



MINUTES OF THE COUNCIL ON STAFF AFFAIRS MEETING
February 11, 2003

COSA Chair Shannon McGee called the meeting to order at 8:30 a.m. in the President's Dining Room of the Palms Dining Center. Members present: Sharon Butcher, Melinda Cutchens, Sammy Dees, Jeff Giles, Jeff Grant, Inman Grimsley, Mike Hamm, Rosalyn Hatcher, Lisa Hayes, Stanley Jones, Rebecca Kimbrough, Sue Lampert, Bob Lee, Shannon McGee, Mike McKinley, Kae Sinkule, Patrick Smith, Trisha Taylor and Carolyn Wilson. Guests in attendance were Dr. Kurt Keppler - Vice President for Student Affairs, Blanche Thomas - College of Education (Dean's Office), Debra Ryals - College of Education (Dean's Office), Mary Jane Keene - Center for Teaching and Learning/Faculty Development, Ronald Butler - Central Warehouse, Lena Collins - Central Warehouse, Buzzy Wynne - Central Warehouse, Ted Davis - Campus Mail, Ben McCranie - Plant Operations, and Carrie Stanley - Spectator.

SPECIAL ORDER OF THE DAY:

Dr. Kurt Keppler, Vice President for Student Affairs and Chair-Elect Rebecca Kimbrough announced the five nominees for Employee of the Semester (Fall 2002). The nominees were Blanche Thomas (College of Education Dean's Office), Mary Jane Keene (Center for Teaching and Learning/Faculty Development), Ronald Butler (Central Warehouse), Ted Davis (Campus Mail), and Ben McCranie (Plant Operations). Dr. Keppler announced that Ronald Butler was the Employee of the Semester for Fall 2002 and presented him with a certificate of appreciation, a check for \$100.00, and a special parking permit. Ronald Butler's name has also been placed on the Employee of the Semester plaque that is located in the President's Office. Blanche Thomas, Mary Jane Keene, Ted Davis, and Ben McCranie each received a certificate of appreciation and a free lunch donated by one of the following businesses: The Loop and Ryan's.

MINUTES:

Bob Lee made a motion to approve the minutes of the previous COSA meeting as they were submitted. Mike Hamm seconded the motion.

TREASURER'S REPORT:

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

- } Fund 10000 = \$1,057.17
- } Discretionary = \$1,194.33
- } Retirement Walkway = \$11,470.42

COMMITTEE REPORTS:

- Academic Scheduling/Procedures: Shannon McGee informed everyone that a meeting of this committee has been rescheduled for March 6, 2003.
- Elections: Mike McKinley distributed a form indicating the Representative positions that will be up for election in June. On-Line elections will be held during the first week of June 2003. In addition, there will be two polling stations open on Friday June 6, 2003. The location of the polling stations will be announced at a later date.
- Faculty Senate: Shannon McGee informed everyone that a meeting of the Faculty Senate is scheduled for February 20, 2003.
- Parking Appeals: Mike McKinley distributed a chart indicating the breakdown of the parking appeals for the month of January 2003. The committee upheld 51% of the appeals while 49% of the appeals were dismissed.
- Partners for Campus Excellence: Shannon McGee indicated that she had recently received a letter from Becky Murphy regarding Partners for Campus Excellence. Shannon stated that she would contact Becky and invite her to the next COSA meeting to update everyone on Partners for Campus Excellence.
- Policy: Bob Lee indicated the Policy committee will be recommending some changes regarding elections. The committee will also be discussing an issue regarding third year past chair.
- State Charitable Contributions Program: Bob Lee informed everyone that the books have now been closed on the 2003 State Charitable Contributions Program. There will be fundraisers held during the spring and summer to raise money for the 2004 State Charitable Contributions Program.
- Welfare Committee: Rebecca Kimbrough asked the chairs of each Welfare sub-committee to give a report each month. She also informed the group that it has been suggested the next Cosa-On-The-Move meeting be an open meeting that would not target a specific area on campus. The Representatives would be available for approximately two hours to address any questions/concerns from Staff. She will notify everyone of the date, location, and time for the next Cosa-On-The-Move.
 - Employee of the Semester: No report.
 - Retirement Walkway-Employee Recognition: Shannon McGee read a letter that she received from Tommye Miller, Chair of the Retirement Walkway Committee. Tommye informed Shannon that she had posted an e-mail to VSU Faculty and Staff announcing the March 31st deadline for receiving contributions for the 2003 retirement walkway installation as well as announcing the date of June 12th for the retirement luncheon. Deans have been contacted asking for their support of the project as well as providing the name(s) of retirees in their areas who are eligible for walkway bricks. All donors have been sent letters acknowledging their gifts and all recipients and/or their family has been sent letters about the donation. Tommye will also be contacting Human Resources requesting an updated list of retirees, including those scheduled to retire by June

30, 2003. Shannon informed everyone that the Magnolia Room has been reserved for the retirement luncheon and Dr. Zaccari will be delivering the message at the event.

- Staff Appreciation Day: Rebecca Kimbrough presented a proposal to COSA on behalf of the Staff Appreciation Day Committee. The proposal was submitted as follows:

Staff Appreciation Day Committee Proposal

It is the recommendation of the Staff Appreciation Day Committee that the following guidelines be discussed and voted on for approval. We feel that these recommendations will greatly benefit Staff Appreciation Day during the planning stage and the event itself.

