



COUNCIL ON STAFF AFFAIRS

Minutes of Tuesday, July 16, 2013

1) Call to order

a) Chair Regina Lee called the meeting to order at 9:06 AM in the UC Cypress Room.

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

a) Members present: Sue Bailey, Denise Bogart*, Angela Uyeno, Ron Butler, Lisa Snipes, Bobby Flowers, Marlene Marlow, Olivia Blakely, Courtney Wilkes, Brandy Grucella, Donnell Davis, Sabrina Daniels, Lauren Braun, Veronica Graham, Jessica Klotz, Michael Knight, Regina Lee, Yvonne Landers, Terence Sullivan, and Joan Dear. The following members were absent: Shanika Hezekiah (Proxy-Regina Lee), Terri Gerhardt, Laura Pitts, Gwen Manning, Bob Lee*, Sandra Griffin (Proxy-Donnell Davis), Jonathan Klotz (Proxy-Jessica Klotz), Barrie Fitzgerald, Brian Haugabrook, Pete Harkness*, and Ed Walker*. No guests were present. (An *asterisk denotes a non-voting member.) **Please send a proxy if you cannot attend a meeting.**

3) SPECIAL ORDER OF THE DAY

4) Approval of the Minutes of June 18, 2013 meeting of the Council on Staff Affairs

a) A motion was made and seconded to approve. The minutes of June 18, 2013 were approved unanimously.

5) Treasurer's Report – Shanika Hezekiah

a) No report. Treasurer was absent.

6) Communication with Administration

a) Report from the Chair – Regina Lee

1) Regina introduced the topic of the salary study and turned the discussion over to Denise Bogart to answer questions.

7) Staff Attendance and Participation

a) Publicity Report - Lisa Snipes

1) Lisa asked people to pick up their COSA t-shirts and submit payment if they haven't done so. Lisa named many of the items donated for the baskets for fundraisers which include a 1-night stay at Drury Inn, Mary Kay gift card, \$25 Olive Garden gift card, \$20 Outback gift card, passes to Wild Adventures, goodies and free haircut from Sports Clips. It was suggested to start the raffles in August. Brian Haugabrook's GA has updated the COSA website; it is still the old style and won't be transferred to the new website design until possibly October. Sage Archer still needs volunteers for summer graduation. Please let Lisa know by email asap if you can commit and she will pass your name to Sage. At the next COSA meeting pictures will be taken for the website so wear your COSA shirt.

8) Employee Morale

a) The TAP email went out concerning the changes - out of state students and students taking online courses will have to pay a portion of the tuition per semester hour. For more information, contact TAP coordinator Regina Lee. Yesterday, July 15, was the last day to apply for TAP for fall semester.

b) Regina recapped the COSA training and asked for feedback and comments. Overall it was a success and the speakers did an excellent job.

9) Representation on Committees

a) Parking Appeals – Laura Pitts

1) No report.

b) Academic Scheduling/Procedures

1) Lauren Braun and Jessica Klotz were appointed to represent COSA on this committee.

c) PBC

1) Regina Lee and Laura Pitts will represent COSA on this committee.

- d) Blazer Books
 - 1) The application form is available on the website. Michael Knight will head this committee. Additional members are Sue Bailey, Angela Uyeno, Lisa Snipes, Sabrina Daniels, and Veronica Graham.
- e) Faculty Senate
 - 1) Terence Sullivan and Yvonne Landers will represent COSA on this committee.
- f) Wellness –Lisa Snipes
 - 1) Free yoga classes are starting soon. The VSU 5K run is scheduled for Saturday, August 24.
- g) Events Committee
 - 1) For Employee Appreciation, it is mandatory that all reps participate. A meeting is scheduled with the President to discuss changes to Employee Appreciation including changing the date for the event to spring. The suggestion was made to hold a meet and greet dessert social in the fall to help transition to holding Employee Appreciation in spring. More details will be forthcoming about Employee Appreciation and changes to Homecoming.
 - 2) We are running out of time to plan an Employee Wild Adventures Day so we will hold off on it for this year. Brian will send out a survey near the end of the calendar year to gauge interest in this event for next year.

10) New Business

- a) Bobby Flowers reported that retiree bricks were delivered to his area and asked where they need to go. Regina will contact Robert Tyndall and find out what to do with them. Yvonne gave a rundown of the agenda for the upcoming Staff Council quarterly meeting that is being held here at VSU.

11) Adjournment

The meeting adjourned at 9:55 am.

Respectfully submitted,
Sue Bailey, COSA Secretary