

## THE COUNCIL ON STAFF AFFAIRS

### Minutes of September 14, 2004

#### 1) Call To Order

Chair Patrick Smith called the meeting to order at 8:30 a.m. in the University Center Theatre and welcomed guests Ronald Zaccari, Deborah Sikes, Marty Atkins, Brenda Faulkner, Ann Harris, Wanda Lockridge, Joe Mattachione, Bob Bell, Beverly Richardson-Blake, Jim Black, and Pat Bezona. Members present: Leann Boyd, Sharon Butcher, David Bennett, Steve Fesler, Bobby Flowers, Shawn Gibbons, Beth Giddens, Inman Grimsley, Jeff Grant, Mike Hamm, Ann Holland, Stanley Jones, Bob Lee, Mike McKinley, Marshall McLane, Patrick Smith, Josie Stone, Rebecca Taylor, Trisha Taylor, Thor Withers, and Shana Yorkey. Proxies: Bobby Flowers to Mike McKinley, Bob Lee to Trisha Taylor, Tim Yorkey to Shana Yorkey. Members absent were LeAnn Boyd, Bobby Flowers, and Tim Yorkey. Bob Lee left early due to a prior commitment.

#### 2) Special Order Of The Day ♦ Employee of the Semester

Dr. Zaccari announced the nominees for Employee of the Semester: Wanda Lockridge, President ♦s Office; Ann Harris, Student Health Services; Brenda Faulkner, Housing & Residence Life; Marty Atkins, Plant Operations; and Deborah Sikes, OASIS. Deborah Sikes was congratulated as the Employee of the Semester.

#### Special Order of the Day ♦ Presentation by the President

Dr. Zaccari gave a preview of the information he planned to present to the Deans on September 15<sup>th</sup>. He began by reassuring members and guests that his first goal is to take care of the employees. The President stressed that his commitment is to the employees and that he will do everything possible to retain jobs; however, this round of cuts will make that goal difficult to accomplish. Dr. Zaccari said that he doesn't ♦ want anyone to panic, and we are working hard to stay in contact with the Chancellor ♦s office. . . I just can't ♦ promise there will be no layoffs. ♦ The total amount that must be cut across the entire USGS system is \$69 million, VSU ♦s portion of that is \$1.79 million (*Handout #1*), an amount approximately equal to VSU ♦s payroll for the month of June. If the cuts are not made, there will be no money for salaries and fringe benefits for the month of June, 2005. Possible options for funding the budget cut are a tuition increase and a reduction in personnel. The 2005 FY budget (the one we are currently under) was based on a forecasted increase in enrollment; VSU is actually down 200 students, resulting in less money than anticipated. However, these numbers can be misleading because the number of undergraduate students has actually increased. The lower overall number is due to fewer students in the graduate school. Subtracting the reserve fund and adjusting for the tuition shortfall leaves approximately \$1.3-1.4 million to cut out of our budget. Active cooperation and input from everyone in the VSU community will be needed in order to accommodate the mandatory spending cuts, abide by the USGS Budget Principles (*see Handout #1*) and still accomplish our core mission of high-quality classroom instruction.

Since Dr. Zaccari came to VSU just 31 months ago, the University has lost \$9,000,000 in funding. In attempts to meet past budget cuts, off-campus program directors, coordinators, and teachers at our satellite campuses have already been laid-off. In recent years we have experienced dramatic increases in enrollment, but because the current year ♦s funding is based on information and enrollment of two years ago, planning for and funding current needs can be problematic. As a university, our first mission is, and must be, teaching. Dr. Zaccari stated that ♦ we must shift more resources to the classroom and other teaching priorities ♦ in order to fulfill this mission. Governor Purdue challenged all university presidents to rethink how their campuses operate and

submit recommendations for meeting the required budget reductions. In addition to the mandate to follow USGS Budget Principles, the four assumptions driving the recommendations are:

- a) The level of state support is rapidly decreasing. The 2006-07 year is the first time that we will not get full formula funding.
- b) Historically, Georgia charges very low tuition (Example, tuition at Western Kentucky University (a regional university with a 17,000 enrollment) is only \$1000 more than at Georgia's premiere research university, UGA.).
- c) Access to Georgia colleges and universities has been very good in the past, but now there is not enough money for everyone.
- d) University support functions across the state must be consolidated.

Possible ways to cut the required amount from our budget without jeopardizing the University's mission include reducing the number of part-time faculty, cutting programs (GSAM has already been cut; the international exchange program will be reduced), reduce summer classes (offer only core courses), attrition (position vacancies due to retirements or other reasons will not be filled) and reduce our utility expenses (electricity usage is up \$220,000 over last year). Dr. Zaccari said that since the Maintenance Department has already been hit hard, he is confident that we will not have to turn to that department's people first, but he stated forcefully that every department will have to participate in budget cuts. The President asked for everyone present to help contribute to the success of cost saving efforts and suggested that just turning off lights when the rooms are not in use and turning off computers when they will not be used for an hour or more would make a difference. Dr. Zaccari expressed his deep appreciation to all employees, stating that without employees doing their jobs well, we could not have dealt with the \$7.2 million cut already experienced. He stressed that the cuts (both past and this \$1.79 million one) are permanent, not temporary. In this time of severe budget constraints, accomplishing our goal of Creating a More Educated Georgia while protecting the people and jobs of VSU will demand the active input of every member of the VSU community. Working together and working smarter has never been more important.

