

COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday, November 9, 2010

A. Call to order

Chair Terence Sullivan called the meeting to order at 9:03 AM in the University Center Rose Room.

- 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, Bobby Flowers, Leighia Hammond, Brian Haugabrook, Jessica Klotz, Michael Knight, Regina Lee, Yvonne Landers, Peggy Moch*, Terence Sullivan, Rich Yokeley*, and Joan Dear. Guests in attendance were: Dr. Patrick Schloss (President), Traycee Martin (VP Finance) Dr. Jason Allard (Physics, Astronomy, Geosciences), and Kristina Cragg (SRA). The following members were absent: Sherri Adams (Proxy-Terence Sullivan), Carolyn Glock, Richard Hammond (Proxy – Leighia Hammond), Judy Hart, and Shirley McClain. **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. Jason Allard reviewed the changes in the EIC outdoor lighting policy.
 - B. Dr. Kristina Cragg reviewed the Policies Process and explained that the purpose of the Policy on Policies is to ensure that all policies are in writing and codified on the VSU website. Dr. Cragg's PowerPoint presentation is attached to these minutes.
 - C. Brian Haugabrook and Shenica Lamb presented a draft of the COSA Public Forum where staff can ask questions and express concerns and get responses from COSA representatives. All submissions would have to be approved and edited before being published on the website. Public Relations Committee will bring this up as a business item at the next meeting.
 - D. President's Comments – No report
 - E. The new VP of Finance and Administration, Sue Mitchell, was not on campus and unable to attend the COSA meeting this time.
- D. Approval of the **Minutes of October 12, 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 - \$1752.99; Discretionary - \$4393.59; Retirement Walkway – \$13,467.57. 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
Dr. Craff and Dr. Schloss presented the Master Plan Addendum. Dr. Moch reminded faculty to do what they can to thank their staff in their areas during Staff Appreciation Week.
 - ii. President's Cabinet
The hiring process for Dean of the Graduate School is wrapping up. Dr. L. Wayne Plumly has been hired as permanent Dean of the College of Business. The Provost search is in process and the first candidate is on campus now. The VP of Finance and Administration search is fully completed and Sue Mitchell has been hired to fill that position. The application deadline for the Librarian search as October 29 and the hope is to hire by January 1, 2011. Dr. Schloss added that the search has been extended because the pool of qualified applicants was too small. Dr. Allard presented the lighting policy. The naming of buildings was discussed. Dining Services contract is up in March and several firms have expressed interest and have sent in bids.
 - iii. Executive Committee/President Lunch Meeting – no report
- C. Goal Monitor Report – Sherri Adams – no report
- D. Publicity Report – Ron Butler
The COSA table at the Wellness Fair was a good idea. In the future, we should have a drawing for a door prize to get more people to the table. Suggestions left in the suggestion/question box included getting COSA agendas out 3-4 days in advance of meetings so people know what is planned. There was

discussion about the Executive meeting being too close to the regular meeting to get the agenda out early enough. Dr. Schloss suggested we look at the Faculty Senate's scheduling and standards for putting policies into place. Terence will get together with Peggy Moch to review Faculty Senate procedures and plan to get them in place by July 1, 2011.

F. Committee Reports

A. *Membership Committee* – Chair (Terence Sullivan)

i. Employee of the Semester – Denise Bogart

November 2 is the deadline for submissions. The submissions will be sent out for committee review. Nominees will be posted on the website.

ii. Elections – Brian Haugabrook

Sherri Adams cannot continue as Goal Monitor. The floor was opened for nominees for this position. We will hold the election at the next meeting or Terence will appoint a new Goal Monitor to fill the position until the next election cycle if there are not at least two nominees to hold an election.

B. *Welfare Committee* – Chair Elect (Yvonne Landers)

i. Retirement Walkway & Recognition – Bobby Flowers

November 15 is the deadline for design proposals. The committee is looking at the future of the walk way, what will happen to funds, etc. As soon as the issues have been examined, Bobby will present the information to COSA. The date for the luncheon will also be set soon.

