



COUNCIL ON STAFF AFFAIRS MEETING
Minutes of Tuesday, February 10, 2009

1. Call to Order:

Chair-elect Richard Hammond called the meeting to order at 9:05 a.m. in the University Center Rose Room. Members present: Nolan Argyle*, Sue Bailey, Denise Bogart*, Bob DeLong, Bobby Flowers, Leighia Hammond, Richard Hammond, Judy Hart, Jay Rickman*, Terence Sullivan, Kathy Sundin, and John Wright. Guests in attendance were: Rich Yokeley, Dining Services & Kellisha Slator, SGA. The following members were absent: Sharon Butcher (Proxy-Sue Bailey), Lauren Davis (Proxy-Kellisha Slator), Mike Hamm, Jennifer Harvey (Proxy-Sue Bailey), Verna Harvey (Proxy-Sue Bailey), Lisa Hayes, Regina Lee (Proxy-Kathy Sundin), Bob Lee, Yvonne LeRoy-Landers (Proxy-Bob DeLong), Shirley McClain (Proxy-Sue Bailey), and Mike McKinley (Proxy-Richard Hammond). *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. Richard Hammond gave a presentation on the Policy on Policies. The purpose of the P.O. P. is to localize policies for consistency. These policies are University-wide; not everything will go through this procedure. If a policy will affect everyone on campus, it will go through the P.O.P. process. A motion was made and approved that states that we, the Representatives of COSA, have seen the P.O.P.

3. Approval of the Minutes of February 10, 2008 meeting of the Council on Staff Affairs.

The minutes could not be approved because quorum was not attained.

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

Judy reported that the Fund 10 Account for January had an ending balance of \$1717.91. The Foundation Account had an ending balance of \$1828.69 and the ending balance for the Retirement Walkway Account was \$12,606.21. The Treasurer's Report could not be approved because quorum was not attained.

5. Standing Committees

A. Membership Committee

1. Employee of the Semester – Denise Bogart
Employee of the Semester begins again next Monday, February 16th.
2. Elections – Mike McKinley
As of today, the following positions are open:
Student Affairs – 2 slots, Finance & Administration – 1 slot; Academic Affairs – 1 slot;
Reappointment of Bob Lee as Retiree Representative.

B. Staff Appreciation Week Committee – Richard Hammond

- C. *COSA on the Move* – Richard Hammond
Richard reported that he would try to have a meeting in the next couple of weeks to plan Fundraisers and help out with activities and programs on campus.
- C. *Welfare Committee*
 - 1. Retirement Walkway – Bobby Flowers
Bobby reported that Retirement Bricks will go on sale through March 31. The date for the retirement luncheon has yet to be set. Employee Recognition Luncheon plans are also in the works. The question of how to apply fund raiser money to reduce the price of the luncheon was brought up.
 - a. Retirement Association – Judy Hart
Judy reported that their first meeting is scheduled for March 24. The speaker will be a representative from Blue Cross/Blue Shield.
- D. *Policy Committee* – Terence Sullivan
Terence reported that a meeting was held last Thursday, February 5 to gather information. The committee members discussed Chair resignation procedures, the proxy policy, and University-wide committee representation. No resolutions were made at this meeting.
- E. *Publicity Committee* – John Wright
No report.
- F. *USG Staff Conference* – John Wright
John reported that the dates for the Conference are October 7 & 8, 2010. The UC has been reserved and attendance is expected to be about 80-100. John requested volunteers to head committees for the conference: Publicity, Registration & Hospitality, Education & sessions, Sponsors. John also suggested customer service as a possible theme.

Ad Hoc

- a. TAP
Terence called a meeting, but no one was able to attend.

6. Miscellaneous Reports

- A. *Academic Scheduling/Procedures* – Bobby Flowers
John reported that the survey was not distributed. The Executive Committee made a decision to go with the schedule supporting the least number of mandatory leave days. The feeling was that this was a fair and reasonable way to help support employees without sufficient leave days accumulated.
- B. *Benevolence* – Sue Bailey
Four deaths were reported.
- C. *Editorial Board for the Alumni Voice* – Jennifer Harvey
No report.
- D. *Environmental Issues (EIC)* – Bobby Flowers
The EIC will meet Friday, February 13. Subcommittees will give their reports at that time.
- E. *Faculty Senate* – Richard Hammond
Jay said they will discuss the P.O.P. and long term senate representation.
- F. *Goal Monitor Report* – Verna Harvey
No report.
- G. *Parking Appeals Reports* – Mike McKinley
Mike reported that there were 2539 citations written in January by Parking & Transportation. The total number of appeals reviewed by the committee was 171. Of those, 98 were upheld And 73 were dismissed.
- H. *President's Climate Commitment Committee* – Shirley McClain
No report.
- I. *University Council* – Richard Hammond
Discussion about the Policy on Policies continued.

J. *Wellness* – Mike McKinley

No report.

K. *Institutional Planning Committee* – Verna Harvey

No report.

7. Report from the Chair – Richard Hammond

A. *President's Cabinet*

No report.

B. *USG Staff Council* – Bobby Flowers

The meeting was cancelled. Bobby reported that attempts are being made to do phone conferencing because of travel and budget restrictions.

8. Unfinished Business

Because there was no quorum, a vote could not be taken for the position of Chair Elect to Replace Richard for the remainder of his term. Richard made an executive decision to appoint Mike to the position because Mike was running uncontested. There were no objections from the membership. Congratulations, Mike. Thank you for serving.

9. New Business

It was reported that the new Conflict Resolution Survey is available.

10. Other Business

John said a few words in support of Relay for Life. The goal this year is \$50,000. The date of the event is April 24, from 7 PM – 7 AM. John asked everyone to encourage their area to do something to support this cause. COSA on the Move was asked to create a fundraiser to support Relay for Life.

11. Adjournment

The meeting adjourned at 10:20 a.m.

Please Recycle!