

COUNCIL ON STAFF AFFAIRS

Minutes of Tuesday, May 18, 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: Sue Bailey, Denise Bogart, Ron Butler, Bobby Flowers, Carolyn Glock, Leighia Hammond, Richard Hammond, Judy Hart, Brian Haugabrook, Jessica Klotz, Yvonne LeRoy-Landers, Jay Rickman*, Terence Sullivan, Kathy Sundin, and John Wright. Guests in attendance were: Dr. Patrick Schloss (President), Traycee Martin (VP Finance), and Heidi Coggins (IA). The following members were absent: Sherri Adams (Proxy-Yvonne LeRoy-Landers), Nolan Argyle*, Ann Farmer, Carolyn Glock, Regina Lee, 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

A. Employee of the Semester

Denise reminded those assembled of the purpose of EOS. Dr. Schloss said a few words of inspiration and celebration about our university and our staff and faculty. Nominees were recognized and Dr. Schloss presented them with their certificates. Dr. Schloss also presented the EOS winner and runners up with their awards. EOS is Pamela Lesane. Runners up were Alicia Roberson, Katrina Bloom, and Vincent Spezzo. Congratulations to all our nominees and winners!

B. President's Comments – Dr. Patrick Schloss

Dr. Schloss reported that the PBC is fully functional. He also discussed some of the proposed changes to our healthcare benefits. There is talk that retirees' healthcare benefits may be rescinded to save money among other possible changes. University Presidents are not involved in the decision making process but their voices have been heard by the Chancellor. Other changes being considered are a spousal surcharge and the elimination of retiree healthcare benefit eligibility for new hires.

4. Approval of the Minutes of April 13, 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

At the end of April, the Fund 10 balance was \$695.91. Charges include printing for the luncheon and the purchase of a new canopy. The Retirement Walkway account balance was \$13,489.22. The estimated Discretionary account balance was \$4,938.28 with some activities still pending. 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

Wording changes were made to the Tobacco Use Policy to include a variety of tobacco products.

ii. President's Cabinet

The Cabinet approved the Tobacco Use Policy. A presentation was made on a three-year plan to increase retention and graduation rates.

iii. Executive Committee/President Lunch Meeting

Those present at lunch with Dr. Schloss mainly discussed the possible changes in retiree insurance benefits.

C. Goal Monitor Report – Sherri Adams

No report.

D. Publicity Report – Yvonne LeRoy-Landers

6. Committee Reports

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

i. Employee of the Semester – Denise Bogart

See "Special Order of the Day" above.

ii. Elections – Terence Sullivan

Nominations were taken for Chair Elect. Yvonne LeRoy-Landers and Sue Bailey were nominated. After receiving no additional nominations, a motion was made and seconded to close nominations. The motion passed unanimously. After a tie vote, Sue Bailey asked if she could withdraw her nomination. The withdrawal was accepted and Yvonne LeRoy-Landers was elected Chair Elect. Nominations will be accepted for the officer positions: secretary, treasurer, public relations, parliamentarian, and goal monitor. Officers will be elected at the June meeting. The newly elected representatives will be attending the June meeting. Terence will check with Christie Yates about leading our Goal Planning Retreat in July.

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

i. Retirement Walkway & Recognition – Bobby Flowers

The luncheon is scheduled for June 24. Brick orders have been placed and everything is on track. Bobby reports that the committee is working on setting the luncheon fee.

1. Retirement Association – Judy Hart No report.

ii. COSA on the Move – Terence Sullivan

Terence reported that 252 spaghetti dinner tickets were purchased ahead of time and 6 were walk-up purchases. Profit for the fundraiser was \$860. A Bruster's fundraiser was proposed. COSA would buy coupon books for \$5 and sell them for \$10. The coupon books are a \$40 value. There was discussion about whether or not this particular fundraiser follows VSU fundraiser policy. A suggestion was made to check with Attorney Gaskins. After further discussion, it was determined that it falls within policy guidelines. A motion was made and seconded to purchase Bruster's coupon booklets for a fundraiser with money to go towards Employee of the Semester and Blazer Books. There was further discussion about the number of books to be bought. A motion was then made and seconded to purchase 50 Bruster's coupon books with proceeds to go towards EOS and Blazer Books. The vote was unanimous in favor of the motion.

iii. Benevolence – Sue Bailey

Two deaths were reported (Shana Yorkey's mother – Deborah, Rogers Sikes, and Judy Hart's aunt). It was also reported during the meeting that Charlotte Foster in Health Services lost her grandchild.

C. *Policy Committee* – Parliamentarian (Carolyn Glock)

Carolyn has a meeting scheduled with Bob Lee on Friday to discuss policy and get input on changes needed.

D. *Staff Appreciation Week Committee* – Chair Elect (Terence Sullivan)

No report.

E. *Blazer Books* – Yvonne LeRoy-Landers

Applications for next semester will begin to be taken in July.

7. 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

Brown Hall won the recycling contest. The energy saving contest is going on now.

D. *Facilities Advisory Committee* – Richard Hammond

The committee prioritized lists of proposals.

E. *Institutional Planning* – Sherri Adams

No report.

F. *Parking Appeals* – Kathy Sundin/Terence Sullivan

A total of 2622 citations were written in April. Total number of appeals – 232. Appeals upheld – 120. Appeals dismissed – 112.

G. *PBC* – Terence Sullivan/John Wright

Strategic Focus 2011 project approvals were announced. Fourteen new projects were approved for 2011. Enrollment projections for 2010-2011 show an increase of about 3%. The 2011 budget will be more heavily financed by tuition dollars than state allocation dollars. A variety of department budget

pools were defined. Each pool manager stated how much money they had last year, how it was spent, and justified why funding for the upcoming year was needed. Traycee Martin discussed the capital fund and planning ahead to have money set aside for when the university is in a position to give merit increases, raises, and other needs. There were questions from the floor about salary increases in the future. Currently VSU is where it needs to be with regard to staff salary levels.

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

No report.

I. *Sodexo Dining Dish* – Leighia Hammond

J. *USG Staff Council* – Bobby Flowers

K. *Wellness* – Jessica Klotz

The retreat went very well. The Committee is trying to help HR get out information about the Ability Assist Program.

L. *Parking and Transportation Policy Committee* – Bobby Flowers/Ann Farmer

The Committee is trying to get bylaws and other details out of the way because at this time of year they don't have a full committee.

8. Unfinished Business

A. *Topic for discussion*: PBC position (2 years). Nominees are Bobby Flowers and Yvonne LeRoy-Landers.

A motion was made and seconded to table this until June and open for new nominations. The vote passed unanimously.

9. New Business

10. Other Business

John Wright reminded everyone that the women's softball team is in regionals and will be at the ballpark this weekend. Bring the family and come out to support the team!

11. Adjournment

The meeting adjourned at 10:36 AM.