



MINUTES OF THE COUNCIL ON STAFF AFFAIRS MEETING
January 14, 2003

COSA Chair Shannon McGee called the meeting to order at 8:30 a.m. in the President's Dining Room of the Palms Dining Center. Members present: Melinda Cutchens, Sammy Dees, Jeff Giles, Jeff Grant, Inman Grimsley, Rosalyn Hatcher, Stanley Jones, Rebecca Kimbrough, Sue Lampert, Bob Lee, Shannon McGee, Mike McKinley, Kae Sinkule, Patrick Smith, and Trisha Taylor. Guests in attendance were Joe Mattachione, Director of Housing and Residence Life, Bobby Flowers, Plant Operations and Holly Decker, Campus Mail.

SPECIAL ORDER OF THE DAY:

Joe Mattachione, Director of Housing and Residence Life, provided an overview of the Residence Hall Arrival Instructions. It is estimated that between 1100 and 1300 students move in to the dormitories in one day. Mr. Mattachione informed the group that he coordinates efforts with VSU Parking and Transportation, as well as Public Safety to assist with alleviating congestion. There are several student organizations that volunteer to assist with the process including, sororities, fraternities, other campus organizations, SMILE staff (Student Move-In Leaders) and various members of the VSU administration. Mr. Mattachione did state that there may be a three to four day orientation for first year freshmen this year at which freshmen may be able to move into the dormitories earlier than other students. If this occurs it may alleviate some of the congestion during the weekend move-in. COSA is interested in becoming a part of this volunteer effort. Mr. Mattachione informed the group that he is a part of a committee that is currently reviewing the arrival procedures.

MINUTES:

The minutes from the previous meeting were approved as submitted.

TREASURER'S REPORT:

Sue Lampert presented a written report of the three COSA accounts.

- } Fund 10000 = \$1,057.17
- } Discretionary = \$1,183.95
- } Retirement Walkway = \$11,326.00

Sue also informed the group that she is receiving brick contributions for the Retirement Walkway.

COMMITTEE REPORTS:

- Elections: Mike McKinley informed the group that he drafted a memo to Information Technology regarding the online election process. He will have a follow-up report at the February COSA meeting.
- Employee of the Semester Committee: Rebecca Kimbrough informed everyone that she received seventeen Employee of the Semester nomination forms for Fall 2002. The Employee of the Semester will be announced at the February 2003 COSA meeting.
- Policy: The Policy Committee previously recommended that two individuals be selected to chair the Staff Appreciation Day committee. Rebecca Kimbrough stated that the Staff Appreciation Day committee is scheduled to meet on January 16th. The Staff Appreciation Day committee will discuss the proposal and inform COSA of the committee's decision.
- Retirement Walkway-Employee Recognition Committee: No report.
- Staff Appreciation Day: Rebecca Kimbrough informed the group that the Staff Appreciation Day committee is scheduled to meet on January 16th at 3:00 p.m. in Conference Room 1 in the University Union (2nd floor).

OTHER COMMITTEE REPORTS:

- Academic Scheduling/Procedures: No report.
- Faculty Senate: No report.
- Parking Appeals: Mike McKinley distributed a chart indicating the breakdown of the parking appeals for the month of December 2002. The committee upheld 57% of the appeals while 43% of the appeals were dismissed.
- Partners for Campus Excellence: No report.
- Welfare Committee: No report.
- State Charitable Contributions Program: Bob Lee informed everyone that pledges for the State Charitable Contributions Program will continue to be received through the month of January, 2003. The goal of \$35,000.00 is within reach and Bob encouraged everyone to contribute so VSU could meet or exceed the original \$35,000.00 goal.

REPORT FROM THE CHAIR:

Chair Shannon McGee spoke about issues that were addressed in Dr. Zaccari's message during the Spring Semester Faculty/Staff Convocation on January 9th. She informed everyone that there will be three COSA Representatives on the new Parking Advisory Committee. The individuals are Mike McKinley, Stanley Jones, and Shannon McGee.

OLD BUSINESS:

There was brief discussion regarding the 2003 Holiday Calendar. COSA Representative Trisha Taylor commented to everyone that the group she represents (EE04 classification) expressed some dissatisfaction with the manner in which the 2003 Holiday Calendar proposal was handled. Several individuals in the EE04 classification wanted input into the proposal rather

than reviewing the proposal after the fact. Representative Taylor indicated that she would like for a standard procedure to be created in order to avoid this situation again. Chair Shannon McGee stated that guidelines will be put in place to begin the process around September or October so staff will have the opportunity to make suggestions regarding the holiday calendar. Chair McGee also reminded COSA representatives to remain in constant contact with those they represent in order to get their views on various staff issues whether it is the holiday calendar or other concerns. Shannon McGee will check on the status of the calendar and inform COSA of the results.

NEW BUSINESS:

OTHER BUSINESS:

- ↳ Sue Lampert shared with the group that there will be 450 college students from various areas across the United States that will arrive in Valdosta during the month of March to be part of the next Habitat for Humanity building project. Kae Sinkule announced that Anita Gosier recently moved into her home built by Habitat for Humanity. Also, Kae announced that Ann Timpson has qualified for a home by Habitat for Humanity.

ADJOURNMENT

The meeting adjourned at 9:30 a.m.

Respectfully submitted:

Melinda Cutchens, Secretary, Council on Staff Affairs