



MINUTES OF THE COUNCIL ON STAFF AFFAIRS MEETING

July 9, 2002

COSA Chair, Shannon McGee, called the meeting to order at 8:32 a.m. in the President's Dining Room of the Palms Dining Center. Members present: Melinda Cutchens, Sammy Dees, Carolyn Gaston, Jeff Giles, Jeff Grant, Inman Grimsley, Rosalyn Hatcher, Lisa Hayes, Stanley Jones, Sue Lampert, Shannon McGee, Kae Sinkule, Patrick Smith, Josie Stone, Trisha Taylor, and Carolyn Wilson.

SPECIAL ORDER OF THE DAY:

- Sue Lampert gave an overview of the local chapter of Habitat for Humanity (Valdosta/Lowndes Habitat for Humanity). She is the chair of the Family Selection Committee. The local chapter is an affiliate of Habitat for Humanity International that is headquartered in Americus, GA. The mission of the organization is to eliminate sub-standard housing in a community. This year the local affiliate will build 20 houses. There are three houses currently under construction on West/Short streets. Additional houses will be constructed in November/December during two "blitz builds" weeks. The blitz build is a massive house construction effort in a period of one week. The 2003 building goals are 30+ houses that will be constructed during the week of June 8-13, 2003. This blitz build is called the Jimmy Carter Work Project. At this time former President Jimmy Carter will be in Valdosta to participate in the construction process. An average cost for a Habitat house is \$40,000.00-\$45,000.00. The money is donated through private corporations, churches, organizations or individual sponsors. The Valdosta-Lowndes Habitat organization operates on a foundation of volunteer time. All the Board of Directors and committees are volunteer driven. There is a feasibility for the University to either sponsor a house (raise money) or volunteer labor toward house construction. Sue encouraged anyone interested in working on a house to call the local office (245-1330) to find out where the construction sites are located.
- } Immediate Past Chair Kae Sinkule passed the gavel to Chair Shannon McGee. Kae wished Shannon well in her new position on COSA. Shannon thanked Kae for her dedication and hard work during her year as the Chair of COSA.

MINUTES:

Minutes of the previous meeting were approved as submitted.

TREASURER'S REPORT:

Sue Lampert presented a written report of the three COSA accounts.

- } Fund 10000 = \$245.31
- } Discretionary = \$1,779.50

} Retirement Walkway = \$10,325.66

COMMITTEE REPORTS:

- Elections: No report.
- Employee of the Semester Committee: There will be an update regarding this committee after the first meeting of the Employee of the Semester Committee. Previously, there were two committees containing ♦Employee Recognition♦ as part of the committee title (Employee Recognition Committee and Retirement Walkway-Employee Recognition Committee). It was decided to change the title of the Employee Recognition Committee to the Employee of the Semester Committee. This new title more accurately reflects the nature of this committee.
- Policy: No report.
- Retirement Walkway-Employee Recognition Committee: Shannon McGee on behalf of Tommye Miller updated everyone on the recent Retirement Luncheon. The 2nd Annual VSU Retirement Luncheon was held on Thursday, June 13th in the Magnolia Room of the University Center. There were 135 retirees and guests that attended this event and heard VSU President Ronald M. Zaccari talk about the importance of recognizing the contributions that the staff makes to the success of the institution. He was very complimentary about the retirement walkway project and noted, in particular, that most institutions recognize donors but few honor their staff in this fashion. Dr. Zaccari is working with Human Resources to enhance the service awards for currently employed individuals and COSA also has the opportunity to work with this project. Eighty-three bricks were purchased for the retirees and have been placed in the Retirement Walkway located between West Hall and the Biology/Chemistry Building. She complimented Catering Services and Plant Operations on the brick display that was created for the luncheon. Tommye Miller has agreed to chair the Retirement Walkway-Employee Recognition Committee this year.
- Staff Appreciation Day: Shannon McGee reported on behalf of Rebecca Kimbrough that Staff Appreciation Day is scheduled for Friday, September 27th. At least two sites are being considered for the event; however, an exact location for the event is yet to be determined. Dr. Zaccari has graciously offered to purchase Staff Appreciation Day T-shirts for all staff.

OTHER COMMITTEE REPORTS:

- Academic Scheduling/Procedures: No report.
- Faculty Senate: No report.
- Parking Appeals: Rosalyn Hatcher reported on behalf of Mike McKinley that COSA has been represented every week at the Parking Appeals Committee meeting.
- Partners for Campus Excellence: Shannon McGee reported that a reception is being held in the Magnolia Room on Wednesday, July 10th, from 3:00 p.m. ♦ 5:00 p.m. to recognize all departments and individuals who have completed all four training modules in the Partners for Campus Excellence program. The first ceremony

will be held at 3:00 p.m. and then repeated at 4:00 p.m. to allow full participation by all employees that completed the training.

- Welfare Committee: No report.

REPORT FROM THE CHAIR:

Chair Shannon McGee thanked Kae Sinkule, Immediate Past Chair, for all of her tremendous effort she put forth in COSA this past year. Shannon said the effects of Kae's dedication to COSA would be evident for many years to come. Shannon gave COSA some background about herself. She is a VSU graduate and has been employed at VSU since 1997 as a Programmer II in the One-Card Office. She became a COSA Representative two years ago and credits her committee experiences with enabling her to learn more about COSA's role on campus. She requested that all COSA Representatives become familiar with the COSA mission statement and focus on implementing it in everything that COSA does as a group. She also stated that COSA is a representative advisory body elected by staff members at Valdosta State University to promote a positive and collaborative work environment, as well as expressing the concerns of VSU staff employees to the President and other constituents of the University community.

OLD BUSINESS:

Shannon McGee stated that eight COSA Representatives have been asked to attend a breakfast meeting with Dr. Zaccari on Wednesday, July 10th, at 8:00 a.m. in the President's Dining Room of the Palms Dining Center.

NEW BUSINESS:

- Shannon McGee stated that it has been brought to her attention that there are some issues with the Governors Honors Program personnel parking privileges. The GHP personnel were issued parking passes that allow them to park in timed spaces as well as those designated for Faculty/Staff. They were asked at the beginning of the program to park in any available timed spaces before occupying a Faculty/Staff parking space. However, Shannon has been informed that the GHP personnel have not been consistently parking in the timed spaces but rather Faculty/Staff spaces. Shannon met with Rob Kellner, the Director of Auxiliary Services and made him aware of the issue. Mr. Kellner assured Shannon that he would speak with the GHP Administration and let them know the staff must park in timed spaces only. Shannon also proposed to Mr. Kellner, and he agreed, the parking passes that are issued next summer for GHP staff not have the Faculty/Staff option printed on them to omit confusion.
- Shannon McGee informed the COSA Representatives of the meeting schedule for this year. COSA will meet on the second Tuesday of each month in the President's Dining Room of the Palms Dining Center at 8:30 a.m. The COSA Executive Committee will meet on the first Tuesday of each month in the Azalea Room of the Palms Dining Center at 10:00 a.m.
- Kae Sinkule will consult with Pat Rozier regarding the COSA Yearly Report. Kae will then compile a report that will be presented to Dr. Zaccari.

OTHER BUSINESS:

Sue Lampert asked when the next COSA-on-the-Move newsletter was scheduled for release. After some discussion it was determined that the newsletter should be distributed to staff before Staff Appreciation Day.

ADJOURNMENT

The meeting adjourned at 9:25 a.m.

Respectfully submitted:

Melinda Cutchens, Secretary, Council on Staff Affairs