

COUNCIL ON STAFF AFFAIRS MEETING

Minutes of December 8, 2009

1. Call to order

Chair Elect Terence Sullivan called the meeting to order at 9:05 AM in the University Center Cypress Room.

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

Members present: Sherri Adams, Sue Bailey, Denise Bogart, Ron Butler, Ann Farmer, Bobby Flowers, Carolyn Glock, Leighia Hammond, Jessica Klotz, Regina Lee, Yvonne LeRoy-Landers, Terence Sullivan and Kathy Sundin. Guests in attendance were: Dr. Schloss, President; Charles Backes, ACED; Carla Coombs, Registrar; Vesta Whisler, ACED; Stanley Jones, Registrar; Pamela Lesane, ACED; Elvan Aktas, Accounting & Finance; Reynaldo Martinez, ACED; John Gaston, College of the Arts; Jeff Shipley, LCOBA-Decision Center; Cindy Cobb, University Police; Carolyn Nelson, Custodial; Latesha Bennett, Custodial. The following members were absent: Nolan Argyle*, Richard Hammond (excused), Judy Hart (Proxy-Yvonne LeRoy-Landers), Brian Haugabrook, Shirley McClain, Jay Rickman (excused), John Wright (excused) and Rich Yokeley*. **Please send a proxy if you cannot attend a meeting. Reminder postcards will be sent a few days before each COSA meeting.**

3. SPECIAL ORDER OF THE DAY

- A. Denise Bogart introduced and thanked the Employee of the Semester Committee members for their hard work. She explained what EOS is all about. Dr. Schloss said a few words about the importance of the EOS awards and acknowledged how we are all making things work during these tough times. The EOS winner was Susan Jones from the Student Success Center. First runner up was Gary Kuhlman from Physical Plant. The two second runners up were Latesha Bennett from Physical Plant and Erin Salmon, Coordinator of Deaf and Hard of Hearing Services.

4. Approval of the Minutes of November 10, 2009 meeting of the Council on Staff Affairs The minutes were approved.

5. Officer's Reports

- A. Treasurer's Report – Judy Hart
The treasurer's report could not be approved due to the early departure from the meeting of a representative which resulted in a lack of quorum.
- B. Report from the Chair – Richard Hammond
 - i. Faculty Senate
No report.
 - ii. President's Cabinet
Discussion centered on the current budget issues.
 - iii. Executive Committee/President Lunch Meeting
No report.
- C. Goal Monitor Report – Sherri Adams
No report.
- D. Publicity Report – Yvonne LeRoy-Landers
The 2010 meeting dates for the Executive Committee and regular COSA meetings are now on the front page of the website. Yvonne is still looking for pictures to add and for any other changes and additions.

6. Committee Reports

- A. *Membership Committee* – Chair (Richard Hammond)
 - i. Employee of the Semester – Denise Bogart
Awards were presented. See Special Order of the Day.
 - ii. Elections – Terence Sullivan
Ann Farmer was welcomed as the new representative for Finance & Administration.
- B. *Welfare Committee* – Chair Elect (Terence Sullivan)
 - i. Retirement Walkway & Recognition – Bobby Flowers
A meeting is planned for February. Plans for the Retirement Walkway are to try to do an upgrade. The Retiree Luncheon date will be set at the February meeting.
 1. Retirement Association – Judy Hart

No report.

- ii. COSA on the Move – Terence Sullivan
There has been no activity since the chicken dinner and chili cook-off events.
- iii. Benevolence – Sue Bailey
One retiree death was reported.

C. *Policy Committee* – Parliamentarian (Carolyn Glock)

A meeting was held and the bylaws were discussed in general. Carolyn is looking at the by laws and policies/procedures of universities similar to VSU to help us redefine ours. Bobby pointed out that while we can change our policies, we cannot just change the bylaws as they are based on VSU statutes. The Policy Committee will meet again to do further work on the policies.

