



## **COUNCIL ON STAFF AFFAIRS**

### **Minutes of Tuesday, April 15, 2014**

#### **1) Call to order**

a) Chair Regina Lee called the meeting to order at 9:07 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: Beverly Amiot, Sue Bailey, Lauren Braun, Ron Butler, Pepper Croft, Sabrina Daniels, Donnell Davis Jr., Joan Dear, Bobby Flowers, Veronica Graham, Brandy Grucella, Pete Harkness\*, Shanika Hezekiah, Jonathan Klotz, Regina Lee, Marlene Marlow, Laura Pitts, Courtney Wilkes, and Angela Uyeno. Guests were: Arthur Rinberger (IT), Christie Siciliano, and others attending for Blazer Book Awards. The following members were absent: Olivia Blakely, Denise Bogart\*, Lauren Braun, Derrick Carter, Sandra Griffin (Gwen Manning-Proxy), Jessica Klotz (Jonathan Klotz-Proxy), Michael Knight (Bobby Flowers-Proxy), Bob Lee\*, Terence Sullivan, Ed Walker\*, and Keith Warburg. **Please send a proxy if you cannot attend a meeting.**

#### **3) SPECIAL ORDER OF THE DAY**

a) Blazer Book Awards - Regina Lee read the criteria for the awards. Winners of \$200 each are Art Rinberger, Christy Siciliano, and Terri Wildes. Congratulations!

#### **4) Approval of the Minutes of March 18, 2014 meeting of the Council on Staff Affairs**

a) A motion was made and seconded to approve the minutes of March 18, 2014. They were approved unanimously.

#### **5) Treasurer's Report – Shanika Hezekiah**

a) State allocation - \$569.21; Discretionary - \$2,754.66; Blazer Books - \$379.00; Retirement Walkway - \$12,957.38.

#### **6) Communication with Administration**

a) Report from the Chair – Regina Lee

- 1) Regina discussed the need to increase COSA representative involvement in volunteering for various events COSA either initiates or is asked to participate in. Beginning in the new fiscal year (July 1), if the lack of volunteers continues, it will become necessary to appoint COSA representatives to volunteer positions. Regina and Shanika have gotten all materials related to the retiree bricks from Yvonne Landers. Nineteen bricks have been ordered so brick orders are now caught up. Shanika, as treasurer, will be handling brick orders. The Retiree Luncheon is scheduled for April 22 at 11:30 AM in the Magnolia Room. There was discussion regarding future fundraisers. It was decided to raffle gas cards - one for \$100 and two for \$50 each; tickets will sell for \$2 each. The suggestion was made to tie the fundraiser raffle with an upcoming Chartwells event. It was decided to sell tickets on April 24<sup>th</sup> from 11 - 2 outside of Palm's Dining; they are having an event on that day and there should be a lot of traffic as it is fried chicken day. The drawing will be held May 7<sup>th</sup>. Volunteers are needed to sell tickets. Tickets will be available by Friday, April 18<sup>th</sup>. We will have to set up a table outside. We will inform campus via the VSU announcement boards and send a message to Trish Taylor for Student Life. Angela Uyeno will contact Drew at the Print Shop for a large sign to advertise and charge it to the COSA account. At the last Executive Committee meeting, Courtney Wilkes was appointed to be treasurer next year and will shadow Shanika during FY15 to learn the position.

#### **7) Staff Attendance and Participation**

- 1) Pete Harkness reports that the semester is winding down. Today's event (April 15) is highlighting the Pacific Northwest. Einstein Bagels is opening on North Campus in June. Plans are to reach out to area businesses and the hospital to help support it. Pete wished everyone a safe and happy summer.
- 2) Elections for COSA - Will be discussed at the next meeting after Sue Bailey has compiled the list of who is rolling off in June.

#### **8) Employee Morale**

- a. Employee Appreciation/Dessert Social: Dr. McKinney's Dessert Social will be open to the community and will be on the first Sunday in December. COSA will begin planning our Dessert Social as soon as the Academic Schedule is finished. Dr. McKinney supports having Employee Appreciation right before Spring Break. We will start July 1 to begin planning.
- b. Wild Adventure Day - 138 lunches were sold. Lunch will be at 12:30 pm. Laura thanked the volunteers who helped employers register. Lunch vouchers will be given out the week before the event. Courtney Wilkes and Michael Knight will take care of the employees at Plant Ops.

**9) Representation on Committees**

- a) Wellness - Laura asked that everyone participate in the wellness survey. The goal of 30% response rate has been met and good feedback has been received along with suggestions for workout programs, healthy snacks in vending machines, and more. The survey also asks questions about the 90 minute release program. The goal to start the release program is July 1.
- b) Faculty Senate - The only issue discussed was the Academic Schedule. A consensus was not reached so it was remanded back to the Academic Scheduling Committee. That committee has gone back to the schedule as it was two years ago except there will be no Dead Day. Fall break is back and there will be three days off at Thanksgiving. Faculty Senate will vote again and then it will go to the President. The new President Elect for Faculty Senate is Laura Wright; Aubrey Fowler was promoted to Department Head and can no longer serve on Faculty Senate.

**10) New Business**

Volunteers are needed for graduation. Sue Bailey and Marlene Marlow volunteered for the 10 AM ceremony. Please let Regina know if you can volunteer or contact Sage Archer.

**11) Adjournment**

The meeting adjourned at 9:49 am.

Respectfully submitted,

Sue Bailey, COSA Secretary