



COUNCIL ON STAFF AFFAIRS

Minutes of Tuesday, July 21, 2015

1) Call to order

a) Chair Keith Warburg called the meeting to order at 9:00 AM in the UC Cypress Room and welcomed the new representatives.

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

a) Members present: ShanTina Adams, Sue Bailey, Sabrina Daniels, Donnell Davis Jr., Meagan Ellis, Angelica Gannon, Chasity Gill, Veronica Graham, Selenseia Holmes, Brandon Mainer, Gwen Manning, Marlene Marlow, Peggy Moch*, Laura Pitts, Tiffany Soma, Keith Warburg, Courtney Wilkes, and Shannon Zapf. Guests were: Catherine Wills (HR), Terence Sullivan (Student Success Ctr), Anthony Howard (Chartwells), and Lynn Darsey (Auxiliary). The following members were absent: Denise Bogart*, Derrick Carter, Nicole Gunn, Tim Brunt, Elaine Darity, Sandra Griffin (Proxy-Jessica Deal), Sterlin Sanders (Proxy-Quinncy Thomas), and Yvonne Landers (Proxy-Sue Bailey). **Please send a proxy if you cannot attend a meeting.**

3) SPECIAL ORDER OF THE DAY

- a) Lynn Darsey reported on Auxiliary changes and updates: Director's Office is at OneCard; Keyshop is at Plant; Book Store was taken over by Follet on July 10, 2015; Leanne Johnson is the new manager; all employees still receive discounts; can use p-card; price matching at the register on textbooks; OneCard has two ways to use Flex – Tapingo and Swipe & Go.
- b) Catherine Wills reported on Insurance Benefits for Life Partners – BOR is offering medical insurance to same sex spouses. Domestic Partner benefit will still be offered.

4) Approval of Minutes

a) A motion was made by Meagan Ellis and seconded by Courtney Wilkes to approve the minutes of June 16, 2015. The votes were unanimous in favor of the motion.

5) Treasurer's Report

Courtney Wilkes reported:

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| a) State | \$1,996.00 |
| b) Discretionary | \$614.13 |
| c) Books | \$ 34.30 |
| d) Retirement | \$10,730.78 |

6) Communication with Administration

- a) Chartwells – Anthony Howard reported on the schedule of openings of food service establishments across campus for fall semester. All will be posted on their website and Facebook page. He promoted the meal plan for faculty/staff. Questions and some discussion followed.
- b) Report from the Chair – Keith Warburg
- i) COSA Retreat – Keith encouraged more COSA reps to attend the quarterly meetings as it's a great opportunity to network with other COSA reps from other institutions and share ideas. Next annual meeting is Sept 30 – Oct 1 at Columbus State. If you are interested in attending, please contact Keith.
 - ii) Peggy Moch introduced herself as the new Faculty Senate president. One of her goals is to increase the relationship and interactions between Faculty and Staff. Peggy will send a list of committees to Keith and welcomes COSA reps to sit on those committees. Keith discussed the need to make sure representatives are prepared to serve on committees and to try to improve reporting at COSA meetings on what is going on with these other committees.

- iii) Convocation is scheduled for 10 AM on August 10 in Whitehead Auditorium. President Staton has issued no changes to the proceedings. Keith will give a welcome on behalf of COSA. Staff Excellence Awards will be presented. Lunch follows at Palms.
- iv) Zaxby's Fundraiser – We do not know at this time how much money COSA will receive from the June event at Zaxbys. Participation was good. The next fundraiser is July 28 from 5 – 8 PM.
- v) Blood Drive – attendance was less than anticipated. 15 units were collected. The goal was 40 units.

7) Representation on Committees

- i) Keith reported that the job description for VP of Student Affairs position has been approved and posted. They are conducting an aggressive search to try to fill the position by January 1, 2016.
- ii) Chasity Gill reported on Move-In Day for fall 2015 – The biggest day will be Sunday. Volunteers will mainly be watching student belongings when they drop off things off. Chasity will send out an email requesting volunteers.

8) Employee Morale

- i) Keith asked that people encourage nominations for Staff Excellence Awards. The deadline to submit a nomination is Friday, July 24.

9) New Business

- i) Lemonade Brigade – its purpose is to help make students feel welcome, provide directions around campus, etc. Keith requests people volunteer for two hour shifts. He will provide information on where and what time on August 17 and 18. Send Keith an email if you are interested in helping out.
- ii) Bobby Flowers has had to step down from COSA. We need to fill this opening on the Executive Board for Parliamentarian. Please let Keith know as soon as possible if you are interested.

10) Adjournment

The meeting adjourned at 9:42 am.

Respectfully submitted,

Sue Bailey, COSA Secretary