday, June 17, 2012**

#### **A. Call to order**

Chair Yvonne Landers called the meeting to order at 9:05 AM.

- B. Roll call:** All representatives must sign/initial the attendance roster to be counted as present. Members present: Beverly Amiot, Sue Bailey, Denise Bogart\*, Ron Butler, Richard Hammond, Brian Haugabrook, Jessica Klotz, Regina Lee, Laura Pitts, Yvonne Landers, Olivia Blakely, Shanika Hezekiah, Art Rinberger, Lisa Snipes, and Terence Sullivan. Guests in attendance were: Dr. Louis Levy (Interim President), Sue Fuciarelli (VP F & A), Angela Uyeno (Internal Audit), Joe Newton (IT), Bill Moore (IT), Barrie Fitzgerald (SRA), Traycee Martin (Financial Services). The following members were absent: Joan Dear (Proxy-Ron Butler), Carolyn Glock, Bob Lee\* (excused), Shirley McClain, Tracy Meyers\*, Michael Knight, and Chris Valdes\*. (An \*asterisk denotes a non-voting member.) **Please send a proxy if you cannot attend a meeting.**

#### **SPECIAL ORDER OF THE DAY**

1. President's Remarks: Dr. Levy thanked COSA for the contribution to the nursing scholarship in Dr. Levy's mother's name. Dr. Levy recapped the last year's morale improved and a number of issues and initiatives were addressed including cracking down on drug use on campus, school consolidation, the Wellness Benefit, capital projects, relationship building in the community (schools, Chamber of Commerce, county and city officials, etc.)
2. Traycee Martin, Bill Moore, and Joe Newton discussed the Payment Card Industry (PCI) compliance standards to assure security when handling credit card data. The policy will ensure good internal control and VSU will be in Federal compliance. Terence Sullivan made a motion to accept the policy proposal as written and the motion was seconded by Art Rinberger. The motion passed by unanimous vote.

- C. Approval of the Minutes of May 15, 2012 meeting of the Council on Staff Affairs**  
The minutes of May 15, 2012 were approved unanimously.

#### **D. Officer's Reports**

1. Treasurer's Report – Shirley McClain  
State Allocation – \$1,893.00; Discretionary account - \$4,856.57; Blazer Books - \$1,355.00; Retirement Walkway - \$13,360.78. Treasurer's report was approved unanimously.
2. Report from the Chair – Yvonne Landers
  - i. Faculty Senate  
The senate is working on changing their governance structure. It will mirror COSA.
  - ii. President's Cabinet
3. Goal Monitor Report – Jessica Klotz  
The COSA Retreat is set for June 20, 12 – 3 PM at the Beijing Café. We will look back at our accomplishments and set goals for the year.
4. Publicity Report – Ron Butler  
We are selling bricks.

#### **E. Committee Reports**

1. *Budget* – Shirley McClain
2. *Policy* – Art Rinberger

Olivia Blakely and Regina Lee were elected for the representative positions for Finance and Administration. Barrie Fitzgerald was elected for the President's Area.

3. *Social Recognition* – Terence Sullivan
4. *Professional Development* – Ron Butler – No report
5. *Ad Hoc* – Brian Haugabrook

The results for the survey on the Holiday Calendar for 2013, 2014 and 2015 were for getting the maximum time off.

**F. University Wide Committees**

1. *Academic Scheduling/Procedures* - Richard Hammond/Olivia Blakely
2. *Editorial Board for the Alumni Voice* – Yvonne LeRoy-Landers – No report
3. *Environmental Issues (EIC)* – Joan Dear – No report
4. *Facilities Advisory Committee* – Richard Hammond
5. *Institutional Planning* – Terence Sullivan – No report
6. *Parking Appeals* – Ron Butler  
Ron will email the Parking Appeals data.
7. *PBC* – Richard Hammond/Art Rinberger  
The PBC was closing out the year and ranking 49 items for funding.
8. *President's Climate Committee* – Shirley McClain
9. *Chartwells* – Chris Valdes  
\$5 Fridays will continue.
10. *USG Staff Council* – Terence Sullivan/Yvonne Landers  
The Vice Chancellor has announced that Staff Council is being recognized at the BOR level (August 7 in Atlanta.)
11. *Wellness* – Lisa Snipes
12. *Parking and Transportation Policy Committee* – Jessica Klotz/Richard Hammond

**G. Unfinished Business**

**H. New Business**

**I. Other Business**

**J. Adjournment**

The meeting adjourned 9:42 AM.

Respectfully submitted,  
Sue Bailey  
COSA Secretary