



**MINUTES OF THE COUNCIL ON STAFF AFFAIRS MEETING**  
March 9, 2004

COSA Chair Rebecca Kimbrough called the meeting to order at 8:35 a.m. in the President's Dining Room of the Palms Dining Center. Members present: Bobby Flowers, Shawn Gibbons, Jeff Giles, Inman Grimsley, Mike Hamm, Rosalyn Hatcher, Stanley Jones, Rebecca Kimbrough, Bob Lee, Shannon McGee, Patrick Smith, Josie Stone, Carolyn Wilson, Thor Withers. Members absent: Sharon Butcher, David Bennett, Melinda Cutchens, Carolynn Gaston, Jeff Grant, Mike McKinley, Marshall McLane, Trisha Taylor, Tim Yorkey.

**MINUTES:**

Minutes of the February 10<sup>th</sup> COSA meeting were approved as submitted.

**TREASURER'S REPORT:**

- February: Fund 10000 = \$1,211.68
- Discretionary = \$1,882.45
- Retirement Walkway = \$12,193.02

The Treasurer's report for February was approved as submitted.

**COMMITTEE REPORTS:**

- **Academic Scheduling/Procedures:** They are working on the 05-06 calendar to possibly incorporate a fall break. The next committee meeting will be in Aug.
- **Benevolence Committee:** *No Report*
- **Elections:** Bobby Flowers. Online elections should be in place in time for elections in May. 6 COSA rep. slots will be open. Bobby will be working on a time schedule and locations for the polls. COSA will be accepting nominations for a Chair-Elect at the April meeting.
- **Faculty Senate:** They reviewed the new housing project. Rebecca passed out a flyer that showed an artists rendering of the new residence halls and the room layouts. The next Faculty Senate meeting is scheduled for March 18<sup>th</sup>.
- **Faculty/Staff Campaign:** *No Report*
- **Parking Appeals:** Rebecca reporting for Mike McKinley stated that the committee upheld 40% of the appeals while 60% of the appeals were dismissed for February. They will be reviewing the procedures for dismissals and will keep COSA updated on any changes.
- **Policy:** Bob Lee. Copies of the new By-Laws and Procedures were sent via e-mail to all the COSA reps. They are also posted on the COSA web site.

- **Staff Appreciation Day:** Patrick Smith. The date for SAD this year has been set for Sept. 24<sup>th</sup> back out at the N. Campus field. This committee needs 2 co-chairs. It was recommended that the immediate past chair should be one of the co-chairs for this committee. This will be voted on at the next COSA meeting in April. There was a suggestion that we should consider the Fine Arts Bldg for a SAD location. There was some discussion about having another fundraiser. They are looking at dates that will not conflict with any other group doing fundraisers at the same time. It was mentioned that we need more information to get out to all the employees on campus about SAD. Patrick asked that anyone with ideas or suggestions to send them to him so he can take them back to the committee.
  
- **Staff Development:** Shannon McGee. Shannon has met with Becky Murphy about programs for employees. She has scheduled a meeting with this committee and will give an update at next months COSA meeting.
- **State Charitable Contributions Program:** Bob Lee. This is starting to wind down. VSU has already surpassed last year's contributions. Right now contributions are at \$29,361.00. Their goal for this year was \$35,000.00.
- **Welfare Committee:** Patrick Smith
  - **Employee of the Semester:** *No report.*
  - **Retirement Walkway/Luncheon -Employee Recognition:** Shannon McGee. A memo was sent to Bob Bell (Plant Ops.) with recommendations for improvements that need to be made to the walkway. Shannon has already received 20 brick orders this year. Shannon will see that the names for these retirees will be on the web site so that people can see who has had a brick purchased. The deadline for brick orders is March 31<sup>st</sup>. The Retirement Luncheon has been scheduled for June 10<sup>th</sup> at noon. In April the committee will begin working on the preparations for the luncheon.
  - **University Planning Advisory Council:** There was a Master Planning meeting today at 2 p.m. They have an efficiencies task force that will meet today at 10 a.m. that will review areas to cut costs (i.e., printing, personnel, supplies, mail, landscaping, etc.) and will present a recommendation to the Master Plan Committee by April 26<sup>th</sup>. This committee will be meeting weekly and are comprised of staff, faculty and members of the community.

#### **REPORT FROM THE CHAIR:**

Jeff Grant sent a copy of the revised VSU mission statement to the campus. Once the Faculty Senate has approved the content they would like for COSA to accept it. Jim Black has been asked to speak at the March COSA meeting to discuss what's new in Business and Finance. Also, Rebecca will be asking Dr. Zaccari to make the Master Plan presentation to COSA at one of their meetings.

#### **UNFINISHED BUSINESS:**

#### **NEW BUSINESS:**

#### **OTHER BUSINESS:**

There was a suggestion for time sheet drop boxes on campus. There are concerns that these time sheets need to be time/date stamped when they are received and who would collect these from the boxes.

There was discussion for COSA suggestion boxes to be set up around campus in various buildings with suggestion cards that anyone could fill out and drop in.

It was asked why there was not a COSA office on campus that could be used to store supplies and materials.

It was also mentioned that other universities have begun implementing a shared leave program. The state Human Resources Advisory Committee was asked to accept this and it was denied. There are too many concerns and questions.

Also, the Goal 6 Survey results will be made available on the Strategic Plan web site at [http://www.valdosta.edu/planning/task\\_forces/StaffFinalSurveyResults.pdf](http://www.valdosta.edu/planning/task_forces/StaffFinalSurveyResults.pdf). There was a suggestion that these be made available on the COSA web site as well.

**ADJOURNMENT**

The meeting adjourned at 9:25 a.m.

Respectfully submitted:

*Shawn Gibbons*

Shawn Gibbons COSA Secretary