



MINUTES OF THE COUNCIL ON STAFF AFFAIRS MEETING
June 17, 2003

COSA Chair Shannon McGee called the meeting to order at 8:30 a.m. in the President's Dining Room of the Palms Dining Center. Members present: Sharon Butcher, Melinda Cutchens, Sammy Dees, Carolynn Gaston, Jeff Giles, Jeff Grant, Mike Hamm, Rosalyn Hatcher, Stanley Jones, Sue Lampert, Bob Lee, Shannon McGee, Mike McKinley, Kae Sinkule, Patrick Smith, Trisha Taylor and Carolyn Wilson. Guests: Bobby Flowers, Shawn Gibbons, Buck Crumley, Marshall McLane, and Thor Withers.

SPECIAL ORDER OF THE DAY:

Shannon McGee announced the new COSA Representatives. They are Bobby Flowers (EE03), Shawn Gibbons (EE04), Buck Crumley (EE07), Marshall McLane (EE07), Thor Withers (Business and Finance) and Tim Yorkey (Business and Finance).

MINUTES:

There was a motion to approve the May COSA meeting minutes. There was a second to the motion and a call for approval. The motion carried.

TREASURER'S REPORT:

Sue Lampert presented a written report of the three COSA accounts.

- } Fund 10000 = \$517.21
- } Discretionary = \$1,188.29
- } Retirement Walkway = \$12,235.55

COMMITTEE REPORTS:

- Academic Scheduling/Procedures: No report.
- Elections: An additional COSA meeting was scheduled during the month of May for the purpose of electing the Chair-Elect for the upcoming fiscal year. Shannon McGee announced the Chair-Elect for FY04 would be Patrick Smith.

There was a call for nominations for the COSA Executive Committee positions of Secretary, Parliamentarian, Treasurer and Public Relations. The results are as follows:

Secretary: Shawn Gibbons
Parliamentarian: Bob Lee
Treasurer: Sharon Butcher
Public Relations: Melinda Cutchens

Shannon asked everyone to consider which committees they would like to serve on during FY04. Rebecca will ask for volunteers for the various committees at the July COSA meeting.

- Faculty Senate: Shannon McGee mentioned the Faculty Senate met during the month of May. Shannon mentioned one issue that was brought before the

- Faculty Senate was the closing of the VSU Childcare Center. The minutes of the Faculty Senate meetings may be viewed at <http://www.valdosta.edu/vsu/facsen/>.
- Parking Appeals: ♦ Mike McKinley distributed a chart indicating the breakdown of the parking appeals for the month of May 2003. ♦ The committee upheld 65% of the appeals while 35% of the appeals were dismissed. ♦
 - Partners for Campus Excellence: ♦ Shannon McGee informed everyone that Partners for Campus Excellence is currently conducting training sessions at Plant Operations.
 - Policy: Bob Lee informed everyone the COSA By-laws and Policies have been updated.
 - State Charitable Contributions Program: ♦ Bob Lee will be the Chair of the State Charitable Contributions Program for FY04. ♦ Fundraisers for the program will begin in the near future.
 - Welfare Committee: ♦ Rebecca Kimbrough ♦ No report.
 - Employee of the Semester: ♦ Rebecca Kimbrough ♦ No report.
 - Retirement Walkway-Employee Recognition: ♦ Shannon McGee stated that approximately 122 people attended the Retirement Luncheon. ♦ She also mentioned that she received several compliments about the event. ♦ ♦
 - Staff Appreciation Day: ♦ Patrick Smith distributed some information regarding a fundraiser for Staff Appreciation Day. ♦ Hawg Wild, a local barbeque business, is interested in working with COSA as part of a fundraising event. ♦ Patrick Smith and Jeff Giles will meet with University Attorney Laverne Gaskins to discuss the legal aspects of this venture. Patrick also indicated that a Staff Appreciation Day Committee meeting would be scheduled in the near future. ♦ Patrick noted that October 10th and October 24th are two dates that are being considered for Staff Appreciation Day this year.
 - Staff Development: ♦ Shannon McGee informed COSA that Becky Murphy, Training and Development, will be distributing information campus-wide regarding a seminar (Managing Multiple Project, Objectives and Deadlines) that will be held on July 23rd in the Rose Room, University Center. ♦
 - University Planning Advisory Council: ♦ No report.

REPORT FROM THE CHAIR: ♦

Shannon McGee stated that she was appreciative of the effort that everyone put forth this year for various COSA events. ♦ She also mentioned that she was very thankful for the opportunity to serve as the Chair of COSA.

OLD BUSINESS:

Sue Lampert informed COSA the Bank of America fee wavier will expire in August. ♦ She indicated that a letter will be forwarded to Bank of America by Jim Black, Interim Vice President for Business and Finance, requesting a permanent waiver of the fee.

NEW BUSINESS:

Bob Lee asked COSA to consider having a yard sale each semester to raise funds for the Retirement Walkway. ♦ He indicated that students may be interested in donating unwanted items, such as refrigerators, etc., when they move out of the

dorms.◆ The legal issues will be discussed with University Attorney Laverne Gaskins.

OTHER BUSINESS:

◆◆◆◆◆◆◆◆◆◆ Shannon McGee recognized COSA Representatives that had fulfilled their term(s).◆ They were Kae Sinkule, Sammy Dees,Carolynn Gaston, Sue Lampert, and Lisa Hayes.

ADJOURNMENT

The meeting adjourned at 9:30 a.m.

Respectfully submitted:

Melinda Catchens

Secretary, Council on Staff Affairs