



## **THE COUNCIL OF STAFF AFFAIRS**

**Minutes of July 11, 2006**

1) **Call to Order:**

Chair Elect Honey Coppage called the meeting to order at 9:00 a.m. in the University Center Rose Room. Members present: Brian Anderson, David Bennett, Sharon Butcher, Alice Carter, Honey Coppage, Bobby Flowers, Verna Harvey, Brenda Kelley, Bob Lee, Sementha Mathews, Angela Steele, John Wright. Quorum attained. Absent: Denise Bogart, Keith Flemming, Steve Fesler, Diane Guess, Mike Hamm, Mike McKinley, Beverly Sharpe, Shana Yorkey, Tim Yorkey. Special Guest: Karen Breseman, Dr. Christine James and Dr. Nolan Argyle.

2) **Approval of the Minutes from June 13, 2006:**

Minutes were approved and seconded.

3) **Approval of Treasurer Report:**

NO REPORT due to end of year closing out.

4) **Standing Committee Reports:**

***Membership Committee-Tim Yorkey***

Employee of the Semester-David Bennett

Will meet in month of August to begin process for nominating Employee of Semester for Spring. Classified Staff nominations were turned in and a decision made. Will be announced by Dr. Zaccari at convocation.

Elections-Mike McKinley- NO REPORT

***Staff Appreciation Day Committee-Honey Coppage***

Honey announced a Staff Appreciation Day meeting is set for Thursday, July 13, 4:00 in Live Oak Room.

1. COSA On-The-Move-Honey Coppage

NO REPORT

***Welfare Committee-Honey Coppage***

1. Retirement Walkway- Chair: Honey Coppage

Retirement Luncheon went well. Bobby will confirm all bricks ordered

have been delivered.

2. Staff Development committee-Tim Yorkey

NO REPORT

3. Benevolence- Shana Yorkey

NO REPORT

***Policy Committee-Bob Lee***

Next meeting will be Thursday, July 20<sup>th</sup> in Willow Room, 9:00 a.m.

***Environmental Issues-Bobby Flowers***

1. Recycling-Bobby Flowers

Will plan to meet with Faculty Senate in August when everyone is back from summer break. Christine James, Executive Secretary for Faculty Senate let us know that there will be a special meeting in August with Mr. Jim Black and Mr. Greg Gordon and the recycling issue will be discussed. Christine will let COSA know when a date is set for that meeting.

2. Wellness Safety-Sharon Butcher

NO REPORT on the smoking policy. Sharon will begin to schedule meetings. Campus Wellness will meet July 20<sup>th</sup>.

5) **Miscellaneous Reports:**

***Faculty Staff Campaign-Bobby Flowers***

Lynne Capece will be at the August COSA meeting to discuss and inform us of the benefits of the Faculty Staff campaign.

***State Charitable Contribution Campaign-Bob Lee***

Lynne Capece will discuss the State Charitable Contribution campaign at our August meeting.

***Parking and Appeals-Mike McKinley***

Mike was absent, handout was distributed. 101 total appeals; 34 upheld; 67 dismissed.

***Goal Progress-Choose a Goal Monitor-Sementha Mathews***

Sementha reminded us of our goals and noted that August was the month we should begin to focus on completing our goals. Sementha made a special note that goal number 5 was accomplished WE PICKED A GOAL MONITOR. Sementha also introduced our guests.

6) **Report from the Chair:**

***Academic Scheduling/Procedures***

Holiday Scheduling – Dr. Zaccari has sent to the schedule to the Chancellor for his approval

***Faculty Senate-Bobby Flowers***

There will be a special meeting of Faculty Senate in August.

***University Council-Tim Yorkey***

Honey reported that University Council has been asked to look over the University

wide email policy. That policy will also be sent to COSA, Faculty Senate and SGA for review.

***State Staff Council-Bobby Flowers***

At the June meeting, Dorothy Roberts was the guest speaker. She gave insight into the insurance coverage and the cost to employees. The Sick Leave Bank is still to be looked into; however, it may come up at the September Board of Regents meeting. Bobby also was able to get some good fund raising ideas for COSA. The Annual State Conference meeting will be October 5 and 6 at Fort Valley State. COSA is hoping to send at least 6 people this year to the meeting. Bobby was elected Chair-Elect of the State Staff Council.

7) **Unfinished Business:**

1. Committee assignments were reviewed and changes were made. Will be re-distributed at the August meeting.
2. Brenda Kelley gave an update on the time line for rolling out the Job Content Questionnaire. Questionnaire will be available on line with sessions available for employees to complete the form beginning July 25<sup>th</sup>.

8) **New Business:**

NONE

9) **Other Business:**

1. Angela Steele gave an update on Sodexho and the transition. She brought up several concerns regarding treatment of VSU employees and favoritism being show to Sodexho employees. Angela was encouraged to begin to document events and if needed, make an appointment with Dr. Bogart to voice her concerns. There was also discussion about bringing those concerns to the Executive Committee.
2. Dr. Christine James, Executive Secretary for Faculty Senate gave us some good insight on Faculty Senate and encouragement as COSA works more closely with them.

Meeting Adjourned at 10:00 a.m.

Respectfully submitted,

***Brenda Kelley***

Secretary, Council on Staff Affairs

If you would like a paper copy of the minutes, please visit our website at [www.valdosta.edu/vsu/cosa](http://www.valdosta.edu/vsu/cosa) or contact your COSA Representative