



**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday, October 16 , 2012**

**A. Call to order**

Chair Brian Haugabrook called the meeting to order at 9:03 AM.

- 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\*, Joan Dear, Brian Haugabrook, Richard Hammond, Regina Lee, Yvonne Landers, Laura Pitts, Shanika Hezekiah, Lisa Snipes, and Guests in attendance were: Angela Uyeno (Internal Audit), Lauren Braun (International Programs). The following members were absent: Ron Butler (Proxy – Regina Lee), Carolyn Glock, Bob Lee\* (excused), Barrie Fitzgerald, Jessica Klotz, Michael Knight, Terence Sullivan (Proxy – Yvonne Landers), and Tracy Meyers\*. (An \*asterisk denotes a non-voting member.) **Please send a proxy if you cannot attend a meeting.**

**SPECIAL ORDER OF THE DAY**

Approval of the **Minutes of September 18, 2012** meeting of the Council on Staff Affairs  
The minutes were not approved due to lack of quorum.

**C. Officer's Reports**

1. Treasurer's Report – Shanika Hezekiah  
State Allocation – \$1929.68; Discretionary account - \$2,665.79; Blazer Books - \$1,355.00; Retirement Walkway - \$13,970.82.
2. Report from the Chair – Brian Haugabrook  
Brian will meet with Bob Lee and Dennis Marks to discuss possible fundraising for retiree bricks. Discussion about bricks being free included a question about it being retroactive. Most of the time the department has paid for the bricks for retirees. Annual giving campaign will be part of Employee Appreciation Day. COSA goals will be part of the website. Increase in the number of people asking COSA questions and wanting to be involved. Inquiries about training opportunities and professional development have been received. Information meeting with Plant was held to discuss training opportunities. Employee Development is committed to help with training by doing individual training/onsite training.
  - i. Faculty Senate
  - ii. President's Cabinet
3. Goal Monitor Report – Jessica Klotz  
Goals page on the COSA website will include information on what COSA has been doing. Increases COSA's accountability to meet its goals.
4. Publicity Report – Ron Butler

**D. Committee Reports**

1. *Budget* – Shanika Hezekiah
2. *Policy* – XXXXXXXX  
Looking at appointing someone to fill this vacancy. Brian will look into what area the replacement will be under.
3. *Social Recognition* – Terence Sullivan  
Willie Carter from Plant Ops won the iPad raffle. COSA cleared approximately \$750 for that raffle. A 40" flat screen TV will be raffled for Employee Appreciation Day. Tickets are \$3.00. Tickets will be sold prior

to and during the event; the drawing will be held at the end of the program. Vendors are being contacted to set up a table and for door prizes for Employee Appreciation Day. T-shirt design has been okayed by the President and orders need to be in by November 2. There will be a sign up sheet distributed to help with set up and vendors. Chartwell's will cater the event.

4. *Professional Development – Ron Butler – No report*

#### **E. University Wide Committees**

1. *Academic Scheduling/Procedures - Richard Hammond/Olivia Blakely*  
Looking ahead to the 2014 holiday schedule – partnering with local schools to discuss coordination of spring breaks, consolidation of fall breaks, and other recommendations.
2. *Editorial Board for the Alumni Voice – Yvonne LeRoy-Landers – No report*
3. *Environmental Issues (EIC) – Joan Dear – No report*
4. *Facilities Advisory Committee – Richard Hammond*
5. *Institutional Planning – Terence Sullivan*  
Looking at student retention, STEM classes, getting data on high school math and science grades and how it correlates to VSU performance.
6. *Parking Appeals – Ron Butler*  
In September: citations upheld – 166; dismissed – 69.
7. *PBC – Yvonne Landers/Regina Lee*  
Working on enrollment projections for 2014. Decrease in enrollment of 2%. Discussed changes in 2013 budget, releasing some funds in pools, looked at MMR projects that had to be voted on, 2011 money not being spent so it was released. Future funding will be based on retention. Exploring ways to retain students and reach out to Atlanta students that no longer attend here; students in Atlanta that once were coming here are now staying at home in Atlanta area to go to school.
8. *President's Climate Committee – Shirley McClain*
9. *Chartwells – Pete Harkness*  
Pete shared the many different activities and events going on through Dining Services including pumpkin decorating contest, \$5 Wednesdays, customer appreciation meal on Oct 17, supporting Homecoming, \$5 lunches on Tues and Thurs in November, Thanksgiving dinner on Nov 8, and a vendor fair on Nov 13.
10. *USG Staff Council – Yvonne Landers*  
USG Staff Council is looking ahead for a host for 2015 conference. Discussion about VSU hosting in 2015.
11. *Wellness – Lisa Snipes*  
Health Fair is October 30, 10 a.m. – 2 p.m. An email will be sent out about needing volunteers to help with check in and other tasks. Today is Active for Life's first drawing.
12. *Parking and Transportation Policy Committee – Jessica Klotz/Richard Hammond*  
Committee appears to be inactive possibly due to lack of student input.

#### **F. Unfinished Business**

#### **G. New Business**

Olivia Blakely said COSA is invited to Plant's Christmas Party on December 15 from 11:30 – 1:00. COSA is also helping out with the party.

#### **H. Other Business**

#### **I. Adjournment**

The meeting adjourned 9:37 AM.

Respectfully submitted,  
Sue Bailey  
COSA Secretary