



Minutes of Tuesday, February 12, 2008

1. **Call to Order:**

Past Chair Tim Yorkey called the meeting to order at 9:00 a.m. in the University Center Rose Room.

Members present: \*Denise Bogart, Diane Guess, Mike Hamm, Richard Hammond, Verna Harvey,

\*Christine James, Bob Lee, Yvonne LeRoy-Landers, Mike McKinley, Robin Smith, Terence Sullivan, Tim Yorkey. Guests attending were Dr. Cindy Tori, Becky Murphy, Dr. Savoie, and Kathy Sundin. Quorum was not attained. The following members were absent: \*Nolan Argyle, Sharon Butcher, Debra Davis, Bob DeLong, Steve Fesler, Bobby Flowers, John Wright, and Shana Yorkey.

\* Signifies non-elected members. **Please send proxy if you can not attend a meeting. Reminder postcards will be sent a few days before each COSA meeting.**

2. **SPECIAL ORDER OF THE DAY:**

A. Dr. Mike Savoie presented information about the Quality Enhancement Project (QEP) and the upcoming SACS visit. Southern Association of Colleges and Schools implemented a new procedure with two components, QEP and Certification Compliant, to be used to address issues and topics to improve student learning. Input and proposals from staff and students are requested. We are in the first phase; there will be an online survey available within two weeks and will run through June of this year. At the end of June, there will be three proposals submitted. Any questions anyone has may be submitted via website. Requirements of a proposal are broad. SACS is leaving the criteria open so that we can come up with topics that will be unique to VSU. The topic of proposal should be in a brief and narrative outline and must have a long term plan of at least five years. It should also be logistically and financially feasible. The targeted group should be a defined and be a particular segment of a group at VSU. Be very specific. The website address is [www.valdosta.edu/QEP](http://www.valdosta.edu/QEP). March 10th is the deadline for proposals to be submitted to insure enough time to review them before the end of June deadline for submission of the final three proposals. Please email Mike Savoie with any questions or concerns you may have.

B. Dr. Cindy Tori gave a brief update on the progress of the Presidential Search. Job description has been submitted and posted for the Presidential position at VSU. The Search Committee would like 50 – 60 qualified candidates to apply for this position by the end of March. The pool of candidates will be updated every two weeks. Dr. Tori encouraged everyone to submit questions of importance to be included in the interviews of the candidates. Nominees may be submitted to Dr. Tori [crtori@valdosta.edu](mailto:crtori@valdosta.edu), Lori Wilder [Wilder@parkersearch.com](mailto:Wilder@parkersearch.com) or directly to the Parker website [www.parkersearch.com](http://www.parkersearch.com). If you have any questions or concerns at any time, please email Dr. Tori, Dr. Christine James, Verna Harvey, or other representative on the Presidential Search Committee. A website is available for information on the Presidential Search continued progress [www.valdosta.edu/presidentialsearch](http://www.valdosta.edu/presidentialsearch) and will be updated as information is accumulated.

3. **Approval of the Minutes from January 15, 2007:**

Quorum was not attained for minute's approval. Minutes were distributed.

4. **Approval of Treasurer's Report:** Yvonne LeRoy-Landers

Quorum was not attained for Treasurer's report approval. Handout was distributed. Yvonne stated that she will correct the purchase of the T-shirts for COSA reps. Clothing cannot be purchased with Fund 10 monies. Fund 10 money will be used to prepare for the 2010 State Conference.

5. **Standing Committee Reports:**

A. ***Membership Committee*** – Bobby Flowers

B. ***Employee of the Semester (EOS)*** –Robin Smith

Nominations for fall 2007 EOS end February 15<sup>th</sup>. President Zaccari has approved new procedure for EOS. The new procedure will be implemented in the fall 2008 semester. Southeastern Federal Credit Union will donate \$500.00 per year with President Zaccari continuing his support with his traditional \$100.00 donation. Gift baskets will be given to all winners beginning this semester.

C. ***Elections*** – Mike McKinley

Chair Elections is coming up next month.

D. ***Staff Appreciation Day Committee*** – Sharon Butcher

A meeting is set for February 18, 2008 in the conference room across from HR.

