



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday, December 14, 2010

A. Call to order

Chair Elect Yvonne Landers called the meeting to order at 9:00 AM Meeting Room 1 & 2 of the Student Union.

B. Roll call: All representatives must sign/initial the attendance roster to be counted as present.

Members present: Sue Bailey, Denise Bogart, Ron Butler, Heidi Cox, Lisa Copeland, Zach Crapa, Leighia Hammond, Richard Hammond, Brian Haugabrook, Jessica Klotz, Michael Knight, Yvonne Landers, Peggy Moch*, and Joan Dear. Guests in attendance were: Dr. Philip Gunter (Provost), Traycee Martin (VP Finance), Sue Mitchell (VP Finance & Admin), Courtney Wilkes, EOS nominees, winners, and supporters. The following members were absent: Bobby Flowers (excused), Carolyn Glock, Judy Hart, Regina Lee (Proxy – Yvonne Landers), Shirley McClain, Terence Sullivan (excused), and Rich Yokeley*. **Please send a proxy if you cannot attend a meeting. Reminder postcards will be sent a few days before each COSA meeting.**

C. SPECIAL ORDER OF THE DAY

- A. Dr. Gunter and Sue Mitchell presented the Employee of the Semester Awards. Denise Bogart reminded those present what the Employee of the Semester award is and why this recognition is important. Nominees were presented with certificates. Second place was a tie – Shelly Bryant (Physics, Astronomy, Geosciences) and Karen Shepard (Registrar's Office). The Employee of the Semester first place winner was Eric Jackson (Information Technology.) Congratulations to all!
- B. President's Comments – No report
- C. The new VP of Finance and Administration, Sue Mitchell, was introduced.

D. Approval of the Minutes of November 9, 2010 meeting of the Council on Staff Affairs

A motion was made and seconded to approve. The vote was unanimous and the minutes were approved as written.

E. Officer's Reports

- A. Treasurer's Report – Leighia Hammond
For October 2010 - FY2011 State Allocation - \$1732.99; Discretionary - \$5845.59; Retirement Walkway – \$13,530.91. A motion was made and seconded to approve the treasurer's report. The vote was unanimous and the treasurer's report was approved.
- B. Report from the Chair – Terence Sullivan
 - i. Faculty Senate
The prayer recommendation was discussed.
 - ii. President's Cabinet – No report
 - iii. Executive Committee/President Lunch Meeting – no report
- C. Goal Monitor Report – Sherri Adams – no report
- D. Publicity Report – Ron Butler

F. Committee Reports

- A. *Membership Committee* – Chair (Terence Sullivan)
 - i. Employee of the Semester – Denise Bogart
See above under Special Order of the Day.
 - ii. Elections – Brian Haugabrook

Nominations were opened for goal monitor to fill the vacancy left by Sherri Adams.

- B. *Welfare Committee* – Chair Elect (Yvonne Landers)
 - i. Retirement Walkway & Recognition – Bobby Flowers
 - 1. Retirement Association – Judy Hart No report
 - ii. COSA on the Move – Yvonne LeRoy-Landers
 - iii. Benevolence – Sue Bailey

No deaths were reported.
 - C. *Policy Committee* – Parliamentarian (Heidi Cox)

The committee will continue reviewing the statute and updating the policies and procedures. The goal is to have a draft ready for the April 2011 meeting. The committee will meet immediately following this COSA meeting.
 - D. *Staff Appreciation Week Committee* – Chair Elect (Yvonne LeRoy-Landers) – No report
 - E. *Blazer Books* – Yvonne LeRoy-Landers
- The updated due date is now on the website.

G. University Wide Committees

- A. *Academic Scheduling/Procedures* – Bobby Flowers – No report
 - B. *Editorial Board for the Alumni Voice* – Yvonne LeRoy-Landers – No report
 - C. *Environmental Issues (EIC)* – Bobby Flowers
 - D. *Space & Facilities Advisory Committee* – Richard Hammond
- An online vote was held to transfer the small conference room across from HR to Financial Aid to use for office space. The transfer was approved.
- E. *Institutional Planning* – Sherri Adams – No report
 - F. *Parking Appeals* – Ron Butler
- In November, the number of appeals upheld was 111. The number dismissed was 75.
- G. *PBC* – Richard Hammond/Zach Crapa
- The committee went through the 5 year plan.
- H. *President's Climate Commitment* – Shirley McClain – No report
 - I. *Sodexo Dining Dish* – Leighia Hammond
- Dining Dish is trying to get more people involved in the committee. The committee hopes to pair with different groups on campus to do a variety of events and functions; for example, teaming with the Wellness Committee to do something "heart healthy." Peggy Moch suggested contacting the EIC about a recycling effort of some kind. There were other suggestions about teaming with the SRC and Housing.
- J. *USG Staff Council* – Bobby Flowers
- As part of the move toward getting formal recognition by the BOR, Dr. Schloss endorsed USG Staff Council bylaws as written.
- K. *Wellness* – Jessica Klotz/Lisa Copeland
 - L. *Parking and Transportation Policy Committee* – Bobby Flowers/Jessica Klotz
- The committee will reconvene in January. They are working to get all their data together.

H. Unfinished Business

I. New Business

J. Other Business

K. Adjournment

The meeting adjourned at 9:32 AM.