



## **COUNCIL ON STAFF AFFAIRS**

### **Minutes of Tuesday, April 21, 2015**

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

a) Chair Laura Pitts called the meeting to order at 9:00 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, Olivia Blakely, Denise Bogart\*, Derrick Carter, Pepper Croft, Sabrina Daniels, Donnell Davis Jr., Joan Dear, Chasity Gill, Veronica Graham, Pete Harkness\*, Shanika Hezekiah, Gwen Manning, Marlene Marlow, Laura Pitts, Terence Sullivan, Angela Uyeno, Michael Noll\* and Keith Warburg. Guests were: Ernest Smith (HR) and Shantina Adams (Plant). The following members were absent: Bobby Flowers, Sandra Griffin (Proxy-Jessica Deal), Regina Lee, Bob Lee\*, and Courtney Wilkes. **Please send a proxy if you cannot attend a meeting.**

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

- a) Meredith Lancaster spoke to the group about the restructuring which puts Environmental and Occupational Safety under Public Safety. The goal of the department is to enhance everyone's safety. She talked about the kinds of training they do in areas such as forklift, chemicals, and blood borne pathogens to name a few. The department does hazard analysis, lab inspections, and manages 15 different EPA programs, occupational safety including ergonomics and much more. Emergency coordination is still housed with them, but that may change with the restructuring.
- b) Ernest Smith discussed the new Job Target software. Jobs will be posted automatically (staff and faculty) to a variety of venues to attract diverse candidates.

#### **4) Approval of the March 17, 2015 meeting of the Council on Staff Affairs**

a) A motion was made and seconded to approve the minutes of March 17, 2015 with corrections. The votes were unanimous in favor of the motion.

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

- |                  |             |
|------------------|-------------|
| a) State         | \$1,279.40  |
| b) Discretionary | \$831.29    |
| c) Books         | \$ 14.70    |
| d) Retirement    | \$13,454.29 |

Shanika also reported that bricks have not yet been ordered, but she will be ordering them soon. She also reported that the Kip Moore Ticket fundraiser was a break even venture.

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

- a) Chartwells – Pete reviewed reported that the retail specials are still going strong. BOGO at Chik Fil A will be continued into the summer. Please email Pete if you would like to volunteer to serve students during the Midnight Breakfast on May 5 from 10 pm – 12 am.
- b) Report from the Chair – Laura Pitts
- i) Graduation – Friday, May 8 there will be 2 programs and Saturday, May 9 there will be 3 programs. More volunteers are needed. Please email Laura if you can help at one or more of the ceremonies.
  - ii) Invitations have been mailed to new and past retirees for the April 30 Retiree Luncheon. The time is 11:30 am – 1:30 PM.
  - iii) Elections – Laura called for nominations from the floor to add to the list of nominees for open positions on COSA for FY15 – FY18 (July 1, 2015 – June 30, 2019). There were no nominations from the floor. The assembled representatives unanimously voted to appoint the nominees as listed. The number of nominees matched the number of open positions. See attached for list of nominees and positions filled.

- iv) Employee of the Semester Awards – will be held in June. Denise Bogart has sent out a call for nominations.
- v) Retiree Walkway Plaque – the plaque will cost approximately \$1500. A motion was made to pay for the plaque with money from the Retirement Walkway fund. The vote was unanimous in favor of the motion.
- vi) Keith Warburg discussed how to handle communications regarding the flag issue on campus. Faculty and staff are asked not to engage people in a discussion. Do not delete emails or voicemail unless there is profanity. Report any threats to VSUPD and the Communications office.
- vii) Wild Adventures Day – April 20 was the last day to sign up. Participants will be emailed to pick up tickets when they come in.

**7) Representation on Committees**

- a) VSU Chief of Police Search Committee – Sue Bailey reported that the committee has scheduled phone interviews with six candidates. Please check the website for updates on the search.

**8) New Business**

- a) Fundraising – Derrick Carter shared two ideas for fundraising for COSA.
  - i) Open Mike Night – could be held on 1<sup>st</sup> Friday. Open to faculty, staff, and students. Charge, for example, \$1.00. All proceeds would go to COSA. Could become an ongoing (monthly) event. Derrick would handle equipment, reserving facilities on campus, posters, etc. at no cost to COSA. There were some questions regarding proper use of the VSU logo on advertising, the best night to hold the event, and whether or not there is an oversight committee on campus regarding content of events. There was a lot of positive discussion and ideas for expanding the event over time were suggested. Derrick will work with Keith Warburg in Creative Design Services to ensure the approved logo is used on advertising. The group voted unanimously to give Open Mike Night a try for May 1.
  - ii) Zaxby's Fundraiser – the program does not require anyone to be at the restaurant to bus tables, hand out flyers, greet people, etc. Zaxby's sends flyers in advance to be used to advertise. Customers do not have to say they are there to support COSA or VSU. The way the program works is 10% of receipts between 5 & 8 PM on the designated night to go COSA. Derrick shared that he has done this fundraiser several times and it is always successful. It is helpful to promote the event on Facebook and other venues to spread the word. The group voted unanimously to give the Zaxby's fundraiser a try.  
Dates and other information on the Zaxby's fundraiser is forthcoming. Chasity shared that advertising is available on the VSU buses for a fee. Pepper Croft pointed out that COSA has not been advertising to students; COSA needs to include students in email announcements about events when appropriate.
- b) Beverly Amiot reported that there were not as many people at Relay for Life as in the past and she didn't see as many faculty and staff out there, but it was a blast. \$20,000 to \$22,000 was raised.

**9) Adjournment**

The meeting adjourned at 10:04 am.

Respectfully submitted,

Sue Bailey, COSA Secretary