



**The Council on Staff Affairs
Minutes of Tuesday, August 14, 2007**

1. Call to Order:

Chair Bobby Flowers called the meeting to order at 9:00 a.m. in the Bailey Science Center Room 3026. Members present: *Nolan Argyle, David Bennett, Sharon Butcher, Debra Davis, Bob DeLong, Steve Fesler, Bobby Flowers, Diane Guess, Mike Hamm, Verna Harvey, *Christine James, Brenda Kelley, Mike McKinley, Robin Smith, and Terence Sullivan, John Wright, Shana Yorkey, and Tim Yorkey. Quorum Attained. The following members were absent: Brian Anderson, *Denise Bogart, Richard Hammond, and Bob Lee. * Signifies non-elected members. **Please send proxy if you can not attend a meeting.**

Brenda Kelley will send reminder postcards a few days before each COSA meeting.

2. SPECIAL ORDER OF THE DAY: Elections Process

Mike McKinley provided an update of the elections/replacement policy for vacant COSA Representative Seats. Absences from COSA were discussed. If a member misses two consecutive meetings, a letter from the COSA Chair will be sent as well as a personal contact. Mike stressed that it is okay to resign from your position if your job keeps you extremely busy. The growth of VSU departments according to COSA Rep ratio is a concern. Brenda volunteered to do research and gather data to determine where increases of Reps are needed.

3. Approval of the Minutes from July 10, 2007:

Approved.

4. Approval of Treasurer's Report:

Shana Yorkey/Bob DeLong

Treasurer's report was approved. Fund 10 Account balance is \$69.18 as of 6/30/07. VSU Foundation-Discretionary Account balance is \$3576.96 as of 6/30/07. VSU Foundation Retirement Walkway Account balance is \$12278.36 as of 6/30/07. Bob DeLong will give update at September meeting.

5. Standing Committee Reports:

A. *Membership Committee* – Bobby Flowers

B. *Employee of the Semester (EOS)* – David Bennett- Robin Smith

There have been four responses for EOS so far. Robin has communicated with the secretaries to spread the word for more responses.

C. Elections – Mike McKinley

The Elections Process was on the agenda as the Special Order of the Day.

D. Staff Appreciation Day Committee – Chair: Brenda Kelley

A printed update of the SAD celebration was distributed to everyone present. Next meeting will be August 28, 2007 at 2:00 in the conference across from HR in the U.C.

1. **COSA ON THE MOVE:** Brenda Kelley

Announcement was made if any COSA representative participates in an activity please email Verna Harvey. Doing this will provide documentation that we are meeting our goals set for this year.

2. **FUNDRAISERS:** Brenda Kelley

The COSA spaghetti lunch fundraiser was a success. \$211.00 dollars was made in profit. The next upcoming fundraiser, the annual chicken dinner, is Thursday, September 13th. The deadline for tickets/money will be Friday, September 7th. The deadline is set to provide enough time to get a count of dinners for Sodexho. The two locations are U.C. and Plants Operations. Regulations were discussed on why we will use Sodexho for all VSU events that require food.

E. Welfare Committee – Bobby Flowers

1. Retirement Walkway –

Committee has not met yet but plans for corrections of misspelled names have been made.

2. Benevolence – Shana Yorkey

No Report

F. Policy Committee – Bob Lee

A meeting will be planned ASAP and thereafter will meet until all issues are up-to-date.

G. Environmental Issues –

Recycling – Bob Delong

COSA is able to have 2 representatives on the University Environmental Issues Committee. Those representatives are: Bob Lee and Steve Fesler.

1. Wellness – Brenda Kelley

No Report

6. Miscellaneous Reports

a. Parking Appeals Reports – Michael McKinley

Tour was given after the last Parking and Transportation meeting. There will be another tour in the near future. Parking decals are available for purchase online or go by their office.

b. Goal Monitor Report – Verna Harvey

Five goals were set along with actions to reach them.

7. Report from the Chair – Bobby Flowers

a. Academic Scheduling / Procedures –

No Report

b. Faculty Senate – Bobby Flowers

Meeting is third Thursday in September

c. University Council – Richard Hammond

Meeting is August 28, 2007

d. State Staff Council – Bobby Flowers

The 2007 State Conference is scheduled for October 4th and 5th. The conference will be held at Southern Polytechnic State University.

8. **Unfinished Business**

American Red Cross promotion – Tim Yorkey

Tim will be meeting with Lynn to discuss the contract and design of the program that will best fit VSU. COSA on the Move will publicize “Being a Hero”. The HERO program will be a campus wide program.

9. **New Business**

Staff Development Committee – 30-day rule was voted to be tabled: 17 voted YES and 1 voted NO. A motion was made to dissolve the committee and members on this committee will choose another one to participate on.

Publicity Committee – This committee was tabled to be discussed at the next COSA meeting. The question is whether to make it a Standing Committee or an Ad Hoc committee.

Polo Shirts – The shirts will be used as a part of a uniform and will be worn when COSA Reps. participate in a VSU function. Brenda discussed price and style of polo. Motion was made to suspend 30-day rule and purchase the shirts was voted and agreed upon. Shirts will advertise VSU COSA.

10. **Other Business**

Book: Reframing Organizations – Will be discussed Aug. 21, 2007 at 9:00 until 11:00 a.m.

CEU hours may be available. Roster should be sent to Tim Yorkey. President Zaccari will attend. Light breakfast will be served.

11. **Adjournment** – The meeting was adjourned at 10:30 a.m.

Next COSA meeting will be in the BC Room 3026 (Fish Bowl Room) on Sept. 11, 2007 at 9:00am.

Respectfully submitted,

Diane Guess

Secretary, Council on Staff Affairs