

**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday, February 16, 2010**

**1. Call to order**

Chair Richard Hammond called the meeting to order at 9:06 AM in the University Center Rose Room.

**2. Roll call:** All representatives must sign/initial the attendance roster to be counted as present.

Members present: Sue Bailey, Denise Bogart, Ron Butler, Bobby Flowers, Leighia Hammond, Richard Hammond, Brian Haugabrook, Jessica Klotz, Yvonne LeRoy-Landers, Jay Rickman\*, Terence Sullivan, Kathy Sundin, and John Wright. Guests in attendance were: Tracy Martin, VP Finance. The following members were absent: Sherri Adams (Proxy-Terence Sullivan), Nolan Argyle\*, Ann Farmer, Carolyn Glock (excused), Judy Hart (Proxy-Yvonne Landers), Regina Lee (Proxy-Kathy Sundin), Shirley McClain (excused), and Rich Yokeley\*. **Please send a proxy if you cannot attend a meeting. Reminder postcards will be sent a few days before each COSA meeting.**

**3. SPECIAL ORDER OF THE DAY**

**4. Approval of the Minutes of January 12, 2010 meeting of the Council on Staff Affairs**

A motion was made and seconded to approve the minutes. The vote was unanimous and the minutes were approved as written.

**5. Officer's Reports**

**A. Treasurer's Report – Judy Hart**

The Discretionary Account balance is \$4471.28; Retirement Account balance is \$13375.88; State Allocation Account balance is \$1821.19. Yvonne reported that COSA needs to decide what to spend our remaining state money on as it cannot be carried over into the next fiscal year. A motion was made to approve the treasurer's report. It was seconded and approval passed unanimously.

**B. Report from the Chair – Richard Hammond**

**i. Faculty Senate**

No report.

**ii. President's Cabinet**

Information items were presented. The budget for 2011 has been introduced and is working its way through the House.

**iii. Executive Committee/President Lunch Meeting**

No report.

**C. Goal Monitor Report – Sherri Adams**

No report.

**D. Publicity Report – Yvonne LeRoy-Landers**

The leave survey is being emailed to staff. Yvonne reports she has received comments of appreciation.

**6. Committee Reports**

**A. *Membership Committee* – Chair (Richard Hammond)**

**i. Employee of the Semester – Denise Bogart**

No report.

**ii. Elections – Terence Sullivan**

Elections will be the third Tuesday in April. Terence reported that there are a lot of reps rolling off COSA. He is working with Mike McKinley to get everything ready.

**B. *Welfare Committee* – Chair Elect (Terence Sullivan)**

**i. Retirement Walkway & Recognition – Bobby Flowers**

Bobby is trying to get the committee together to set the date for the luncheon. They are shooting for a date in May rather than in June.

**1. Retirement Association – Judy Hart**

No report.

**ii. COSA on the Move – Terence Sullivan**

The date for the Spaghetti Dinner Fundraiser is April 15. Terence is meeting with Debbie Conrad in Catering to discuss the menu and costs.

**iii. Benevolence – Sue Bailey**

One staff person (Monty Griffin) death was reported.

- C. *Policy Committee* – Parliamentarian (Carolyn Glock)  
No report.
- D. *Staff Appreciation Week Committee* – Chair Elect (Terence Sullivan)  
No report.

**7. Ad Hoc**

- A. *Blazer Books* – Yvonne LeRoy-Landers  
The online form has been emailed to TAP recipients. Yvonne is calling a meeting to review the three applications that have been received so far.

**8. Other Committees**

**9. University Wide Committees**

- A. *Academic Scheduling/Procedures* – Bobby Flowers  
The academic calendar for 2011-2012 has been set.
- B. *Editorial Board for the Alumni Voice* – Yvonne LeRoy-Landers  
No report.
- C. *Environmental Issues (EIC)* – Bobby Flowers  
The recycling contest in the dorms will run February 26 – March 12. An energy conservation contest is planned for after spring break, March 22 – April 19. Campus Beautification is working on the Camelia Trail.
- D. *Facilities Advisory Committee* – Richard Hammond  
At the meeting, committee members discussed what the committee's purpose is: an advisory board to Ray Sable's two areas. Policies are being developed. Nothing has been approved on the budget for Ray by the committee at this time.
- E. *Institutional Planning* – Sherri Adams  
No report.
- F. *Parking Appeals* – Kathy Sundin/Terence Sullivan  
A total of 2561 citations were written in January. Appeals upheld – 101. Appeals dismissed – 105.
- G. *PBC/UnCo* – Terence Sullivan/John Wright  
Terence reported that the House Appropriations Committee double counted furlough days and added too many in the FY10 budget. March 31 is the deadline for encumbrances. Tax revenues were down for the state by 8.7% in January 2010. FY11 enrollment projection is 3 %. A new faculty salary base was established to create a standardized format based on CUPA (College & University Professional Association). The Facilities Advisory Committee meets today to set their bylaws.
- H. *President's Climate Commitment* – Shirley McClain  
No report.
- I. *Sodexo Dining Dish* – Leighia Hammond  
A meeting is set for Friday, February 19.
- J. *USG Staff Council* – Bobby Flowers  
There is a webinar on February 17. There will be a shared governance update, discussion on using blogs and webinars in the future, and plans for a state conference in October at Georgia Southwestern.
- K. *Wellness* – Jessica Klotz  
Take Heart Breakfast is scheduled for Friday, March 26 in the UC Magnolia Room. Screenings will be held 8 – 9 AM; Dr. Cohen will be the speaker from 9 – 10 AM.

**10. Unfinished Business**

- A. *Topic for discussion:* The holiday leave schedule. The survey was reviewed by the representatives present and there was discussion about the need to edit/change the wording. Several suggestions were made. There was some concern about the vagueness of the number of surveys required to constitute an "adequate number". There was a suggestion to include a concrete percentage needed for the survey results to be usable. A motion was made to suspend the policy regarding waiting until next month to vote on the survey and to vote to accept the survey today. The motion was seconded and the vote was unanimous in favor of the motion. A motion was then made to accept the survey with changes in the wording. The motion was seconded and the vote was unanimous in favor of the motion. Paper surveys will be made available at Plant Ops and times and dates to hand these out will be set. Bobby will find out from Ray Sable when the best times would be. The online survey will be available for two weeks.

**11. New Business**

A. *Topic for discussion: Two open seats on Planning & Budget Committee.*

There are two voting positions and one non-voting which is the COSA Chair. One alternate is rolling off.

**12. Other Business**

A. COSA representatives were asked to bring ideas on how to spend the state allocation money to the March meeting.

**13. Adjournment**

The meeting adjourned at 10:25 AM.