



COUNCIL ON STAFF AFFAIRS

Minutes of Tuesday, June 14, 2011

A. Call to order

Chair Terence Sullivan called the meeting to order at 9:07 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, Ron Butler, Heidi Cox, Lisa Snipes, Bobby Flowers, Carolyn Glock, Leighia Hammond, Richard Hammond, Brian Haugabrook, Jessica Klotz, Michael Knight, Yvonne Landers, Regina Lee, Tracy Meyers*, Terence Sullivan, and Joan Dear. Guests in attendance were: Dr. P. Gunter (VPAA), Sue Mitchell (VP Finance & Admin), Bob Lee (Retiree), Laura Pitts (HR), Selenseia Holmes (One Card), Kathy Dallas (American Red Cross), Will Fricks (American Red Cross.) The following members were absent: Sherri Adams Denise Bogart (excused), Judy Hart, and Helen Burkett*. (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

A. Will Fricks of the American Red Cross spoke about the Annual Faculty and Staff Blood Drive scheduled for June 28. He asked everyone to please recruit donors because Georgia has not been collecting enough blood to support hospitals in the state and has to import blood.

B. President's Comments

Dr. Gunter addressed the representatives. Summer enrollment is up and everything is moving along smoothly.

C. The new representatives were welcomed and introduced: Dr. Tracy Woodard-Meyers, Executive Secretary, Faculty Senate; Selenseia Holmes, Laura Pitts, and Olivia Blakely, Finance & Administration; Bob Lee, Retiree Rep.

D. The Planning Retreat will follow this regular meeting.

D. Approval of the Minutes of May 9, 2011 meeting of the Council on Staff Affairs

A motion was made and seconded to approve and the floor was opened for discussion. A correction was made to the attendance. Regina Lee was listed as absent. The minutes will be corrected to reflect that Regina Lee was present. There being no further discussion, a vote was taken to approve the minutes with the corrections. The minutes were approved unanimously.

E. Officer's Reports

A. Treasurer's Report – Leighia Hammond

As of May 31, 2011, Fund 10 – \$1060.60; Discretionary Account – \$7183.14; Retirement Walkway Account – \$12,968.24; Blazer Books - \$1830.00. There was a motion and a second to accept the treasurer's report as written. The treasurer's report was approved unanimously.

B. Report from the Chair – Terence Sullivan

i. Faculty Senate

The 5-Year Strategic Plan was approved.

ii. President's Cabinet – No report

C. Goal Monitor Report – Jessica Klotz

Planning Retreat to follow this meeting.

D. Publicity Report – Ron Butler – No report

Committee Reports

E. *Membership Committee* – Chair (Terence Sullivan)

- i. Employee of the Semester – Denise Bogart – No report
- ii. Elections – Brian Haugabrook

A motion was made to accept the following slate of nominees by acclamation: Sue Bailey, Secretary; Ron Butler, Publicity; Shirley McClain, Treasurer; Lisa Snipes, Parliamentarian. The vote was unanimous.

F. *Welfare Committee* – Chair Elect (Yvonne Landers)

- i. Retirement Walkway & Recognition – Bobby Flowers

Due to funding and other issues, the tribute project is on hold. A new board will be assembled to oversee the tribute and walkway. A motion was made for COSA to recognize the formation of the Retiree Tribute Board. The motion was seconded and the vote was unanimous in favor of the motion. The Board will come back to COSA at a future date to work out turning over the funds account. See attached Committee minutes for specific details.

Retirement Association – Bob Lee – No report

- ii. COSA on the Move – Yvonne LeRoy-Landers

Volunteers are needed for the Migrant Worker Clinic to help line people up and dispense food other supplies. The clinic will be held in Lake Park at several locations. Please see Yvonne Landers for more information or to volunteer.

- iii. Benevolence – Sue Bailey

Three deaths were reported.

G. *Policy Committee* – Parliamentarian (Heidi Cox)

Update on procedures will be presented during the Retreat.

H. *Staff Appreciation Week Committee* – Chair Elect (Yvonne LeRoy-Landers) – No report

I. *Blazer Books* – Yvonne LeRoy-Landers – No report

F. 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

The committee is still working on the Biomass resolution. No meetings are scheduled until September or October.

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

E. *Institutional Planning* – Terence Sullivan for Sherri Adams – No report

***Parking Appeals* – Ron Butler**

Total citations for April 2011 – 1706; appeals upheld – 117; appeals dismissed – 94.

Total citations for May 2011 – 1019; appeals upheld – 123; appeals dismissed – 58.

F. *PBC* – Richard Hammond/Heidi Cox – No report

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

G. *Dining Dish* – No report

H. *USG Staff Council* – Terence Sullivan/Yvonne Landers

Yvonne Landers, Ron Butler, Terence Sullivan, and Heidi Cox attended the May 26th meeting. Discussion continued regarding BOR recognition; there are still a few institutions that have not gotten their president's recognition. New state officers were nominated and elected. Yvonne Landers was elected as state treasurer. It is hoped the next meeting will be held in July via Wimba. The registration portal for the annual meeting in October 2011 has been delayed, but hopes are it will be ready by July 1, 2011.

I. *Wellness* – Lisa Copeland – No report

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

G. Unfinished Business

H. New Business

I. Other Business

J. Adjournment

The meeting adjourned at 9:35 AM.

Respectfully submitted,
Sue Bailey
COSA Secretary