



**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday, January 11, 2011**

**A. Call to order**

Chair Terence Sullivan called the meeting to order at 9:13 AM in the UC Rose Room.

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

Members present: Sue Bailey, Denise Bogart, Ron Butler, Heidi Cox, Lisa Copeland, Bobby Flowers, Carolyn Glock, Leighia Hammond, Richard Hammond, Judy Hart, Brian Haugabrook, Jessica Klotz, Michael Knight, Regina Lee, Yvonne Landers, Terence Sullivan, Rich Yokeley\*, Helen Burkett\*, and Joan Dear. Guests in attendance were: Dr. Patrick Schloss (President), Dr. Philip Gunter (Provost), Sue Mitchell (VP Finance & Admin), John Crawford (VP Advancement), and Dr. Kristina Cragg (Strategic Research). The following members were absent: Shirley McClain (excused), and Peggy Moch\*. **Please send a proxy if you cannot attend a meeting. Reminder postcards will be sent a few days before each COSA meeting.**

**C. SPECIAL ORDER OF THE DAY**

A. President's Comments

VP Sue Mitchell spoke on behalf of Dr. Schloss who was unable to be present at the beginning of the meeting due to scheduling conflicts. She thanked COSA for its hard work and dedication to its mission and the mission of the University and offered her support of the organization. She wished the assembled representatives and guests well and is looking forward to a productive meeting and year.

B. Student representative Helen Burkett was welcomed. Helen works in Sue Mitchell's office.

**D. Approval of the Minutes of December 14, 2010 meeting of the Council on Staff Affairs**

A motion was made and seconded to approve and the floor was opened for discussion. There being no further discussion, a vote was taken to approve the minutes. The minutes were approved unanimously as written.

**E. Officer's Reports**

A. Treasurer's Report – Leighia Hammond

For December 2010 - FY2011 State Allocation - \$1732.99; Discretionary - \$5845.59; Retirement Walkway – \$13,530.91. A motion was made and seconded to approve the treasurer's report. The vote was unanimous and the treasurer's report was approved.

B. Report from the Chair – Terence Sullivan

Terence reported that he and Yvonne Landers had met with Dr. Schloss and VP Sue Mitchell to discuss how to streamline COSA so the organization can grow and become a stronger voice in the shared governance of VSU. Sue Mitchell will be giving COSA information and insights to make this happen. We also have the support of all VP's and is integral to the policy task force that is in session to improve shared governance of COSA.

i. Faculty Senate – No report

ii. President's Cabinet

Joe Newton gave a presentation on policies being developed and implemented to streamline the confidentiality of records process.

iii. Executive Committee/President Lunch Meeting – No report

C. Goal Monitor Report

Sherri Adams has had to step down as Goal Monitor. Jessica Klotz was nominated. Since there were no additional nominations for the position, Jessica Klotz was appointed. Congratulations and thank you,

Jessica!

D. **Publicity Report – Ron Butler**

Ron took pictures of the COSA representatives prior to the start of today's meeting. He has received most representatives' bios and will get with the Publicity Committee to begin putting the pictures and bios on the website. Ron will also talk with Kate Heine about getting more visibility for COSA.

**F. Committee Reports**

A. *Membership Committee – Chair (Terence Sullivan)*

i. *Employee of the Semester – Denise Bogart*

Denise will be contacting the committee to get started on Employee of the Semester for the spring semester. Sue Bailey will look into reserving a room in the Student Union toward the end of May for the award ceremony. The fall EOS event was a success.

ii. *Elections – Brian Haugabrook*

Zach Crapa will be leaving VSU at the end of March or early April and has resigned from COSA. Since there were no other nominees for the position at the time of the election, Terence, Yvonne, and Sue Mitchell are working together to find an appointee to fulfill Zach's position for the remainder of his term. We will also need to find a replacement for Zach's position on the PBC. Bobby Flowers and Heidi Cox expressed interest in serving. Heidi asked if her serving on the PBC would be a conflict of interest since she is employed in Internal Audits. Dr. Gunter said there would be no conflict of interest. Bobby then deferred to Heidi, citing his already busy schedule and full plate. Heidi Cox was then appointed to the PBC. Since this is a voting position, Heidi can abstain from a vote if necessary.

