



## **COUNCIL ON STAFF AFFAIRS**

### **Minutes of Tuesday, January 15, 2013**

#### **1. Call to order**

- a. Chair Brian Haugabrook called the meeting to order at 9:03 AM.

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

- a. Members present: Beverly Amiot, Sue Bailey, Denise Bogart\*, Olivia Blakely, Joan Dear, Brian Haugabrook, Regina Lee, Jessica Klotz, Shanika Hezekiah, Michael Knight, Yvonne Landers, Laura Pitts, Lisa Snipes, Pete Harkness\* and Bob Lee\*. Guests in attendance were: Angela Uyeno (Internal Audit), Dr. Miryam Espinosa-Dulanto (Modern & Classical Languages). The following members were absent: Carolyn Glock, Barrie Fitzgerald, Richard Hammond, Ron Butler (excused), Terence Sullivan (proxy - Sue Bailey), and Tracy Meyers\*. (An \*asterisk denotes a non-voting member.) **Please send a proxy if you cannot attend a meeting.**

#### **3. SPECIAL ORDER OF THE DAY**

- a. Farm Workers' Clinic - Miryam Espinosa-Dulanto  
Dr. Espinosa presented information about the Farm Workers' Clinic and how COSA can be involved - through providing transportation, tents, meals, etc. The clinic runs June 14 - 21. Collections of food, clothing, heaters can be dropped off at Women and Gender Studies.

#### **4. Approval of the Minutes of November 13, 2012 meeting of the Council on Staff Affairs**

- a. Minutes were approved. (No meeting/minutes for December.)

#### **5. Officer's Reports**

- a. Treasurer's Report – Shanika Hezekiah
  - i. Correction to the previous November 2012 reported State Allocation - \$1,770.25 (not \$1,070.25.) State Allocation – \$1,725.25; Discretionary account - \$2,991.16; Blazer Books - \$1,404.00; Retirement Walkway - \$14,125.84.
- b. Report from the Chair – Brian Haugabrook  
The Retirement Committee will take the lead on the luncheon. The date is being set. COSA will support their efforts; they need funds for invitations and awards. Judy Hart will contact Brian with details. Becky Murphy will present possibly next month on promotion and engagement in staff development.
  - i. Faculty Senate  
Faculty Senate is redoing their handbook and bylaws. Increasing their membership 10%.
  - ii. President's Cabinet  
Provost search still going on. Setting up the finalists now for their visits to campus for end of February/early March. New provost will be chief operating officer with more administrative duties.
- c. Goal Monitor Report – Jessica Klotz
  - i. Plans are to align goals with the agenda.
- d. Publicity Report – Ron Butler

#### **6. Committee Reports**

- a. *Policy* – XXXXXXXX
  - i. Increasing reps about 5% - 10 to 12 people. The reasoning behind the change is to allow more people to be involved, spread out workload, and increase flexibility and effectiveness in

committees. Motion was made and seconded to increase number of representatives. Discussion followed. The motion passed unanimously.

b. *Social Recognition – Terence Sullivan*

- i. Ideas were discussed for possible future fundraisers - iPad, TV. Other ideas for a dance and Wild Adventure Day for employees were also mentioned. Suggestion made to send out emails asking for ideas. Increases in the number of Book Awards given and raffles each semester were additional suggestions.

c. *Professional Development – Ron Butler – No report*

**7. University Wide Committees**

a. *Academic Scheduling/Procedures - Richard Hammond/Olivia Blakely*

b. *Parking Appeals – Ron Butler*

c. *PBC – Yvonne Landers/Richard Hammond*  
Will meet Jan 25.

d. *Chartwells – Pete Harkness*

- i. Pete shared upcoming specials and events and also provided calendars with what is going on in Dining Services. \$5 Tuesdays will continue all semester. For Employee Appreciation Luncheon Chartwells will donate all labor and food will be at cost.

e. *USG Staff Council – Yvonne Landers*

f. *Wellness – Lisa Snipes*

- i. Upcoming events include: Take Heart (Feb 12), guest speaker at next Wellness meeting on topic of smoke free campus, Weight Watchers (Jan 29 @ noon), Fitness Frenzy (Feb 27), free yoga classes beginning Jan 22 (must register through Employee Development), smoking cessation lunch session coming up, Walking Club Contest (this will be the last year for the free cruise as a prize). Discussion about COSA funding the lunch again for Take Heart.

**8. Unfinished Business**

**9. New Business**

Olivia Blakely thanked COSA for the help with the Plant Christmas party. Bob Lee announced the Retirement Lunch is set for April 30. A discussion needs to be held with the Retirement Committee on what to do with their account that COSA has been maintaining. Angela Uyeno shared that they are trying to streamline and speed up the Policy on Policies process - please visit their website and give feedback on the new process.

**10. Adjournment**

Meeting adjourned at 10:05 AM.

Respectfully submitted,  
Sue Bailey  
COSA Secretary