



COUNCIL ON STAFF AFFAIRS

Minutes of Tuesday, July 15, 2014

1) Call to order

a) Chair Elect Jonathan Klotz called the meeting to order at 9:04 AM in the UC Cypress Room.

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

a) Members present: Beverly Amiot, Sue Bailey, Olivia Blakeley, Pepper Croft, Sabrina Daniels, Donnell Davis Jr., Joan Dear, Bobby Flowers, Chasity Gill, Veronica Graham, Sandra Griffin, Gwen Manning, Shanika Hezekiah, Jessica Klotz, Jonathan Klotz, and Courtney Wilkes. Guests were: Kevin Emert (Parking & Trans). The following members were absent: Denise Bogart*, Derrick Carter, Pete Harkeness*, Regina Lee, Bob Lee*, Marlene Marlow, Laura Pitts (Proxy-Jonathan Klotz), Terence Sullivan, Angela Uyeno (Proxy-Brandon Mainer), and Keith Warburg. **Please send a proxy if you cannot attend a meeting.**

3) SPECIAL ORDER OF THE DAY

- a) Diversity Plan – The updated plan was sent to Jonathan Klotz and Laura Pitts for review; it will be sent out for everyone to review and make comments. We will vote at the August meeting to support or not support the plan.
- b) Early Move In - Chasity Gill asked for volunteers for early move-in on August 10 to help direct traffic, give directions, and watch students' belongings while they move into their rooms. 700 students are expected and will be the biggest move-in. As many volunteers as possible are needed. Please email Chasity if you can help. COSA will send out a reminder and sign up form in a couple of weeks. Please wear your COSA shirt if you have one. Please don't park on the main square.

4) Approval of the Minutes of June 17, 2014 meeting of the Council on Staff Affairs

a) A motion was made and seconded to approve the minutes of June 17, 2014. They were approved unanimously.

5) Treasurer's Report – Shanika Hezekiah

a) State allocation - \$2,057.00; Discretionary - \$2,194.09; Blazer Books - \$389.00; Retirement Walkway - \$12,394.33.

6) Communication with Administration

- a) Report from the Chair – Laura Pitts
- i) Laura sent her thanks for everyone who attends COSA meetings regularly and those who were able to attend the retreat. The new Executive Committee was welcomed as were new reps Angela Uyeno (At Large), Beverly Amiot (At Large), Chasity Gill (F&A), and Gwen Manning (Student Affairs).
- b) COSA Retreat Update
- i) 3 main goals were created. See attached sheet for full details. 1) Obtain a 3% increase in staff nominations for COSA elections this year and a 3% increase in staff attendance at COSA events. 2) Administer a survey fall semester 2014 to determine baseline measure of staff morale and use this data to identify ways morale can be improved by 50% over the next two years. 3) Increase COSA representation on University-wide committees.
- ii) Jonathan also discussed the importance of COSA reps attending the committee meetings they volunteer for and explained the recent issue with Faculty Senate writing COSA out of their bylaws/policies regarding COSA representation.

7) Staff Attendance and Participation

8) Employee Morale

9) Representation on Committees

a) Wellness

- i) The 90 minute release program is being revised to have a more holistic approach to wellness. It will be expanded to include a variety of professional development type classes. The program is on track for a spring 2015 release.
- b) Election Process Committee
 - i) A new committee headed by Bobby Flowers to reestablish procedures, analyze COSA representation, get the election process back on track, and work to get more people interested and involved in COSA.

10) New Business

- a) Beverly Amiot reported on the USGSC quarterly meeting on July 9. Laura Pitts and Beverly attended. Annual Conference is scheduled for Oct 1 & 2 at Albany State. More information will be sent out in the near future regarding signing up to attend. USGSC is updating their listserv so contact Laura Pitts or Jonathan Klotz if you want to be on it. USGSC has 4 committees (Nominating Committee, Public Relations, Bylaws Committee, and Annual Conference Committee). USGSC would like individual COSA's to have same names for committees for consistency; also wants individual institution's bylaws to follow the state's bylaws. Some new initiatives from the new State Chair include: extending TAP to spouses and possibly children; TAP to pay for online class fees; USGSC presence on Twitter, Facebook; bereavement time that does not require taking leave and wording to be changed to "bereavement for loss of something loved" so to include pets; looking into a one-time stipend upon degree completion (BOR says it is available but up to each institution to fund it); Beverly discussed increased sick time to 10 hours/month with the new Chair –Beverly will draft something for Chair to send up to the state level.
- b) Jonathan encouraged reps to contact him and Laura with questions, concerns, questions, anytime – their email boxes are always open.
- c) Bobby Flowers explained the difference between bylaws and procedures. Bylaws are not easily changed; there is a major process that must be followed to change bylaws. Procedures can be changed more easily to ensure we are effective and things flow smoothly.
- d) There were some questions about Tobacco Free Campus. Flyers are now available as well as signage. People will not receive tickets or fines. It is an informational program. The official start date for the program is Oct 1.

11) Adjournment

The meeting adjourned at 9:52 am.

Respectfully submitted,

Sue Bailey, COSA Secretary