



Minutes of Tuesday, November 11, 2008

1. Call to Order:

Chair Sharon Butcher called the meeting to order at 9:06 a.m. in the University Center Rose Room. Members present: Sue Bailey, Denise Bogart*, Sharon Butcher, Leighia Hammond, Richard Hammond, Judy Hart, Jennifer Harvey, Verna Harvey, Lisa Hayes, Bob Lee, Yvonne LeRoy-Landers, Shirley McClain, Mike McKinley, Jay Rickman* Kathy Sundin, and John Wright. Guests in attendance were: Maggie Viverette, EOP/MA and Ray Sable, Plant Operations. The following members were absent: Nolan Argyle, Lauren Davis*, Bob DeLong (Proxy-Sue Bailey), Bobby Flowers (Proxy-Sharon Butcher), Mike Hamm, Regina Lee (excused), and Terence Sullivan (Proxy-Kathy Sundin). *Signifies non-elected members. **Please send proxy if you cannot attend a meeting. Reminder postcards will be sent a few days before each COSA meeting.**

2. SPECIAL ORDER OF THE DAY:

- a. Maggie Viverette presented the results of the Diversity Audit that was conducted beginning in September 2007. She discussed the baseline information gathered and reported that an open forum will be scheduled in the future to discuss the audit and the Diversity Plan.
- b. Ray Sable presented information about the Campus Climate Commitment Plan which is designed to work toward climate neutrality. The state of Georgia wants to have a 15% reduction in energy use by 2015. Constituent groups across the VSU campus will be deciding on a time frame for completion and what VSU can do to comply. President Schloss plans to sign this plan within the next several months after all constituent groups have had a chance to review and weigh in on it.

3. Approval of the Minutes of October 14, 2008 meeting of the Council on Staff Affairs. Quorum was attained for minute's approval. October minutes were distributed and approved.

4. Approval of the Treasurer's Reports – Judy Hart

As of October 31, 2008 the balance in Fund 10 is 2,076.32. The balance in the VSU Foundation Account is 1,607.49 and the Retirement Walkway account has a balance of 12,395.63. There is An 84.09 printing expense for the chicken dinner tickets that is pending and will be charged to Fund 10. The treasurer's report was approved.

5. Standing Committees

A. Membership Committee

1. Employee of the Semester – Denise Bogart
Nominations for EOS closed and would be reviewed on Thursday, November 13. The

presentation is tentatively planned for December. The President will be invited to make the presentation.

2. Elections – No Report

B. *Staff Appreciation Week Committee* – Richard Hammond

1. COSA on the Move

Richard reported that 230 chicken dinner tickets were presold. A total of 270 dinners were sold altogether (40 walk-ups). Only 12 discount tickets to the West Georgia game were sold, so we may not sell tickets in the future.

2. Staff Appreciation Week

Greek Life is doing donuts on Monday. It is not known at this time what SGA is doing. On Tuesday, we will appreciate ourselves with lollipops for staff. Office heads and others can do whatever they choose to say “Thank You.” Wednesday is Community Day and John Crawford is working on getting discounts at area restaurants. Thursday is Faculty Day and Dr. Schloss, VP’s, and Deans are going to cook hotdogs and hamburgers on the VSU front lawn from 11 – 2. In the future the President will do the wrap-up on Friday. Sodexo is giving discounts for lunches for the whole week and there will be a drawing for an IPOD on Friday.

C. *Welfare Committee*

1. Retirement Walkway – Bobby Flowers

Bobby reported that we are waiting for the architects’ recommendations. They hope to have something to present next month.

a. Retirement Association – No Report

D. *Policy Committee* – Terence Sullivan

The committee met last Thursday, November 6, and continued working on updating the bylaws. Revisions are still needed on portions of the EOS and Elections. Also, the Public Relations section needs to be written.

E. *Publicity Committee* – John Wright

John is waiting for SGA to finalize plans for Staff Appreciation Week. If he doesn’t hear from them by this afternoon, he will go forward with publicizing what he has.

6. **Ad Hoc**

a. TAP

No report.

7. **Miscellaneous Reports**

A. *Academic Scheduling/Procedures* – Bobby Flowers

The Fall 2010-2011 Academic Calendar was adopted and now goes to Faculty Senate. There was no discussion about what COSA is doing with the holiday schedule.

B. *Benevolence* – Sue Bailey

Two deaths were reported. Sue reported that the President wants to be notified of deaths directly by the Benevolence representative. Sue will email the information to Terence so he can add this information to the Policies.

C. *Editorial Board for the Alumni Voice* – Jennifer Harvey

Jennifer reported that the Board met on November 19th. She asks that story ideas, criticisms, and good comments be emailed to her for mention in the Alumni Voice.

D. *Environmental Issues (EIC)* – Bobby Flowers

The EIC discussed the Campus Climate Commitment Plan. Subcommittees have not met yet.

E. *Faculty Senate* – Richard Hammond

Jay reported that at the next Senate meeting they will look at the Climate Commitment plan. At their last meeting, SAVE asked for support for a Green Fee. Students were surveyed to see if they would be willing to support it. The results were that students felt it is the responsibility of the University or the BOR.

- F. *Goal Monitor Report* – Verna Harvey
No new information was sent to Verna.
- G. *Parking Appeals Reports* – Mike McKinley
Mike reported that there were a total of 659 parking appeals for October. The committee upheld 350 and dismissed 309 appeals. The “GG” and “HH” signs are up. Some staff parking will be converted to student parking in the Oak Street parking lot.
- H. *President’s Climate Commitment Committee* – Shirley McClain
The first meeting is tentatively scheduled for November 19 at 3:30 p.m.
- I. *University Council* – Richard Hammond
Richard reported that President Schloss spoke about the Policy on Policies and also gave a presentation on how VSU compares with other universities on a variety of levels.
- J. *Wellness* – Mike McKinley
A Cooking Healthy for Thanksgiving lunch and learn is scheduled for November 21 in the Cypress Room. The breast/prostate cancer awareness lunch and learn only had a showing of 4 people because of a conflicting event that was scheduled. Those involved in the Smoking Cessation program are working on building it up. Weight Watchers is going well. Bob Lee reminded everyone about campus safety.

8. Report from the Chair – Sharon Butcher

- A. *President’s Cabinet*
The November meeting is cancelled.
- B. *USG Staff Council*
COLA concerns are the only action being taken at this time. The letter campaign is Underway. The TRS board meets November 19.

9. Unfinished Business

10. New Business

- A. *Special Project* – Sharon Butcher
Sharon mentioned the canned food drive that is going on through Sodexo.

11. Other Business

12. Adjournment

The meeting adjourned at 10:40 a.m.

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