1. Retirement Association – Judy Hart No report

ii. COSA on the Move – Yvonne LeRoy-Landers

Chicken dinner money must be turned in by 5 PM Wednesday, November 10. The Bruster's coupons are on order.

iii. Benevolence – Sue Bailey

Four deaths were reported.

C. *Policy Committee* – Parliamentarian (Heidi Coggins)

Heidi reviewed some of the changes that will be necessary per Robert's Rules of Order in order to get COSA into compliance. Recommendations were noted for restructuring committees, the agenda, and procedures. Policy Committee meetings are held the third Tuesday of each month at 10 AM in the meeting room across from HR. All are welcome to attend and add their input. A suggestion was made to include a brief presentation on COSA at each new staff orientation.

D. *Staff Appreciation Week Committee* – Chair Elect (Yvonne LeRoy-Landers)

Tuesday, November 16 is student day to appreciate staff in all VSU offices. Wednesday, November 17, local restaurants will offer 20-25% staff discount for lunch to anyone with a valid employee ID. Moe's and Tropical Smoothie will give their discount the whole week. Sodexo will charge \$4.50 all week at Palm's Dining.

E. *Blazer Books* – Yvonne LeRoy-Landers

The form is up on the website with new due date.

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

Bobby reported that they are looking at doing the recycling and saving electricity contests again. There was also discussion about the proposed biomass plant in Valdosta.

D. *Facilities Advisory Committee* – Richard Hammond – No report

E. *Institutional Planning* – Sherri Adams – No report

F. *Parking Appeals* – Ron Butler

In October there were 2564 tickets written. The total number of appeals Upheld – 205; Dismissed – 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 with other groups to do projects and not just provide food. Events include: donate 6 cans of food and receive a free meal; discounted lunches for Staff Appreciation Week; management team goes to the soup kitchen to serve and Sodexo provides the food; dollar for heart donations (half goes to the Blazer Pantry and half to Second Harvest.)

J. *USG Staff Council* – Bobby Flowers

The state Staff Council meeting was held at Georgia Southwestern. The process of trying to get BOR recognition has begun. The first step is to get the bylaws into place and get the 35 institutional presidents to endorse them. Terence and Yvonne have a meeting with Dr. Schloss next week. One of the challenges is that not all 35 institutions have a staff council so there is work being done to increase the number of staff councils on campuses. There have been important changes to TAP. First, the BOR approved an increase in academic credit hours from 8 to 9 per semester. Second, TAP recipients can register 3 days before classes begin (VSU has already been doing this.) Health Care changes were also discussed.

K. *Wellness* – Jessica Klotz/Lisa Copeland

Attendance at the Health Fair was excellent – the most ever in the history of the event. The Great American Smoke Out is the next event scheduled to begin on November 18.

L. *Parking and Transportation Policy Committee* – Bobby Flowers/Jessica Klotz

So far the committee is working on absorbing data, looking at available spaces, etc. It may take several more meetings to digest the information and determine what recommendations to make. This committee is advisory only and not a complaint board.

H. Unfinished Business

- A. Terence showed the various styles of shirts Richard Hammond thought COSA representatives might like. COSA representatives would pay for their own shirts. A number of representatives said they'd be interested in purchasing a COSA shirt. Terence will work with Richard to look into it further.

I. New Business

A. *Fundraising Cookbooks*

Yvonne suggested doing a VSU Cookbook Fundraiser for staff scholarships. The idea was discussed and it was decided that staff should be surveyed to see if there is interest and a cost analysis should be done. It was also suggested that COSA could do all the work to get the cookbook created and ask John Crawford to do the printing through the Foundation.

- B. National Crime Prevention Seminar will be on Thursday, November 11 from 7 – 8 PM in the Magnolia Room.

J. Other Business

K. Adjournment

The meeting adjourned at 11:10 AM.