

The Council on Staff Affairs
Minutes of Tuesday, May 8, 2007

1. Call to Order:

Chair Tim Yorkey called the meeting to order at 9:00 a.m. in the University Center Rose Room. Members present: David Bennett, Denise Bogart, Sharon Butcher, Debra Davis, Steve Fesler, Bobby Flowers, Mike Hamm, Richard Hammond, Verna Harvey, Brenda Kelley, Bob Lee, Mike McKinley, Angela Steele, John Wright, Shana Yorkey, and Tim Yorkey Quorum attained. The following members were absent: Brian Anderson, *Nolan Argyle, *Keith Flemming, Diane Guess, *Christine James, Beverly Sharpe * Signifies non-elected members. Guests: Dr. Christina Coons Yates of Strategic Planning, Gala Jackson of Strategic Planning, and Robin Smith of Women's Studies. Also attending were newly elected members Terence Sullivan of the Student Success Center and Bob DeLong of Environmental and Occupational Safety. After the call to order, Tim said a special Thank You to all who helped out with the graduations Friday and Saturday. It was a last minute request and several people stepped up and helped out.

2. SPECIAL ORDER OF THE DAY Election of current Chair Elect vacated due to Honey Coppage's resignation and election Chair Elect for the upcoming year. Motion was made to amend the bylaws and forego the thirty day wait rule so that the election could take place in this current meeting. Floor was open for nominations. Nominees were Tim Yorkey, Mike McKinley, and Bobby Flowers. Votes were taken by secret ballot and Tim Yorkey was voted in as Chair Elect to replace Honey Coppage and will complete her term then will resume Chair position on July 1, 2007. It was suggested that at the next Policy committee meeting there be discussion on changing the bylaws to address the concerns that were brought forth at this election.

3. Approval of the Minutes from April 10, 2007.

Approved.

a. Approval of Treasure's Reports – Shana Yorkey

Report for April was submitted. April's ending balance for fund 10 was \$80.38; VSU Fund-Retirement Foundation-Discretionary account ending balance was \$3,855.73. VSU Fund-Retirement Walkway ending balance was \$14,687.17.

4. Standing Committee Reports

a. Membership Committee – Tim Yorkey

1. Employee of the Semester – David Bennett

The process of electing the Classified Staff award has been directed by to the President's office to be administered by him. COSA has been asked to participate by nominating past employees of the semester as well as forward any nominations to the Presidents office.

2. Elections – Mike McKinley

Mike passed out data from the election for everyone to review, and again introduced the new representatives.

b. Staff Appreciation Day Committee –

It is time to schedule a kick off meeting.

c. Welfare Committee – Tim Yorkey

1. Retirement Walkway – Chair: No report.

2. Staff Development Committee – Tim Yorkey

Tim stated that a class is being planned entitled Cultural Interaction. This will be for all staff to participate in if they choose.

3. Benevolence – Shana Yorkey

No Activity

d. Policy Committee – Bob Lee

No report.

e. Environmental Issues – Bobby Flowers

The new Environmental Policy has been sent out for review and comments. Policy will be voted on May 29, 2007. COSA representatives should review and be prepared to sign off on the document by May 25, 2007.

f. Wellness – No report. Brenda Kelley

Update given on Lunch and Learn

5. Miscellaneous Reports

a. Parking Appeals Reports – Michael McKinley

Report was handed out with the following citation data. Total citations: 240; 113 upheld; 127 dismissed.

b. Goal Monitor Report – Verna Harvey

Verna passed out the Strategic Planning Database Action Plan Report for COSA and reviewed it with us. Special notice given to the fact that we were only \$196.55 away from reaching our goal to increase monies for the discretionary fund.

6. Report from the Chair – Tim Yorkey

a. Academic Scheduling / Procedures – Tim Yorkey

No information shared.

b. Faculty Senate – Dr. Christine James

No Report

c. University Council

No report.

d. State Staff Council – Bobby Flowers

The next State Staff meeting is scheduled for June 21, 2007.

The 2007 State Conference is scheduled for October 4th and 5th. The conference will be held at Southern Polytechnic State University. Keynote speaker will be Chancellor Davis.

7. Unfinished Business

8. New Business

9. Other Business

Representative Retreat is set for July. We will be discussing the book Reframing Organizations. Each representative was given a book to begin reading. Dr. Zaccari will be asked to give a brief introduction and he suggested we ask Dr. Bogart or Dr. Yates to facilitate the retreat.

10. Adjournment – The meeting was adjourned at 9:50 a.m.

Respectfully submitted,

Brenda Kelley

Secretary, Council on Staff Affairs