



## **COUNCIL ON STAFF AFFAIRS**

### **Minutes of Tuesday, March 18, 2014**

#### **1) Call to order**

a) Chair Regina Lee called the meeting to order at 9:02 AM in the UC Cypress Room.

#### **2) Roll call:** All representatives must sign/initial the attendance roster to be counted as present.

a) Members present: Beverly Amiot, Sue Bailey, Lauren Braun, Pepper Croft, Donnell Davis Jr., Joan Dear, Veronica Graham, Sandra Griffin, Brandy Grucella, Shanika Hezekiah, Jessica Klotz, Jonathan Klotz, Michael Knight, Regina Lee, Marlene Marlow, Laura Pitts, Keith Warburg, Courtney Wilkes, and Angela Uyeno. Guests were: Michael Black (Academic Affairs), Dennis Marks (VSU Retiree Association), and Gwen Manning (Financial Aid). The following members were absent: Denise Bogart\*, Ron Butler (Proxy-Sue Bailey), Derrick Carter, Sabrina Daniels (Proxy-Veronica Graham), Bobby Flowers (Proxy-Michael Knight), Pete Harkness\*, Bob Lee\*, Terence Sullivan, and Ed Walker\*. **Please send a proxy if you cannot attend a meeting.**

#### **3) SPECIAL ORDER OF THE DAY**

a) Dr. Dennis Marks and Dr. Michael Black gave a Retirement Committee update. The Retiree Luncheon will be held Tuesday, April 22 in the Magnolia Room. Dr. Black is working on the logistics of the luncheon and requested a COSA rep to be on the Retiree Luncheon Committee. The time commitment is nominal now because everything has already been taken care of; even for next year the time commitment will be small. Regina Lee will speak at the luncheon, bringing greetings from COSA and also help at the event. Dr. Marks shared a brief history and current state of the Retiree Walkway. He stated that it is a COSA project and a champion is needed. It was recommended that Bobby Flowers work with them as he has expressed interest and is very familiar with the project. The Retiree Association meets the 4<sup>th</sup> Tuesday of each month. Joan Dear has volunteered to attend as COSA is entitled to a position on the committee and this will increase collaboration between the two groups. Brick sales and payments were discussed. The long term goal had been to raise enough money to ensure everyone gets a brick at no cost upon retirement. Regina and Shanika will look into the money in the Retirement Walkway account and what it should be used for. A suggestion was made to provide free bricks to employees with 30+ years of service as an example.

#### **4) Approval of the Minutes of February 18, 2014 meeting of the Council on Staff Affairs**

a) A motion was made and seconded to approve the minutes of February 18, 2014. They were approved unanimously.

#### **5) Treasurer's Report – Shanika Hezekiah**

a) State allocation - \$694.21; Discretionary - \$3,531.41; Blazer Books - \$979.00; Retirement Walkway - \$12,855.72.

#### **6) Communication with Administration**

a) Report from the Chair – Regina Lee

- 1) Regina thanked everyone for their participation in Employee Appreciation Day. The event was overall a success. Some suggestions for the future included considering the timing of the event as it was right before Spring Break which may impact some employees, particularly faculty, who would like to attend the event but are going out of town; make vegetarian options available.

#### **7) Staff Attendance and Participation**

- 1) Elections for COSA - Volunteers are needed to fill the Executive Committee Goal Monitor and Parliamentarian positions. Jessica Klotz suggested combining them to be one position as the duties overlap quite a bit. Regina Lee stated the suggestion would be discussed and decided on at the next Executive Committee meeting.

#### **8) Employee Morale**

- a. Employee Appreciation: See Report from Chair above.

- b. Wild Adventure Day - Emails will be sent out in about a week announcing the event. Date is May 31. Lunch will be a "Southern Feast;" the time for lunch will be announced. All VSU Employees get in free and lunch is free for employees. Family members with a pass - lunch is \$13.90 per person. Family members without a pass get in for ½ price ticket plus lunch fee. Parking is \$5.00. Registration is required and the deadline is April 7. Contact Laura Pitts for complete details. Laura stated that volunteers would be needed to help with registration and collecting payments. Dates, times, locations will be announced.

**9) Representation on Committees**

- a) Wellness - Work is still being done on the 90 Minute Release program which would give employees 90 minutes total per week to work out; maximum is 30 minutes per day for 3 days. Time cannot be saved or rolled over. Employees must work this out with supervisors. The program will be closely monitored and employees will lose the privilege if there is abuse. A wellness survey will go out that includes questions about interest in and use of the program.
- b) Faculty Senate - Pepper Croft - Dr. Noll's report on the safety initiative included: diversification of campus night patrol to increase comfort levels of students, staff, faculty; contracted with security company to provide unarmed security; more night patrol on North Campus; lighting needs to be increased in a number of areas; pedestrian crossings need to be improved for more safety; develop best practices guide; apps are being created to track when buses are coming or "call boxes"; Keith Warburg commented on the app development initiative and stated work is being done on a website on safety which will be informative, interactive, and social for students; new committee is being chaired by Ryan Hogan to address safety.

**10) New Business**

Lauren Braun announced the International Dinner. Blazer Books will be awarded at the next COSA meeting.

**11) Adjournment**

The meeting adjourned at 10:06 am.

Respectfully submitted,

Sue Bailey, COSA Secretary