

COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday, August 10, 2010

1. Call to order

Chair Elect Yvonne LeRoy-Landers called the meeting to order at 9:02 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, Heidi Coggins, Lisa Copeland, Bobby Flowers, Carolyn Glock, Leighia Hammond, Richard Hammond, Brian Haugabrook, Regina Lee, Yvonne Landers, Shirley McClain, Joan Dear, and Rich Yokeley*. Guests in attendance were: Traycee Martin (VP Finance), Melinda Cutchins (President's Office), Jerry Merwin (Adult Programs). The following members were absent: Sherri Adams (excused); Zach Crapa, Judy Hart (excused), Jessica Klotz (Proxy – Ron Butler), Michael Knight, Peggy Moch, Terence Sullivan (Proxy – Yvonne Landers). **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. Tracey Vickers from Southeastern Community Blood Center talked about the need for blood and asked for COSA's support for their October promotion. COSA will check with Ann Lacey before supporting this program since the University already supports the HERO program.
- B. President's Comments
No report.
- C. Jerry Merwin talked about the new Adult Academic Degree Completion and Professional Development Program. It's main focus is to assist in degree completion. Other areas of focus include expanding night courses, prior learning assessments, and developing online degree programs.

4. Approval of the Minutes of July 13, 2010 meeting of the Council on Staff Affairs

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

5. Officer's Reports

- A. Treasurer's Report – Leighia Hammond
FY2011 State Allocation - \$1890.18; Discretionary - \$5243.59; Retirement Walkway – \$12074. 23; Blazer Books - \$1310.00. There were some questions about where funding for Blazer Books comes from and the number of people to be awarded each semester.
- B. Report from the Chair – Terence Sullivan
 - i. Faculty Senate – No report
 - ii. President's Cabinet – no report
 - iii. Executive Committee/President Lunch Meeting – no report
- C. Goal Monitor Report – Sherri Adams – no report
- D. Publicity Report – Ron Butler
Ron will email bio questions to everyone for Spotlight articles in VSU Connections on the COSA representatives to make people familiar with who the representatives are.

6. Committee Reports

- A. *Membership Committee* – Chair (Terence Sullivan)
 - i. Employee of the Semester – Denise Bogart – No report
 - ii. Elections – Brian Haugabrook
Zach Crapa was elected as the second representative on the PBC.
- B. *Welfare Committee* – Chair Elect (Yvonne Landers)
 - i. Retirement Walkway & Recognition – Bobby Flowers
The site for the Retirement Tribute is going to the Space Utilization Committee for approval. An RFP is in the works to go out to the designers to submit their ideas for the Retiree Tribute.
 - 1. Retirement Association – Judy Hart – No report.
 - ii. COSA on the Move – Yvonne LeRoy-Landers
A decision was made to continue selling Bruster's Coupon Books as a fundraiser. A request was made for donations of healthy snacks for the VSU 5th Annual Fun Run. Rich Yokeley donated a case of bananas on behalf of Sodexo. There was discussion about where to go for additional

donations of fresh fruits and other healthy snacks for race participants. The best suggestion was local farmers markets as grocery store chains such as Publix and Winn Dixie require donation requests to go through their corporate headquarters and there wasn't time to go this route.

iii. Benevolence – Sue Bailey – no report

C. *Policy Committee* – Parliamentarian (Heidi Coggins) – no report

D. *Staff Appreciation Week Committee* – Chair Elect (Yvonne LeRoy-Landers)

The location of the President's luncheon on Friday, November 19, will be in the Student Union ballroom. The menu is being taken care of by the President's office. Tuesday, November 16 will be the students' day to appreciate staff, Wednesday, November 17 will be Community Appreciation Day and we will ask local restaurants to give a 20-25% discount to VSU employees, and Thursday will be Deans', Directors', and Department Heads' day to recognize staff. Sodexo will give a special staff discount (\$4.50) at Palm's on Tuesday, Wednesday, and Thursday.

E. *Blazer Books* – Yvonne LeRoy-Landers

August 23 is the deadline for applications. The committee will meet on August 25 to review applications and notify award recipients on August 30.

7. University Wide Committees

A. *Academic Scheduling/Procedures* – Bobby Flowers – No report

B. *Editorial Board for the Alumni Voice* – Yvonne LeRoy-Landers
Kate is still looking for stories. Please pass along any ideas.

C. *Environmental Issues (EIC)* – Bobby Flowers – No report

D. *Facilities Advisory Committee* – Richard Hammond – No report

E. *Institutional Planning* – Sherri Adams – No report

F. *Parking Appeals* – Ron Butler

In July, the total number of appeals Upheld – 35; Dismissed – 72.

G. *PBC* – Richard Hammond/Zach Crapa

The PBC decided to work off of a 12% cut and the budget was approved with various cuts.

H. *President's Climate Commitment* – Shirley McClain – No report

I. *Sodexo Dining Dish* – Leighia Hammond – No report

J. *USG Staff Council* – Bobby Flowers

Officers were elected. The USG Staff Council is working to become officially recognized by the Board of Regents.

K. *Wellness* – Jessica Klotz/Lisa Copeland

Lisa reported that some of the things coming up for fall semester are: Weight Watchers will resume; Fall Walking Contest beginning in October; National League Denim Day; Benefits and Wellness Fair, October 27 in the Student Union; Great American Smoke-Out; Blood Drive in November; World AIDS Day in December. Richard Hammond asked about the possibility of doing RAD training as a wellness activity.

L. *Parking and Transportation Policy Committee* – Bobby Flowers/Jessica Klotz – No report

8. Unfinished Business

A. Richard Hammond will investigate the cost of having COSA polo shirts made.

B. The Committees List for this year is up to date.

9. New Business

A. Ideas for fundraisers were discussed and representatives were asked for additional ideas. One suggestion was to fundraise through the annual faculty/staff fundraising efforts. Better advertising of fundraisers was also suggested. We will continue selling Bruster's Coupon Books. There was some interest in possibly selling discount cards and the feasibility of this option would be explored.

10. Other Business

A. Questions were raised about getting State Allocation money for programs to supplement departments that cannot pay for professional development for staff such as preparation for the exam for Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR). A proposal can be submitted to Strategic Focus 2011.

11. Adjournment

The meeting adjourned at 10:09 AM.