1. **COSA ON THE MOVE:** Sharon Butcher

a. Benefits Fair-

b. Commencement – Bob Lee

E. ***Welfare Committee*** – Bobby Flowers

1. **RETIREMENT WALKWAY** – Sharon Butcher and Shana Yorkey

A database is in the process of being set up and will be available online with all names in Alpha order. The Retirement Luncheon will be held on June 3, 2008. The Employment Recognition Luncheon will be held on April 8, 2008. COSA representatives are requested to help with both luncheons.

2. **BENEVOLENCE** – Shana Yorkey

No Report

F. ***Policy Committee*** – Bob Lee

Handouts were distributed.

G. ***Environmental Issues*** (EIC) – Bob Lee and Steve Fesler

Meeting set for 3<sup>rd</sup> Thursday of each month.

1. **RECYCLING** – Steve Fesler

No report.

6. **Miscellaneous Reports**

a. **Parking Appeals Reports** – Michael McKinley

Handout was distributed with Mike McKinley giving an update on tickets upheld (144) and dismissed (103). There has been a bus issue of students having to wait too long at the bus stops before the bus comes, especially in the evening. This issue has been brought to the attention to the proper department. The parking campaign called "Thank You" is a success. The Dining Dish Committee and others will also begin participating in the campaign to say "Thank You" to the students for dealing with the "growing pains" at VSU. The Parking and Transportation website is available to see parking locations and bus routes.

b. **Goal Monitor Report** – Verna Harvey

Handout was distributed. In our upcoming Planning Retreat in May we need to work on setting a baseline for each goal we set for 2008-2009. Verna Harvey will lead us in our Planning Retreat.

c. **Wellness** – Bob Lee

Becky Murphy discussed our campus wellness fair coming on March 20<sup>th</sup>. There will be a walking contest, "Walk to Your Summer Vacation", which is a 3-day cruise for two! Walkers will be walking 231 miles, the distance from Valdosta to Port Canaveral, the location of the vacation. The website for the walking contest is

<http://www.valdosta.edu/finadmin/wellness/walkingcontest.shtml> for more information.

The contest is open to students, staff, and faculty. The next Lunch and Learn will be on March 7<sup>th</sup> from 12:30 until 1:30pm. Free Step Aerobics meets at 5:45 pm on Monday, Tuesday, and Thursday in the Centennial Hall classroom.

Weight Watchers- Bob Lee

Two Weight Watchers groups have been formed with a total of 42 employees participating. One group will meet on Tuesday at 12pm noon and the other will meet on Wednesday at 1:00pm. For more information got to <http://www.valdosta.edu/finadmin/wellness/> .

**7. Report from the Chair – Bobby Flowers**

a. **Academic Scheduling / Procedures** – Bobby Flowers

Committee has met and set 2009 and 2010 calendar. July 3, 2009, Friday will be taken as the July 4<sup>th</sup> holiday since it falls on Saturday. July 4, 2010 will be observed the Friday before the holiday.

b. **Faculty Senate** – Bobby Flowers

Christine James will be discussing Spring Break dates for next year.

c. **University Council** – Richard Hammond

BOR has approved VSU PhD programs. Money for Nevins Hall renovations was reduced to \$4.1. After renovation of Georgia Hall, 500 beds will be offered. Plans were changed somewhat to preserve and protect the beautiful pines on main campus.

d. **State Staff Council** – Bobby Flowers

Meeting will be February 15<sup>th</sup> at Macon State. Bobby Flowers and Sharon Butcher will attend the meeting.

**8. Unfinished Business**

Dining Dish Committee <http://services.valdosta.edu/dining/advisory.aspx>

Relay For Life – Becky Murphy discussed teams for the Relay For Life coming up.

Staff Conference will be held at VSU in 2010.

**9. New Business**

“In Their Shoes” – Print certificate and send it to Access Office for prize.

**10. Other Business**

A. Mike McKinley introduced his guest, Kathy Sundin, to COSA members.

B. HERO Program – The Red Cross will provide a bus if we have a guarantee of at least 25 participants.

**11. Reminders** – Encourage more participation at VSU events.

Use your online employee self-help site.

Help promote the HERO program.

**12. Adjournment** – The meeting was adjourned at 10:05 a.m.

**Next COSA meeting is March 11, 2008 in the U.C. Rose Room at 9:00 a.m.**

Respectfully submitted,

Diane Guess

Secretary, Council on Staff Affairs