



## **MINUTES OF THE COUNCIL ON STAFF AFFAIRS MEETING**

October 8, 2002

COSA Chair Shannon McGee called the meeting to order at 8:35 a.m. in the President's Dining Room of the Palms Dining Center. Members present: Melinda Cutchens, Sammy Dees, Carolyn Gaston, Jeff Grant, Mike Hamm, Rosalyn Hatcher, Lisa Hayes, Stanley Jones, Rebecca Kimbrough, Sue Lampert, Bob Lee, Shannon McGee, Mike McKinley, Kae Sinkule, Patrick Smith, Josie Stone, and Carolyn Wilson. Cody Guined represented the Student Government Association.

### **SPECIAL ORDER OF THE DAY:**

### **MINUTES:**

### **TREASURER'S REPORT:**

Sue Lampert presented a written report of the three COSA accounts.

- } Fund 10000 = \$1,451.17
- } Discretionary = \$2,022.04
- } Retirement Walkway = \$10,684.74

### **COMMITTEE REPORTS:**

- Elections: No report.
- Employee of the Semester Committee: Rebecca Kimbrough informed everyone that Employee of the Semester nomination forms for Fall 2002 will be mailed in November. The Employee of the Semester will be announced at the February 2003 COSA meeting.
- Policy: No report.
- Retirement Walkway-Employee Recognition Committee: Shannon mentioned Tommye Miller's request that COSA appoint a sub-committee to coordinate the 2003 retirement luncheon (to include planning the menu, the program, and all logistics). Shannon asked for volunteers for the sub-committee. Kae Sinkule, Josie Stone, Stanley Jones, Carolyn Gaston, and Bob Lee volunteered to coordinate the event.
- Staff Appreciation Day: Rebecca Kimbrough thanked COSA for another wonderful Staff Appreciation Day. She stated that she had received many positive comments about the event. She also informed the group that a meeting of the Staff Appreciation Day committee was scheduled for Thursday, October 10, 2002.

### **OTHER COMMITTEE REPORTS:**

- Academic Scheduling/Procedures: No report.
- Faculty Senate: Sue Lampert attended the Faculty Senate meeting in Shannon McGee's absence. She provided the COSA Representatives with a written summary of the meeting. The minutes of the Faculty Senate meeting may be viewed at <http://www.valdosta.edu/vsu/facsen/Minutes/>.
- Parking Appeals: No report.
- } Partners for Campus Excellence: Shannon McGee informed everyone that a list serve has been established for secretaries on campus. According to Becky Murphy, Training Administrator in the Division of Auxiliary Services, the need for the list serve was identified through discussions during the Partners for Campus Excellence training sessions. The purpose of the list serve is for secretaries to send and receive relevant university-related information by e-mail.
- Welfare Committee: Kae Sinkule provided an update regarding the recent COSA-On-The-Move meeting in Plant Operations. A copy of the minutes are attached.
- State Charitable Contributions Program: Bob Lee informed everyone that there was a kick-off breakfast on Friday, October 4<sup>th</sup>, for the captains of the State Charitable Contributions Program. Volunteers are needed for co-captain positions by October 15<sup>th</sup>. There will be a luncheon at the end of October for the co-captains. There will be forthcoming information regarding fundraisers for the program.

### **REPORT FROM THE CHAIR:**

Chair Shannon McGee reminded everyone that Dr. Zaccari's inauguration is scheduled for Friday, October 25<sup>th</sup>, at 3:00 p.m. in the P.E. Complex. She also stated that there are various events scheduled during the week of the inauguration, which include a Gallery Reception, Starlight Soiree, and a festival on the front lawn of West Hall. Information regarding the festivities during inauguration week may be viewed at <http://www.valdosta.edu/inauguration/>. Shannon will be speaking on behalf of COSA at the inauguration.

A copy of a letter from Dr. Zaccari dated July 15, 2002, which was originally sent to VSU Faculty, Staff, and Administrators, was distributed to the COSA Representatives. The letter encourages staff participation in COSA elections, emphasizes that staff give suggestions to their COSA Representatives, and request support for those employees participating in official COSA responsibilities.

Shannon stated that she will be sending all COSA Representatives a list via e-mail of the various committees for which they volunteered.

She reminded everyone that the dates of open enrollment for the University benefits programs will be from October 14<sup>th</sup> through November 14<sup>th</sup>. Anyone with questions regarding open enrollment should contact Human Resources at 333-5709.

Shannon informed everyone that Dr. Zaccari requested that eight COSA representatives attend a reception for Chancellor Thomas C. Meredith on Wednesday, October 9<sup>th</sup>. The eight

individuals will meet with the Chancellor as a group and discuss issues regarding Valdosta State University.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None.

**OTHER BUSINESS:**

- Shannon McGee informed everyone that she received a letter from Jim Black, Interim Vice President for Business and Finance, extending his appreciation to COSA for a successful Staff Appreciation Day.

**ADJOURNMENT**

The meeting adjourned at 9:10 a.m.

Respectfully submitted:

Melinda Cutchens, Secretary, Council on Staff Affairs

Attachment:

Minutes: Cosa-On-The-Move