

THE COUNCIL ON STAFF AFFAIRS

Minutes of February 8, 2005

1) Call to Order

Chair Patrick Smith called the meeting order at 8:37 am in the University Center Rose Room. Members present: Patrick Smith, Stanley Jones, Shana Yorkey, Honey Coppage, Mike McKinley, Ann Holland, David Bennett, Inman Grimsley, Jeff Grant, Steve Fesler, Shawn Gibbons, and Bobby Flowers. Members absent: Leann Boyd, Sharon Butcher, Beth Giddens, Mike Hamm, Bob Lee, Marshall McLane, Angela Steele, Rebecca Taylor, Trisha Taylor, and Tim Yorkey.

2) Special Order of the Day—Employee of the Semester

Stanley Jones and Dr. Louis Levy presented the Spring Employee of the Semester nominees: Deborah Aldinger, Alcohol & Drug Education; Gayle Brooks, Curriculum & Instructional Technology; Becky Tracey, Accounting & Finance; Debbie Ragan, Student Health and Lucy Everett, Plant Operations. Lucy Everett was selected as the Spring Employee of the Semester.

Special Order of the Day—AFLAC Presentation

On behalf of Mr. Jim Black, Sue Lampert introduced the AFLAC Representatives. AFLAC is an insurance company that offers insurance packages that enhance our current insurance offered by the State of Georgia. AFLAC presented several products that help to fill in any gaps we may have with our current coverage by paying some of our out-of-pocket costs. These policies are individually owned and funded by the employee and can be carried with the employee if they terminated employment with VSU. Some of the programs AFLAC offers are: Personal Long-Term Care Plan, Personal Disability Income Protector, Personal Cancer Indemnity Plan, Personal Accident Indemnity Plan, Personal Hospital Intensive Care Insurance, and Personal Recovery Plus. A motion was made and passed that COSA Representatives poll their constituents to find out if they interested in having AFLAC make a presentation to VSU employees. COSA will review again at the next meeting (*Handout #1*).

3) Approval of Minutes From December 14

The December 14 minutes were approved (*Handout #2*).

4) Approval of the Treasurer’s Report from December & January

Treasurer Reports from December and January were unavailable and will be reviewed at the next meeting.

5) Committee Reports

a. Membership Committee

- i. Employee of the Semester: Stanley Jones thanked Kae Sinkule for donating lunches for the employee of the semester and Theresea Boyd for all of her help with the committee.
- ii. Elections: Election Day is April 19th. There will be 5 slots available at the next elections. The elections committee will be meeting with Mr. Jim Black on February 10th to discuss the EEO codes and issues with outsourcing Dining Services.

b. Staff Appreciation Day

The next Staff Appreciation Day meeting will be February 10th at 10 am in the Dogwood Room. The committee will be discussing having 2 fundraisers this year. They are also reviewing dates for Staff Appreciation Day. The committee is finalizing plans for the T-Shirt design contest so that the contest information can be sent out next month.

c. Welfare Committee

- i) Retirement Walkway/Luncheon-Employee Recognition: The Retirement Luncheon is scheduled for June 14th from 12:00 to 2:00 in the UC Magnolia Room. They have received 13 brick orders to date. The committee is working on a ticket design. There will be a meeting scheduled within the next couple of weeks to begin planning for the event.
- ii) COSA on the Move: The committee chair is working on getting this committee started again.
- iii) Staff Development Committee: No Report

d. Policy & Procedures Committee No Report

6) **Ad Hoc Committee Reports**

a) **Benevolence Committee**

The President's Office was notified of 4 deaths of VSU employees and/or employee's immediate family members in the months of December and January.

b) **Parking Appeals Committee**

For December, 245 tickets were issued, 128 (52%) were upheld, and 117 (48%) were dismissed. (*Handout #3*)

b) **Minutes Distribution Committee**

The committee presented a proposal to deliver COSA minutes to staff via the COSA website with email notification of the posting of minutes to the website. COSA will vote on the proposal at the next meeting. (*Handout #4*)

c) **Brochure Revision Committee** No Report

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** There will be a meeting next month.

b) **Faculty Senate** There is a meeting scheduled for February 17th.

c) **University Planning Advisory Council** No Report

9) **Unfinished Business** None

10) **New Business**

The proposal to change the distribution method of the COSA minutes will be voted on at the next meeting.

11) **Other Business**

a) The Executive committee has received questions regarding smoking restrictions near building entrances and possible safety issues. Research is being conducted on how other schools and state buildings handle this issue and will be presented later.

b) Joe Newton, Chief Information Officer, is starting a Technology committee and would like a member of COSA to serve on the committee. This committee will be meeting approximately 1 or 2 times a year. This will be added to the Executive meeting agenda so that a representative can be chosen to serve on the committee. There is also the possibility that an Ad-Hoc committee needs to be formed to handle technology issues.

12) **Adjournment** The meeting adjourned at 10:01 am.

Respectfully submitted,

Shana Yorkey

Shana Yorkey (for Trisha Taylor)

Representative, Council on Staff Affairs