



Minutes of Tuesday, December 11, 2007

1. Call to Order:

Chair Bobby Flowers called the meeting to order at 9:00 a.m. in the Bailey Science Center Room 3026. Members present: *Nolan Argyle, *Denise Bogart, Sharon Butcher, Bob DeLong, Steve Fesler, Bobby Flowers, Diane Guess, Mike Hamm, Richard Hammond, *Christine James, Yvonne LeRoy-Landers, Mike McKinley, Robin Smith, Terence Sullivan, and one guest, Becky Murphy. Quorum Attained. The following members were absent: Debra Davis, Verna Harvey (sent Proxy), Bob Lee (sent Proxy), John Wright, Shana Yorkey (sent Proxy), and Tim Yorkey. * Signifies non-elected members. **Please send proxy if you can not attend a meeting. Reminder postcards will be sent a few days before each COSA meeting.**

2. SPECIAL ORDER OF THE DAY:

Mr. Jim Black gave a presentation on a program called "Doing What's Right." This program focuses on fraud, abuse, waste, and "being accountable" situations. This is a contracted program and will not be administered specifically by the University System of Georgia. A company has been hired to operate the hotline. This is a 24/7 confidential hotline which will be implemented January, 2008 for employees to use to call in and stress important concerns. All calls received through this hotline will be investigated by a trained investigator. The presentation discussed what kinds of issues should be reported and the steps that should be taken before a call to the hotline should be taken. When a call is made to the hotline, the assisting operator will ask a series of questions with each situation having its own set of questions. Each situation will be followed through to the end by the investigator. President Zaccari will have letters and brochures distributed encouraging the use of the "Doing What's Right" hotline on Valdosta State University's campus.

Mr. Anthony Bryant, Assistant Director for Parking and Transportation, discussed the parking issues and the changes that will be made beginning January to accommodate students' parking. Parking information will be distributed showing the different parking lots for student, staff, and faculty. There will be an increase in bus routes to all areas of the campus. Students are also encouraged to walk, ride bikes, and carpool to help make the transition easier during this time of progress.

3. Approval of the Minutes from November 13, 2007:

Approved.

4. Approval of Treasurer's Report: Yvonne LeRoy-Landers

Treasurer's report was approved and will be posted on the COSA website.

5. Standing Committee Reports:

A. *Membership Committee* – Bobby Flowers

B. *Employee of the Semester (EOS)* –Robin Smith

Robin Smith distributed handouts to provide information on the donation of \$500.00 per year from South Eastern Credit Union (SECU) for the EOS. Mr. Mickey Garland will check into opening up

a checking account at his bank so that the SECU logo will be on each check presented to EOS recipients. SECU has requested a letter of intent to be drawn up for their records. Becky Murphy's office will print 11 X 14 posters for the event. COSA reps. are requested to encourage managers to nominate staff and staff to nominate staff as well. Bobby Flowers will talk with President Zaccari for approval of the new process. The EOS is in the process of redoing the EOS nomination form and letter.

C. Elections – Mike McKinley

No report. Next election is April 2008. More than one person can be voted for on one ballot.

D. Staff Appreciation Day Committee –

Bobby Flowers requested comments/complaints/suggestions of the 2007 SAD to help make the 2008 SAD even better.

1. COSA ON THE MOVE:

Volunteers needed for parking in January. COSA reps are requested to help students find parking and distribute parking information flyers.

2. FUNDRAISERS:

No fundraisers are planned at this time.

E. Welfare Committee – Bobby Flowers

1. RETIREMENT WALKWAY – Sharon Butcher and Shana Yorkey

By the end of the month the database should be up to date and available online with all names in Alpha order.

2. BENEVOLENCE – Shana Yorkey

Ms. Acosta's mother passed away. President Zaccari sent a sympathy card.

F. Policy Committee – Bob Lee

No update.

G. Environmental Issues (EIC) – Bob Lee and Steve Fesler

1. RECYCLING – Steve Fesler

No report.

6. Miscellaneous Reports

a. Parking Appeals Reports – Michael McKinley

Appeals form has been updated.

b. Goal Monitor Report – Verna Harvey

Robin Smith distributed handout for COSA's goals update. COSA representatives should be getting ready for the planning session in May 2008 to set COSA's goals and initiatives for the upcoming year.

c. Wellness – Bob Lee

No reports.

Weight Watchers-

Benefits Fair-

d. Commencement – Bob Lee

7. Report from the Chair – Bobby Flowers

a. Academic Scheduling / Procedures – Bobby Flowers

Committee has met and set 2009 and 2010 calendar. July 3, 2009, Friday will be taken as the July 4th holiday since it falls on Saturday. July 4, 2010 will be observed the Friday before the holiday.

b. Faculty Senate – Bobby Flowers

Presentation for "Doing What's Right" was given.

c. University Council – Richard Hammond

Council did not meet.

d. State Staff Council – Bobby Flowers

No report.

8. Unfinished Business

HERO program-Encourage more VSU community to donate platelets. The process takes about 2 hours.

VSU ID- UGA, GA Tech and others require ID to be worn. They are replaced free if ID is damaged. Individual departments at VSU will pay for new cards to replace worn-out ID cards.
“Doing What’s Right” -According to Jim Black “Doing What’s Right” will go into effect beginning January 2008.

9. New Business

Bob DeLong, Shana Yorkey, and John Wright were nominated for COSA’s Public Relations Officer position. Members exited the meeting before the nomination of the Public Relations Officer thus quorum requirements not met for voting.

10. Other Business

11. Reminders – Encourage more participation at VSU events.

Use your online employee self-help site.

Help promote the HERO program.

Diversity survey is online. Encourage employees and students to participate.

Mike McKinley has accepted a position January 2008 in the Access Office. Congrats, Mike!

12. Adjournment – The meeting was adjourned at 10:30 a.m.

Next COSA meeting is January 15th in the U.C. Rose Room at 9:00 a.m.

Respectfully submitted,

Diane Guess
Secretary, Council on Staff Affairs