1. Chair/Co-Chair

The Chair Elect of COSA will oversee the Staff Appreciation Day Committee. Two Co-Chairs will be nominated and elected by the COSA body one month after Staff Appreciation Day. Co-Chairs' term will begin immediately once COSA body has voted after Staff Appreciation Day. Co-Chairs must meet the following requirements:

1. Current COSA Representative
2. One or more years experience working with Staff Appreciation Day.

2. Year-round Planning

The Staff Appreciation Day Committee will meet once a month throughout the year to plan events.

3. Fundraising

Throughout the year COSA will host events (i.e. Raffles, Car Wash, Yard Sale) to raise money for SAD. All monies raised during the year will go towards that year's event.

There was a question regarding the election of the co-chairs for the current term. If the proposal is approved at the March COSA meeting then elections for co-chairs would be held during the April COSA meeting. The co-chairs elected would serve through September 2003. In October 2003 COSA will then hold the annual election for co-chairs. The co-chairs' annual term will be from October 2003 through September 2004. It was also suggested that Rebecca include a phrase advising what should be done if there is no one that accepts a co-chair position. COSA will vote on this proposal at the March COSA meeting.

Regarding Staff Appreciation Day, Inman Grimsley suggested that COSA rent booths to vendors. COSA will contact University Attorney Laverne Lewis Gaskins regarding questions about vendors on campus (i.e. If a vendor pays for a booth can they then sell their product?). It was also stated that money raised for Staff Appreciation Day should be spent on Staff Appreciation Day each year to make the event even more enjoyable for staff.

- Staff Development: Carolyn Wilson indicated that Becky Murphy, Training and Development Office, will be speaking with the Strategic Planning Goal 6 committee regarding Staff Development. Carolyn will inform COSA of the results of Becky's meeting.

REPORT FROM THE CHAIR:

Shannon McGee informed COSA that she has been researching other Council on Staff Affairs websites at other colleges/universities. There are some items that she would like to implement on the VSU COSA website including the following:

Committee minutes ♦ Shannon would like each committee/sub-committee to appoint a person to take minutes of each meeting. The minutes would then be placed on the VSU COSA website. This would allow staff to be up-to-date on the status of the various committees.

COSA accomplishments ♦ Shannon requested that a list of current COSA projects as well as past projects be compiled and placed on the website.

Question/Answer option ♦ Shannon would like to place a question/answer option on the website so staff could submit questions to COSA. The answers to the questions would also be posted on the COSA website.

Shannon also mentioned the possibility of placing suggestion boxes at various locations on campus so staff could inform COSA of suggestions that may have regarding Staff issues.

Shannon informed the group that Rebecca Kimbrough had been appointed to serve on the University Planning Council. She also encouraged everyone to attend Dr. Zaccari's budget

presentations titled ♦Valdosta State University♦s Budget: Myth and Reality♦Everything you have wanted to know about the budget and then some-♦. The presentations are scheduled for March 5, 2003, at 9:00 a.m. and 2:00 p.m. in the Whitehead Auditorium. The sessions will last about 45 minutes.

There will also be two candidates on campus during February vying for the position of Vice President for University Advancement. Dr. Thomas G. Fox will make his presentation on Monday, February 10, 2003 at 2:00 p.m. in the Powell Hall Auditorium. Mr. Mark L. Atchison will make his presentation on Monday, February 17, 2003 at 2:00 p.m. in the Powell Hall Auditorium.

OLD BUSINESS:

None.

NEW BUSINESS:

- ⌋ Jeff Grant informed everyone that he is accepting articles and/or information to include in the next issue of the COSA newsletter. The newsletter will be distributed on campus during the third or fourth week of March.
- ⌋ Shannon McGee asked Sue Lampert to provide an update regarding Habitat for Humanity projects. Sue reminded everyone of the blitz build/collegiate challenge in March. Approximately 450 college students from various areas across the United States will participate in the challenge. Sue also stated that the Habitat central warehouse is open every Saturday morning from 10:00 a.m. ♦ 3:00 p.m. The warehouse has household and construction items for sale to the public at very low prices. Remember, you do not have to have a particular skill to work at the Habitat for Humanity site.
- ⌋ Shannon McGee is on the ID Number Change Committee. This is a campus-wide effort to change identification numbers from social security numbers to a random generated number. The Publicity Sub-Committee is in need of a volunteer. Shannon asked that anyone interested in volunteering for the sub-committee contact her in One Card Services.

OTHER BUSINESS:

- ⌋ Sue Lampert mentioned the upcoming special event at the Palms Dining Center. On Friday, February 14th from 11:00 a.m. ♦ 3:00 p.m. the Palms Dining Center will be offering a grilled steak dinner for \$5.30 (including tax).
- ⌋ Jeff Grant mentioned the possibility of a benevolence committee that would handle occasions such as a house warming, sending a sympathy card, etc. COSA will discuss and vote at the next COSA meeting whether or not to form a benevolence committee.
- ⌋ Shannon reminded the COSA Representatives that at least eleven members are needed at a COSA meeting to vote on issues. She encouraged all Representatives to attend the next meeting since there are at least two issues that need to be addressed.
- ⌋ Kae Sinkule informed the group that Dining Services will be highlighted on VSU-TV, Friday, February 14, 2003 at 10:00 p.m.

ADJOURNMENT

The meeting adjourned at 9:34 a.m.

Respectfully submitted:

Melinda Cutchens, Secretary, Council on Staff Affairs