

## THE COUNCIL OF STAFF AFFAIRS

### Minutes of March 14, 2006

**1) Call to Order**

Chair Bobby Flowers called the meeting to order at 9:10 a.m. in the University Center Rose Room. Members present: Sharon Butcher, Alice Carter, Steve Fesler, Bobby Flowers, Mike Hamm, Bob Lee, Mike McKinley, Patrick Smith, Trisha Taylor, Shana Yorkey, and Tim Yorkey. Absent: David Bennett, Denise Bogart (HR), Honey Coppage, Bobby Elston (resigned), Keith Flemming (SGA), Ann Holland, Stanley Jones, Marshall McLane, Beverly Sharpe, Angela Steele, and Gerald Winningham. Proxies: Mike McKinley to Bob Lee. Quorum not attained.

**2) Special Order of the Day**

No Special Orders of the Day were scheduled.

**3) Approval of the February 14, 2006 Meeting Minutes**

Members submitted several changes to the February 14<sup>th</sup>, 2006 minutes. Changes will be made and the revised minutes sent to the Chair, Chair-elect, Public Relations Chair, Treasurer and Jeff Grant (Publication & Design Services). The corrected minutes will be considered for approval at the April meeting.

**4) Approval of the February 2006 Treasurer's Report**

The beginning February balance for the Fund 10 account was \$1465.02. Following postage charges of \$1.00, the ending balance was \$1464.02. The VSU Foundation-Discretionary account beginning balance for February was \$2575.71. Ending Balance after donations of \$18.54 was \$2594.25. VSU Foundation-Retirement Walkway February beginning balance \$14,601.62; the ending balance was \$14,621.72. The Treasurer's February report will be reviewed again at the April meeting.

The members discussed possible purchase of office supplies, binders & dividers for 2006-07 and another tent for use at COSA events. Shana Yorkey will investigate current prices, including the cost of printing "Council on Staff Affairs" on the tent, and submit a proposal at the May meeting. The funds in the Fund 10 account must be spent prior to the end of this fiscal year or they will revert to the University's general fund.

**5) Standing Committee Reports:**

a) Membership Committee—Bobby Flowers

1) Employee of the Semester Subcommittee—David Bennett

This subcommittee will meet next week to discuss the staff employee of year for 2005.

2) Elections Subcommittee—Mike McKinley

The Elections Subcommittee and the Policy/Procedures Committee are working jointly on revising COSA's Constitution/Bylaws/Policies & Procedures. Refer to 5)d below.

b) Staff Appreciation Day Committee—Tim Yorkey

The committee is discussing ways that this year's SAD will tie in to the Centennial celebrations. Tim will email Council members with the date and time of the next committee meeting.

c) Welfare Committee – Tim Yorkey

1) Retirement Walkway/Employee Recognition Luncheon Subcommittee—Honey Coppage

The date for Employee Recognition Luncheon is Tuesday, April 25 in the Magnolia Room. Shana and Sharon will get posters made and distributed advertising the event. Jim Black, Vice-President of Finance & Administration, has graciously offered to cover half the price of the luncheon for employees wishing to attend. The resulting cost per plate is \$3.75, which may be paid at the door or be invoiced to the department. In order to attend, employees must RSVP to Honey via email at [ldcopela@valdosta.edu](mailto:ldcopela@valdosta.edu), by phone at 333-5950, or fax 333-7400 no later than Friday, March 31<sup>st</sup>.

A bench will be purchased for the Retirement Walkway commemorating VSU's centennial celebration. The order for the bench will be coordinated with the order for the walkway bricks.

2) COSA-On-The-Move Subcommittee—Tim Yorkey No Report.

3) **Staff Development Subcommittee**—Tim Yorkey

Tim reported that both staff development classes offered so far this semester have been well attended and comments by attendees were positive.

d) **Policy Committee**—Bob Lee

The Policy/Procedures Committee and the Elections Subcommittee will continue to meet every Thursday at 9am in the University Center North/Live Oak Room to continue the task of updating COSA's constitution and bylaws. Bob briefly explained the committees' recommendation to change the method that determines how COSA representatives are selected. If approved, the recommendation would retain election of representatives along VSU organizational lines (i.e., representatives would be elected from the areas/divisions where they work, i.e., the Office of the President, Academic Affairs, Finance & Administration, Student Affairs, and Institutional Advancement, based on a 1:50 ratio of employees in each area. Two at-large representatives would also be elected. One emeritus (retiree) representative would be appointed. The recommendation would eliminate election of representatives based on employment categories—or job types (formerly referred to as EEO codes, recently changed to BCAT). Bob strongly encouraged everyone to attend the joint committee meetings for additional information and to voice their opinions.

Bobby requested that the executive officers meet to review the advisability of delaying implementation of new policies/procedures that affect election of representatives for a one-year transition period. Bobby will present the results of their deliberation at the April meeting.

e) **Environmental Issues Committee**—Bobby Flowers

The Faculty Senate will pass their recommendation regarding a waste management and recycling policy to the University Council soon. COSA needs to write a smoking policy recommendation and submit it to the University council.

**6) Ad Hoc Committee Reports**

a) **Benevolence Committee**—Shana Yorkey

The death of one University employee was reported.

b) **Parking Appeals Committee**—Mike McKinley

The February 2006 Parking Appeals report indicated that of 214 tickets issued, 119 (56%) were dismissed and 95 (44%) were upheld.

**7) Miscellaneous Reports** No Reports

**8) Report from the Chair**

a) **Academic Scheduling/Procedures**—Mike McKinley No Report

b) **Faculty Senate**—Tim Yorkey

The Faculty Senate discussed posting the new Faculty Handbook on their website.

c) **University Council**—Tim Yorkey

The UC is reworking the University's strategic plan and hopes to complete the document within the next two months.

d) **State Staff Council**—Bobby Flowers

Georgia House Bill #127 (concerning TRS retirement benefits) may be brought to the floor for a vote this spring.

**9) Unfinished Business**

Sick Leave Bank –Dr Bogart This item was tabled in February to today's meeting. No report.

**10) New Business**

a) **Chancellor Davis** will be on campus April 24 to meet with President Zaccari and the leadership of COSA, SGA, and Faculty Senate.

b) Bobby reminded everyone that the website for the **Centennial Celebration** and related activities is at <http://www.valdosta.edu/news/centennial.php>.

c) Members discussed whether the number of members required to meet quorum varied as the number of active members changed; i.e., as members resign leaving vacancies and are later replaced. Bobby remanded the question to the Policy & Procedures Committee.

**11) Other Business**

Bobby stated that Governor Purdue is planning to “give some relief” to state employees because of recent years' insurance premium cost

increases, but has apparently not included a similar “relief” plan for USG employees, who have also experienced those increases. Bobby plans to discuss this issue with Dr. Zaccari and also ask the State Staff Council to support a request that USG employees receive the same consideration as other state employees.

Meeting Adjourned at 10:05 a.m.

Respectfully submitted,

*Trisha L. Taylor*

Representative, COSA

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