



COUNCIL ON STAFF AFFAIRS

Minutes of Tuesday, June 17, 2014

1) Call to order

a) Chair Regina Lee called the meeting to order at 9:05 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, Ron Butler, Derrick Carter, Pepper Croft, Sabrina Daniels, Joan Dear, Bobby Flowers, Veronica Graham, Sandra Griffin, Brandy Grucella, Pete Harkness*, Shanika Hezekiah, Jessica Klotz, Jonathan Klotz, Regina Lee, Bob Lee*, Marlene Marlow, Laura Pitts, Angela Uyeno, and Keith Warburg. Guests were: Maggie Viverette (OSE), Chasity Gill (P & T), Kevin Emert (P & T). The following members were absent: Denise Bogart*, Michael Knight, Courtney Wilkes, and Dr. Ed Walker*. **Please send a proxy if you cannot attend a meeting.**

3) SPECIAL ORDER OF THE DAY

- a) Maggie Viverette presented a draft of the new Diversity Plan (see attached). Maggie reviewed the plan, answered several questions, and asked for COSA's support of the proposal. COSA representatives will review the plan and vote on supporting it at the July meeting. Maggie will send a complete document for review.
- b) American Red Cross – Claire Bowen gave a presentation on the importance of giving blood as well as information about procedures, statistics, etc. Tuesday, June 24 there will be a Blood Drive in the Student Union meeting rooms 1A and 1B from 12:30-5:30. Bobby Flowers reminded everyone that you will not be docked time to go during work hours to give blood. Claire will send information about donor center hours for those who wish to donate at times other than the blood drive.

4) Approval of the Minutes of May 20, 2014 meeting of the Council on Staff Affairs

a) A motion was made and seconded to approve the minutes of May 20, 2014. They were approved unanimously.

5) Treasurer's Report – Shanika Hezekiah

a) State allocation - \$496.43; Discretionary - \$2,353.84; Blazer Books - \$389.00; Retirement Walkway - \$12,780.70.

6) Communication with Administration

- a) Report from the Chair – Regina Lee
- b) COSA Retreat – The retreat is scheduled for Friday, June 27 from 11 – 2 at Wooden Nickel on Perimeter Road. The meeting will follow lunch. We will be setting goals for the upcoming year. Email Regina if you cannot attend.

7) Staff Attendance and Participation

- 1) Chartwell's - Pete Harkness reported that GHP (Governor's Honors Program) students will be arriving Sunday, June 22. Lots of fun events are planned for the GHP students. Palms will be open 7-9 am for breakfast, 11:30-1:30 for lunch, and 5-7 pm for supper. Watch websites and retail units' postings for summer hours of operation. Lunch will be served for convocation on August 11. Pete suggested it would be a good day for a COSA fundraiser.
- 2) Election update – Open positions are 3 for Finance and Administration and 1 for EMC. Nominations were opened for Chair Elect for FY15. Jessica Klotz nominated Jonathan Klotz. With no other nominations presented, Bobby Flowers made a motion to close nominations. The motion was seconded and all were in favor of electing Jonathan as Chair Elect. Regina nominated Derrick Carter for Publicity. With no other nominations presented, Veronica Graham made a motion to close nominations. The motion was seconded and all were in favor of electing Derrick for Publicity. Bobby Flowers nominated himself as Parliamentarian. With no other nominations presented, Sue Bailey made a motion to close the nominations. The motion was seconded and all were in favor of electing Bobby as Parliamentarian. Gwen Manning also replaced Brandi Grucella who had to resign from COSA.

8) Employee Morale

- a. Wild Adventures Day – The event was an overall success. According to the post survey, 96% of respondents said they would participate again. The majority of respondents preferred that the event be held in the future in April. All of the comments will help to make improvements for next year. Regina and Laura have already met with Dr. McKinney to debrief the event and he is behind it 100% for next year.

9) Representation on Committees

- a) Wellness - Laura reported that the 90 minute release program is well underway with 100% backing by Dr. McKinney. Plans are to roll it out on July 1, 2014. Laura reminded those present that participation in the program is between supervisors and employees. Some people may not be able to participate based on departmental needs. HR will be visiting departmental meetings to make everyone aware of the program. The 5K Blazer Dash will be held on August 23. Other wellness events and initiatives – free yoga classes; Tobacco Free Campus is well underway with an effective date of October 1. Plans are to roll things out in August to give everyone a chance to get used to it. The administration is working on how to support and enforce the new policy. VSU police are not getting involved. There will be no confrontations; warnings and awareness campaigns only at this point.
- b) Faculty Senate - Jonathan Klotz reported that nothing of relevance to COSA was discussed at the most recent meeting.

10) New Business

- a) Beverly Amiot shared information from the quarterly USGSC meeting. She recommended that we create a PowerPoint with our COSA activities to show at meetings as other Councils do. A recommendation was made at the quarterly meeting that since all COSAs are a unit in the USG, all committees should have the same names. The Annual meeting will be held in Albany on October 1 & 2. STARS may possibly be reinstated. The Foundation at GA Southern has a program - an emergency fund for staff – interest free loans up to \$5000. Dr. McKinney is interested.
- b) Keith Warburg will be attending the Strategic Planning Committee meeting this week and will report back.

11) Adjournment

The meeting adjourned at 10:08 am.

Respectfully submitted,

Sue Bailey, COSA Secretary