



THE COUNCIL OF STAFF AFFAIRS

Minutes of August 8, 2006

1) **Call to Order:**

Chair Tim Yorkey called the meeting to order at 9:00 a.m. in the University Center Rose Room. Members present: David Bennett, Denise Bogart, Sharon Butcher, Honey Coppage, Steve Fesler, Bobby Flowers, Mike Hamm, Verna Harvey, Brenda Kelley, Bob Lee, Mike McKinley, Beverly Sharpe, Angela Steele, Shana Yorkey, Tim Yorkey. Quorum attained. Absent: Brian Anderson, Alice Carter, Keith Flemming, Diane Guess, Sementa Mathews, John Wright. Special Guest: Dr. Nolan Argyle and Lynne Capece.

2) **Special Order of the Day**

Lynne Capece from Annual Giving came and updated us on the upcoming Faculty / Staff Campaign and State Charitable Contribution Campaign. She let us know that these two campaigns will be held and envelopes for each distributed at the same time. This is in an effort to make it easier and less time consuming for employees who wish to donate. This will also be less confusing for employees who think that these separate campaigns are one in the same. Website for more information is www.valdostastate.org. Kick off lunch is set for September 27th. Bob Lee encouraged us to be proactive in promoting these two campaigns together because it is a good cause.

2) **Approval of the Minutes from July 11, 2006:**

Minutes were approved and seconded.

3) **Approval of Treasurer Report:**

Reports for June and July were presented. Ending balance for fund 10 (JUNE) was \$99.77. VSU Foundation-Discretionary account (JUNE) ending balance was \$2,790.53. VSU Fdn-Retirement Walkway (JUNE) \$1,4688.93. Pending for JUNE is Sodexho-Retirement Luncheon \$877.50. Ending balance for fund 10 (JULY) was \$2,583.83. VSU Foundation-Discretionary account (JULY) ending balance was \$2,790.53. VSU Fdn-Retirement Walkway (JULY) \$13,810.84. Pending for JULY is placemats for Retirement luncheon \$130.00.

4) **Standing Committee Reports:**

Membership Committee-Tim Yorkey

Employee of the Semester-David Bennett

Tim reported that he will be meeting with Dr. Zaccari to discuss ways that COSA will more actively promote the Staff Excellence Award. Tim would like for us to give him some ideas

on how to better promote the award so that there will be more interest and nominations from Classified staff. We may need to re-visit the nomination form and its contents.

Elections-Mike McKinley

Mike referred to Bob Lee for his report on Policy.

Staff Appreciation Day Committee-Honey Copping

Committee met on Thursday, Aug 3rd in classroom across hall from Human Resources. Many ideas were discussed. Ann Lacey attended this meeting and gave us some ideas for the invitation to be sent to all staff. This could double as their ticket to enter luncheon, also, an idea to use the card reader and badge to enter. Ann also is going to contact Black Crow media for media coverage or sponsorship for the event. There will be a walk through of the PE complex on Wednesday, Aug. 9th to get a better picture of the layout. Tickets for the BBQ chicken dinner were distributed to be sold by COSA members. Dinners this year are \$7.00. September 14th is date of sale. Decision was made to have hamburgers and sides at Staff Day lunch. There was discussion regarding the Design the Tee Shirt contest. It was decided Next meeting will be August 24th at 10:00 am; place to be announced.

1. COSA On-The-Move-Honey Copping
NO REPORT

Welfare Committee-Honey Copping

1. Retirement Walkway- Chair: Honey Copping
Bobby reported that row numbers were in place. There are 18 names that are not in place yet but will be within two weeks. The walkway holds water when it rains and that is a problem. There will be a meeting to discuss this issue and to get information as who best could actively solve this problem.
2. Staff Development committee-Tim Yorkey
NO REPORT
3. Benevolence- Shana Yorkey
No activity this month.

Policy Committee-Bob Lee

Committee is meeting every two weeks. The group is about half way finished with the by-laws. There was a lot of discussion among participants and meetings are going very well. Next meeting will be August 17th in Willow Room, 9:00 a.m.

Environmental Issues-Bobby Flowers

1. Recycling-Bobby Flowers
Reported that we support recycling on campus but has questions about the Faculty's position on it. Bobby will present a proposal by our September meeting.
2. Wellness Safety-Sharon Butcher
Tim reported he attended the Wellness Committee meeting on July 20th as a presenter of information from a workshop he attended on informing employees of options on How to Stop Smoking. This course was sponsored by the American Cancer Society.
Second Hand Smoke-Sharon Butcher

NO REPORT

5) **Miscellaneous Reports:**

Faculty Staff Campaign-Bobby Flowers

Lynne Capece gave a report. See Special Order of the Day.

State Charitable Contribution Campaign-Bob Lee

See Special Order of the Day

Parking and Appeals-Mike McKinley

For Month of July Mike reported 117 appeals; 55 Upheld; 62 Dismissed.

Goal Progress-Choose a Goal Monitor-Sementha Mathews

NO REPORT

6) **Report from the Chair:**

Academic Scheduling/Procedures

NO REPORT

Faculty Senate-Bobby Flowers

NO REPORT

University Council-Tim Yorkey

Honey reported on the Strategic Planning Retreat. 5 Goals; 5 Years. Honey gave an overview of the goals and action steps to be put in place for next 5 years.

State Staff Council-Bobby Flowers

Bobby reported that the date for the State Staff Council meeting has been moved to Nov.2nd and 3rd due to a Board of Regents meeting conflict at Fort Valley State.

7) **Unfinished Business:**

1. Brenda reported for Sementha on the Centennial Fun Run. Asked for volunteers to help set up and man the three water stations during the run. We gave out assignments and got the volunteers for Sementha. Brenda will let Sementha know it is handled.

8) **New Business:**

NONE

9) **Other Business:**

1. Tim asked Dr. Bogart to go over the new Employee Priority Posting policy in effect on campus. Dr. Bogart let everyone know that there is a new posting policy for open positions on campus. This policy will allow employees who wish to apply for the open position five days to submit their application for consideration before it is posted on the Job Opportunity website. It will be up to the employee to periodically check that website for openings. We will be notified when the website is up and running.

Meeting Adjourned at 10:45 a.m.

Respectfully submitted,

Brenda Kelley

Secretary, Council on Staff Affairs

If you would like a paper copy of the minutes, please visit our website at www.valdosta.edu/vsu/cosa or contact your COSA Representative

