



## Minutes of Tuesday, March 11, 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: Sharon Butcher, Bob DeLong, Bobby Flowers, Diane Guess, Mike Hamm, Richard Hammond, Verna Harvey, \*Christine James, Bob Lee, Robin Smith, Kathy Sundin, Terence Sullivan, John Wright, and Shana Yorkey. Guests attending were Mr. David Bennett, Mr. Jim Black, Dr. Pat Burns, Mr. Ron Butler, Mrs. Wendy Butler, Dr. Shirley Hardin, Mr. Rob Kellner, Dr. James LaPlant, Ms. Regina Lee, Ms. Traycee Martin, Dr. Beverly Richardson-Blake, Mr. Marty Spells, Ms. Jennifer Tanner, Ms. Marsha Walden, Ms. Brandy Wilkes (with Southeastern Federal Credit Union), and Dr. Zaccari. The following members were absent: \*Nolan Argyle, Steve Fesler (excused), Yvonne LeRoy-Landers (excused), Mike McKinley (excused), and \*Denise Bogart (sent proxy with Freda Wade). \* 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:**

Employee of the Semester presentation was held with Robin Smith and President Zaccari presenting the awards. Wendy Butler of the OASIS was announced as winner of the fall 2007 Employee of the Semester. She received a \$100 check, a gift basket, and a special parking pass for the semester. Nominations for the Employee of the Semester were Wendy Butler, Dan Coody, Regina Lee, Traycee Martin, Marty Spells, and Patricia Stone. Gift baskets were given to the award recipients, along with a \$25.00 check. The gift baskets were donated by Ann Lacey and the Special Events Office.

President Zaccari spoke to COSA on his upcoming retirement and the future status at VSU, i.e. budget restrictions, hiring of positions, and construction at VSU. President Zaccari encouraged everyone to keep the faith” and “we will get through this again”.

### 3. **Approval of the Minutes from January 15, 2007:**

Quorum was attained for minute’s approval. Minutes were distributed and both February and March minutes were approved.

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

Reports for February and March were approved. Money in the Fund10 account was discussed. Suggestions to purchase another tent, tablecloths, an updated display, banner, and other items were made.

### 5. **Standing Committee Reports:**

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

B. ***Employee of the Semester (EOS)*** –Robin Smith  
EOS was the Special Order of the Day.

C. ***Elections*** – Mike McKinley

Chair elections and other representatives (4 reps for Finance and Administration and 2 reps for Academic Affairs) are needed.

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

Next meeting will be announced.

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

Sharon and Shana met with catering to discuss food prices for SAD and plan a fundraiser for May 9<sup>th</sup> as a COSA ON THE MOVE event. Price has not been set.

- a. Wellness Fair – the Wellness Fair will be located on the Pedestrian Walk. Lynn with Red Cross will have a booth there to answer any questions anyone may have.
- b. Commencement – Bob Lee

**E. Welfare Committee** – Bobby Flowers

**1. RETIREMENT WALKWAY** – Sharon Butcher and Shana Yorkey

A database is in the process of being set up and will be available online with all names in Alpha order. The Employment Recognition Luncheon will be held on April 8, 2008. The cost of the luncheon is \$6.50 per lunch. The Retirement Luncheon will be held on June 3, 2008. COSA representatives are requested to help with both luncheons. Deadline for brick orders is March 21<sup>st</sup>.

**2. BENEVOLENCE** – Shana Yorkey

There were five deaths of employees' family members for the month.

**F. Policy Committee** – Bob Lee

Next meeting will be announced. Policies will be voted on at the Retreat in May.

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

Handout was distributed. Changes were approved.

**1. RECYCLING** – Steve Fesler

No report.

**6. Miscellaneous Reports**

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

Handout was distributed with Mike McKinley giving an update on tickets upheld (144) and dismissed (103). There has been a bus issue of students having to wait too long at the bus stops before the bus comes, especially in the evening. This issue has been brought to the attention to the proper department. The parking campaign called "Thank You" is a success. The Dining Dish Committee and others will also begin participating in the campaign to say "Thank You" to the students for dealing with the "growing pains" at VSU. The Parking and Transportation website is available to see parking locations and bus routes.

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

Handout was distributed. In our upcoming Planning Retreat on May 20<sup>th</sup> we need to work on setting a baseline for each goal we set for 2008-2009. Verna Harvey will lead us in our Planning Retreat. From 9a.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.

**c. Wellness** – Bob Lee

There will be a walking contest, "Walk to Your Summer Vacation", which is a 3-day cruise for two! Walkers will be walking 231 miles, the distance from Valdosta to Port Canaveral, the location of the vacation. The website for the walking contest is <http://www.valdosta.edu/finadmin/wellness/walkingcontest.shtml> for more information. The contest is open to students, staff, and faculty. Free Step Aerobics meets at 5:45 pm on Monday, Tuesday, and Thursday in the Centennial Hall classroom.

**Weight Watchers**- Bob Lee

A total loss of 496 pounds!!!! Two Weight Watchers groups have been formed with a total of 42 employees participating. One group will meet on Tuesday at 12pm noon and the other will meet on Wednesday at 1:00pm. For more information go to

<http://www.valdosta.edu/finadmin/wellness/>.

**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 4<sup>th</sup> holiday since it falls on Saturday. July 4, 2010 will be observed the Friday before the holiday.

- b. **Faculty Senate** – Bobby Flowers
- c. **University Council** – Richard Hammond
- d. **State Staff Council** – Bobby Flowers

They are in the process of setting the date and time for June meeting.

**8. Unfinished Business**

Sharon Butcher introduced Ron Butler, Assistant Manager for the VSU Post Office, to COSA members.

Relay For Life – John Wright

On April 11<sup>th</sup> at 7p.m. until 7a.m. VSU will be celebrating cancer survivors and will be raising funds for continued cancer research.

Dining Dish Committee <http://services.valdosta.edu/dining/advisory.aspx>

Staff Conference will be held at VSU in 2010.

**9. New Business**

Sodexo is teaming up with Career Development to learn how to “Dine with Confidence”. The goal is to learn how to have open conversation.

**10. Other Business**

A. A special welcome to Kathy Sundin, our new COSA representative.

B. Chair elect nominees will be take next month (April).

B. HERO Program – The Red Cross will provide a bus if we have a guarantee of at least 25 participants.

**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 10:25 a.m.

**Next COSA meeting is April 8, 2008 in the U.C. Rose Room at 9:00 a.m.**

Respectfully submitted,

Diane Guess

Secretary, Council on Staff Affairs