



## **MINUTES OF THE COUNCIL ON STAFF AFFAIRS MEETING**

November 11, 2003

COSA Co-Chair Patrick Smith called the meeting to order at 8:37 a.m. in the President's Dining Room of the Palms Dining Center. Members present: Sharon Butcher, David Bennett, Melinda Cutchens, Bobby Flowers, Shawn Gibbons, Jeff Giles, Inman Grimsley, Mike Hamm, Rosalyn Hatcher, Stanley Jones, Bob Lee, Shannon McGee, Mike McKinley, Marshall McLane, Patrick Smith, Josie Stone, Trisha Taylor, Carolyn Wilson and Tim Yorkey. Special guest: Becky Murphy (Training & Development). Members absent: Carolyn Gaston, Jeff Grant, Rebecca Kimbrough and Thor Withers.

### **SPECIAL ORDER OF THE DAY:**

Patrick Smith welcomed David Bennett who will be replacing Harry Crumley (EE07) who resigned his position on COSA.

Patrick introduced Becky Murphy to explain the concept behind the I Caught You Caring program. Becky said it is basically an informal way to recognize an employee providing exceptional service. They would be I Caught You Caring card placed around campus and anyone who receives a service can fill a card out. When an employee is recognized for the first time they will receive a lapel pin and the card along with a letter to their supervisor. Becky was asking COSA for ideas and ways to promote the program and locations for the cards where they would be easily accessible. There was also a suggestion that there be information with the cards explaining what the program is about. Becky asked if COSA would be interested in partnering with Training & Development with this program. After some discussion a motion was made to suspend the by-laws for this meeting to be able to vote on partnering with Becky Murphy and Training & Development to start the I Caught You Caring program. The motion was seconded and passed. Then the motion was made that COSA would partner with Becky Murphy and Training & Development on the I Caught You Caring program. The motion was seconded and passed.

### **MINUTES:**

Minutes of the previous meeting were approved as submitted.

### **TREASURER'S REPORT:**

Sharon Butcher presented a written report of the three COSA accounts.

- ☒ October: Fund 10000 = \$1,535.68
- ☒ Discretionary = \$2,093.15
- ☒ Retirement Walkway = \$1,193.76

The Treasurer's report was approved as submitted.

### COMMITTEE REPORTS:

- **Academic Scheduling/Procedures:** Mike McKinley stated that they are now looking at the 06 calendar and their seems to be a lacking of student support.
- **Benevolence Committee:** They are working on a mission statement and guidelines.
- **Calendar Committee (Ad Hoc):** Chair Trisha Taylor. The President has asked COSA to work on a Holiday Calendar with 3 leave options for the next 3 years. Trisha handed out copies of the proposals the committee has worked on and asked for all the members to look over them and give her any feedback. There was a motion to table the proposal for the Holiday schedule and make sure all feedback gets to the Executive Committee and then it will be voted on at the December 9<sup>th</sup> COSA meeting. The motion was seconded and passed. The calendar was added to the COSA web site so all VSU employees could see it and give their input.
- **Elections:** Chair Bobby Flowers. There was a proposal tabled that would extend the term for 5 COSA reps. by one more year. There was a motion for the proposal to be approved. The motion was seconded and passed.
- **Faculty Senate:** No Report.
- **Parking Appeals:** Chair Mike McKinley reported the committee upheld 44% of the appeals while 56% of the appeals were dismissed for October. He also noted the 1 year statistics from Oct. 02- Oct. 03 and out of 3,265 tickets total for this year 49% were upheld and 51% were dismissed.
- **Policy:** Chair Bob Lee reported they are meeting every other Monday. They are working on changing the wording on Policy 2E. Currently the policy states:
  - *06 The Election Committee may fill a vacancy by appointment until the next election; however, preference must be given to the second highest vote recipient of the election from which the exiting member was elected. The Appointee must come from the area where the vacancy occurred. When a vacancy is filled by appointment, the Appointee shall serve **the remainder of the fiscal year** at which time the position must be filled by election. For the purposes of re-election, the new member shall be considered to have served their first term.*

The committee would like to modify the policy by changing the wording from *the Appointee shall serve the remainder of the fiscal year at which time the position must be filled by election* to *the Appointee shall **serve the remainder of the term** at which time the position must be filled by election* or to that effect.
- **Staff Appreciation Day:** Patrick Smith. Only 5 people showed up for the October 30<sup>th</sup> Staff Appreciation Day meeting. At last count approx. 350 employees attended the Staff Appreciation Day function. There was a suggestion to place the door prize table closer to the check-in table. There was also a suggestion to change the vendor table layout and to coordinate with the vendors when they are doing drawings for their own door prizes.. Other suggestions were to move the cakewalk away from the DJ so they could play and control their own music and to possibly add a pie in the face contest for next year. Inman commended everyone for their hard work and believes this was the best Staff Appreciation

Day yet! Patrick is asking for volunteers for 2 co-chairs for the Staff Appreciation Day Committee. The next Staff Appreciation Day is scheduled for December 11<sup>th</sup> at 2 p.m. in the University Union, Conference Room #1. Patrick reminded the group that this meeting is open to anyone who would like to participate of make suggestions for next years Staff Appreciation Day.

- **Staff Development:** Chair Shannon McGee. Becky has a graduate assistant working on campus feedback for needs.
- **State Charitable Contributions Program:** Chair Bob. The kick-off luncheon was last Wednesday and the envelopes have been distributed to the campus departments.
- **Welfare Committee:** Chair Patrick Smith
  - **Employee of the Semester:** Chair Stanley Jones reported the ballots will be mailed out next week and are due back by December 17<sup>th</sup>.
  - **Retirement Walkway/Luncheon -Employee Recognition:** Chair Shannon McGee reported she has received 3 donations already. She will be sending donation reminders out since it is the holiday season.
  - **University Planning Advisory Council:** No Report

### **REPORT FROM THE CHAIR:**

Co-Chair Patrick Smith reminded the group that open enrollment is scheduled for October 14, 2003 through November 14, 2003. This also includes the Dental Insurance Plan.

Wild Adventures will be on campus December 3, 2003 from 11:00 AM until 2:00 PM to sell VSU employees discount passes (\$49.95 each) and regular priced parking permits. These passes are good starting now to December 31, 2004.

Sams Club will be on campus December 12, 2003 from 9:00 AM until 2:30 PM to sell Sams Memberships.

### **UNFINISHED BUSINESS:**

#### **NEW BUSINESS:**

Wednesday November 19<sup>th</sup> is when the staff survey will be conducted. If anyone would like to volunteer they should contact Becky Murphy, Sue Lampert or Shannon McGee. This would take approx. 1 hour in the morning and 1 hour in the afternoon.

### **OTHER BUSINESS:**

### **ADJOURNMENT**

The meeting adjourned at 9:50 a.m.

Respectfully submitted:

*Shawn Gibbons*

Shawn Gibbons COSA Secretary