



Minutes of Tuesday, April 8, 2008

1. **Call to Order:**

Chair Bobby Flowers called the meeting to order at 9:00 a.m. in the University Center Cypress Room. Members present: Sue Bailey, Denise Bogart, Sharon Butcher, Bobby Flowers, Diane Guess, Mike Hamm, Verna Harvey, *Christine James, Bob Lee, Yvonne LeRoy-Landers, Mike McKinley, Kathy Sundin, and Terence Sullivan. Guests attending were Dr. Jay Rickman and Jennifer Tanner. The following members were absent: *Nolan Argyle, Bob DeLong (excused), Steve Fesler, Richard Hammond, John Wright, Shana Yorkey (excused), 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:**

Jennifer Tanner presented info and demonstrated the improved VSU News website. Jeff Grant, Bobby Lacey, and Jennifer Tanner have worked together to make this website easily accessible and more effective. There is a link on the website to submit News. These submissions will go directly to Jennifer or someone in her department for review and posting. There are links to many areas of interest: Athletics, Campus Alert, Spectator, Campus Directory, SACS, and USG News and a calendar of events happening at VSU and the community. The goal for the event calendar is to make it a more dynamic calendar to show many more events at a quick glance. One of the main focuses of the website is the Visionary link to feature a well-deserving individual who has a vision for themselves, VSU, and the community. Check out the VSU News website!

3. **Approval of the Minutes from March 11, 2008:**

Quorum was attained for minute's approval. Minutes were distributed and approved.

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

Treasurer's report will be sent via email for review.

5. **Standing Committee Reports:**

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

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

Robin Smith will continue to work on the EOS and has set September meeting as goal for spring 2008 EOS presentation. Denise Bogart has volunteered to chair EOS.

C. ***Elections*** – Mike McKinley

Handout was distributed with a list of positions open and a time-line set for the 2009 COSA Election. Laptops will be available for voting. COSA reps need to encourage employees to get involved. COSA reps need to be at the voting sites to oversee the voting.

D. ***Staff Appreciation Day Committee*** – Sharon Butcher

No activity.

1. **COSA ON THE MOVE:** Sharon Butcher

- a. Wellness Fair – The Red Cross tent was manned by Sharon Butcher, Bobby Flowers, and Terence Sullivan.

b. Commencement – Bob Lee

E. Welfare Committee – Bobby Flowers

1. **RETIREMENT WALKWAY** – Sharon Butcher and Shana Yorkey
Brick orders have been placed and will be received by the time of the luncheon.
2. **BENEVOLENCE** – Shana Yorkey
No report.

F. Policy Committee – Bob Lee

Bob Lee will complete the documents and send out via email for review. Policies will be voted on at the Retreat on May 20th.

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

COSA has two reps who attend EIC meetings. COSA has voting privileges at the EIC meetings. We would like to have more educational material available on EIC and recycling at VSU. EIC has one more meeting on April 21, with the end of the year report due to Christine James at the end of the month.

6. Miscellaneous Reports

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

Handouts for February and March were distributed with an update of information of parking tickets dismissed and upheld. In the month of February there were 175 tickets upheld and 108 tickets dismissed. In the month of March there were 151 tickets upheld and 105 tickets dismissed.

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

Handout was distributed for the year's review. Verna requested COSA members to review the handouts BEFORE the May 20th Retreat and to be prepared to discuss the upcoming year's goals. Verna Harvey will lead us in our Planning Retreat. From 9:00a.m. until 10:00a.m., we will have new COSA representative orientation. From 10:00a.m. until 2:00p.m., we will set goals for the upcoming year. Lunch will be provided. The next "Thank You" Campaign is April 15th. Jennifer Tanner thanked COSA for helping with the "Thank You" Campaign.

c. **Wellness** – Bob Lee

The Wellness Fair was a huge success with many students, staff and faculty attending. There was Lunch & Learn Friday, April 11th. Several participants have already met the 231 miles for the walking contest, "Walk to Your Summer Vacation"! Walkers are walking 231 miles, the distance from Valdosta to Port Canaveral, the location of the vacation.

Weight Watchers- Bob Lee

Bob announced that the Weight Watchers Program is going very well. COSA congratulates all those who are participating in the program!

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

COSA members welcomed Dr. Jay Rickman, newly elected Faculty Senate for 2008-2009.

c. **University Council** – Richard Hammond

Next meeting will be April 29th. Bobby Flowers discussed the Smoking Policy and would like each member to review and respond with approval of policy.

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

Next BOR meeting will be at Columbus State. The next USG faculty, staff and student council meeting is June 19th at Atlanta Metropolitan College.

8. Unfinished Business

Planning Retreat will be May 20, 2008. New COSA representatives' orientation is from 9:00a.m. until 10:00a.m. Goal setting will be from 10:00a.m. until 2:00p.m.

9. New Business

Chair elect nominations are open and will remain open until next meeting, May 11, 2008. The nominees are Richard Hammond, Yvonne Leroy-Landers, and Terence Sullivan.

10. Other Business

A. The QEP Task Force has requested COSA representatives to complete a survey.

B. A motion to recommend Bob Lee for the COSA Retiree representative was made by Mike McKinley. Nomination will be voted on at next meeting.

Reminders – Encourage more participation at VSU events.

Use your online employee self-help site.

Help promote the HERO program.

11. Adjournment – The meeting was adjourned at 10:20 a.m.

Next COSA meeting is May 11, 2008 in the U.C. Rose Room at 9:00 a.m.

Respectfully submitted,

Diane Guess
Secretary, Council on Staff Affairs

Don't forget to respond after you have read the minutes. Your approval is needed and appreciated!!!