



COUNCIL ON STAFF AFFAIRS

Minutes of Tuesday, June 16, 2015

1) Call to order

a) Chair Laura Pitts called the meeting to order at 9:01 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: Sue Bailey, Pepper Croft, Sabrina Daniels, Donnell Davis Jr., Joan Dear, Bobby Flowers, Chasity Gill, Veronica Graham, Shanika Hezekiah, Gwen Manning, Marlene Marlow, Laura Pitts, Terence Sullivan, Angela Uyeno, James Archibald*, Keith Warburg, and Courtney Wilkes. Guests were: Sterlin Sanders (IT), Yvonne Landers (HR), Elaine Darity (Campus Rec), Shantina Adams (Parking/Transp), Shannon Zapf (1Card), Reagan Robinson (SEO), Tiffany Soma (OITL), Ann Lacey (Retiree Assoc), Traycee Martin (VP F&A). The following members were absent: Beverly Amiot, Olivia Blakely (Proxy-Marlene Marlow), Denise Bogart*, Derrick Carter, Sandra Griffin (Proxy-Jessica Deal), Regina Lee. **Please send a proxy if you cannot attend a meeting.**

3) SPECIAL ORDER OF THE DAY

- a) Employee of the Semester Awards – Denise Bogart explained the purpose of Employee of the Semester and the criteria for nominations. Dr. McKinney expressed his thoughts about the importance of employees and all the do for VSU. Dr. McKinney presented the awards. Runners up are Beverly Porter and Kyle Culpepper. Winner is Adolphus Butler. Congratulations to the winners and nominees!
- b) Claire Bowen from the Red Cross spoke about the increased need for blood donations in summer months and the importance of donations all year round. The COSA sponsored blood drive is scheduled for Tuesday, June 23 from 12:30 -5:30 pm in Meeting Rooms 1A and 1B in the Student Union. You can made an appointment online and use the code word VSU – www.redcrossblood.org.

4) Approval of Minutes

a) A motion was made and seconded to approve the minutes of May 19, 2015. The votes were unanimous in favor of the motion.

5) Treasurer's Report

Shanika Hezekiah reported:

- | | |
|------------------|-------------|
| a) State | \$1,251.40 |
| b) Discretionary | \$860.99 |
| c) Books | \$ 24.60 |
| d) Retirement | \$13,746.31 |

The plaque for the Retirement Walkway is in but has not been installed. Discussion about doing an unveiling ceremony.

6) Communication with Administration

- a) Chartwells – Anthony Howard reported the ongoing specials. Hours of summer operation are posted on the website for the retail stores.
- b) Report from the Chair – Laura Pitts
- i) COSA Retreat - Laura reported that 21 reps attended. Many opportunities will be available for reps in the coming year to get involved. Becky Murphy and Tim Yorkey are analyzing the data from the retreat for a future report.
 - ii) The new Executive Committee was welcomed.
 - (1) Chair – Keith Warburg
 - (2) Past Chair – Laura Pitts
 - (3) Chair Elect – Donnell Davis Jr

- (4) Secretary – Sue Bailey
 - (5) Parliamentarian – Bobby Flowers
 - (6) Treasurer – Courtney Wilkes
 - (7) Publicity Chair – Veronica Graham
 - iii) Wild Adventures Day – approximately 100 employees participated which is about the same as last year. Several faculty took advantage of the event. A survey will be sent out to get feedback.
 - iv) Zaxby's Fundraiser – Date was changed to June 30. A rep asked where the money will go and it was explained that funds are raised and distributed currently to EOS and Blazer Books. It is not necessary for reps to be there but you are welcome to hang out to show support. No one has to mention VSU or COSA when ordering. 10% of all sales from 5 – 8 PM will go to COSA.
- 7) **Representation on Committees**
- i) VSU Chief of Police Search Committee – Sue Bailey reported that Ronald Seacrist has accepted the offer of the position. He will be onboard approximately July 20.
- 8) **New Business**
- i) There will be a fundraiser for Adolphus and Josie Butler whose house burned down and they lost all their belongings. Friday, June 19 there will be a chicken salad plate and dessert raffle for them. Volunteers needed to help on Friday – please arrive between 9:30 and 10 am. Donated items are also needed: blankets, clothing, dishes, furniture, etc.
 - ii) Laura Pitts, outgoing Chair, thanked the reps for the opportunity to serve COSA and VSU.
- 9) **Adjournment**

The meeting adjourned at 9:51 am.

Respectfully submitted,

Sue Bailey, COSA Secretary