



COUNCIL ON STAFF AFFAIRS MEETING
Minutes of Tuesday, May 5, 2009

1. Call to Order:

Chair Richard Hammond called the meeting to order at 9:06 a.m. in the University Center Rose Room. Members present: Sherri Adams, Sue Bailey, Denise Bogart*, Sharon Butcher, Bobby Flowers, Leighia Hammond, Richard Hammond, Jennifer Harvey, Lisa Hayes, Regina Lee, Yvonne LeRoy-Landers, Mike McKinley, Pat Rozier, Terence Sullivan, Kathy Sundin, and John Wright. Guests in attendance were: Ron Butler – Campus Mail. The following members were absent: Nolan Argyle, Mike Hamm, Lauren Davis*, Judy Hart (Proxy-Denise Bogart), Rita Collins, Jay Rickman*, and Shirley McClain (Proxy-Terence Sullivan) . *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) Employee of the Semester awards were presented by Dr. Patrick Schloss. Denise Bogart preceded the award presentation with a review of the purpose of and criteria for the awards. Third runner up was Jan Fackler. The two second runners up were Mark Mears and Hazel Coggle. The Employee of the Semester was Jenny White. All nominees were also recognized with certificates. Congratulations to all.

b) ADP Update

Denise reported that the system is scheduled to go down on June 19. Parallel testing will begin on May 18. Training will be provided as soon as everything is up and running.

3. Approval of the Minutes of April 14, 2009 meeting of the Council on Staff Affairs.

A motion was made and seconded to approve the minutes. The minutes were approved as printed.

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

Judy reported that the Fund 10 Account for April had an ending balance of \$499.77. A Compaq Notebook 6730 has been purchased with funds from this account. The Foundation Account had an ending balance of \$2967.80 which includes \$1110.00 earned by the Spaghetti Dinner fundraiser. The ending balance for the Retirement Walkway Account was \$12, 924.40. A motion was made and seconded to approve the Treasurer's report as read and passed unanimously.

Standing Committees

A. *Membership Committee*

1. Employee of the Semester – Denise Bogart

Awards were presented at this meeting. See the Special Order of the Day above.

2. Elections – Mike McKinley

A motion was made to take nominations from the floor for Chair Elect. Terence Sullivan and Yvonne LeRoy-Landers had already been nominated. There were no further nominations so a motion was made, seconded, and passed to close nominations for Chair Elect. The election was conducted and Terence Sullivan was elected to the position of Chair Elect. Congratulations!

B. *Staff Appreciation Week Committee* – Mike McKinley

No report.

C. *COSA on the Move* – Mike McKinley

a. About 200 Spaghetti Dinner tickets were sold. Everything we made went into the Foundation Account because the cost of the meals was covered by the Sodexo money.

b. Anyone wanting to help with graduation should meet in the Special Events office Wednesday, May 6 at 2 PM.

D. *Welfare Committee*

1. Retirement Walkway – Bobby Flowers

The exact number of brick orders was not known. It was estimated at less than 20. Bobby suggested getting the Retirement Association involved in this in the future. Planning and advertising for the Employee Recognition Luncheon are being worked on.

a. Retirement Association – Judy Hart

E. *Policy Committee* – Terence Sullivan

No report.

F. *Publicity Committee* – John Wright

No report.

G. *USG Staff Conference* – John Wright

The committee will begin meeting this summer. The 2010 conference will be at VSU.

Ad Hoc

a. TAP

No report.

5. Miscellaneous Reports

A. *Academic Scheduling/Procedures* – Bobby Flowers

No report.

B. *Benevolence* – Sue Bailey

Two deaths were reported.

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

The new issue of the Alumni Voice just came out and Kate Heine is looking for ideas for future issues.

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

The final report on the environmental issues has been submitted to Faculty Senate. A request for money for the new landscape design was made to Dr. Schloss.

E. *Faculty Senate* – Richard Hammond

No report.

F. *Goal Monitor Report* –

No report. Goal Monitor still needed.

G. *Parking Appeals Reports* – Mike McKinley

Mike reported that for April 241 tickets were upheld and 162 were dismissed. VSU has three new buses in operation and four more are coming this summer. There was discussion about walkway safety and Richard suggested COSA come up with some ideas to bring attention to

walkway safety and work with Public Safety to address this issue. Concerns about fire lane parking were also discussed.

H. *President's Climate Commitment Committee* – Shirley McClain

No report.

I. *University Council* – Richard Hammond

J. The committee will meet when POP issues arise. Two appointments to the committee will need to be made in July.

K. *Wellness* – Mike McKinley

Weight Watchers is going strong. If anyone has ideas for topics, please let Becky Murphy know. The lunchtime presentations are finished for now.

L. *Institutional Planning Committee* – Sherri Adams

No report.

6. Report from the Chair – Richard Hammond

A. *President's Cabinet*

No report.

B. *USG Staff Council* – Bobby Flowers

Bobby reported that attempts are being made to set a meeting in early June to elect officers.

A one day conference in Macon or Atlanta in September is being planned.

C. *Planning and Budget Committee* – Terence Sullivan & John Wright

No report.

7. Unfinished Business

A motion was made and seconded to allow a Sodexo representative to be an ex-officio COSA member beginning in July. This person will be appointed by Sodexo.

8. New Business

The new COSA members will be at the June meeting and we will vote for officers at that time.

The Planning Retreat is planned for July 14 immediately after the regular COSA meeting and lunch will be provided.

9. Other Business

10. Adjournment

The meeting adjourned at 9:59 a.m.

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