



## THE COUNCIL ON STAFF AFFAIRS

### Minutes of August 10, 2004

{[Handouts mentioned are available at the COSA website.](#)}

Chair Patrick Smith called the meeting to order at 8:38 a.m. in the Rose Room of the University Center and welcomed guests Cindy Cobb, Scott Donner, Ann Farmer, and Beth Lancaster. Members present: Leann Boyd, Sharon Butcher, David Bennett, Bobby Flowers, Beth Giddens, Jeff Grant, Mike Hamm, Ann Holland, Stanley Jones, Rebecca Kimbrough, Bob Lee, Mike McKinley, Patrick Smith, Trisha Taylor, Thor Withers, Shana Yorkey, and Tim Yorkey. Members absent: Steve Fesler, Shawn Gibbons, Inman Grimsley, Marshall McLane, and Josie Stone

1) **Special Order Of The Day -- Freshmen Move-in Day**

Housing and Residence Life has asked for volunteers on Wednesday, August 11. Help is especially needed from 10 a.m.-1 p.m. at the Water tents, set up at Langdale Circle, Brown/Loundes Square and the University Union. Volunteers are asked to wear their COSA shirts. Chair Patrick Smith will send an email to members with details.

2) **Approval of the minutes of the July 13, 2004 meeting of the Council on Staff Affairs**

Stanley Jones moved to approve the minutes as submitted; Bobby Flowers seconded the motion. The motion passed.

**Approval of the minutes of the July 22, 2004 Ad Hoc meeting of the Council on Staff Affairs**

David Bennett moved to approve the minutes as submitted; Beth Giddens seconded the motion. The motion passed.

3) **Treasurer's Report**

Treasurer Sharon Butcher reported that the Fund 10 account began July with a \$2603.00 balance, incurred expenses of 323.90, leaving a balance of \$2279.10; our Discretionary account beginning and ending balances were \$1952.44/1886.38; and Retirement Walkway account was \$13,583.73/12,732.23. Representatives were reminded to turn in money from BBQ ticket sales as it is received. Thor Withers moved to approve the July Treasurer's Report (*Handout 1*) as submitted; Mike Hamm seconded. Motion passed.

4) **Committee Reports**

a) **Membership Committee**

- 1) **Employee of the Semester** ♦ Chair Stanley Jones reminded members of the 8/16/04 deadline for nominations.
- 2) **Elections** ♦ Chair Bobby Flowers reported that the committee will meet during the coming two weeks.

b) **Staff Appreciation Day** ♦ Co-Chairs Rebecca Kimbrough and Beth Giddens reported that the next meeting is set for 2pm Thursday, 8/19 in Conference #1 at the University Union. Volunteers for the 8/26 BBQ fundraiser should contact Bobby Flowers for assignments. Ticket stubs for dinners sold should be turned in to Beth Giddens.

c) **Welfare Committee**

- 1) Retirement Walkway/Luncheon-Employee Recognition ♦ The meeting has been rescheduled.
  - 2) COSA on the Move ♦ no report.
  - 3) Staff Development Committee ♦ no report.
  - d) **Policy & Procedures Committee** ♦ Chair Bob Lee reported they met 8/09 regarding Procedure 10C and responsibilities of committees.
5. **Ad Hoc Committee Reports**
- a) **Benevolence Committee** ♦ no report.
  - b) **Parking Appeals Committee** ♦ Chair Mike Mckinley reported that during July 201 tickets were issued, 115 (58%) were dismissed, and 85 (42%) were upheld (*Handout #2*).
6. **Report from the Chair**
- a) **Academic Scheduling/Procedures** ♦ no report, will meet in the fall.
  - b) **Faculty Senate** ♦ no report, will meet in the fall.
  - c) **University Planning Advisory Council** ♦ no report.
7. **Miscellaneous Reports**
- a) **Faculty Staff Campaign** ♦ No report, next meeting is scheduled in the fall.
  - b) **State Charitable Contributions Program** ♦ The next meeting is 8/11, the kick-off luncheon is set for the 18<sup>th</sup> or 19<sup>th</sup>. Chair Bob Lee said they will be hosting golf and tennis tournaments as fundraisers this year, and that some consideration is being given to limiting the fountain colors to three.
8. **Unfinished Business: Policy Manual, Procedure 10C: Committee Responsibilities**  
Trisha Taylor moved that *Procedure 10: Other Committees, section C*, of the COSA Policy Manual be inserted as Procedure 5, and subsequent procedures be renumbered accordingly. Mike Hamm seconded, and the motion carried.
9. **New Business**
- a) **Public Relations Officer to oversee COSA website.**
  - b) **Changing method for distribution COSA minutes.** Following discussion, Chair Patrick Smith appointed LeAnn Boyd, Sharon Butcher, Jeff Grant, Mike Hamm, Shana Yorkey, Tim Yorkey, and himself to a new Ad Hoc committee to investigate the matter.
  - c) **COSA brochure revision.** Following discussion, Chair Patrick Smith appointed Sharon Butcher, Jeff Grant, Mike McKinley, Shana Yorkey, Tim Yorkey, and himself to a new Ad Hoc committee to look into the matter.
10. **Other Business**
- a) **Recycling Committee efforts on campus.** Following discussion regarding current recycling container locations and arrangements for materials pick-up, Chair Patrick Smith appointed Sharon Butcher, Bobby Flowers, Beth Giddens, Mike Hamm, Jeff Grant, and Bob Lee to a new Ad Hoc committee to check into the matter.
  - b) **Questions from today's guests.** Scott Donner asked whether the Parking Appeals Board usually dismisses 58% of the tickets. Chair Mike McKinley responded yes, although the percentage does vary from month to month. Mr. Donner suggested that COSA look into the current practice of employees who are recognized at the annual recognition luncheon having to pay for their own lunch. Some departments or supervisors pay for their employees' lunches from discretionary funds, but not all departments are able to tap such sources. There was discussion regarding COSA or another entity take on this expense. The issue was remanded to the Staff Development Committee.
11. **Adjournment.**

Motion to adjourn was made by Mike Hamm, and seconded by Mike McKinley. The motion carried. The meeting adjourned at 9:48 a.m.

Respectfully submitted:

*Trisha Taylor*

Trisha Taylor  
Secretary, Council on Staff Affairs