



## **COUNCIL ON STAFF AFFAIRS**

### **Minutes of Tuesday, September 20, 2011**

#### **A. Call to order**

Chair Yvonne LeRoy-Landers called the meeting to order at 9:03 AM in the UC Cypress Room.

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

Members present: Beverly Amiot, Sue Bailey, Olivia Blakely, Denise Bogart, Ron Butler, Heidi Cox, Richard Hammond, Brian Haugabrook, Michael Knight, Yvonne Landers, Regina Lee, and Joan Dear, Laura Pitts, Shanika Hezekiah, Helen Burkett\*. Guests in attendance were: Dr. Louis Levy (Interim President), Sue Mitchell (VP Finance & Admin), Tim Yorkey (EOD), and Becky Murphy (EOD). The following members were absent: Carolyn Glock, Bob Lee, Jessica Klotz (excused), Shirley McClain, Lisa Snipes, Terence Sullivan (Proxy), Tracy Meyers\*, and Chris Valdes\*. (An \*asterisk denotes a non-voting member.) **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**

##### 1. Interim President's Opening Remarks

Dr. Levy reported that he had a good press conference with the Chancellor and Governor. In February the President's Lecture Series will begin again. The 900 bed Brookwood Hall project is not going forward. Plans for the Health Professions building are going forward. Enrollment looks strong, up about 2%. The cut in state funding will be managed without furloughs at this point. VSU's Phi Kappa Phi received a meritorious designation. VSU has been designated a military-friendly institution. Dr. Levy also briefly discussed broadening the recruitment program. He also announced the administration is looking into a wellness program to help with increasing health care costs. Details to follow.

##### 2. Parliamentarian Appointment

Yvonne thanked Lisa Snipes for her work as parliamentarian as she stepped down from that position. A motion was made and seconded to accept Brian Haugabrook's appointment to the position of Parliamentarian. The vote passed unanimously in favor of the motion. Congratulations and thank you, Brian.

##### 3. The Happening

Yvonne thanked the volunteers who helped out at The Happening.

##### 4. The Hartford & the next phase of "I Caught You Caring"

Becky Murphy talked about Ability Assist available through the Hartford. Campus Wellness is working to get the word out about the many wellness and benefits pieces that people have not been aware of. Two events are planned by Campus Wellness with COSA as a cosponsor. One is to help employees recognize and find resources to deal with stress. The second is for supervisors to help them recognize stress in their staff and direct them to resources that can help. Open enrollment is October 24. The Wellness Fair is scheduled for November 3. Becky presented flyers announcing the two events and asked for COSA's input. A motion was made and seconded to accept the flyers as written with corrections. The vote was unanimous in favor of the motion. Becky continued with a discussion about the "I Caught You Caring" program. Do we want to give it a facelift or move to something new? Those present shared ideas on the best ways to show appreciation and recognition to employees. Becky reviewed old program which was more formal and focused on cards, online. Ideas for doing a facelift to the program: would be more informal, small acknowledgements more often (small tokens and display in the department); each

department would come up with their own ways to recognize employees; tie it into Employee of the Semester; colleagues can recognize each other. COSA voted to facelift the old program and to help with the initiative.

**D. Approval of the Minutes of June 14, 2011 meeting of the Council on Staff Affairs**

A motion was made and seconded to approve and the floor was opened for discussion. A correction was made to the attendance. Helen Burkett was not present at the June meeting. The minutes will be corrected to reflect that Helen Burkett was absent. There being no further discussion, a vote was taken to approve the minutes with the corrections. The minutes were approved unanimously.

**E. Officer's Reports**

1. Treasurer's Report – Shirley McClain

Fund 10 – \$2078.27; Discretionary Account – \$6717.42; Retirement Walkway Account – \$12,975.74; Blazer Books - \$1830.00. We are at \$2082 per year from the state each year. There was a motion and a second to accept the treasurer's report as written. The treasurer's report was approved unanimously.

2. Report from the Chair – Yvonne Landers

i. Faculty Senate

The report was the same as the information Dr. Levy spoke about in his opening remarks. (See above.)

ii. President's Cabinet

Same as above.

3. Goal Monitor Report – Jessica Klotz – No report

4. Publicity Report – Ron Butler

There was a problem with the shirt for the pictures. Ron gave a rain check. Brian reported on the birthday recognition software. He will check into costs and put the information on October's agenda for a vote.

**F. Committee Reports**

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

i. Employee of the Semester – Denise Bogart – No report

ii. Elections – Brian Haugabrook

Shanika Hezekiah was nominated as Finance and Administration representative. A motion was made and seconded to accept the nomination. The vote was unanimous in favor of the nomination.

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

i. Retirement Walkway & Recognition – Bobby Flowers

Retirement Association – Bob Lee – No report

ii. COSA on the Move – Yvonne LeRoy-Landers

Benevolence – Sue Bailey

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

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

5. *Blazer Books* – Yvonne LeRoy-Landers – No report

**G. University Wide Committees**

1. *Academic Scheduling/Procedures* – open

Richard Hammond and Olivia Blakely accepted positions on this committee

2. *Editorial Board for the Alumni Voice* – Yvonne LeRoy-Landers – No report

3. *Environmental Issues (EIC)* – open

Joan Dear accepted the position on the EIC.

4. *Space & Facilities Advisory Committee* – Richard Hammond – No report

5. *Institutional Planning* – Terence Sullivan for Sherri Adams – No report

*Parking Appeals* – Ron Butler

Appeals upheld July & August – 211; appeals dismissed – 67.

6. *PBC* – Richard Hammond/Heidi Cox

Topics discussed were the vehicle pool, the 2% budget cut, a 2% increase in enrollment.

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

7. *Dining Dish* – No report
8. *USG Staff Council* – Terence Sullivan/Yvonne Landers
9. *Wellness* – Lisa Copeland – No report
10. Parking and Transportation Policy Committee – Jessica Klotz/Richard Hammond – No report

**H. Unfinished Business**

**I. New Business**

**J. Other Business**

**K. Adjournment**

The meeting adjourned 10:30 AM.

Respectfully submitted,  
Sue Bailey  
COSA Secretary