

THE COUNCIL ON STAFF AFFAIRS

Minutes of August 9, 2005

1) Call to Order

Chair Bobby Flowers called the meeting to order at 9:10 am in the BioChem Building Conference room 3rd Floor. Members present: David Bennett, Steve Fesler, Bobby Flowers, Stanley Jones, Bob Lee, Michael McKinley, Beverly Sharpe, Angela Steele, Trisha Taylor, Gerald Winningham, Shana Yorkey, Tim Yorkey Members absent: Denise Bogart, Bobby Elston, Honey Coppage, Diane Guess, Mike Hamm, Ann Holland, Marshall McLane and Patrick Smith. Proxy: Sharon Butcher. Quorum attained.

2) Special Orders of the Day

No Special Order of the Day.

3) Approval of Minutes From August 9, 2005

The August 9th meeting minutes were approved as submitted.

4) Approval of the Treasurer's Report from August 9, 2005

The beginning July balance of the Fund 10 Discretionary Account was \$2603.00. Fund 10 charges of \$26.37. The Pending financial activities for [posters, paper, BBQ fundraiser ticket, service request forms, employee of semester nomination forms staff day BBQ poster, COSA brochures] \$294.24. The VSU Foundation Discretionary Account expenditures \$0. The VSU Foundation Discretionary Account deposit of \$21.68. The VSU foundation balance is \$2,289.35. The VSU Retirement Walkway Account deposits \$29.16 leaving a balance of \$14,059.34. Treasurer's Report was approved as submitted.

5) Committee Reports

a) Membership Committee – Bobby Flowers

1. Employee of the Semester – David Bennett
2. Elections – Mike McKinley

b) Staff Appreciation Day – Tim Yorkey October 21, 2005. Fundraiser will start today. Tickets are ready to be sold. Shana Yorkey passed out the Barbeque Chicken tickets to the COSA members. The next meeting will be sent out by email. The 2 stations will be at University Center and Plant Operation. COSA members need to be there by 4:30PM. A sheet was passed around for volunteers to sign up.

c) Welfare Committee – Tim Yorkey

- 1) Retirement Walkway/Luncheon- Chair: Bobby Flowers said they plan to meet next week.

Bench setup.

- 2) COSA on the Move – No report

3) Staff Development Committee Tim Yorkey

d) Policy & Procedures Committee- Bob Lee He will get help working on the definitions.

6) Ad Hoc Committee Reports

a) Benevolence Committee- Shana Yorkey No report

b) Parking Appeals Committee- Mike McKinley reported for the month of July 72 parking tickets were dismiss and 69 parking tickets were upheld. The percentage was 51% dismiss and 49% upheld. Angela Steele and Beverly Sharpe will be added to this committee.

c) Holiday Scheduling Committee:

e) Recycling Committee: No Report

f) Wellness/Safety Committee – No report

7) Miscellaneous Reports

a) Faculty Staff Campaign: Patrick Smith – No report

b) State Charitable Contributions Campaign – Bob Lee plans to meet with Dr Farwell to set up campaign.

8) Report from the Chair

- a) **Academic Scheduling/Procedures** – Bob Lee, Bobby Flowers, Mike McKinley
- b) **Faculty Senate** They have not met. First meeting schedule for September 15, 2005
- c) **University Planning Advisory Council** No Report

9) **Unfinished Business**

- a) Revised Policies & Procedures Manual & Positions Description – Bob Lee Policy #3 Duties of Officers. Public relations officer. He would like to change it to read voting member. Change from non-voting to voting member. It was voted on and passed to have the Public Relations person be a voting member.
- b) Refilling of Vending Machines – Alice Carter Bobby Flowers will submit a letter will be sent to One Card. It was suggested that a decal be put on all vending machines as to who to contact when things are out and if there is a problem with the machine.
- c) Holiday Scheduling Recommendation- Get the recommendations out using Blazenet.
At next meeting COSA will decide.
- d) Creation of Environmental Issues Committee
- e) Committee Assignments-Bob Lee stated to add Academic Scheduling
- f) Sick Leave Bank – Bobby Flowers & Denise Bogart Make Ad Hoc Committee for the Sick Leave Bank. It was table until September meeting.

10) **New Business:**

- a) **COSA Minutes Distribution Timing** – distribute minutes by email for COSA to correct. Send to Sharon Butcher for COSA distribution.
- b) Planning Session Notes-Tim Yorkey gave out handouts on: Vision Discussion, Initial Brainstorming for 1 year goals, COSA goals for 2005-2006, and next steps. Bobby Flowers suggest the Planning Session begin in May. It was a success. Read over the vision and goals. Look at the Mission statement. Send a formal letter to Rebecca Murphy and cc: Dr Zaccari for all the hard work on the Planning Session.
- c) Combining Staff Luncheon with Service Award Pin Ceremony- Denise Bogart will work on this.
- d) Purchase of Digital Camera – table until the next COSA meeting

11) Other Business

- a) COSA Executive Meeting changed for September 9, 2005
- b) Next COSA meeting September 13, 2005 in the BioChem Building at 9:00 a.m.

Adjournment at 10:15 a.m.

Respectfully submitted,

Beverly F Sharpe

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