

COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday, October 12, 2010

A. Call to order

Chair Elect Yvonne Landers called the meeting to order at 9:05 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, Carolyn Glock, Judy Hart, Jessica Klotz, Michael Knight, Regina Lee, Yvonne Landers, Shirley McClain, Peggy Moch*, Terence Sullivan, and Joan Dear. Guests in attendance were: Dr. Patrick Schloss (President), Traycee Martin (VP Finance) Dr. Philip Gunter (VP/Provost Academic Affairs), and Kristina Cragg (SRA). The following members were absent: Sherri Adams, Bobby Flowers (Proxy – Michael Knight), Leighia Hammond (Proxy – Sue Bailey), Richard Hammond (Excused), Brian Haugabrook (Excused), Terence Sullivan (Proxy – Yvonne Landers), 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. Schloss discussed details of the Master Plan Addendum including plans to accommodate the projected increases in enrollment over the next 5 years and the impediments to growth that must be addressed as our student and faculty populations continue to increase. He cited approved projects such as the addition to the Bailey Science Center and the new Health Sciences building. He also described proposed projects including new buildings and additions/renovations to existing buildings.
- B. The Policies Process report was postponed until November.
- D. Approval of the **Minutes of September 14, 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
FY2011 State Allocation - \$1752.99; Discretionary - \$4393.59; Retirement Walkway – \$13,467.57; Blazer Books - \$810.00 (\$500 expenditure on awards).
- B. Report from the Chair – Terence Sullivan
- i. Faculty Senate – No report
 - 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 – No report

F. Committee Reports

- A. *Membership Committee* – Chair (Terence Sullivan)
- i. Employee of the Semester – Denise Bogart
Everything is moving along smoothly.
 - ii. Elections – Brian Haugabrook – No report
- B. *Welfare Committee* – Chair Elect (Yvonne Landers)
- i. Retirement Walkway & Recognition – Bobby Flowers
 1. Requests for proposals have been sent out for a monument to retirees to be placed in the vicinity of Odum Library/Nevins Hall.
 1. Retirement Association – Judy Hart
 - a. First meeting will be on October 27.
 - ii. COSA on the Move – Yvonne LeRoy-Landers
Distribution of chicken dinners will be during lunch on Thursday, November 11. Tickets will be available shortly. Bruster's coupons will also be available
 - iii. Benevolence – Sue Bailey
Two deaths were reported (Mary Jo Mitchell and Sandra Denson.)
- C. *Policy Committee* – Parliamentarian (Heidi Coggins)

- i. A meeting is scheduled for October 19th to discuss a number of policy-related topics including updating the bylaws, defining proxy, reviewing the rules of quorum ,documentation of committee meetings.

- D. *Staff Appreciation Week Committee* – Chair Elect (Yvonne LeRoy-Landers)
The Restaurants sub-committee is working on getting restaurants on board.
- E. *Blazer Books* – Yvonne LeRoy-Landers – No report

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 – No report
- D. *Facilities Advisory Committee* – Richard Hammond – No report
- E. *Institutional Planning* – Sherri Adams – No report
- F. *Parking Appeals* – Ron Butler
In September there were 3103 tickets written. The total number of appeals Upheld – 205; Dismissed – 75.
- G. *PBC* – Richard Hammond/Zach Crapa – No report
- H. *President’s Climate Commitment* – Shirley McClain – No report
- I. *Sodexo Dining Dish* – Leighia Hammond
 - i. The Ramen Noodle Cook-off is an upcoming event. The Dining Dish Committee also wants to pair up with different groups to do more than food/eating events; for example, a pumpkin carving demonstration. It was also suggested that in the future for Staff Appreciation Week we try to get the retail places on campus involved in giving discounts.
- J. *USG Staff Council* – Bobby Flowers – No report
- K. *Wellness* – Jessica Klotz/Lisa Copeland
Jessica Klotz reported we’ve been asked to have a COSA table at the Wellness Fair. This is a good opportunity to make COSA more visible to staff and let them know who their representatives are. Lisa Copeland reminded everyone about Denim Day on October 14th.
- L. *Parking and Transportation Policy Committee* – Bobby Flowers/Jessica Klotz
 - i. Jessica reported she has not been receiving emails about meetings from the P&T Policy Committee.

H. Unfinished Business

I. New Business

- A. Denise Bogart asked that we get the word out to all departments about the motivation speaker, Eddie Williams, whose presentation will be on how to overcome being overwhelmed and do more with less and do it faster and better. Date is Tuesday, October 19 from 11:30 – 12:45. Bring your lunch.

J. Other Business

K. Adjournment

The meeting adjourned at 10:48 AM.