



THE COUNCIL OF STAFF AFFAIRS

Minutes of February 13, 2007

1) **Call to Order:**

Chair Tim Yorkey called the meeting to order at 9:00 a.m. in the University Center Rose Room. Members present: Nolan Argyle, Denise Bogart, Sharon Butcher, Debra Davis, Steve Fesler, Diane Guess, Mike Hamm, Richard Hammond, Verna Harvey, Christine James, Brenda Kelley, Bob Lee, Mike McKinley, Beverly Sharpe, Angela Steele, John Wright, Shana Yorkey, and Tim Yorkey. Quorum attained. Absent: Brian Anderson, David Bennett, Honey Coppage, Keith Flemming, Bobby Flowers.

2) **SPECIAL ORDER OF THE DAY:** Bob Lee spoke briefly on the graduation change in the absence of Ann Lacey. Bob reported to us that the university will be going to 6 exercises. Three on Friday and three on Saturday. The reason being that graduation has become a large event and this is the result of an effort to have smaller sessions and more interaction with faculty and students.

We also welcomed Ron Ellenberg, retiree from VSU as a potential representative for COSA. Ron was present to see and hear what COSA is all about so that he can make a decision about being a retiree representative for COSA.

Approval of the Minutes from December 12, 2006

APPROVED

3) **Approval of Treasurer Report:**

Reports for December and January were submitted. December's ending balance for fund 10 was \$1,665.34; VSU Fdn-Retirement Foundation-Discretionary account ending balance was \$3,224.45. VSU Fdn-Retirement Walkway ending balance was \$13,843.43. January's ending balance for fund 10 was \$1,638.17; VSU Fdn-Retirement Foundation-Discretionary account ending balance was \$3,224.45; VSU Fdn-Retirement Walkway ending balance was \$13,893.43. Shana also distributed to each a memo from Mr. Black regarding the year end deadlines. Spending projections must be submitted by March 30th this year. Therefore, COSA must decide what expenses we will have through year end and also vote on the items to purchase with remaining funds. The elections committee chair, Mike McKinley, agreed to take suggestions and compile the information before the next COSA meeting.

Standing Committee Reports:

Membership Committee-Tim Yorkey

Employee of the Semester-David Bennett

Deadline has been extended to allow more time for nominations to be submitted.

Elections-Mike McKinley

Mike is continuing to meet with Andy Fore in Information Technology regarding the on-line election process. There is still no date as to when the process will be up and running.

Staff Appreciation Day Committee-Honey Copping

NO REPORT

1. COSA On-The-Move-Honey Copping

The date for Boston Butt Sale has been set for April 5th. The Boston Butts will sell for \$25.00 with profits going into COSA's discretionary fund.

Welfare Committee-Honey Copping

1. Retirement Walkway- Chair: Honey Copping

Ann Lacey will be taking over the Retirement Luncheon as a Presidential event. COSA will assist Ann in various ways in the planning and preparation of the event.

2. Staff Development committee-Tim Yorkey

HR 101 is in full swing. This will be a course that is mandatory for all supervisors.

3. Benevolence- Shana Yorkey

Four deaths of employees were reported to the President.

Policy Committee-Bob Lee

There will be a revised schedule sent to committee members so that regular meetings can begin taking place.

Environmental Issues-Bobby Flowers

1. Recycling-Bobby Flowers

No Report

2. Wellness- Brenda Kelley/ Bob Lee

It has been confirmed that the Student Health Center will be allowed to continue to administer health screenings to employees. There will be a disclaimer form that will need to be signed by each employee who wishes to have a screening.

3. Second Hand Smoke-Sharon Butcher

No Report

5) **Miscellaneous Reports:**

Faculty Staff Campaign-Bobby Flowers / State Charitable Contribution Campaign-Bob Lee

Contributions were up for both campaigns.

Parking and Appeals-Mike McKinley

For the Month of December Mike reported 118 appeals; 63 Upheld; 55 Dismissed. For the month of January there were 147 appeals; 47 Upheld; 100 Dismissed. Data is still in the process of being gathered regarding the parking fees. Mike has invited representatives from the Parking and Transportation staff to come to our March meeting as our Special Order of the Day.

Goal Monitor-Verna Harvey

Attendance continues to be our goal of focus. Increase in publicity should continue to be a goal for the next fiscal year. Verna noted that focus on employee participation and ideas of how to get more employees involved in the activities of COSA should become a priority.

6) **Report from the Chair:**

Academic Scheduling/Procedures

NO REPORT

Faculty Senate-Tim Yorkey

NO REPORT

University Council-Honey Coppage

Tim reported that COSA now has three seats on the University Council. Three members were nominated, voted on and selected. Those members are: Verna Harvey, Richard Hammond, and Bob Lee. Bob Lee will replace Honey Coppage in July when Honey begins serving as COSA Chair.

State Staff Council-Bobby Flowers

NO REPORT

7) **Unfinished Business:**

8) **New Business:**

9) **Other Business:**

- **PAYCHECK PICK UP:** The university policy of paycheck distribution has come to the attention of COSA. There was concern regarding the recent email about the policy change to employee's picking up their own checks from departments picking up checks. After much discussion, it was decided that COSA would send out a survey to staff employees with specific questions regarding the policy. The survey could be sent out with the paycheck.
- **RELAY FOR LIFE ON CAMPUS:** John Wright is coordinating this effort on campus. The event is from 7:00 pm to 7:00 am April 13, 2007. He recommended that COSA have a team. There is a \$5.00 registration fee for each member of the team. Each member of the team is encouraged to raise a minimum of \$100.00 for the event. If you have questions you can email John at jowright@valdosta.edu.
- **MGT UPDATE:** The Board of Regents has given the "go ahead" to VSU to implement the results of the study. VSU was approved for \$300,000 to be given towards staff increases as well as \$300,000 towards faculty increases. The first phase of this process will be implemented with increases being retroactive to January 1, 2007. These increases will impact the lowest pay grades first.
- **E-PROFILE:** Denise distributed handouts detailing the E-profile process. Human Resources will also be conducting mini workshops for employees who would like hands on training of the new program.
- **TRAINING RETREAT:** A training retreat is being planned for all current COSA representatives as well as those who will be coming on board in the summer.

Meeting Adjourned at 10:10 a.m.

Respectfully submitted,

Brenda Kelley

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