



COUNCIL ON STAFF AFFAIRS

Minutes of Tuesday, May 21, 2013

1) Call to order

- a) Chair Brian Haugabrook called the meeting to order at 9:05 AM in the UC Magnolia Room 2. He welcomed attendees and briefly reviewed the initiatives accomplished this past fiscal year and those initiatives COSA will be working on in FY14.

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) Employee of the Semester Awards - Dr. McKinney said a few words about the importance of COSA to his office and the university and the importance of recognizing employees. Denise Bogart gave an explanation of the purpose of Employee of the Semester and recognized and thanked the EOS committee for their dedication and hard work. Nominees were recognized and awarded certificates. Lisa Snipes and Lisa Harkens were runners up. Kevin Carter was chosen Employee of the Semester. Congratulations to all the nominees and award winners.
- b) The meeting was opened up to comments and questions for Dr. McKinney. He reported the changes that had been made to the TAP program have been changed back and students that paid the additional tuition for summer session are being refunded. An internal, regional market-based analysis of salaries across campus is in process. Permission to do the study had just been granted by USG.

4) Approval of the Minutes of April 16, 2013 meeting of the Council on Staff Affairs

- a) The minutes of April 16, 2013 were approved with corrections.

5) Treasurer's Report – Shanika Hezekiah

- a) State Allocation - \$1,479.51; Discretionary Account - \$3,041.76; Blazer Books - \$1,404.00; Retirement Walkway - \$13,718.33.

6) Communication with Administration

- a) Report from the Chair – Brian Haugabrook
 - 1) COSA will continue to support the Retirement Committee but the committee will take more control of their budget and activities. It was recommended that COSA establish a budget for the Retirement Committee for use of COSA's State Allocation funds or use its own account for expenses.
 - 2) COSA's meeting structure will change and the agenda has been restructured to reflect these changes to a more topical format. COSA will work on taking a more active role in participation on university and other committees as well as on increasing participation in COSA. COSA will also incorporate special presentations on important topics into meetings when available. COSA will have a role in communicating to staff about the end of year project list so people from our different areas will be aware of the process and deadlines to submit projects for review. The PBC will rank the list themselves.
 - 3) Faculty Senate
 - 4) President's Cabinet
- b) Goal Monitor Report – Jessica Klotz

- 1) Jessica talked about the changes to the agenda, the goal of morale, and inactivity on committees. COSA has not been kept informed about whether or not committees are meeting or have been dissolved. Jessica asked for suggestions and ideas.
- c) USG Staff Council – Yvonne Landers
 - 1) This year will be Active Open Enrollment. All employees will have to go into the system and actively choose all benefits or they will not have them come the first of the year. USG is looking at contract bids since BCBS's contract is ending. The hope is that competition will encourage BCBS to improve benefits. VSU is hosting the USG Quarterly Meeting on July 18 in Magnolia 1 & 2. Yvonne requested a committee be set up to prepare.

7) Staff Attendance and Participation

- a) Publicity Report – Ron Butler

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