



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday, February 8, 2011

A. Call to order

Chair Terence Sullivan called the meeting to order at 9:02 AM in the UC 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, Carolyn Glock, Leighia Hammond, Richard Hammond, Brian Haugabrook, Michael Knight, Regina Lee, Yvonne Landers, Shirley McClain, Peggy Moch*, Terence Sullivan, Rich Yokeley*, Helen Burkett*, and Joan Dear. Guests in attendance were: Dr. Philip Gunter (Provost), Sue Mitchell (VP Finance & Admin), Russell Mast (VP Student Affairs), Dr. Kristina Cragg (Strategic Research), and Laura Pitts (HR). The following members were absent: Sherri Adams, Bobby Flowers (Proxy-Michael Knight), Judy Hart, and Jessica Klotz (Proxy-Ron Butler.) **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

Dr. Gunter briefed those present on the following: Valdosta State University requested approval from the Board of Regents for an active duty military personnel student fee exception and BOR approved; work on the Health Sciences building is moving forward; there was a meeting with the architects about the addition to Bailey with recommendations for larger labs to accommodate more students; work continues to increase enrollments; two-year recruitment efforts are going well; everyone is still waiting to see what changes will occur with regard to HOPE.

D. Approval of the Minutes of January 11, 2010 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 – Leighia Hammond

For January 2011 - FY2011 State Allocation (no activity) - \$1732.99; Discretionary - \$5807.85; Retirement Walkway – \$13,544.24. 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

Terence reported that he and Yvonne Landers had met with Dr. Schloss to discuss how to streamline COSA so the organization can grow and become a stronger voice in the shared governance of VSU. We have the support of all VP's and this is integral to the policy task force that is in session to improve shared governance of COSA.

i. Faculty Senate – No report

ii. President's Cabinet – No report

C. Goal Monitor Report – Jessica Klotz - No report

D. Publicity Report – Ron Butler

We have started the COSA representative spotlights in the VSU Connection.

F. Committee Reports

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

- i. Employee of the Semester – Denise Bogart – No report
- ii. Elections – Brian Haugabrook
Still working on finding a replacement for Zach Crapa.
- B. *Welfare Committee* – Chair Elect (Yvonne Landers)
 - i. Retirement Walkway & Recognition – Bobby Flowers
The Retiree Tribute design is underway. The committee will be meeting with the designer in the next week or two. Brick orders are still being taken. The deadline date for brick orders will be announced soon. The Retiree Luncheon will be held April 26.
 - 1. Retirement Association – Judy Hart – No report
 - ii. COSA on the Move – Yvonne LeRoy-Landers
 - 1. Yvonne has volunteers to begin work on the cookbook and information will be available soon about how to contribute recipes.
 - 2. Yvonne is working on getting volunteers and donations for the Migrant Clinic, June 17 – 24. If you want to volunteer or make donations of food and clothing, please email ybleroylanders@valdosta.edu. There will be more information available soon about how to get involved.
 - iii. Benevolence – Sue Bailey
One death reported.
- C. *Policy Committee* – Parliamentarian (Heidi Cox)
The results of the Survey Vote showed in a vote of 68.8% of the COSA membership, 89% voted in favor of the motion to make changes to the VSU Statutes and COSA bylaws in order to improve COSA's efficiency and effectiveness in promoting the welfare of University staff. (See attached documents.) Based on the Survey Vote, the COSA Chair is recommending the VSU Statute change. The Policy Committee is now able to move forward to revise and update COSA's bylaws, policies and procedures. Final recommendations of revisions will be made at the April 2011 COSA meeting. Next Policy Committee meeting is Tuesday, February 15.
- D. *Staff Appreciation Week Committee* – Chair Elect (Yvonne LeRoy-Landers) – No report
- E. *Blazer Books* – Yvonne LeRoy-Landers
The new application deadline is February 21. Please encourage TAP participants to apply.

G. University Wide Committees

- A. *Academic Scheduling/Procedures* – Bobby Flowers – No report
- B. *Editorial Board for the Alumni Voice* – Yvonne LeRoy-Landers
Please email Kate Elliot with ideas for stories.
- C. *Environmental Issues (EIC)* – Bobby Flowers
There will be a meeting on Thursday, February 10 at 11 AM.
- D. *Space & Facilities Advisory Committee* – Richard Hammond – No report
- E. *Institutional Planning* – Sherri Adams – No report
- F. *Parking Appeals* – Ron Butler
In January, 2443 citations were written. Appeals upheld - 89. Dismissed - 41.
- G. *PBC* – Richard Hammond/Heidi Cox
The committee continues to examine the projected budget cuts for the remainder of FY11 and FY12.
- H. *President's Climate Commitment* – Shirley McClain – No report
- I. *Sodexo Dining Dish* – Leighia Hammond
Rich Yokeley described the following initiatives Sodexo is engaged in: In cooperation with VSU Horticulture department, Sodexo has begun composting kitchen waste; Tuesday Tastings of special promotional items around campus; Employee discount day at Palm's on February 11; a chocolate fountain and chocolate covered strawberries for Valentine's Day; Etiquette Dinner and dress for success fashion show for graduating seniors at no cost to the students.
- J. *USG Staff Council* – Terence Sullivan
There will be a meeting in Macon on March 3. If you are interested in attending, see Terence Sullivan.
- K. *Wellness* – Jessica Klotz/Lisa Copeland
The new Walking Contest begins February 14. It is \$8.00 to enter. All finishers will be entered in a drawing for a cruise and other items.

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

H. **Unfinished Business**

I. **New Business**

J. **Other Business**

K. **Adjournment**

The meeting adjourned at 9:44 AM.

Respectfully submitted,
Sue Bailey
COSA Secretary