



**COUNCIL ON STAFF AFFAIRS MEETING  
AGENDA**

The Council on Staff Affairs will meet

**At 9:00 a.m.**

**Tuesday, November 10, 2009 in the UC Cypress Room**

**1. Call to order**

Richard Hammond called the meeting to order at 9:07 AM in the University Center Rose 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, Carolyn Glock, Leighia Hammond, Richard Hammond, Brian Haugabrook, Jessica Klotz, Regina Lee, Yvonne LeRoy-Landers, Shirley McClain, Jay Rickman, Terence Sullivan, Kathy Sundin and John Wright. Guests in attendance were: Dr. Louis Levy & staff and Rob Kellner. The following members were absent: Nolan Argyle\*, Lauren Davis\*, Bobby Flowers, Judy Hart and Rich Yokeley\*. \*Signifies non-elected members. 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. COSA presented retired Provost and Vice President of Academic Affairs Dr. Louis Levy with a plaque to honor his years of service to VSU and his support of COSA.
- B. A motion was made and seconded to suspend the rules of order and vote today on the establishment of a university wide committee, the Parking & Transportation Advisory Committee. The vote was unanimous in favor of the motion. Rob Kellner explained that the purpose of this new committee is to look at the whole transportation system (fines, allocation of parking spaces, bus routes, etc.) The Parking Appeals Committee will continue to hear and decide appeals. The Parking Appeals Committee can make recommendations to examine or change policies to the Parking & Transportation Advisory Committee if they observe heavy violations in various areas. A motion was made and seconded to approve signing the Finance and Administration Policy Routing form for this committee. The vote was unanimous in favor of the motion. Chair Richard Hammond signed the form.

**4. Approval of the Minutes of October 13, 2009 meeting of the Council on Staff Affairs**

The minutes were approved as written with corrections to the record of attendance for October.

**5. Officer's Reports**

- A. Treasurer's Report – Judy Hart  
No report.

- B. Report from the Chair – Richard Hammond
  - i. Faculty Senate  
No report.
  - ii. President’s Cabinet  
No report.
  - iii. Executive Committee/President Lunch Meeting  
Plans for Staff Appreciation Week and the retirement of Dr. Louis Levy were discussed.
- C. Goal Monitor Report – Sherri Adams
- D. Publicity Report – Yvonne LeRoy-Landers  
Yvonne reported that she has been working on updating the website. Please email her any pictures or reports that should be added.

## 6. Committee Reports

- A. *Membership Committee* – Chair (Richard Hammond)
  - i. Employee of the Semester – Denise Bogart  
The deadline for submitting nominees for EOS has been extended to November 1 because of the low number of submissions. There were also problems with electronic submissions. Denise Bogart requested that COSA consider supporting an increase in the monetary award for Employee of the Semester. The recommendation was: 1<sup>st</sup> place - \$500, 2<sup>nd</sup> place - \$250, 3<sup>rd</sup> place - \$100. After some discussion, a motion was made to approve an ongoing budget of \$1100 annually for funding this increase. Discussion continued and the motion was modified to \$1500 pending a determination if funds would be available. Some concerns were expressed that COSA might not make enough money with fundraisers to cover the increase in the future. The decision was made to review the budget history of COSA to determine if it is feasible for COSA to commit to \$1500 annually. The plan is to get the increase in place for spring semester. Yvonne made a motion to wait to review the historical budget documentation from that last 3 – 5 years of the Treasurer’s Reports to determine if \$1500 is affordable. The motion was seconded and the vote passed unanimously. Plans are to vote on this at the December meeting. Yvonne then made a motion for a smaller increase now by doubling the current monetary awards. The motion was seconded and the vote was unanimous in favor of doubling the current awards.
  - ii. Elections – Terence Sullivan  
Terence reported that he has been working to clear up some confusion about which positions are currently vacant. At this time, there are three open positions: University Advancement (1), Finance & Administration (1), and Retiree (1).
- B. *Welfare Committee* – Chair Elect (Terence Sullivan)
  - i. Retirement Walkway & Recognition – Bobby Flower  
Richard reported that incorrect procedures have been followed in the past with regard to the walkway. At this time there is no location to move the walkway to. There has been discussion about fixing the problems at the current location. In the future, the Retirement Walkway Committee must go through the Facilities Planning Committee to present plans and proposals and the FPC will then put the walkway on a priorities list.
    - 1. Retirement Association – Judy Hart  
No report.
  - ii. COSA on the Move – Terence Sullivan  
There were 165 chicken dinners sold by ticket and 13 sold on site. Also COSA was represented at the Chili Cook-off and it was stated that it should be counted as a COSA on the Move event.
  - iii. Staff Development -

iv. Benevolence – Sue Bailey

One death was reported. (Don Cameron, father of Wesley Cameron from Plant Ops)

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

No report. Meeting to be announced.

D. *Staff Appreciation Week Committee* – Chair Elect (Terence Sullivan)

Terence reviewed the plans for the week. Several student organizations are doing donuts. Kathy Sundin will check with Rosezella Ward in HR to ensure that the list of departments is complete. Palm's Dining is doing staff discounts all week. The restaurants that agreed to give staff discounts of 20% for lunch on Wednesday, November 18 are: Slap Daddy's, Barberito's, Pita Pit, Antoine's Flavor of New Orleans, Covington's and 306 North.

**7. Ad Hoc**

A. *TAPA* – Yvonne LeRoy-Landers

Yvonne gave an update and presented the TAPA application form for review. There was some discussion about the potential for a conflict of interest if COSA representatives on the TAPA committee were to apply for TAPA. It was agreed that any member of the TAPA Committee who wished to apply for the award would have to step down from the committee. Terence made a motion to approve the TAPA application format with a change in the deadline date for submission from November 16, 2009 to December 9, 2009. The motion was seconded and the vote was unanimous.

**8. Other Committees**

**9. University Wide Committees**

A. *Academic Scheduling/Procedures* – Bobby Flowers

It was reported that some staff members are questioning the holiday schedule for 2010 and are concerned about potential loss of time off.

B. *Editorial Board for the Alumni Voice* – Yvonne LeRoy-Landers

C. *Environmental Issues (EIC)* – Bobby Flowers

D. *Institutional Planning* – Sherri Adams

E. *Parking Appeals* – Kathy Sundin/Terence Sullivan

F. *PBC/UnCo* – Terence Sullivan/John Wright

The minutes of this meeting were reviewed.

G. *President's Climate Commitment* – Shirley McClain

H. *Sodexo Dining Dish* – Leighia Hammond

No report.

I. *USG Staff Conference* – Bobby Flowers

Yvonne made a motion to dissolve this committee. The motion was seconded and the vote was unanimous to dissolve the USG Staff Conference Committee.

J. *USG Staff Council* – Bobby Flowers

Plans are to do this locally rather than being hosted at a particular institution.

K. *Wellness* – Jessica Klotz

November 19 is the Smoke Out and December 1 is World Aids Day.

**10. Unfinished Business**

A. Attendance: There is an attendance policy in place, but it has not been enforced. There was no further report.

**11. New Business**

A. Facilities Advisory Committee appointee: No report.

**12. Other Business**

**13. Adjournment**

The meeting adjourned at XXX.