



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday, October 21, 2014

1) Call to order

a) Chair Laura Pitts called the meeting to order at 9:01 AM in the UC Rose Room.

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

a) Members present: Beverly Amiot, Sue Bailey, Derrick Carter, Pepper Croft, Sabrina Daniels, Donnell Davis Jr., Joan Dear, Bobby Flowers, Chasity Gill, Veronica Graham, Pete Harkness*, Jonathan Klotz, Laura Pitts, Marlene Marlow, Terence Sullivan, and Angela Uyeno. Guests were: Rosezella Ward (HR) and Lindsey Towson (Financial Aid). The following members were absent: Olivia Blakely, Denise Bogart*, Sandra Griffin (Proxy-Donnell Davis Jr.), Gwen Manning, Shanika Hezekiah (Proxy-Beverly Amiot), Jessica Klotz (Proxy-Jonathan Klotz), Regina Lee, Bob Lee*, Keith Warburg (Proxy-Jeff Grant), Courtney Wilkes, and James Archibald*. **Please send a proxy if you cannot attend a meeting.**

3) SPECIAL ORDER OF THE DAY

a) Whit Chappell discussed the Annual Giving Campaign and encouraged participation. VSU has a great participation rate – over 50% and staff carries the program. Whit also talked about upcoming Homecoming events.

4) Approval of the Minutes of September 16, 2014 meeting of the Council on Staff Affairs

a) A motion was made and seconded to approve the minutes of September 16, 2014. The minutes were approved unanimously.

5) Treasurer's Report – Beverly Amiot for Shanika Hezekiah

a) State	\$1,867.46
b) Discretionary	\$2,025.29
c) Books	\$ 0.00
d) Retirement	\$12,499.31

6) Communication with Administration

a) Report from the Chair – Laura Pitts

i) Faculty Senate has requested reps to sit on the following committees: 1.) Institutional Planning Committee which will look at the Strategic Plan (Terence Sullivan volunteered); 2.) Academic Honors and Scholarships which will prepare for VSU's Honors Night in April. Joan Dear volunteered to sit on the Academic Honors and Scholarships Committee. Laura reviewed the Homecoming decorating contest. The winner will be announced at the Pep Rally. Prices are being finalized for a COSA shirt order; an email will go out later this week for orders. The COSA website is being updated.

b) Chartwells – Chairs purchased for Palms (120) are at Plant. Work on changes will be completed hopefully during Thanksgiving break. Some of the key events for the rest of October include World Series Celebration, Chefs on Fire, Birthday Bash, Tailgate at Palms to support athletics, Family Brunch and Trombone Ensemble, Halloween Costume Contest (with scary food.)

7) Staff Attendance and Participation

a) Kick Butts Day – Rosezella Ward reported 10 tables were located around campus on October 1. Based on the tickets for drawings, about 460 people stopped by the various tables which is pretty good participation.

b) November 13 is the Great American Smoke Out. Rosezella Ward reported there will be tables around campus and some of the activities from Kick Butts Day will be repeated.

c) Health and Benefits Fair – Rosezella Ward reported there will be a Tobacco Free Campus table there. The BOR is paying for 200 flu shots – sign up to receive your free flu shot. There was discussion regarding smoking on public rights of way around campus (sidewalks, etc.). Where people smoke on public rights of way you have to walk

through “clouds of smoke” and butts are dropped on the ground. It will take time for people to adjust – it is a work in progress. Rosezella reminded the group that insurance covers help for quitting smoking. The academic calendar has been approved. Open Enrollment is Nov 3 – 14. Be sure to go in and update. Tobacco users will be charged \$75. Information will be available on the USG website soon. There will be a number of info sessions available to help with open enrollment.

- d) COSA Annual Meeting – Bobby Flowers reported that the speakers at this year’s meeting were excellent and very motivational. We will try to get the speaker’s keynote address on the COSA website. Her name is Linda Hatchett.

8) Employee Morale

- a) Buffalo Wild Wings Fundraiser – The fundraiser was not a success. Nine people showed up to participate.
- b) Dessert Social – Friday, November 21. Hours will be 12:30 – 2:30. Reps are needed to volunteer in half hour shifts to serve and greet. Courtney will help with behind the scenes setup. Derrick will get a signup sheet emailed. Suggestions were made to use only one ballroom this time and have an L-shaped table setup for desserts. Also, less tables for people to sit at. Everything was too spread out last year. Bobby volunteered to bring some plants to decorate the room. The President’s Holiday Social is Dec 5 from 7 – 9 PM.
- c) Homecoming Decorations and Voting – 10 departments signed up to participate. Judges will go around throughout the day to judge the decorations. Volunteers are needed at the Pep Rally to help with a variety of tasks. Be there at 6 PM.

9) Representation on Committees

- a) Wellness – Veronica Graham
First meeting was held on Sept 23. Among the topics discussed was the 90 minute release program which will be rolling out soon.

10) New Business

- a) International Fraud Awareness Week – Angela Uyeno reported that USG is encouraging participation. The dates are Nov 16 – 22. The theme is “The Spirit of USG.” VSU will have coffee and donut information sessions. There will also be a public fraud prevention event and the community is welcome.

11) Adjournment

The meeting adjourned at 10:25 am.

Respectfully submitted,

Sue Bailey, COSA Secretary