D. *Staff Appreciation Week Committee* – Chair Elect (Terence Sullivan)
The week was a success! Thanks to everyone!

7. Ad Hoc

- A. *TAPA* – Yvonne LeRoy-Landers
No report.

8. Other Committees

9. University Wide Committees

- A. *Academic Scheduling/Procedures* – Bobby Flowers
Work has begun on the 2012 calendar. There appear to be some potential conflicts with the football home game and holidays.
- B. *Editorial Board for the Alumni Voice* – Yvonne LeRoy-Landers
No report.
- C. *Environmental Issues (EIC)* – Bobby Flowers
The EIC met and discussed the new super classrooms by the Education Center. One of the things planned for the near future is a recycling contest for dorm students.
- D. *Facilities Advisory Committee* –
No report.
- E. *Institutional Planning* – Sherri Adams
No report.
- F. *Parking Appeals* – Kathy Sundin/Terence Sullivan
- G. *PBC/UnCo* – Terence Sullivan/John Wright
The discussion is ongoing with regard to budget issues. Revenues are down 15% year-to-date and a 2% cut will have to be found for this fiscal year. The \$100 student fee increase is considered temporary. All reports say we are still in good shape. Stimulus money runs out in 2012. The message was that we need to “manage every dollar.” Four capital projects received yes votes: Converse Hall, bookstore renovation, Georgia Avenue bed and breakfast for short term visits by visiting scholars and interviewees, and West Hall conference room.
- H. *President’s Climate Commitment* – Shirley McClain
No report.
- I. *Sodexo Dining Dish* – Leighia Hammond
The new Starbuck’s will be a full store; the Loop and Nathan’s will share a dining area; there will be organic food options; there will be a sanitizer stand outside Palm’s and Hopper. Dine & Discover will be held February 5th and the topic is heart health.
- J. *USG Staff Council* – Bobby Flowers
Bobby encouraged all employees to make their voices and ideas heard regarding budget cuts. Next year is an election year and representatives are needed.
- K. *Wellness* – Jessica Klotz
World Aids Day program was a success with good speakers and participation. Take Heart set for Friday, February 5. Spring Wellness Fair set for March 9 and plans are to hold it in the new Student Union.

10. Unfinished Business

- A. *Topic for discussion*: Review of budget reports for the last 4 years to determine COSA’s ability to commit to support of an additional increase in Employee of the Semester monetary awards and TAPA with proceeds from fund raisers.

Judy put the budget reports together and sent it to the Chair for review. Richard reported that things looked very positive and he feels we will be able to commit to supporting additional increases in EOS monetary awards and TAPA.

11. New Business

- A. *Topic for discussion:* Holiday schedule and mandatory vacation days explanation.

Complaints have been received from staff about the holiday schedule. There was discussion about the reasons for the schedule being set the way it was and why the survey was not sent out this year. Due to the implementation of ADP, the scheduling information was required early. It was also stated that few people return the survey and those that do typically request the most days off. Richard stated that COSA is trying to help those people who do not have enough leave time accumulated to cover the mandatory leave days. These people would potentially be even harder hit because of the furlough days. Employees can still take additional leave days in order to have the time off they desire during the holidays. Bobby suggested asking the President about his ideas on gathering information for future years.

- B. *Topic for discussion:* Making Ad Hoc TAPA a COSA Committee.

There was no discussion. This item will be up for a vote at the January meeting.

- C. *Topic for discussion:* Two committee representatives needed for the new Parking and Transportation committee.

At this time, Bobby Flowers and Ann Farmer were nominated. Additional nominations will be taken.

- D. *Topic for discussion:* Policy Committee needs additional members.

Richard asked that additional representatives please consider serving on this important committee so the work can be accomplished in a timely manner. Bobby Flowers volunteered to serve.

12. Other Business

13. Adjournment

The meeting adjourned at 10:14 AM.