



**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday, February 18, 2014**

**1) Call to order**

a) Chair Regina Lee called the meeting to order at 9:01 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, Denise Bogart\*, Lauren Braun, Ron Butler, Pepper Croft, Donnell Davis Jr., Joan Dear, Keith Warburg, Bobby Flowers, Derrick Carter, Veronica Graham, Sandra Griffin, Brandy Grucella, Pete Harkness\*, Shanika Hezekiah, Jessica Klotz, Jonathan Klotz, Michael Knight, Regina Lee, Bob Lee\*, Marlene Marlow, Laura Pitts, Courtney Wilkes, and Angela Uyeno. The following members were absent: Olivia Blakely (Proxy-Angela Uyeno), Sabrina Daniels (Proxy-Veronica Graham), Terence Sullivan, and Ed Walker\*.

**Please send a proxy if you cannot attend a meeting.**

**3) SPECIAL ORDER OF THE DAY**

a) Dr. McKinney talked about the success of the emergency plan for the bad weather; updated us on the smoking policy and that it will be voted on in Feb or March if the Feb BOR meeting is cancelled; March 5 is VSU's budget hearing; merit increase is on the docket – we will hear after it passes what kind of merit pay pool it will be and merit evaluations will have to be done – Merit increases would go into effect July 1, 2014; a comprehensive look at traffic safety is planned as a result of the recent death of the VSU student on Patterson St – the study will require multiple jurisdictions (state, city, county); Dr. McKinney also took questions on the following topics: recommendation to remind students via student listserv that they must take responsibility for safety when crossing streets legally, enrollment numbers and projections, commencement – early walk exceptions will be made for grad and undergrad.

**4) Approval of the Minutes of January 21, 2014 meeting of the Council on Staff Affairs**

a) A motion was made and seconded to approve the minutes of January 21, 2014. They were approved unanimously.

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

a) State allocation - \$694.21; Discretionary - \$2,906.10; Blazer Books - \$910.00; Retirement Walkway - \$12,804.06.

**6) Communication with Administration**

a) Report from the Chair – Regina Lee

**7) Staff Attendance and Participation**

a) Chartwells - Pete Harkness

1) Chartwells – Pete handed out calendars for Feb and Mar; 2nd annual vendor fair will be Tues, Feb 25 from 12 – 2; he mentioned several fun events for the next two months and spring semester surveys will be sent out.

2) Elections - Voted unanimously on addition of EMC to bylaws. Tabled discussion of election numbers for each division.

**8) Employee Morale**

a. Employee Appreciation: Voted during and after the meeting for the t shirt design. Laura also asked people to please assist in calling vendors for Employee Appreciation as we are running out of time.

b. iPad mini profit was \$315.

c. Denise will set up the Staff Excellence Awards committee after talking with Lisa and Regina about the numbers in the different divisions.

**9) Representation on Committees**

a) Wellness - Take Heart is Wed, Feb 26 from 11:45 – 1; free health info, guest speakers, a healthy lunch will be served, \$5 per person, register by Feb 21. Laura reported that the 90 minute release program is being discussed with Dr. McKinney and we are still working toward that goal.

**10) New Business**

Pepper Croft volunteered to substitute for Jonathan Klotz at the Faculty Senate meeting and take notes to report back to COSA on relevant information. Other business – Jessica passed around the proposed Academic Schedule if anyone was interested in seeing it.

**11) Adjournment**

The meeting adjourned at 9:49 am.

Respectfully submitted,

Sue Bailey, COSA Secretary