



**MINUTES OF THE COUNCIL ON STAFF AFFAIRS MEETING**  
May 13, 2003

COSA Chair-Elect Rebecca Kimbrough 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, Jeff Giles, Inman Grimsley, Mike Hamm, Rosalyn Hatcher, Rebecca Kimbrough, Sue Lampert, Bob Lee, Shannon McGee, Kae Sinkule, Patrick Smith, Josie Stone, Trisha Taylor and Carolyn Wilson.

**SPECIAL ORDER OF THE DAY:**

Ezra Frelove, Microcomputing and Network Services, explained the options available to COSA regarding online voting in the upcoming COSA election. Ezra explained that each individual will use a user name and password to enter the site where they will vote. There was some discussion regarding those individuals that may vote for more than one area. The Election committee will finalize the voting procedures with Ezra before the end of May. It was recommended the Election committee supply Ezra with the lists of eligible voters for each area. Kae Sinkule recommended that an e-mail be forwarded to all staff informing them of the voting process and that individuals with an e-mail account will be required to vote online while those who do not have an e-mail account may go to one of two polling stations that will be available on campus.

**MINUTES:**

A motion was made and seconded to approve the April COSA meeting minutes.

**TREASURER'S REPORT:**

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

- } Fund 10000 = \$527.21
- } Discretionary = \$1,214.34
- } Retirement Walkway = \$12,211.35

**COMMITTEE REPORTS:**

- Academic Scheduling/Procedures: No report.
- Elections: Sammy Dees, on behalf of Mike McKinley, distributed ballots containing the names of those individuals who would be interested in serving in the position of Chair-Elect. Sammy requested that each person vote and return the ballots to him during the meeting. During the month of June elections will be held for COSA Representatives. Rebecca Kimbrough requested that the Election committee reiterate that newly elected COSA Representatives will be serving a four-year term. Before the FY 2005 elections COSA will readdress the issue of staggered terms for COSA Representatives.

Sue Lampert stated that COSA policy does not specifically mention (it only infers) that a COSA Representative must be entering the second year of their term to qualify for the Chair-Elect position. She stated this would allow a COSA Representative entering the third year of their term to also be considered for the position of Chair-Elect. There was discussion about the voting policy. Chair Shannon McGee indicated that COSA must follow the current COSA policy. Therefore, Sue Lampert made a motion that COSA recognize flaws in the election procedure and declare the current election ballot void and re-open the nomination process to include COSA members who will be serving the third year of their term. Josie Stone seconded the motion. The motion carried. Chair McGee indicated that a special meeting would be called during the month of May to vote on the position of Chair-Elect. The floor was opened for nominations for the position of Chair-Elect. Those nominated were Josie Stone, Melinda Cutchens, Patrick Smith, Bob Lee, Sue Lampert (declined), Mike Hamm,Carolynn Gaston, Stanley Jones, Jeff Giles (declined) and Mike McKinley. Shannon remanded the election policy issue to the Election committee as well as the Policy committee for further review. COSA Representatives can vote by proxy if there are unable to attend the called meeting.

- Faculty Senate: Shannon McGee mentioned the Faculty Senate voted to reschedule the summer session of the Faculty Senate meeting from June, 2003 to May 2003. Furthermore, the Faculty Senate voted to reschedule the summer session of the Faculty Senate meeting from June 2004, to May 2004.
- Parking Appeals: Sammy Dees, on behalf of Mike McKinley, distributed a chart indicating the breakdown of the parking appeals for the month of April 2003. The committee upheld 64% of the appeals while 36% of the appeals were dismissed.
- Partners for Campus Excellence: No report.
- Policy: No report.
- State Charitable Contributions Program: Bob Lee informed everyone he has been asked by Dr. Zaccari to chair the State Charitable Contributions Program next year.
- Welfare Committee: Rebecca Kimbrough
  - Employee of the Semester: Rebecca Kimbrough No report.
  - Retirement Walkway-Employee Recognition: Shannon McGee informed everyone that invitations for the retirement luncheon have been mailed. Jeff Grant may have a prospect for the entertainment portion of the luncheon.
  - Staff Appreciation Day: Rebecca Kimbrough reported that a meeting of the Staff Appreciation Day committee was held recently. Several individuals were nominated for the two Co-chair positions. Several individuals declined the nomination; however, Mike Hamm accepted the nomination. Other nominations may be forwarded to Rebecca. The committee will vote for the two Co-chair positions at the next meeting.
  - Staff Development: No report.
  - University Planning Advisory Council: Sue Lampert reported the recent meeting of the University Planning Advisory Council was very productive. As part of the process of creating a vision statement for VSU the Council members were asked to identify core values and principles.

## **REPORT FROM THE CHAIR:**

Shannon McGee informed COSA that Academic Affairs has requested that COSA coordinate the annual VSU Staff luncheon beginning in 2004. Chair McGee and others were excited about this opportunity.

Shannon also informed everyone that the 2003 Holiday calendar had been approved. Several factions will be a part of the coordinated effort to establish and recommend the 2004 Holiday calendar.

## **OLD BUSINESS:**

None.

## **NEW BUSINESS:**

- { Melinda Cutchens mentioned that a luncheon will be held for current COSA Representatives/Ex-Officio members on Monday, May 19<sup>th</sup>. Melinda asked that anyone interested in attending the luncheon contact her so she could place their name on the list.
- { Inman Grimsley suggested that the Retirement Luncheon committee make reservations for next year's retirement luncheon.

## **OTHER BUSINESS:**

None.

## **ADJOURNMENT**

The meeting adjourned at 10:15 a.m.

Respectfully submitted:

*Melinda Cutchens*

Secretary, Council on Staff Affairs