



**The Council on Staff Affairs  
Minutes of Tuesday, July 8, 2008**

**1. Call to Order:**

Past Chair Bobby Flowers called the meeting to order at 9:03 a.m. in the University Center Cyprus Room. Members present: Sue Bailey, Bob DeLong,, Bobby Flowers, Richard Hammond, Judy Hart, Jennifer Harvey, Bob Lee, Regina Lee, Shirley McClain, Mike McKinley, Terence Sullivan, Kathy Sundin, John Wright. Guests attending were Jenna Gilbert, Campus Dining and Amanda Peterson, Campus Dining. The following members were absent: Denise Bogart (excused, Judy Hart-Proxy), Sharon Butcher (excused), Mike Hamm, Verna Harvey (excused, Sue Bailey-Proxy), Lisa Hayes, Yvonne LeRoy-Landers, Ben McCranie, and Jay Rickman. \* 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. Passing of the Gavel**

The Passing of the Gavel will take place at the August meeting due to the absence of the Chair.

**B. Committee Assignments**

Bobby asked anyone who has not chosen their committee assignments to see him after the meeting and reminded everyone to respond to all email communications.

**3. Approval of the Minutes from June 10, 2008:**

The following addition to the June minutes was discussed and approved: "Shirley McClain was nominated for Secretary. Shirley declined due to her work load." Quorum was attained for minute's approval. Minutes were distributed and approved.

**4. Approval of Treasurer's Report: Judy Hart**

According to the Treasurer's Report as of July 8, 2008 COSA's foundation account balance is \$1155.02 and the Retirement Walkway and Employee Recognition foundation account balance is \$12,375.33. Judy stated the Fund 10 Account balance is \$87.00.

**5. Standing Committee Reports:**

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

**1. *Employee of the Semester (EOS)* –Denise Bogart**

No report. Bobby encouraged everyone to talk about nominees for the customer service award program.

**2. *Elections* – Mike McKinley**

Mike reported that the Elections Committee met on June 12, 2008. He distributed a Staff Ratio handout which shows that three of the University's divisions have one more COSA Representative than the staff count calls for. No recommendation to eliminate representatives was made at this time. The Elections Committee will take another look at the Staff Ratio and may make recommendations to eliminate representatives at their January meeting.

- B. Staff Appreciation Day Committee (SAD)– Richard Hammond**  
No report.
- 1. COSA ON THE MOVE: Richard Hammond**  
No report. Bobby suggested a voter registration drive for September.
- a. Wellness Fair –
  - b. Commencement –
- C. Welfare Committee – Bobby Flowers**
- 1. RETIREMENT WALKWAY – Sharon Butcher and Shana Yorkey**  
The walkway is complete and up-to-date. Bobby is in discussions with Matthew Black and others about three different design options to solve the walkway drainage problem. Dr. Zaccari has chosen the location of the President’s bench.
- 2. BENEVOLENCE – Sue Bailey & Regina Lee**  
One death of an employee was reported.
- D. Policy Committee – Terrance Sullivan**  
No report. Terrance expressed concern about the number of people on the committee.
- E. Environmental Issues (EIC) – Bobby Flowers**  
The EIC will not meet again until September or October. A current issue concerns taking down the trees around Georgia Hall. They are being taken down little by little.
- 6. Miscellaneous Reports**
- A. Parking Appeals Reports – Michael McKinley**  
Handouts showing the number of parking tickets dismissed or upheld for the month of June were distributed. There were 48 tickets upheld and 51 tickets dismissed. The Appeals Committee reviewed a total of 99 appeals. Mike suggested everyone visit the parking decks. The lights and roofs are on ahead of schedule. Questions were raised about the parking problems related to the construction workers on campus. The Parking Committee will look into how to address the problems.
- B. Goal Monitor Report – Verna Harvey**  
No report.
- C. Wellness – Bob Lee**  
The Wellness Committee has not met since its last meeting.
- D. Weight Watchers - Bob Lee**  
The group has been meeting every Wednesday and the turnout has been good. They will go back to two groups in the fall.
- 7. Report from the Chair – Bobby Flowers**
- A. Academic Scheduling/Procedures – Bobby Flowers**
- 1. Holiday Scheduling – Bobby Flowers**  
We should wait for the new President to give us his guidelines regarding the 2010 holiday schedule before proceeding.
- B. Faculty Senate – Bobby Flowers**  
No report.
- C. University Council – Richard Hammond**  
No report.
- D. State Staff Council – Bobby Flowers**  
Bobby was re-elected as Chair. Bobby would like to see six COSA representatives attend the Staff Conference at Kennesaw State. The 2010 Staff Conference will be hosted by VSU.
- 8. Unfinished Business**  
John Wright made a request for members to talk to their constituents about how they feel about the mandatory time off during the holidays. A suggestion was made to do another survey.
- 9. New Business**  
Jenna Gilbert and Amanda Peterson from Campus Dining reported on what’s new. They are working on more flexibility in meal plans and emphasizing customer service. VSU may take over meal plans. Staff meal plans are available for purchase now and marketing materials will be available soon. The Dining Dish Committee will meet in late August and COSA representatives are encouraged to attend.
- 10. Other Business**

Richard Hammond presented Bobby Flowers with a gift in recognition of his dedicated service. Thank you, Bobby. Bobby urged everyone to support the Hero program and help promote the program by putting up the posters provided. John Wright urged everyone to spread the word about Title Town and show support by attending the festivities. Bobby showed the group the Presidential Pine box made by Steve Fesler for storing the gavel. In the future, it will be passed from chair to chair. All members present introduced themselves to everyone.

11. **Adjournment** – The meeting was adjourned at 9:38 a.m.

**Next COSA meeting is August 12, 2008 in the.....**

Respectfully submitted by

Sue Bailey,  
Secretary for COSA

**Don't forget to respond after you have read the minutes. Your approval is needed and appreciated!!!**