

## **MINUTES OF THE COUNCIL ON STAFF AFFAIRS MEETING**

February 10, 2004

COSA Co-Chair Patrick Smith called the meeting to order at 8:35 a.m. in the President's Dining Room of the Palms Dining Center. Members present: Sharon Butcher, David Bennett, Melinda Cutchens, Bobby Flowers, Shawn Gibbons, Jeff Grant, Inman Grimsley, Rosalyn Hatcher, Stanley Jones, Bob Lee, Shannon McGee, Mike McKinley, Marshall McLane, Patrick Smith, Josie Stone, Trisha Taylor and Carolyn Wilson. Members absent:Carolynn Gaston, Jeff Giles, Mike Hamm, Thor Withers and Tim Yorkey. Special guests: Dr. Zaccari, Dr. Marsha Krotseng, Diane Guess, Rita Collins, Angie Wills, Arlene Gaumond, Dianetra Pharmes, Bob Green, Catherine Roark and Bob Bell.

### **SPECIAL ORDER OF THE DAY:**

Employee of the Semester Presentation- Dr. Zaccari spoke to COSA about how the employees are changing the campus culture. He also reminded us that these are difficult times for the University with the budget cuts. He introduced the nominees for the employee of the semester: Rita Collins (Infirmery), Arlene Gaumond (Admissions), Diane Guess (College of Business Administration), Dianitra Pharmes (Bursary) and Catherine Roark (Plant Operations) and presented them with a coupon for a free lunch and a certificate. The employee of the semester is Diane Guess. Diane received a check for \$100 and her name will be added to the Employee of the Semester plaque that is displayed on the wall in the President's office.

Dr. Krotseng- Master Plan Update- Dr. Krotseng started by saying that without our employees there would be no master plan. She stated that a recommendation from the strategic retreat in September was to set up specific task forces. Three task forces have been formed. The first is developing an abbreviated mission statement for the university, the second is a staff survey task force that will be making recommendations to the Planning Advisory Committee at their March meeting, and the third task force is working on studying the faculty workload. They have also added an efficiencies task force that will study ways to cut back costs on campus, a grant seeking task force that will be working on a data base that will assist faculty and staff in applying for grants and a regional impact task force that will evaluate how the university impacts the community. She also stated that the Master Planning Committee is still looking at the 10 year plan in reference to enrollment and how we can service these students. Portman & Associates is working on using sectors about the campus. For example an Allied Health sector, Business School sector and a Fine Arts sector. This would allow the students to attend these classes around the same location so that their classes would not be spread all over the campus. There are plans to make the campus more pedestrian friendly and to work with the city and community to develop a better traffic flow around the campus. They are still trying to look ahead 20 years out to make better use of new buildings. Dr. Krotseng encouraged any questions or input can be e-mailed to her. She also handed out a card to each of the COSA representatives. On the back of the card it reads: Throughout 2004, I will help implement the VSU Strategic Plan by \_\_\_\_\_. She encouraged all the members to us this as a reminder of how each one of us can help implement the Strategic Plan on our campus.

### **MINUTES:**

Minutes of the previous meeting were approved as submitted.

## **TREASURER'S REPORT:**

- December: Fund 10000 = \$1,211.68
- Discretionary = \$1,809.05
- Retirement Walkway = \$12,210.76

January: Fund 10000 = \$1,211.68  
Discretionary = \$1,882.45  
Retirement Walkway = \$12,193.02

On the December's treasury report it was noted that there was a brick order that was deposited into the wrong account. This has been transferred to the correct account. The Treasurer's reports for December and January were approved as submitted.

## **COMMITTEE REPORTS:**

- **Academic Scheduling/Procedures:** *No Report*
- **Benevolence Committee:** *No Report*
- **Calendar Committee (Ad Hoc):** Trisha Taylor. They are not meeting right now since the Holiday schedule was accepted by Dr. Zaccari.
- **Elections:** Bobby Flowers. They are looking into the possibility of on line elections for this year.
- **Faculty Senate:** *No Report*
- **Faculty/Staff Campaign:** *No Report*
- **Parking Appeals:** Mike McKinley reported the committee upheld 30% of the appeals while 70% of the appeals were dismissed for December. He also reported that the committee had upheld 37% of the appeals and that 63% were dismissed for the month of January.  
**Policy:** Bob Lee. In the COSA Procedure Manual Policy 3 C Duties of Officers it states 'A secretary may not be elected for a second consecutive term.' The Policy Committee made a motion to remove this last sentence so this would allow continuity and consistency within the policies. The motion was seconded and passed.
- **Staff Appreciation Day:** Patrick Smith. The next committee meeting is scheduled for Thursday, February 19<sup>th</sup> at 3:30 p.m. in the University Union Conference Room #1.
- **Staff Development:** Shannon McGee. Shannon asked the group if they had any ideas or feedback for training to please let her know.
- **State Charitable Contributions Program:** Bob Lee. Bob informed the group that this program is starting to wind down. The last total was a little over \$27,000. He asked that everyone remind other employees to turn their forms in by Friday. Bob is also a member of the Wellness Committee (Lowndes County Partnership for Health) and asked everyone to fill out the confidential questionnaire forms and send them back. Farber Health Center is participating along with other departments on campus.
- **Welfare Committee:** Patrick Smith
  - **Employee of the Semester:** Stanley Jones. See Special Order of the Day.
  - **Retirement Walkway/Luncheon -Employee Recognition:** Shannon McGee. The deadline for brick orders is quickly approaching. The committee had a very productive meeting with Bob Bell from Plant Ops. About improvements that need to be made on the walkway. The date for the Retirement Luncheon is scheduled for June 12<sup>th</sup>.
  - **University Planning Advisory Council:** *No Report*

## **REPORT FROM THE CHAIR:**

Rebecca asked Patrick to welcome the group back from the holidays.

**UNFINISHED BUSINESS:**

Bob Lee brought to the groups attention the fact that there is a COSA By-Law and Procedure that contradict themselves. He proposed that a line in Policy 12: Meetings, which reads: 'For the purpose of voting, a member must be present at the meeting and a proxy vote will not be allowed.' contradicts By-Law Section III: Representation, which reads: 'A member who must be absent from a meeting because of official business, annual leave, or sick leave may forward to the Chairperson in writing his or her vote on any issue.' The Policy Committee proposed to drop the line in Policy 12 and keep the By-Law as is. There was a motion and it was seconded and passed.

**NEW BUSINESS:**

Patrick Smith brought to the group's attention that there was not a shuttle bus that runs from North Campus to the U.C. He was advised that a recommendation letter be sent to Dr. Chris Eason.

**OTHER BUSINESS:**

**ADJOURNMENT**

The meeting adjourned at 9:33 a.m.

Respectfully submitted:

*Shawn Gibbons*

Shawn Gibbons COSA Secretary