



## **THE COUNCIL OF STAFF AFFAIRS**

**Minutes of March 13, 2007**

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, Bobby Flowers, Diane Guess, Mike Hamm, Richard Hammond, Verna Harvey, Christine James, Brenda Kelley, Bob Lee, Beverly Sharpe, Angela Steele, John Wright, Shana Yorkey, and Tim Yorkey. Quorum attained. Absent: Brian Anderson, Keith Flemming, and Mike McKinley.

2) **SPECIAL ORDER OF THE DAY (two):**

**EMPLOYEE OF THE SEMESTER.** Mr. Black presented Stanley Jones, Registrars Office with a certificate of recognition and check for \$100 for being selected Employee of the Semester. Additional runner's up were: Joan Belflower, Student Health Services; Ann Emperly, Student Accounts; Felicia Hilson, Division of Social Work; Bernard Jones, Custodial Services – Plant Operations and Facilities Planning. Each runner up received a certificate of recognition.

**PARKING AND TRANSPORTATION:** Jill Rountree presented us with documentation from the Parking and Transportation office regarding VSU's current fee structure and a proposed new fee structure for tickets. She also brought a recommendation from the Parking committee that COSA make a recommendation to Dr. Zaccari that the fine and fee structure be increased. Motion approved. COSA would support Parking and Transportation in this effort. The group had questions for Ms. Rountree regarding the parking decals and the process when an employee terminates or resigns. After much discussion it was determined that Human Resources and Parking and Transportation would come together to work out a procedure to resolve the issue of final deduction of the decal fees. Jill Rountree did also say that at this time she does not think there will be an increase in the cost of the parking decals.

3) **Approval of the Minutes from February 13, 2007**

APPROVED

4) **Approval of Treasurer Report:**

Report for February was submitted. February's ending balance for fund 10 was \$1,638.17; VSU Fdn-Retirement Foundation-Discretionary account ending balance was \$3,233.21. VSU Fdn-Retirement Walkway ending balance was \$13,922.01. Pending Financial

Activities for February totaled \$942.04. Shana also distributed to each one in attendance a worksheet detailing suggested 2007 COSA end of the year expenditures. The following is a list of those items voted on to be purchased and the order of importance. Item one being the first to be purchased and so forth. Item one: Book Reframing Organizations, item two: Laminator, item three: COSA polo style shirts for each member, item four: day planners in a VSU case.

5) **Standing Committee Reports:**

***Membership Committee-Tim Yorkey***

Employee of the Semester-David Bennett

Note Special Order of the Day

***Elections-Mike McKinley***

Mike was absent but sent handouts for the Election cycle and noted that there will be four open spaces this election year. Elections are April 17.

***Staff Appreciation Day Committee-Honey Coppage***

Staff Appreciation Day will be held October 12<sup>th</sup>.

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

The date for the Boston Butt Sale has been set for April 5<sup>th</sup>. The Boston Butts will sell for \$25.00 with profits going into COSA's discretionary fund.

***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. The Retirement Luncheon will be in June, but an actual date has not yet been set. Employee Recognition Luncheon will be held this year on April 24<sup>th</sup>.

2. **Staff Development committee-Tim Yorkey**

NO REPORT

3. **Benevolence- Shana Yorkey**

One death of a member of an employee's family was reported to the President's Office.

***Policy Committee-Bob Lee***

There will be a short meeting today after the COSA meeting.

***Environmental Issues-Bobby Flowers***

1. **Recycling-Bobby Flowers**

It has been decided that VSU would enter into a partnership with the City of Valdosta to begin a recycling process. You will begin seeing collection containers around the campus.

2. **Wellness- Brenda Kelley/ Bob Lee**

Lunch and Learns are in full swing. Anyone with ideas for topics please let Brenda know and they will be forwarded to the committee.

6) **Miscellaneous Reports:**

***Parking and Appeals-Mike McKinley***

For the Month of February there were 224 appeals; 124 Upheld; 100 Dismissed.

***Goal Monitor-Verna Harvey***

Verna distributed a handout titled Strategic Planning Data Base, COSA's Action Plan Report 2007. She encouraged us to read over the report to confirm the information was accurate. We were also charged with coming up with some suggestions for a celebration of our completed goals. We are to bring these suggestions to our next meeting.

7) **Report from the Chair:**

***Academic Scheduling/Procedures***

The Academic Scheduling Committee has contacted the Board of Regents and asked them for suggestions on how to obtain the days that were lost in the scheduling process.

***Faculty Senate-Tim Yorkey***

Christine James reported that the Faculty Senate is very active. The latest item on their agenda has been reviewing the evaluation model and recommending changes.

***University Council-Honey Coppage***

University Council met and the new COSA members were present.

***State Staff Council-Bobby Flowers***

Bobby reported that the Sick Leave Bank issue is on the Board of Regents agenda for March. The 2007 State Conference has been scheduled for October 4<sup>th</sup> and 5<sup>th</sup>. The Keynote speaker will be Chancellor Davis. COSA will be able to send six to eight people this year. The conference will be held at Southern Polytechnic State University. Any COSA member who would like to attend should contact Tim Yorkey.

8) **Unfinished Business:**

- **RELAY FOR LIFE ON CAMPUS:** John Wright is coordinating this effort on campus. The event is from 7:00 pm to 7:00 am April 13, 2007. He recommended that COSA have a team. There is a \$5.00 registration fee for each member of the team. Each member of the team is encouraged to raise a minimum of \$100.00 for the event. If you have questions you can email John at [jowright@valdosta.edu](mailto:jowright@valdosta.edu). There are 23 teams (three staff teams) registered at this time.
- **PAYCHECK PICK UP:** Shana Yorkey distributed the proposed survey regarding paycheck pick up. Survey will be sent to all staff employees who will be encouraged to complete and return so that results can be reviewed and presented to the President. It was also noted that COSA supports the changing of the current policy to require individuals to pick up their own paychecks.
- **TRAINING RETREAT:** The May meeting has been set as the date for the training retreat. The exact date is May 15<sup>th</sup>. from 9:00 am to 2:00 pm. Our meeting time will be extended to accommodate the training.

9) **New Business:**

10) **Other Business:**

Boston Butt tickets were distributed with instructions to sell and turn the money into Shana by March 28<sup>th</sup>. Everyone was reminded that the pick up date is April 5<sup>th</sup>. MGT study letters are scheduled to be delivered to employees by March 19, 2007 with 165 employees being notified of salary increases.

Meeting Adjourned at 10:20 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](http://www.valdosta.edu/vsu/cosa) or contact your COSA Representative