

COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday, September 14, 2010

A. Call to order

Chair Terence Sullivan called the meeting to order at 9:05 AM in the University Center Dogwood Room.

- B. 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, Zach Crapa, Bobby Flowers, Leighia Hammond, Richard Hammond, Brian Haugabrook, Jessica Klotz, Michael Knight, Regina Lee, Yvonne Landers, Shirley McClain, Peggy Moch*, Terence Sullivan, Joan Dear, and Rich Yokeley*. Guests in attendance were: Dr. Patrick Schloss (President), Traycee Martin (VP Finance) Dr. Philip Gunter (VP/Provost Academic Affairs), Wendy Butler (OASIS), Alicia Roberson (SSC), Shelly Bryant (Physics, Astronomy, Geo), Tomeka Reynolds (Management), Kristina Cragg (SRA). The following members were absent: Sherri Adams (Proxy-Terence Sullivan), Carolyn Glock, and Judy Hart. **Please send a proxy if you cannot attend a meeting. Reminder postcards will be sent a few days before each COSA meeting.**

C. SPECIAL ORDER OF THE DAY

- A. Blazer Book Awards were presented. Terence Sullivan gave an explanation of the award process. Winners for fall semester were Shelly Bryant, Cassandra Ward, Wendy Butler, Alicia Roberson, and Tameka Reynolds.
- B. Dr. Kristina Cragg and Dr. Philip Gunter gave a presentation on the 5 year Strategic Plan. Dr. Cragg, Dr. Gunter, and Dr. Schloss took questions and asked for the members present for input on revising the Targeted Themes. A copy of the presentation is included with these minutes.
- C. President's Comments
Dr. Schloss participated in leading the discussion following the presentation on the Strategic Plan.
- D. The presentation on the Policies Process was tabled until the October meeting in the interest of time.

D. Approval of the Minutes of August 10, 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.

E. Officer's Reports

- A. Treasurer's Report – Leighia Hammond
FY2011 State Allocation - \$1843.18; Discretionary - \$4339.59; Retirement Walkway – \$13,490.90; Blazer Books - \$810.00.
- B. Report from the Chair – Terence Sullivan
 - i. Faculty Senate – No report
 - ii. President's Cabinet
The Strategic Plan was discussed. As part of the Master Plan Amendment, building projects that are planned or being considered were discussed. Included in the 5 year plan is the estimate that 16,000 students will be served, housed, and educated. The Front Lawn Usage Policy is not going forward as a policy.
 - iii. Executive Committee/President Lunch Meeting – no report
- C. Goal Monitor Report – Sherri Adams – no report
- D. Publicity Report – Ron Butler
Ron has received all but a couple of bios from COSA representatives.

F. Committee Reports

- A. *Membership Committee* – Chair (Terence Sullivan)
 - i. Employee of the Semester – Denise Bogart
Things are gearing up for this semester's EOS awards. Would like to have the results in time for Staff Appreciation Week.
 - ii. Elections – Brian Haugabrook – No report
- B. *Welfare Committee* – Chair Elect (Yvonne Landers)
 - i. Retirement Walkway & Recognition – Bobby Flowers
Discussions about the Retired Employee Tribute continue.
 1. Retirement Association – Judy Hart – No report.

- ii. COSA on the Move – Yvonne LeRoy-Landers
Tickets for the chicken dinner fundraiser are to be printed and there will be an announcement. It will probably be in October but date has not been set yet.
- iii. Benevolence – Sue Bailey
- C. *Policy Committee* – Parliamentarian (Heidi Coggins) – no report
- D. *Staff Appreciation Week Committee* – Chair Elect (Yvonne LeRoy-Landers)
The subcommittees are working on their tasks.
- E. *Blazer Books* – Yvonne LeRoy-Landers
Yvonne thanked the committee for their work in choosing this semester’s award recipients.

G. 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 – No report
- D. *Facilities Advisory Committee* – Richard Hammond
Approval was given for the new biology addition. A total of two projects were approved; one is in the hopper ready to go when funding becomes available.
- E. *Institutional Planning* – Sherri Adams – No report
- F. *Parking Appeals* – Ron Butler
In August, the total number of appeals Upheld – 245; Dismissed – 63.
- G. *PBC* – Richard Hammond/Zach Crapa
The main topic for discussion was the Strategic Focus. A 9% budget reduction was approved. Tuition was reconciled and the funds are back in contingency reserve.
- H. *President’s Climate Commitment* – Shirley McClain – No report
- I. *Sodexo Dining Dish* – Leighia Hammond
The new dining innovations were discussed. There is late night dining at Hopper, Monday – Thursday, 24-hour dining service. The introduction of Moe’s is a success. The organic market will provide 80% organic produce.
- J. *USG Staff Council* – Bobby Flowers
The Board of Regents is being asked to formally recognize USG Staff Council and to endorse the bylaws.
- K. *Wellness* – Jessica Klotz/Lisa Copeland
The Health Fair will be 10 AM – 3PM on October 27. Flu shots will be available. There will be a Denim Day Table to sign up on October 28.
- L. *Parking and Transportation Policy Committee* – Bobby Flowers/Jessica Klotz – No report

H. Unfinished Business

- A. Representatives present were asked to review the committees list and sign up for two committees in addition to Staff Appreciation if they have not already done so. Committee chairs will set their meeting schedules and send to Sue to create a master calendar.

I. New Business

- A. Regina announced the Diversity Training that has been added to the offerings through Employee and Organizational Development.

J. Other Business

K. Adjournment

The meeting adjourned at 10:46 AM.