



COUNCIL ON STAFF AFFAIRS

Minutes of Tuesday, March 8, 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, Denise Bogart, Ron Butler, Heidi Cox, Lisa Copeland, Bobby Flowers, Carolyn Glock, Brian Haugabrook, Jessica Klotz, Regina Lee, Yvonne Landers, Shirley McClain, Peggy Moch*, Terence Sullivan, 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 Will Fricks (Red Cross.) The following members were absent: Sherri Adams, Leighia Hammond (excused), Richard Hammond (excused), Judy Hart, Michael Knight, 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

Dr. Gunter briefed those present on the following: The Strategic Planning initiative is moving forward. Initial reports from all committees are in. Plans for the Retirement Tribute are moving forward. When Bailey Science Center renovation begins, the retiree bricks will be moved and held in perpetuity until the Tribute is in place.

B. Heidi Cox, Melinda Cutchens, and Gary Kuhlmann gave a presentation on the new Skilled Trade Internship Program with Plant Operations. The program will bring in students to VSU from technical schools to gain practical experience in their chosen occupations. Benefits to VSU include increased efficiency and money savings.

C. Sue Mitchell discussed the new dining contract with Chartswell. The construction at Brookwood has been pushed back one year. There was a change in the plans to renovate the UC North and not demolish it.

D. Will Fricks from the Red Cross thanked VSU for its support of the organization and talked about the June Faculty and Staff Blood Drive scheduled for June 28, 12:30 – 5:30 p.m. It will be held in the Student Union Ballroom. Online registration is available. Platelets can be donated at the donor center on Bemiss Road. Bobby Flowers suggested COSA help promote the drive by doing a big publicity campaign of some kind.

D. Approval of the Minutes of February 8, 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 – Yvonne Landers for Leighia Hammond

Yvonne asked for encumbrances for year end from each of the committees. For February, the Fund 10 estimated balance pending activities is \$1,732.99; the Discretionary account balance after pending activities is \$7,239.94; Retirement Walkway account after pending activities is \$12,546.74; the Blazer Books account after pending activities is \$330.00. 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

The Academic Committee approved a number of new courses. The Institutional Planning Committee proposed revisions to the academic leave policy. No decision was made and discussion will continue. The Honors Program was approved to become Honors College. VSU Web Editorial Board had questions about incorporating social media such as FaceBook and other non-institutional web programs. The Environmental Issues Committee presented the outdoor lighting policy changes and they were approved by Faculty Senate. VSU will no longer have a 30 year limitation policy on courses. Policies to limit courses will be left up to each department. A policy to restrict giving extra credit to students for completing SOIs was proposed. The issue has been remanded to the Educational Policies Committee for further discussion.

ii. President's Cabinet

Changes to HOPE are coming but it is still not known what those changes will be. The change in Dining Services contract, funding for Health Sciences, and the new Skilled Trade Internship program were discussed. Dr. Cragg's call center program targeting students who have not completed their applications was discussed. The program has been very successful so far. Volunteers are welcome to man the phones. COSA will help support the effort.

C. Goal Monitor Report – Jessica Klotz

Jessica gave a review of the goals from 2009 and 2010. To streamline communication and avoid duplication of messages, COSA will use the one Staff listserv rather than breaking the distribution lists down into divisions. Also, there was some discussion about ensuring the website is up-to-date, including posting of minutes.

D. Publicity Report – Ron Butler

The Publicity Committee has tentatively designated the third Thursday of each month as its regular meeting date. Work is being done on the website to update it and give it a fresh look. VSU Connections is continuing to highlight COSA representatives. Please place your shirt orders. If any committees need to publicize, let Ron Butler know so he can publicize everything uniformly.

F. Committee Reports

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

i. Employee of the Semester – Denise Bogart – No report

ii. Elections – Brian Haugabrook

Beverly Amiot was welcomed as Finance and Admin rep to finish Zach Crapa's term. The election site is ready. Nominee forms will be sent out to Academic Affairs and Finance/Admin and will also be available on the website. April 11 will be the deadline for nominations. Online elections can be extended. Stations will be set up at the UC, Palms, and Plant. Will need volunteers to man the tables.

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

i. Retirement Walkway & Recognition – Bobby Flowers

The name change and how funds will be handled was discussed. The tribute design has been approved. Bobby will try to have the plans available at the next COSA meeting. The location will be between Nevins Hall and Odum Library. It will be granite and names will be engraved on it. At today's 3 PM meeting the Luncheon Committee will make final plans.

1. Retirement Association – Judy Hart – No report

ii. COSA on the Move – Yvonne LeRoy-Landers

Emails have gone out asking for recipes for the cookbook and quite a few have already been received. Some Bruster coupon books have been sold. Yvonne will get some tentative dates for COSA reps to volunteer as a group to work at the call center. Volunteers for graduation will also be needed.

iii. Benevolence – Sue Bailey – No report

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

The final draft of the revised bylaws was presented. See attachment. Reps should review and make comments. We will take a vote to approve at the April meeting.

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

E. *Blazer Books* – Yvonne LeRoy-Landers

Deadline for applications extended from March 11 to March 21. There was discussion about COSA sponsoring the cost of VSU employees taking their GEDs at \$19 per test and 5 exams per person. Questions were raised about the existence of policies regarding giving awards to take these exams, limits on the number of award recipients, fundraising to ensure funds are available for future awards, and the establishment of guidelines for applicants. It was decided the Blazer Books Committee should meet to discuss the issues begin to develop a GED award program.

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
Energy contests for students continue. Campus Beautification is involved in tree planting.
- D. *Space & Facilities Advisory Committee* – Richard Hammond – No report
- E. *Institutional Planning* – Terence Sullivan for Sherri Adams
Faculty leave policy has been remanded to the Institutional Planning Committee.
- F. *Parking Appeals* – Ron Butler
In February 3078 citations were written. Appeals upheld - 116. Dismissed - 122. See attached. There has been a policy change – the committee has stopped dismissing citations for first timers.
- G. *PBC* – Richard Hammond/Heidi Cox – No report
- H. *President's Climate Commitment* – Shirley McClain – No report
- I. *Sodexo Dining Dish* – Leighia Hammond
Dining Dish will meet Friday, March 11 at 10 AM. The committee will work to have open communication with the new Dining Services vendor. Chartswell welcomes input and feedback from the entire VSU community.
- J. *USG Staff Council* – Terence Sullivan
Ron Butler, Yvonne Landers, and Terence Sullivan attended the statewide meeting on March 3. The Council is moving forward with getting recognition from the state. State bylaws have been updated, approved, and sent out to institutions that are members. Sixteen of 19 presidents approved, but need 100% endorsement. A Nominating Committee is being formed to solicit nominations for officers for USG Staff Council. The statewide conference is scheduled for October 5 & 6 at UGA. There may be registration scholarships available.
- K. *Wellness* – Jessica Klotz/Lisa Copeland
Thursday, March 10, 10 AM – 2 PM is the Safe Spring Break Health Fair in the SU Ballroom.
- L. *Parking and Transportation Policy Committee* – Bobby Flowers/Jessica Klotz
There has been no communication about the current status of this committee. The last report was that the committee was compiling data.

H. Unfinished Business

I. New Business

J. Other Business

K. Adjournment

The meeting adjourned at 10:35 AM.

Respectfully submitted,
Sue Bailey
COSA Secretary