



## THE COUNCIL ON STAFF AFFAIRS

### Minutes of December 14, 2004

1) **Call To Order**

Chair Patrick Smith called the meeting to order at 8:40 a.m. in the University Center Rose Room. Members present: Leann Boyd, Honey Coppage, Steve Fesler, Jeff Grant, Ann Holland, Bob Lee, Michael McKinley, Patrick Smith, Trisha Taylor, Shana Yorkey, and Tim Yorkey. Proxies: Shawn Gibbons to Trisha Taylor. Members absent: Sharon Butcher, David Bennett, Bobby Flowers, Shawn Gibbons, Beth Giddens, Inman Grimsley, and Rebecca Taylor. A Quorum was attained.

2) **Special Order of The Day** ♦ **New Member Welcome**

Chair Patrick Smith welcomed new COSA members Angela Steel, representing the Business & Finance Division; and Honey Coppage, representing Executive/Administrative/Managerial employees (EEO1).

3) **Approval of Minutes from November 9:** Michael McKinley moved, and Jeff Grant seconded the motion to approve the November minutes with format corrections. Motion carried. (*Handout #1*)

4) **Approval of the Treasurer's Reports for November:** For the period ending November 30, 2004, the Fund 10 account had two expense items: \$132.75 for printing 9/14, 10/12, and 10/19 meeting minutes; and \$81.20 for printing of the Employee of the Semester ballots. Ending balance was \$1848.17. The Discretionary account experienced five deposits (totaling \$125.00 for Staff Day t-shirt purchases and one \$5.00 gift) and one expenditure of \$375.00 for Mobile Electronics DJ (Staff Day entertainment), leaving a balance of \$3030.80. The Retirement Walkway/Employee Recognition account had four deposits totaling \$63.00, with an ending balance of \$13,154.12. Motion to approve the November Treasurer's Report was made and seconded by Bob Lee and Michael McKinley, respectively. Motion carried. (*Handout #2*)

5) **Committee Reports**

a) **Membership Committee**

i) Employee of the Semester No Report

ii) Elections: Michael McKinley requested that members review the COSA Election Cycle Grid (*Handout #3*). The committee is checking the employee/representative ratios to ensure compliance with COSA policies, and also investigating possible changes that may be required if we need to base representation on something other than EEO codes.

b) **Staff Appreciation Day** No Report

c) **Welfare Committee**

i) Retirement Walkway/Luncheon-Employee Recognition No Report

ii) COSA on the Move. No Report.

iii) Staff Development Committee. No Report.

d) **Policy & Procedures Committee.** No Report.

6) **Ad Hoc Committee Reports**

a) **Benevolence Committee** No activity.

- b) **Parking Appeals Committee** For November, 365 tickets were issued, 146 (40%) were dismissed, and 219 (60%) were upheld. (*Handout #4*).
- c) **Minutes Distribution** Shana Yorkey reported that the committee hopes to have a proposal to present at the next COSA meeting.
- d) **Brochure Revision** The new brochure should be ready for presentation to the Council at the next meeting.
- e) **Recycling**. No Report.
- f) **Faculty Staff Campaign**. No Report.

7) **Miscellaneous Reports**

- a) **Faculty/Staff Campaign** No Report
- b) **State Charitable Contributions Program** No Report

8) **Report from the Chair**

- a) **Academic Scheduling/Procedures** No Report
- b) **Faculty Senate** No Report
- c) **University Planning Advisory Council** No Report

9) **Unfinished Business** None

10) **New Business**

The Council discussed the advisability of canceling or rescheduling the January 11<sup>th</sup> COSA meeting since many members will be unable to attend the meeting because of beginning-of-the-semester department activities. Michael McKinley moved and Ann Holland seconded the motion to cancel the January 11<sup>th</sup> COSA meeting. There were 10 votes for and 1 vote against the motion; motion carried.

11) **Other Business**

Chair Patrick Smith led all Council members in congratulating the Blazer Football Team and Coaches on their great 2004 season and winning the NCAA Division II National Championship.

12) **Adjournment**

Motion to adjourn was made by Michael McKinley and seconded by Honey Coppage. Motion carried. The meeting adjourned at 8:53 a.m.

Respectfully submitted,

*Trisha Taylor*

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Secretary, Council on Staff Affairs