



**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday, September 16, 2014**

**1) Call to order**

a) Chair Laura Pitts called the meeting to order at 9:05 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, Olivia Blakeley, Pepper Croft, Sabrina Daniels, Donnell Davis Jr., Joan Dear, Bobby Flowers, Veronica Graham, Sandra Griffin, Gwen Manning, Pete Harkness\*, Shanika Hezekiah, Jessica Klotz, Laura Pitts, Marlene Marlow, Terence Sullivan, Angela Uyeno, Keith Warburg, and Courtney Wilkes. Guests were: Heather Proctor (Alumni Relations), Marci Marshall (CONNS), David Burdette, and Michael Smith (HR/SEO). The following members were absent: Denise Bogart\*, Derrick Carter (Proxy-Donnell Davis Jr), Chasity Gill, Jonathan Klotz (Proxy-Jessica Klotz), Bob Lee\*, Regina Lee, and James Archibald\*. **Please send a proxy if you cannot attend a meeting.**

**3) SPECIAL ORDER OF THE DAY**

a) Blazer Book Awards were presented by Laura Pitts. Winners were Kyle Culpepper, Heidi Gonzalez, and Angie Gannon. Congratulations to this semester's award recipients.

**4) Approval of the Minutes of August 19, 2014 meeting of the Council on Staff Affairs**

a) A motion was made and seconded to approve the minutes of August 19, 2014 with corrections. The minutes were approved unanimously.

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

a) State	\$1,867.46
b) Discretionary	\$2,017.94
c) Books	\$ 600.00
d) Retirement	\$12,447.65

**6) Communication with Administration**

a) Report from the Chair – Laura Pitts

i) Open enrollment is November 3 – 14. You must go into the website even if you are not making any changes. Be sure to mark that you are a non-smoker if you are; otherwise you will be charged the \$75 (it has gone up from \$50) and you will not be able to get the money refunded if you neglect to indicate you are a non-smoker. Benefits Fair is November 4 from 10 am – 2 pm in the Student Union Ballrooms. Wild Adventures will be there selling passes.

b) COSA Retreat Follow up – Brief review of the goals set for this year at the COSA Retreat. See attached handout.

c) Chartwells – Pete Harkness updated us on the events happening in Dining Services and shared that the new seating in Palms will be completed in the near future and will result in more seating being available. Pete reported that the Dining Committee is meeting again and would like to have a COSA representative on it. Please let Laura know if you want to volunteer.

**7) Staff Attendance and Participation**

a) Smoke-Free Campus Kick-Off – Begins October 1. Volunteers needed to sit at tables around campus and hand out flyers and other promotional materials. Smoke-Free includes ecigs, chewing tobacco, cigarettes, cigars, etc.

b) Homecoming Week is the week of October 20 – 25. Homecoming Department Decorations will be judged on Tuesday, Oct 21.

c) COSA Annual Meeting – Bobby Flowers, Yvonne Landers, and Laura Pitts will be attending. There is room for one more so see Laura if you want to attend.

**8) Employee Morale**

- a) Buffalo Wild Wings Fundraiser – September 27 is an away game at 7 PM against N. Alabama. We would work in shifts 6 – 10 PM to greet people coming in. Emails will be sent out to announce the fundraiser across campus. We need volunteers to work shifts to greet customers coming in. Wear your COSA shirt if you have one.
- b) Dessert Social – Dr. McKinney has approved COSA’s Dessert Social for November 21 at the Student Union. Emails will go out to sign up to volunteer in 30 minute shifts. The President’s Holiday Dessert Social is planned for Friday, December 5, 7 – 9 PM, but the details are still in the works.

**9) Representation on Committees**

- a) Wellness – Veronica Graham  
First meeting is September 23. Kyle Culpepper reminded everyone there is still time to join Active for Life even though it has already started. Kickoff event was a success and lots of fun.

**10) New Business**

- a) Pepper Croft talked about the State Charitable Contributions campaign. Donnell and Pepper volunteered to head this up this year. This is not the annual giving campaign. Pepper asked reps to help distribute flyers to their departments.
- b) There were questions regarding how the Tobacco-Free Campus initiative will be supervised and enforced. Denise Bogart asked for COSA reps to help hand out flyers and candy to departments on the kickoff day, Oct 1. She explained that people should give verbal reminders to people they see smoking on campus that we are a tobacco free campus. At this time there will be no citations and the VSU PD will not be involved in policing this new policy.
- c) Keith Warburg reported that the new mission statement for VSU was approved by the BOR. The next Strategic Planning Committee meeting is in November.

**11) Adjournment**

The meeting adjourned at 9:56 am.

Respectfully submitted,

Sue Bailey, COSA Secretary