Members and guests offered a few suggestions for cost savings, including changing to new energy-efficient lamps, accepting air-conditioning two degrees warmer and heating a little cooler, turning off printers, copiers and other electrical devices when not in use, and duplex copying. Dr. Zaccari told everyone that the Chancellor has sent our strategic plan to every other USGS school as an excellent example of what they should be doing. The Chancellor's action is a very high compliment, and the plan is indicative of what VSU employees are capable of accomplishing when working as a team. Dr. Zaccari asked that every employee write down his or her cost saving ideas and send them to him via campus mail or email ([rzaccari@valdosta.edu](mailto:rzaccari@valdosta.edu)). He stressed again his commitment to take care of VSU employees; he then exhorted everyone to keep the faith and don't give up!

3) **Approval of the minutes of the August 10, 2004 meeting of the Council on Staff Affairs**

Mike Hamm moved to approve the minutes with changes; Beth Giddens seconded the motion. The motion passed.

4) **Treasurer's Report**

The Treasurer's report was unavailable at meeting time; but Sharon Butcher will email copies to members. The report will be submitted for approval at the October 12th meeting.

5) **Committee Reports**

a) **Membership Committee**

- 1) Employee of the Semester refer to 2) Special Order of the Day.
- 2) Elections The next meeting is set for 2pm on 9/28 in Mike McKinley's office. Bobby Flowers has been named Chair. Spring election will be held on the third Tuesday or Thursday of April, 4/12/05 or 4/14/05.

b) **Staff Appreciation Day** refer to 10) Other Business.

c) **Welfare Committee**

- 1) Retirement Walkway/Luncheon-Employee Recognition no report.
- 2) COSA on the Move no report.

- 3) **Staff Development Committee** ♦ A Chair has not yet been elected. Committee is investigating possible funding sources to pay for the meal of employees who are honored at the annual recognition luncheon (estimated \$420-500).

d) **Policy & Procedures Committee** ♦ no report

#### 5. **Ad Hoc Committee Reports**

- a) **Benevolence Committee** ♦ In LeAnn ♦s absence, Shana Yorkey reported that flowers have been sent to Andy Fore and Tim Allen.
- b) **Parking Appeals Committee** ♦ Chair Mike McKinley reported that the report for August will be distributed via email by Friday, 9/17/04, and addressed by COSA at the October 12th meeting.
- c) **Minutes Distribution** ♦no report. Shana Yorkey mentioned that the committee will have a report for the October 12<sup>th</sup> meeting.
- d) **Brochure Revision** ♦Chair Sharon Butcher reported that the revised brochure will be presented to members at the October 12<sup>th</sup> meeting.
- e) **Recycling** ♦Chair Bob Lee reported that the committee is coordinating with the Faculty Senate ♦s recycling committee.

#### 6. **Miscellaneous Reports**

- a) **Faculty Staff Campaign** ♦ Chair Patrick Smith reported that due to lack of attendance and budget restraints, the ice cream social will not be held this year.
- b) **State Charitable Contributions Program** ♦ Chair Bob Lee reported that he will meet with Doug Farwell tomorrow to set up team captains. Ways to reduce expenses are being investigated.

#### 7. **Report from the Chair**

- a) **Academic Scheduling/Procedures** ♦ no report, committee has yet to meet.
- b) **Faculty Senate** ♦ no report, next meeting is September 16<sup>th</sup>.
- c) **University Planning Advisory Council** ♦ no report. Chair Patrick Smith appointed Steve Fesler as an alternate representative.

#### 8. **Unfinished Business**

**Public Relations Chair to Oversee COSA Website.** Following discussion, a motion was made by Bob Lee to have the Public Relations Chair oversee the COSA website. The motion was seconded by Ann Holland. Motion carried. Chair Patrick Smith requested that the Policy Committee update the Bylaws and Procedures accordingly.

#### 9. **New Business**

None

#### 10. **Other Business**

##### **Staff Appreciation Day**

- a) **General Discussion:** The importance of having every member ♦s active participation on the Staff Appreciation Day Committee and their input regarding the planning and other preparations for the event was stressed. Because of increasingly busy schedules, more frequent use of the COSA listserv for communications was recommended. Allocating time during the regular monthly meeting for Staff Appreciation Day issues (in addition to bi-weekly meetings of the S.A.D. Committee) was discussed and met with general approval.
- b) **Members discussed the advisability of rescheduling Staff Appreciation Day** due to the great amount of rain that the field at North Campus has received because of the hurricanes. Given the forecast of additional heavy rains, the field will not be able to dry out in time. Following discussion, Marshall McLane and Mike Hamm moved that Staff Appreciation Day be rescheduled; Bob Lee seconded. Motion carried.
- c) **Members discussed three possible dates for Staff Appreciation Day** ♦October 22, November 5, and November 19. Mike Hamm moved that SAD be rescheduled to November 5, 2004. Marshall McLane seconded, the motion passed.

- d) **Planning Details** were discussed: Beth Giddens will contact vendors with the new date. Rebecca Taylor will contact the DJ. Moody will be contacted about the dunking booth. David Bennett will check on prices for chicken halves. H&L will donate one case of chicken (we will probably need five cases total).
- e) **Shawn Gibbons moved that COSA meet again** regarding Staff Appreciation Day on September 28<sup>th</sup> at 8:30 a.m. Trisha Taylor seconded. Motion carried.
- f) **Josie Stone submitted her resignation as Chair** of the Door Prize Sub-committee. Ramona Wayne and Lisa Hayes volunteered to co-chair the sub-committee. Mike McKinley and Rebecca Taylor will also serve on the sub-committee.
- g) **Members viewed the four possible logos for the Staff Day t-shirts** (Handout #2). The motion to approve Version **◆A◆** was made and seconded. Motion carried.

**11. Adjournment.**

Motion to adjourn was made by Mike Hamm, and seconded by Marshall McLane. The motion carried. The meeting adjourned at 10:10 a.m.

Respectfully submitted,

*Trisha Taylor*

Trisha Taylor  
Secretary, Council on Staff Affairs