

COUNCIL ON STAFF AFFAIRS

Minutes of Tuesday, April 13, 2010

1. Call to order

Chair Richard Hammond called the meeting to order at 9:03 AM in the University Center Rose Room.

2. Roll call: All representatives must sign/initial the attendance roster to be counted as present.

Members present: Sue Bailey, Denise Bogart, Ron Butler, Bobby Flowers, Leighia Hammond, Richard Hammond, Judy Hart, Brian Haugabrook, Regina Lee, Yvonne LeRoy-Landers, Shirley McClain, Jay Rickman*, Terence Sullivan, Kathy Sundin, and John Wright. Guests in attendance were: Dr. Patrick Schloss (President), and Traycee Martin (VP Finance). The following members were absent: Sherri Adams (Proxy-Terence Sullivan), Nolan Argyle*, Ann Farmer, Carolyn Glock, Jessica Klotz (excused) and Rich Yokeley. **Please send a proxy if you cannot attend a meeting. Reminder postcards will be sent a few days before each COSA meeting.**

3. SPECIAL ORDER OF THE DAY

A. President's Comments

Dr. Schloss talked about the budget and continuing to make changes that make good fiscal sense and help the University to be more efficient. He discussed the release of \$400,000 to hire staff and faculty that will serve students directly. Some of the areas where positions will be added are Student Life and University Police and adjustments to custodial pay grades are planned. The decision was made to do VP searches rather than make appointments to those positions.

B. Tobacco Use Policy – Traycee Martin

Traycee Martin talked about the need to formalize the Tobacco Use Policy and get it into the University's policies. COSA was asked to endorse the policy. There was some discussion regarding compliance with state law and how the policy would be enforced such as signage and anchoring down cigarette stub stands so they cannot be moved close to buildings. Questions were raised about who would be responsible for enforcement of the policy. The VSU police department will not be expected to police the tobacco use policy. Enforcement will be up to the leadership in each building. We all need to buy in to the policy and take it seriously to successfully enforce it. A motion was made and seconded to suspend the rules to review the policy at this current meeting and vote on it at the next meeting. All representatives voted in favor of the motion. A motion was then made and seconded for COSA to endorse the Tobacco Use Policy as written. There was no further discussion and the vote was unanimous in favor of the motion.

4. Approval of the Minutes of March 9, 2010 meeting of the Council on Staff Affairs

A motion was made and seconded to approve the minutes. The vote was unanimous and the minutes were approved as written.

5. Officer's Reports

A. Treasurer's Report – Judy Hart

At the end of March, the Fund 10 balance was \$1,821.19. Pending financial activities are charges for printing for the luncheon and a red canopy. The Retirement Walkway account balance was \$13,432.55. The Discretionary account balance was \$4,525.28. A motion was made to approve the treasurer's report. It was seconded and approval passed unanimously.

i. Historical data on fund raising

There was discussion regarding the issue of taxes on awards over \$100. This issue needs to be reviewed further and will be reported back to COSA. Traycee Martin will assist in finding out what other schools are doing. A motion was made to approve further investigation of this tax issue and it was seconded. There was no further discussion and the vote was unanimous in favor of the motion.

B. Report from the Chair – Richard Hammond

i. Faculty Senate

Beginning this fall, student withdrawals will be limited to five (5) for the entire academic career. Terence asked about grade forgiveness. Grade forgiveness had been done many years ago but was eliminated. The suggested reason was to encourage students to work harder the first time to do well in a class and pass.

- ii. President's Cabinet
No report.
- iii. Executive Committee/President Lunch Meeting
- C. Goal Monitor Report – Sherri Adams
No report.
- D. Publicity Report – Yvonne LeRoy-Landers
COSA members are needed to help with graduation.

6. Committee Reports

- A. *Membership Committee* – Chair (Richard Hammond)
 - i. Employee of the Semester – Denise Bogart
Very few submissions have been received so the deadline for submissions may be extended another week or two.
 - ii. Elections – Terence Sullivan
Several nominations have been received and things are being readied for the elections.
- B. *Welfare Committee* – Chair Elect (Terence Sullivan)
 - i. Retirement Walkway & Recognition – Bobby Flowers
 - 1. Retirement Association – Judy Hart
No report.
 - ii. COSA on the Move – Terence Sullivan
Approximately 239 spaghetti dinner tickets were sold.
 - iii. Benevolence – Sue Bailey
One death reported – Catherine Mathis, sister of James McBurrough, VSU Transportation
- C. *Policy Committee* – Parliamentarian (Carolyn Glock)
No report.
- D. *Staff Appreciation Week Committee* – Chair Elect (Terence Sullivan)
No report.
- E. *Blazer Books* – Yvonne LeRoy-Landers
No report.

7. University Wide Committees

- A. *Academic Scheduling/Procedures* – Bobby Flowers
No report.
- B. *Editorial Board for the Alumni Voice* – Yvonne LeRoy-Landers
No report.
- C. *Environmental Issues (EIC)* – Bobby Flowers
Brown Hall won the recycling contest. The energy saving contest is going on now.
- D. *Facilities Advisory Committee* – Richard Hammond
Bylaws were approved and the committee reviewed the project proposals.
- E. *Institutional Planning* – Sherri Adams
No report.
- F. *Parking Appeals* – Kathy Sundin/Terence Sullivan
A total of 2427 citations were written in March. Total number of appeals – 293. Appeals upheld – 182. Appeals dismissed – 111.
- G. *PBC* – Terence Sullivan/John Wright
President Schloss gave a budget presentation.
- H. *President's Climate Commitment* – Shirley McClain
No report.
- I. *Sodexo Dining Dish* – Leighia Hammond
Chef Mai Pham's visit was a success and the food was delicious! Upcoming events are Relay for Life, Service Day at the Soup Kitchen, Copper Chef, and Steak and Shrimp Night.
- J. *USG Staff Council* – Bobby Flowers
Working on redoing the bylaws. There is continued interest in doing web meetings to help reduce travel.
- K. *Wellness* – Jessica Klotz
Reminder that Relay for Life and the Reed Bingham Day are coming up.

L. Parking and Transportation Policy Committee – Bobby Flowers/Ann Farmer

SGA asked that the committee wait to meet after they have elected their new officers.

8. Unfinished Business

A. *Topic for discussion:* Replacement for John Wright's position on the PBC.

Yvonne LeRoy-Landers and Bobby Flowers were nominated. An email will be sent out asking for additional nominations and the election for the position will be held at the May meeting.

9. New Business

A. Reminder for everyone to get involved in the Provost search.

10. Other Business

11. Adjournment

The meeting adjourned at 10:13 AM.