B. *Welfare Committee – Chair Elect (Yvonne Landers)*

i. *Retirement Walkway & Recognition – Bobby Flowers*

There will be a meeting this month to decide on the design for the ...and to also decide on a date for the luncheon. Brick orders are still being taken and will continue to be taken until the new design has been decided.

1. *Retirement Association – Judy Hart – No report*

ii. *COSA on the Move – Yvonne LeRoy-Landers*

1. Yvonne asked for volunteers to help organize the cookbook for the COSA fundraiser. Several people volunteered. Yvonne will begin requesting recipes from staff and faculty soon.

2. Contact Yvonne Landers or Leighia Hammond if you need Bruster's coupons.

iii. *Benevolence – Sue Bailey – No report*

C. *Policy Committee – Parliamentarian (Heidi Cox)*

Heidi reported on the status of the updates and amendments to the COSA statutes and bylaws. Updates and amendments to policies and procedures will follow once we have had the vote on the authority to change the bylaws. A survey vote will be conducted. VP Sue Mitchell spoke on behalf of the President and VPs in support and endorsement of the work being done and will be available to assist as the Policy Committee moves forward. Heidi explained the committee is trying to model our bylaws and policies/procedures after those of Faculty Senate. She presented the current draft and explained what needs to be changed.

There was additional discussion of the statutes, bylaws and policies/procedures. Policies and procedures will follow after the amendments to the statutes and COSA bylaws are approved to proceed and the COSA Policy Committee and Task Force completes the drafted amendments. Motions were made on a number of changes. Please see the attached document of the motions/changes that will be voted on (Survey Vote.)

D. *Staff Appreciation Week Committee – Chair Elect (Yvonne LeRoy-Landers) – No report*

E. *Blazer Books – Yvonne LeRoy-Landers*

The new application deadline is January 21.

**G. 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*

The committee is still looking at the Biomass issue. Bobby reported on the Pinetum Project. Students in the new horticulture class will help plant pine trees and some will also work with Bobby Flowers on other projects across campus.

D. *Space & Facilities Advisory Committee* – Richard Hammond

The last thing that the committee worked on was the vote to give Financial Aid the small office space across from HR.

*Institutional Planning* – Sherri Adams – No report

E. *Parking Appeals* – Ron Butler

In December, the number of appeals upheld was 89. The number dismissed was 41.

F. *PBC* – Richard Hammond/Zach Crapa – No report

G. *President's Climate Commitment* – Shirley McClain – No report

H. *Sodexo Dining Dish* – Leighia Hammond – No report

I. *USG Staff Council* – Bobby Flowers

Work is still being done on getting BOR recognition.

J. *Wellness* – Jessica Klotz/Lisa Copeland

They are gearing up for Healthy Heart events, February 4.

K. *Parking and Transportation Policy Committee* – Bobby Flowers/Jessica Klotz

The committee is still waiting for data and information. The committee hopes to meet soon.

**H. Unfinished Business**

**I. New Business**

**J. Other Business**

**K. Adjournment**

The meeting adjourned at 10:28 AM. Dr. Schloss asked if we could unadjourn to allow him to bring a few additional issues with the bylaws and policies/procedures updates to the floor. A motion was made not to adjourn and was seconded. The vote was unanimous in favor of the motion. Please refer to the Policy Committee report above for a continuation of the discussion on bylaws and policies/procedures revisions. Following this extended discussion, a motion was made to adjourn and seconded. The vote was unanimous in favor of adjournment. The meeting adjourned at 10:36 AM.