



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday, December 13, 2011

A. Call to order

Brian Haugabrook called the meeting to order at 9:03 AM in the UC Cypress Room.

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

Members present: Beverly Amiot, Sue Bailey, Olivia Blakely, Denise Bogart, Ron Butler, Brian Haugabrook, Michael Knight, Jessica Klotz, Regina Lee, Laura Pitts, Shanika Hezekiah, Arthur Ringberger, and Lisa Snipes. Guests in attendance were: Dr. Louis Levy (Interim President), Sue Mitchell (VP Finance & Admin), Malynda Dorsey (Communications), Julia Lee (COE), Valerie Bagman (ECSE), Angela Acosta (Plant), Na Ding (IT), Rex Devane (Library/Media), Alan Bernstein (Library), Wilburn Leschbor (VSU Police), Scott Doner (VSU Police), Blanche Thomas (COE), and Shelley Bryant (Physics). The following members were absent: Carolyn Glock, Richard Hammond, Shirley McClain (Proxy-Brian Haugabrook), Yvonne Landers (excused), Bob Lee, Joan Dear (Proxy-Ron Butler), Terence Sullivan (Proxy-Sue Bailey), Tracy Meyers*, and Chris Valdes*. (An *asterisk denotes a non-voting member.) **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

1. Interim President's Opening Remarks

Dr. Levy reported that the three graduation exercises went very well. He shared news of the sudden passing of VSU Physical Plant employee Lisa Hayes. The Health Sciences building is proceeding on course. Dr. Levy wished everyone happy holidays and thanked VSU PD, Plant Ops, IT, and all the VSU employees who will be working during the holiday break for their service to the university community. The Presidential Search is going well. A marketing study is underway and will be started in phases to determine if it is to our advantage to continue. If not, VSU can drop out. A mini-visitation program is also planned. Small-scale visitations are planned for several areas, including Atlanta, Macon, Savannah, and Augusta.

2. Employee of the Semester

Denise thanked the Employee of the Semester Committee for their excellent work and gave a brief overview of what EOS is before giving out certificates and awards. Will Leschbor (VSU PD) and Na Ding (IT) were the runners up. Shelley Bryant (Physics, Astronomy, & Geosciences) was chosen as Employee of the Semester.

D. Approval of the Minutes of October 18, 2011 meeting of the Council on Staff Affairs

The minutes of October 18, 2011 were approved. (No meeting was held in November 2011.)

E. Officer's Reports

1. Treasurer's Report – Shirley McClain

No treasurer's report available.

2. Report from the Chair – Yvonne Landers

i. Faculty Senate

ii. President's Cabinet

3. Goal Monitor Report – Jessica Klotz

4. Publicity Report – Ron Butler

Thank you cards will be sent to donors for Employee Appreciation. Please send Ron Butler the addresses. Brian Haugabrook will get the survey results from Employee Appreciation Day to Ron.

F. Committee Reports

1. *Budget* – Shirley McClain
2. *Policy* – Brian Haugabrook
3. *Social Recognition* – Terence Sullivan
4. *Professional Development* – Ron Butler
5. *Ad Hoc* – Brian Haugabrook
 - i. Benevolence – three deaths were reported.

G. University Wide Committees

1. *Academic Scheduling/Procedures* - Richard Hammond/Olivia Blakely
2. *Editorial Board for the Alumni Voice* – Yvonne LeRoy-Landers
3. *Environmental Issues (EIC)* – Joan Dear
4. *Facilities Advisory Committee* – Richard Hammond
5. *Institutional Planning* – Terence Sullivan
6. *Parking Appeals* – Ron Butler
Appeals upheld in October – 260; appeals dismissed in October – 78.
Appeals upheld in November – 249; appeals dismissed in November – 116.
7. *PBC* – Richard Hammond
8. *President's Climate Committee* – Shirley McClain
9. *Chartwells* – Chris Valdes
10. *USG Staff Council* – Terence Sullivan/Yvonne Landers
11. *Wellness* – Lisa Snipes
The Active for Life celebration is today, December 13.
12. *Parking and Transportation Policy Committee* – Jessica Klotz/Richard Hammond

H. Unfinished Business

I. New Business

The January COSA meetings have been moved ahead one week. The Executive Committee will meet on Tuesday, January 10 and the regular COSA meeting will be held on Tuesday, January 24.

J. Other Business

K. Adjournment

The meeting adjourned 9:44 AM.

Respectfully submitted,
Sue Bailey
COSA Secretary