

**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday, January 12, 2010**

**1. Call to order**

Chair Richard Hammond called the meeting to order at 9:04 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: Sherri Adams, Sue Bailey, Denise Bogart, Ron Butler, Bobby Flowers, Leighia Hammond, Richard Hammond, Judy Hart, Brian Haugabrook, Jessica Klotz, Regina Lee, Yvonne LeRoy-Landers, Shirley McClain, Jay Rickman\* and Kathy Sundin. Guests in attendance were: Anna K. Landers (Bursary), Alicia Ashley (Financial Services), Linnie Kinard (IT), Margie Thompson (Financial Services), Gail Terry (Student Health), Neal Culbreth (Bursary), Lynette Lewis (Student Health), James Fountain (Print Shop) and Bobby Ray (Print Shop). The following members were absent: Nolan Argyle\*, Ann Farmer, Carolyn Glock, Terence Sullivan, John Wright 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 December 8, 2009 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 invoice for the bookstore is outstanding. The discretionary account had a balance of \$4549.78 for January. The Retirement account balance was \$13369.21. The State Allocation account balance was \$1821.19 A motion was made and seconded to approve the treasurer's report and the vote was unanimous in favor of the motion.

B. Report from the Chair – Richard Hammond

i. Faculty Senate

No report.

ii. President's Cabinet

Meeting was cancelled. No report.

iii. Executive Committee/President Lunch Meeting

The lunch meeting was casual and no issues were reported.

C. Goal Monitor Report – Sherri Adams

No report.

D. Publicity Report – Yvonne LeRoy-Landers

Email was sent out notifying staff of upcoming meetings.

**6. Committee Reports**

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

i. Employee of the Semester – Denise Bogart

Denise reported that the committee is getting geared up for spring semester.

ii. Elections – Terence Sullivan

No report.

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

i. Retirement Walkway & Recognition – Bobby Flowers

A meeting is planned and the Retirement Luncheon will be discussed. More information about the walkway will be put out. Bobby asked for a volunteer from COSA to keep track of brick orders.

1. Retirement Association – Judy Hart

No report.

ii. COSA on the Move – Terence Sullivan

No report.

iii. Benevolence – Sue Bailey

One staff person (Monte 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. *TAPA* – Yvonne LeRoy-Landers  
The name of TAPA has been changed to Blazer Books to avoid confusion with TAP. Online form is available. Everyone on TAP will receive notice of Blazer Books.

**8. Other Committees**

**9. University Wide Committees**

- A. *Academic Scheduling/Procedures* – Bobby Flowers  
No report.
- B. *Editorial Board for the Alumni Voice* – Yvonne LeRoy-Landers  
No report.
- C. *Environmental Issues (EIC)* – Bobby Flowers  
Meetings for this semester are being set up. Things are gearing up for the upcoming recycling contest.
- D. *Facilities Advisory Committee* –  
No report.
- E. *Institutional Planning* – Sherri Adams  
No report.
- F. *Parking Appeals* – Kathy Sundin/Terence Sullivan  
The number of upheld in December was 139 and 120 were dismissed. The total number written was 1438.
- G. *PBC/UnCo* – Terence Sullivan/John Wright  
No report.
- H. *President's Climate Commitment* – Shirley McClain  
No report.
- I. *Sodexo Dining Dish* – Leighia Hammond  
No report.
- J. *USG Staff Council* – Bobby Flowers  
Chancellor Davis will defend the budget on January 20. Interested persons can view this on the web at the Georgia government website. Bobby encouraged everyone to speak to their state representatives about their concerns regarding the budget.
- K. *Wellness* – Jessica Klotz  
No report.

**10. Unfinished Business**

- A. *Topic for discussion:* The holiday schedule and mandatory vacation days were discussed. Staff members from several departments across campus came to voice their concerns about the schedule and ask why staff was not surveyed. Chair Richard Hammond explained that due to implementation of ADP, scheduling information was required early and left no time to send out a survey. He reminded everyone that a significant part of COSA's mission is facilitate the welfare of staff employees; in this case, those who do not have enough leave time accumulated to cover mandatory leave days and will be hardest hit because of the added burden of furlough days. Employees who wish to have additional days off can use their leave time and arrange leave with their department heads. Discussion continued about the affect of keeping the university open during the holidays, what constitutes a skeleton crew, how department heads feel about scheduling, and the fact that so few staff respond to the surveys. The discussion culminated in a motion to survey all employees regarding mandatory leave days for 2010, 2011 and 2012, with dates to be specified and three options available: 1, 2 or 3 mandatory leave days. The motion was seconded and the vote was unanimous in favor.
- B. *Topic for vote:* There were no additional nominations for the two committee representative positions on the Parking and Transportation committee. A motion was made to appoint Bobby Flowers and Ann

Farmer to the Parking and Transportation Committee. It was seconded and the vote was unanimous in favor of the motion.

**11. New Business**

- A. *Topic for discussion:* Replacement of defective iPod nano that was part of the Employee of the Semester award to Susan Jones. After a discussion about several alternatives to solve this issue, a motion was made to overstep the policy on waiting to vote on this issue until the next meeting. The motion was seconded and the vote was unanimous in favor. A motion was then made and seconded to replace the iPod nano with another iPod nano. The vote was unanimous in favor of purchasing an iPod nano as a replacement.

**12. Other Business**

**13. Adjournment**

The meeting adjourned at 10:06 AM.