

THE COUNCIL ON STAFF AFFAIRS

Minutes of April 12, 2005

1) Call to Order

Chair Patrick Smith called the meeting to order at 8:32 am in the University Center Rose Room. Members present: David Bennett, Sharon Butcher, Bobby Flowers, Jeff Grant, Mike Hamm, Ann Holland, Stanley Jones, Michael McKinley, Patrick Smith, Angela Steele, Trisha Taylor, Shana Yorkey, and Tim Yorkey. Members absent: Leann Boyd, Honey Coppage, Steve Fesler, Beth Giddens, Inman Grimsley, Bob Lee, Marshall McLane, and Rebecca Taylor. Proxies: None

2) Special Order of the Day

a. President's Staff Excellence Awards – Tim Yorkey

Information and forms to nominate fellow employees for this award will be on the COSA website.

b. Staff Luncheon on April 26 – Tim Yorkey

President Zaccari, Chair Patrick Smith, and Mr. Jim Black will speak at the event. Inman has been asked to announce the names. Flyers & emails providing information about the event will be sent to the departments. Volunteers for the event are Angela, Shana, Mike McKinley, Bobby, Mike Hamm, Steve Fesler, Marshall, and Ann. Cost for the luncheon is \$6.00.

3) Approval of Minutes From March 8

The March 8th minutes were approved as submitted.

4) Approval of the Treasurer's Report from March

Treasurer Reports were approved as presented. (*Handout #1*)

5) Committee Reports

a. Membership Committee

i. Employee of the Semester: (Chair: Vacant) Refer to 10)c below.

ii. Elections: Elections will be on May 5rd for the 5 open positions. (*Handout #2*)

b. Staff Appreciation Day

A luncheon will be held in Palms Quad on May 12 in conjunction with COSA-On-The-Move to promote Staff Appreciation Day. Hotdogs, chips and drinks will be served. Information on the t-shirt contest is on the website.

c. Welfare Committee

i. Retirement Walkway/Luncheon-Employee Recognition:

ii. COSA on the Move: Refer to 5)b. above. Rebecca is handling the t-shirt contest.

iii. Staff Development Committee: Refer to 2)a and b above.

d. Policy & Procedures Committee No Report

6) Ad Hoc Committee Reports

a. Benevolence Committee No Activity for March was reported.

b. Parking Appeals Committee: Mike McKinley distributed reports for December, January and March (*Handouts #3, 4 & 5*)

c. Minutes Distribution Committee March minutes will be distributed via the website, email, and posters (10 to Dining Services, 3 to Plant Operations).

d. Recycling Committee No Report

7) Miscellaneous Reports

a. Faculty Staff Campaign No Report

b. State Charitable Contributions Campaign 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**
- a. Following discussion, Bobby moved and Shana seconded purchase of one 10x10 tent (cost \$985.00) for use at COSA events. Motion passed.
- 10) **New Business**
- a. **BlazeNet Groups for COSA - Ann Holland**
Ann gave a general overview of the capabilities of BlazeNet, including the use of groups for committee communication, chat groups, posting documents for review, etc. The Chair, Chair-elect, and Secretary should be included as members of all groups. Ann's offer of presenting a demonstration at the May 10 COSA meeting was enthusiastically accepted.
 - b. **Nomominations for Chair-elect**
Mike Hamm nominated and Ann Holland seconded Tim Yorkey. Sharon Butcher nominated and Mike Hamm seconded Shana Yorkey. Nominations will remain open through voting at the May 10 meeting.
 - c. **Chair of the Employee of the Semester Subcommittee.** New Chair is David Bennett.
 - d. **Ad Hoc Holiday Scheduling Committee.**
Members of this committee are David Bennett, Ann Holland, Michael McKinley, and Angela Steele.
- 11) **Other Business**
The Executive Committee announced that the meeting time for the regular monthly COSA meetings will change from 8:30 a.m. to 9:00 a.m. effective with the May 2005 meeting.
- 12) **Adjournment** Bobby Flowers motioned to adjourn and Mike Hamm seconded. The meeting adjourned at 9:25 am.

Respectfully submitted,

Trisha Taylor

Trisha Taylor
Secretary, Council on Staff Affairs

Note of Clarification to be attached to the Minutes of the April 12, 2005 COSA Meeting

Parliamentarian Bob Lee notified the Executive Committee members at the May 3, 2005 Executive Meeting that COSA Policy #12 states that meeting times will be set at the first meeting of the fiscal year by a vote of the entire body.

Therefore, the announcement made at the end of the regular COSA meeting on April 12, 2005 stating that the meeting time of the regular monthly meetings has been changed is rescinded. Meetings will continue to begin at 8:30 a.m. through the remainder of the 2004-05 year.

Respectfully submitted,

Trisha Taylor

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Secretary, Council on Staff Affairs