



## **COUNCIL ON STAFF AFFAIRS**

### **Minutes of Tuesday, August 19, 2014**

#### **1) Call to order**

a) Chair Laura Pitts called the meeting to order at 9:00 AM in the UC Rose Room.

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

a) Members present: Sue Bailey, Olivia Blakeley, Denise Bogart\*, Sabrina Daniels, Donnell Davis Jr., Joan Dear, Bobby Flowers, Veronica Graham, Gwen Manning, Pete Harkness\*, Shanika Hezekiah, Jessica Klotz, Bob Lee\*, Laura Pitts, Terence Sullivan, and Angela Uyeno. Guests were: Heather Proctor (Alumni Relations), Marci Marshall (CONNS), David Burdette, and Michael Smith (HR/SEO). The following members were absent: Beverly Amiot (Proxy-Russ Wall), Derrick Carter (Proxy-Gwen Manning), Pepper Croft, Chasity Gill (Proxy-Laura Pitts), Sandra Griffin (Proxy-Donnell Davis Jr), Jonathan Klotz (Proxy-Jessica Klotz), Regina Lee, Marlene Marlow, James Archibald\*, Keith Warburg, and Courtney Wilkes (Proxy-Laura Pitts). **Please send a proxy if you cannot attend a meeting.**

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

a) Homecoming Helpers Needed – Heather Proctor talked about Homecoming events and the need for volunteers in various capacities. Judges are needed to judge office decorations across campus. Theme: 25<sup>th</sup> Anniversary of the Arts and the new “Ignite” campaign. During Homecoming Week, the carnival will be on Monday. T-shirt Swap Monday, Tuesday, and Wednesday. Other events through the week include student organizations doing sidewalk chalk art, Lip Sync Contest and Pep Rally on Thursday. Friday is the gold tournament. Saturday will be the homecoming parade and the Alumni Tailgate behind the UC.

#### **4) Approval of the Minutes of July 15, 2014 meeting of the Council on Staff Affairs**

a) A motion was made and seconded to approve the minutes of July 15, 2014. They were approved unanimously.

#### **5) Treasurer’s Report – Shanika Hezekiah**

a) State allocation - \$2,057.00; Discretionary - \$2,221.44; Blazer Books - \$389.00; Retirement Walkway - \$12,395.99.

#### **6) Communication with Administration**

a) Report from the Chair – Laura Pitts

- i) We received a big thank you from Parking and Transportation for Early Move-In Volunteers and Lemonade Brigade Volunteers. Waiting to hear back from Maggie Viverette before proceeding with any action on the Diversity Plan. Dr. McKinney is in Macon for a ribbon cutting ceremony today. Dr. McKinney was pleased with the representation at convocation to kick off the academic year. The Capital Campaign with Identity Study theme is “Invest, Ignite, Inspire.” Advertisements will go out throughout Georgia and seven Florida counties with an emphasis in Atlanta. The annual COSA meeting is in Albany on Oct 1 & 2. Anyone interested please let Laura Pitts know via email. The Buffalo Wild Wings fundraiser is being considered for a Monday or Wednesday as a two hour block or all day event. We will give out flyers. On the day of the event, volunteers will work in shifts as greeters. Discussion to hold it the Friday before Thanksgiving week. The President and Dr. Charlesworth plan their Holiday Dessert Social for Sunday, Nov 2. Laura will confirm date. Maybe ours could be mid- or end of September? See the attached notes regarding the report on the COSA Quarterly Meeting. Terence Sullivan has volunteered to represent COSA on the new Internationalization and Globalization Committee. COSA T-shirts: is there enough interest to order shirts.

b) COSA Retreat Follow up

#### **7) Staff Attendance and Participation**

a) COSA calendar on website – no volunteers to take this on at this time.

#### **8) Employee Morale**

a) Fundraiser suggestions – see Report from the Chair

**9) Representation on Committees**

a) Wellness – Veronica Graham has volunteered to replace Laura Pitts.

b) Retiree Walkway Committee – Bobby and Shanika need one or two more volunteers.

c) Internationalization and Globalization Committee – Terence Sullivan volunteered.

d) SGA Rep needed.

**10) New Business**

Pete Harkness shared what's coming up in Dining Services.

**11) Adjournment**

The meeting adjourned at 10:00 am.

Respectfully submitted,

Sue Bailey, COSA Secretary

(minutes taken by Laura Pitts)