



COUNCIL ON STAFF AFFAIRS

Minutes of Tuesday, April 12, 2011

A. Call to order

Chair Terence Sullivan called the meeting to order at 9:06 AM in the UC Cypress Room.

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

Members present: Beverly Amiot, Sue Bailey, Ron Butler, Heidi Cox, Lisa Copeland, Bobby Flowers, Brian Haugabrook, Richard Hammond, Jessica Klotz, Regina Lee, Yvonne Landers, Michael Knight, Shirley McClain, Peggy Moch*, Terence Sullivan, and Joan Dear. Guests in attendance were: Dr. Philip Gunter (Provost), Sue Mitchell (VP Finance & Admin), Russell Mast (VP Student Affairs), John Crawford (VP Advancement), Thressea Boyd (Communications Unit), and Jan Fackler (Budget Services.) The following members were absent: Sherri Adams (Proxy-Reagan Robinson), Denise Bogart, Carolyn Glock, Leighia Hammond (Proxy-Richard Hammond), Judy Hart, Helen Burkett*, 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. President's Comments

B. Dr. Gunter reviewed the Strategic Focus planning process, changes, and revisions. He asked that COSA representatives review the document and offer their input to be sent to Dr. Gunter.

D. Approval of the Minutes of March 8, 2011 meeting of the Council on Staff Affairs

A motion was made and seconded to approve and the floor was opened for discussion. There being no further discussion, a vote was taken to approve the minutes. The minutes were approved unanimously as written.

E. Officer's Reports

A. Treasurer's Report – Yvonne Landers for Leighia Hammond

As of March 31, 2011, State allocation - 1723.50; Discretionary Account – 7542.00; Retirement Walkway Account – 12,519.24; Blazer Books Account – 2300.00. There was a motion and a second to accept the treasurer's report as written. The treasurer's report was approved unanimously.

B. Report from the Chair – Terence Sullivan

i. Faculty Senate – Dr. Peggy Moch

The new Executive Secretary elected to Faculty Senate is Dr. Tracy Meyers. The Academic Committee business was reviewed. Dr. Moch directed everyone to the Faculty Senate website to review the minutes of the last meeting in their entirety.

ii. President's Cabinet – Dr. Peggy Moch

The Strategic Plan and Valdosta State scholarships were discussed.

C. Goal Monitor Report – Jessica Klotz

Communication was a major goal for this year and COSA has been doing a good job.

D. Publicity Report – Ron Butler

VSU Connection COSA Spotlights are going well. The Retirement Luncheon will be announced. Work is being done on the design for the COSA shirts and they should be ready in time for graduation.

F. Committee Reports

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

i. Employee of the Semester – Denise Bogart

Preparations for the next EOS awards are underway. The deadline for nominations is next week.

ii. Elections – Brian Haugabrook

There are three Finance and Administration positions open and one position in Academic Affairs. Brian will email in 1-2 weeks about the voting locations. Terence opened the floor for nominations for Chair Elect. Heidi Cox was nominated. No other nominations were made at this time. The election will be held at the May meeting.

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

i. Retirement Walkway & Recognition – Bobby Flowers

The Retirement Luncheon is scheduled for April 26. Tickets are ready and are \$12.00 per person. The funds will go to a scholarship. Plans are for the Retiree Tribute design to be unveiled. The PBC approved the funds for the tribute project. John Crawford read a white paper prepared to summarize the process that this project has gone through. There was some discussion and concerns were expressed regarding the funding of the project. Yvonne Landers stated that we embrace the idea but this meeting is not the time to make any decisions. Further discussion is needed in order to make the right decision regarding the tribute project. A decision will need to be made fairly quickly so that the PBC can reallocate the funds if necessary. All but \$14K to the architect would be returned. The issue was referred to the Retirement Committee with plans to meet Thursday night to decide what to do regarding the allocated funds.

a. Retirement Association – Judy Hart – No report

ii. COSA on the Move – Yvonne LeRoy-Landers – No report

iii. Benevolence – Sue Bailey – No report

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

A motion was made to accept the bylaws as revised by the Policy Committee. The motion was seconded and carried unanimously. Heidi reviewed a draft of the beginning revisions of COSA's procedures and how they will be aligned with the bylaws.

D. *Staff Appreciation Week Committee* – Chair Elect (Yvonne LeRoy-Landers) – No report

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

The students' energy conservation contest is going on now. The recycling contest recently concluded.

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

E. *Institutional Planning* – Terence Sullivan for Sherri Adams

Academic Leave Policy – methods for deciding the number of academic leave hours for each college was discussed. A recommendation was made for two at-large leaves for exceptional proposals.

F. *Parking Appeals* – Ron Butler

In March, 2629 citations were written. Appeals upheld - 192. Dismissed - 123. See attached handout.

G. *PBC* – Richard Hammond/Heidi Cox

The PBC met on March 25. Some of the topics discussed include graduate tuition rates, graduate assistant pool reductions, a motion to approve FY12 MRR, Strategic Focus proposals and renewals were vetted. At the next meeting, proposals will be ranked.

H. *President's Climate Commitment* – Shirley McClain – No report

I. *Sodexo Dining Dish* – Leighia Hammond

Etiquette Dinner – April 20; Soup Kitchen – April 21; Cram Jam – May 4 (need volunteers to serve students from 10:30 PM – 12 AM.)

J. *USG Staff Council* – Terence Sullivan

A meeting is scheduled for May 23 in Columbus.

K. *Wellness* – Jessica Klotz/Lisa Copeland

The Health and Wellness Fair was a success. The Walking Contest ends May 2.

L. *Parking and Transportation Policy Committee* – Bobby Flowers/Jessica Klotz – No report

H. Unfinished Business

I. New Business

J. Other Business

John Crawford asked if he should contact the architect to stop the work so no additional expenses will be incurred. It was suggested that we get Bill Filtz's recommendation. Dr. Gunter asked the record to reflect appreciation for Dr. Moch's participation and input with COSA as she leaves her Faculty Senate position.

K. Adjournment

The meeting adjourned at 11:12 AM.

Respectfully submitted,
Sue Bailey
COSA Secretary