



**The Council on Staff Affairs  
Minutes of Tuesday, October 9, 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: Bobby Flowers, Diane Guess, Mike Hamm, Richard Hammond, Verna Harvey, Bob Lee, Yvonne B. Le Roy-Landers, Mike McKinley, Robin Smith, Terence Sullivan, John Wright, Shana Yorkey, and Tim Yorkey. Quorum Attained. The following members were absent: \*Nolan Argyle, David Bennett, \*Denise Bogart, Sharon Butcher, Debra Davis, Bob DeLong, Steve Fesler (sent proxy), and \*Christine James. \* 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:**

Ms. Maggie Viverette with the Minority Affairs Office spoke about the Cultural Diversity Audit for VSU. This audit will consist of telephone surveys, online surveys and focus groups to obtain information from students, staff, and faculty concerning diversity campus wide. Ms. Viverette encouraged COSA members to participate and to help encourage a campus wide response by completing a survey or participate in an interview or focus group. The results of the audit will be used to identify important diversity issues at VSU and will serve as a benchmark for years to come. The Diversity Cultural Audit, a part of VSU's Strategic Plan, will begin in November. Surveys and interviews will remain anonymous and honest answers are requested.

**3. Approval of the Minutes from September 11, 2007:**

Approved.

**4. Approval of Treasurer's Report: Bob DeLong**

No Report due to Treasurer being absent.

**5. Standing Committee Reports:**

**A. *Membership Committee*** – Bobby Flowers

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

Increasing the monetary awards for EOS and runners-up was discussed but no final decision was made.

**C. Elections – Mike McKinley**

Yvonne B. Le Roy-Landers was nominated and elected as Treasurer.

Nominations for Chair Elect are open. Yvonne B. Le Roy-Landers is replacing Brenda Kelley. Tentatively, Angela Steele has been asked to replace David Bennett but she has not confirmed her commitment yet. Due to Brian Anderson's work requirements, he is no longer a COSA rep. His position is vacant. Shana Yorkey thought a special election was more appropriate for vacant positions than appointing someone.

However, that we should follow our by-laws as stated and maybe revisit this policy in the Policy Committee meetings.

**D. Staff Appreciation Day Committee –**

The SAD event will be held outside on the lawn of the PE Complex weather permitting. The President of VSU, V.P.'s and the mayor of Valdosta are invited to attend. A Grand Prize and several other prizes will be given out to VSU staff employees. A Chicken dinner will be served cooked by Sodexo.

**1. COSA ON THE MOVE:**

October 27<sup>th</sup> is Chili Cook-off and COSA needs available representatives to be present.

Game Day in Drexel Park was discussed. A REMINDER was made if any COSA representative participates in an activity please email Verna Harvey. Doing this will provide documentation that Verna needs to update and monitor the status of our goals set for this year. Please report the count of responses received back from COSA members to emails sent to COSA members such as: minutes of meetings, and other requests for a response.

**2. FUNDRAISERS:**

No fundraisers planned as of yet.

**E. Welfare Committee – Bobby Flowers**

**1. RETIREMENT WALKWAY – Sharon Butcher and Shana Yorkey**  
Sharon Butcher is in the process of putting a database together to record all past, present and future bricks purchased.

**2. BENEVOLENCE – Shana Yorkey**

No Activity

**F. Policy Committee – Bob Lee**

Bob announced that the next meeting will be Oct. 18, 2007 at 9:00 am in the Willow Room.

**G. Environmental Issues (EIC) – Mike Hamm and Steve Fesler.**

**1. RECYCLING – Steve Fesler**

Recycling is a huge issue on campus and will require cumulative efforts of every one.

**6. Miscellaneous Reports**

**a. Parking Appeals Reports – Michael McKinley**

A total of 231 tickets were written with 106 tickets upheld and 125 dismissed. Mike McKinley discussed his meeting with the President and talked about the different parking lots that will be available while construction is in progress.

**b. Goal Monitor Report – Verna Harvey**

Verna Harvey distributed handouts and gave updates on COSA's progress towards meeting the goals and the actions set forth to reach those goals for the year.

c. **Wellness** – Bob Lee

Benefits Fair – Comments were made by Tim Yorkey, Terrence Sullivan, and Yvonne Leroy-Landers that the Benefits Fair went well. *Next Year the COSA table needs more attention!*  
Weight Watchers – Bob Lee announced that Weight Watcher's is going well. COSA should encourage more participation. *(Congratulations, Bob, on your weight loss of 22 pounds and we all wish you continued success!)*

7. **Report from the Chair** – Bobby Flowers

a. **Academic Scheduling / Procedures** – Bobby Flowers

Holiday schedule – 2009 schedule is posted. Mandatory annual leave was discussed and further review is being done.

b. **Faculty Senate** – Bobby Flowers

Brenda Kelley had mentioned to Bobby Flowers earlier that Christine James welcomed COSA members and expressed her support of COSA. Enrollment Management will be discussed at their next meeting.

c. **University Council** – Richard Hammond

Richard Hammond discussed the issues President Zaccari presented. President Zaccari would like to encourage more issues be brought up at the meetings.

d. **State Staff Council** – Bobby Flowers

Bobby Flowers discussed the conference. 130 people registered to attend. Chancellor Davis talked about pay adjustments and how the salaries should match the position an employee is hired for. He requested information be gathered and presented at the meeting in Feb. 2008. COSA reps presented questions on retirement plans and alternative retirement plans and tenure.

8. **Unfinished Business**

American Red Cross/HERO Program – Tim Yorkey

COSA on the Move will publicize "Being a Hero". The HERO program will be a campus wide program.

Chair-Elect position – Nominations are open for this position.

Faculty/Staff Campaign – Deadline is November 22, 2007

VSU ID card issue – Most were concerned that they had to pay for a new card when the existing card is defaced. Most were in agreement that One Card should issue a new card since they know the life of the issued card is limited.

9. **New Business**

10. **Other Business**

11. **Reminders** – Encourage more participation at VSU events.

Use your online employee self-help site.

Help promote the HERO program.

12. **Adjournment** – The meeting was adjourned at 10:35 a.m.

**Next COSA meeting will be in the BC Room 3026 on Nov. 13, 2007 at 9:00am.**

Respectfully submitted,

Diane Guess

## Secretary, Council on Staff Affairs