

THE COUNCIL ON STAFF AFFAIRS

Minutes of November 9, 2004

1) **Call To Order**

Chair Elect Bobby Flowers called the meeting to order at 8:37 a.m. in the University Center Rose Room. Members present: Sharon Butcher, David Bennett, Steve Fesler, Bobby Flowers, Beth Giddens, Jeff Grant, Mike Hamm, Stanley Jones, Marshall McLane, Michael McKinley, Rebecca Taylor, Trisha Taylor, and Shana Yorkey. Proxies: Leann Boyd to Rebecca Kimbrough. Patrick Smith to Trisha Taylor. Members absent: LeAnn Boyd, Shawn Gibbons, Inman Grimsley, Ann Holland, Bob Lee, Patrick Smith, Josie Stone, Thor Withers, and Tim Yorkey. Guests: Donna Smith and Michael Black. A Quorum was attained.

2) **Special Order of The Day** ♦ **Valdosta Educators Credit Union**

Donna Smith, Manager/Treasurer of the Valdosta Educators Credit Union, presented information about the services offered by VECU, including both share (savings) and share draft (checking accounts), and VECU VISA Check Cards. Employees may also take advantage of lending services for personal loans (up to 10% of gross income), first and second mortgage loans, new/used vehicles and RVs ♦ even boats and tractors. Employees are encouraged to utilize the Christmas Club savings plan and free Notary Public services. VECU plans to offer online banking in the future. For more information, employees may visit their website (www.valdosta.edu/vecu), call 333-5751, or go by the credit union offices in the University Center-South, #2040. Office hours are 9am-2pm weekdays. (*Handouts #1 & 2*)

3) **Approval of Minutes from September 14, October 12, and October 19:** Mike Hamm and Michael McKinley moved and seconded that the September 14, 2004 minutes be approved. David Bennett and Beth Giddens moved and seconded that the October 12, 2004 minutes be approved. David Bennett and Mike Hamm motioned and seconded that the October 19, 2004 minutes be approved. All motions carried.

4) **Approval of the Treasurer's Reports for August, September, and October:** Sharon Butcher reported that for the period ending October 31, 2004, the Fund 10 account had one expense item for Staff Day posters and invitations, of \$104.74; leaving a balance of \$2062.12. The Discretionary account experienced deposits totaling 34.14, resulting in a balance of \$3280.80. The Retirement Walkway/Employee Recognition account had two deposits totaling \$167.69, with an ending balance of \$13,086.12. Staff Appreciation Day expenses will appear on next month's report. Motion to approve August, September, and October Treasurer's Reports made and seconded by Marshall McLane and Jeff Grant. Motion carried. (*Handout #3*)

5) **Committee Reports**

a) **Membership Committee**

- i) **Employee of the Semester:** Nominations will be distributed soon and are due back 12/17.
- ii) **Elections** ♦ Elections will be held via paper ballots in April 2005, committee will meet in December.

b) **Staff Appreciation Day**

Bobby Flowers thanked everyone for helping make SAD a success, and invited all members to a ♦ Wrap-up ♦ meeting at 9:00 am in the University Union, Conference Room #1 on Thursday, November 18. Members shared positive comments they heard regarding the event. Rebecca Taylor and David Bennett will coordinate sending letters of thanks to the vendors, cooks, and volunteers.

- c) **Welfare Committee**
 - i) **Retirement Walkway/Luncheon-Employee Recognition.** The retirement luncheon is set for June 14, 2005. New bricks have been installed in the walkway.
 - ii) **COSA on the Move.** Members discussed reviving this event. The committee will follow-up on suggestions and report back to COSA.
 - 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 October, 456 tickets were issued, 240 were dismissed, and 216 were upheld. Chair Mike McKinley answered questions regarding the parking appeals statistics for September (*Handout #4*).
 - c) **Minutes Distribution.** The committee is considering copying the minutes onto an 11♦ x 17♦ sheet rather than having posters printed.
 - d) **Brochure Revision.** The new brochure will be ready by December♦s 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.** Michael McKinley reported that the students are being surveyed regarding the possibility of eliminating Exam Preparation Day in order to have an additional day for final exams.
 - b) **Faculty Senate** ♦ No report.
 - c) **University Planning Advisory Council.** Rebecca Taylor reported that the Goal 6 committee has recommended to sub-committees, Diversity Training and Retention, and University Service Awards.
- 9) **Unfinished Business.** None
- 10) **New Business.** Jeff Grant distributed a request from the Institutional Planning Committee (IPC) for a COSA volunteer to be on a task force that ♦ will look into issues of communication (or perhaps the lack thereof) at VSU concerning our shared vision, the Strategic Planning process/progress. Interested members should contact Jeff at 245-3852 or jgrant@valdosta.edu. (*Handout #5*)
- 11) **Other Business.** The members discussed having a tailgate party for staff employees at the first playoff game on Saturday, November 20th. The game begins at 1pm. It was decided that each COSA representative will donate 4 big bags of chips and COSA will purchase hotdogs and buns. Rebecca Taylor will contact Coca-Cola regarding their donating beverages and the Coke Wagon; Marshall McLane and Bobby Flowers will take care of getting the grill; and Shana Yorkey will send out an email notifying everyone.
- 12) **Adjournment**
Motion to adjourn was made by Rebecca Taylor and seconded by Beth Giddens. The meeting adjourned at 9:37 a.m.

Respectfully submitted,

Trisha Taylor

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Secretary, Council on Staff Affairs