



THE COUNCIL OF STAFF AFFAIRS

Minutes of December 12, 2006

1) **Call to Order:**

Chair Tim Yorkey called the meeting to order at 9:00 a.m. in the University Center Rose Room. Members present: David Bennett, Denise Bogart, Sharon Butcher, Honey Coppage, Debra Davis, Steve Fesler, Diane Guess, Richard Hammond, Christine James, Brenda Kelley, Bob Lee, Michael McKinley, Beverly Sharpe, Tim Yorkey. Quorum attained. Absent: Brian Anderson, Nolan Argyle, Keith Flemming, Mike Hamm, Angela Steele, John Wright, Shana Yorkey.

SPECIAL ORDER OF THE DAY: Employee of the Semester. Runners Up: Winest Sanders, Valerie Holton, Shauna Branch, Angie Wills, Carla Golden. Carla Golden was selected as the winner. She was presented with a certificate and a check for \$100.00 by Dr. Zacarri.

2. **Approval of the Minutes from October 10, 2006 and November 14, 2006:**

APPROVED with spelling errors noted for November minutes.

2) **Approval of Treasurer Report:**

Report for November was submitted. Ending balance for fund 10 was \$1,665.34; VSU Fdn-Retirement Foundation-Discretionary account ending balance was \$3,185.80. VSU Fdn-Retirement Walkway ending balance was \$13,803.24.

Standing Committee Reports:

Membership Committee-Tim Yorkey

Employee of the Semester-David Bennett

Presentation for Employee of the Semester made today. Changes to guidelines and procedure will be announced at the February meeting. Also pending for February meeting will be guidelines for the Presidential Award.

Elections-Mike McKinley

Mike will be meeting with Brenda to discuss names of potential retirees to serve on COSA. Names will be presented for consideration.

Staff Appreciation Day Committee-Honey Coppage

Because the Employee Recognition Luncheon has become an event that honors both Faculty and Staff, Honey will be contacting Ann Lacey about taking this over as a Special Event sponsored by VSU.

1. **COSA On-The-Move-Honey Coppage**

Two additional COSA On The Moves are anticipated for the coming year.

Spaghetti lunch with COSA in May; Boston Butt Sale in April.

Welfare Committee-Honey Coppage

1. Retirement Walkway- Chair: Honey Coppage

Ann Lacey will be taking over the Retirement Luncheon as a Presidential event. COSA will assist Ann in various ways in the planning and preparation of the event.

2. Staff Development committee-Tim Yorkey

There will be a calendar of courses distributed campus wide outlining courses and workshops available for the coming year. Employees are always encouraged to attend for staff development.

3. Benevolence- Shana Yorkey

Two deaths of employees were reported to the President.

Policy Committee-Bob Lee

There will be a policy meeting in the month of February.

Environmental Issues-Bobby Flowers

1. Recycling-Bobby Flowers

No Report

2. Wellness- Brenda Kelley/ Bob Lee

Brought to the attention of COSA that Student Health will no longer be performing health screenings (blood pressure checks, cholesterol checks, etc) for employees due to liability issues. The wellness committee asked for the support of COSA as they continue to investigate and research other USG schools and their policies regarding screenings for employees.

3. Second Hand Smoke-Sharon Butcher

No Report

5) **Miscellaneous Reports:**

Faculty Staff Campaign-Bobby Flowers / State Charitable Contribution Campaign-Bob Lee

Bob reported State Charitable Contribution total was \$28,122. Was not sure of Faculty/Staff Campaign but knew that numbers were up from last year.

Parking and Appeals-Mike McKinley

For Month of December Mike reported 263 appeals; 140 Upheld; 123 Dismissed. Mike will have information for February's meeting regarding fine increases and parking permit fees.

Goal Monitor-Verna Harvey

The computer was installed in the Chemical building therefore goal number one has been met. We still need to work on goal number two which is the attendance at the monthly meetings. With the new year, we need to look closer at goals number four and six, increasing publicity and fundraising. The webpage has been updated and looks good.

6) **Report from the Chair:**

Academic Scheduling/Procedures

No report

Faculty Senate-Tim Yorkey

Topic of Discussion was Spring Break. The vote was to keep the dates as originally approved.

University Council-Honey Coppage

The president is changing the make up of the University Council. COSA will have 3 seats. Chair plus two other seats. Names of those interested are to be email to Tim and announced for nomination and vote taken at next COSA meeting.

State Staff Council-Bobby Flowers

There are plans to meet with the Chancellor regarding salary compression when an appointment can be made to get on his calendar.

7) **Unfinished Business:**

8) **New Business:**

9) **Other Business:**

- Completion of the MGT Study is on schedule with the announcement date still set for January.
- Dr. Bogart announced the addition of a new program within PeopleSoft called eApps. This is a program that will allow an employee to have access to and update their personal information. This is set to be up and running in January. Employees will be notified and proper training available.
- A retreat is being planned for COSA representatives with the emphasis being management. The retreat will be based on the book "Reframing Organizations".

Meeting Adjourned at 10:25 a.m.

Respectfully submitted,

Brenda Kelley

Secretary, Council on Staff Affairs

If you would like a paper copy of the minutes, please visit our website at www.valdosta.edu/vsu/cosa or contact your COSA Representative