



COUNCIL ON STAFF AFFAIRS

Minutes of Tuesday, June 18, 2013

1) Call to order

- a) Chair Brian Haugabrook called the meeting to order at 9:00 AM in the UC Magnolia Room 2. Brian said a few words about the past year and introduced Regina Lee as new Chair for FY14. In July, COSA will work with EOD to do a team building workshop. Brian thanked President McKinney for his support of COSA.

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

- a) Members present: Shanika Hezekiah, Sue Bailey, Denise Bogart*, Ron Butler, Lisa Snipes, Beverly Amiot, Laura Pitts, Olivia Blakely, Richard Hammond, Bob Lee*, Jessica Klotz, Michael Knight, Regina Lee, Yvonne Landers, Brian Haugabrook, Terence Sullivan, Pete Harkness*, and Joan Dear. Guests in attendance were: Courtney Wilkes (Financial Services), Dr. McKinney (President), and Employee of the Semester award winners, nominees, and guests. The following members were absent: Angela Uyeno, Carolyn Glock, Barrie Fitzgerald, and Tracy Meyers*. (An *asterisk denotes a non-voting member.) **Please send a proxy if you cannot attend a meeting.**

3) SPECIAL ORDER OF THE DAY

- a) The new representatives were welcomed.
- b) Dr. McKinney addressed the group and talked about changes in Homecoming to include making Homecoming a weeklong event; promoting departmental spirit competitions, holding the parade on Saturday instead of Friday; doing more to get more participation from people at the university and the community. He invited suggestions from the representatives and the following suggestions were made: make every Friday Spirit Day; invite other organizations like Boy Scouts, Girl Scouts, etc. to participate; invite the two high school bands to participate. A committee will be formed to set up Homecoming events. Dr. McKinney also discussed the results of the market and compression analysis and adjustments. In April the system office gave the go-ahead to do the analysis with the following parameters: any salary increase cannot be a merit increase, cannot be an across the board increase, has to be financially responsible, and no new money from the state (money must come from internal budget reallocation). VSU reallocated \$2.1 million. Dr. McKinney stated the intention is for this to be a recurring part of the budget and not just a onetime event, and that it will probably go into effect in the "August 1" paycheck. Minimum wage at VSU has been raised to \$10. Dr. McKinney finished up with thanks to Brian Haugabrook for his leadership.
- c) The American Red Cross's Patrick Best, Donor Recruitment Rep, encouraged participation in the June 25 Faculty/Staff Blood Drive. He reported that VSU holds the largest 1-day drive in the state - the football drive. The June 25 drive will be from 12:30 - 5:30 PM in Student Union Meeting Room

4) Approval of the Minutes of May 21, 2013 meeting of the Council on Staff Affairs

- a) The minutes of May 21, 2013 were approved.

5) Treasurer's Report – Shanika Hezekiah

- a) State Allocation - \$717.51; Discretionary Account - \$2,660.96; Blazer Books - \$1,404.00; Retirement Walkway - \$13,718.33.

6) Communication with Administration

- a) Report from the Chair – Brian Haugabrook
 - 1) Brian reported that COSA will collaborate with Faculty Senate on their committees to make sure COSA is made aware of meetings so we can send representatives to attend.

7) Staff Attendance and Participation

- a) Chartwells - Pete Harkness
 - 1) Pete recapped the new Faculty and Staff meal plan and provided flyers to share around campus.
- b) COSA Rep Training date will be set for new rep orientation and training for all reps.

- c) Fundraisers - Regina Lee
 - 1) Regina briefly mentioned some of the past successful fundraisers such as the TV and iPad and asked for additional suggestions for fundraisers to prepare for Employee Appreciation Day. The following suggestions were made: \$300 shopping spree at VSU Bookstore; Romantic Getaway (Stay-cation); Pete offered a full Faculty/Staff meal plan to be a prize drawing.

8) Employee Morale

- a) Professional Development
- b) Salary Plan by outside entity
- c) Social Recognition-Terence Sullivan

9) Representation on Committees

- a) Policy- XXXX
 - 1) Officers were elected: Parliamentarian - Yvonne Landers; Goal Monitor - Jessica Klotz; Secretary - Sue Bailey; Publicity Officer - Lisa Snipes; Treasurer - Shanika Hezekiah; Chair Elect - Laura Pitts.
- b) Academic Scheduling/Procedures – Richard Hammond/Olivia Blakely
- c) Parking Appeals – Laura Pitts
 - 1) In April, 224 citations were upheld; 90 citations were dismissed.
- d) PBC – Yvonne Landers/Regina Lee
- e) Wellness –Lisa Snipes
- f) Chartwells – Peter Harkness
 - 1) The Faculty/Staff Meal Plan will move forward. Meals will be an average of \$5.47 every day. Flyers were provided. The meal plan cannot be shared - it is for the employee only.

10) New Business

11) Adjournment

The meeting adjourned at 10:00 am.

Respectfully submitted,
Sue Bailey, COSA Secretary