



**The Council on Staff Affairs
Minutes of Tuesday, September 11, 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: David Bennett, Sharon Butcher, Debra Davis, Bobby Flowers, Diane Guess, Mike Hamm, Richard Hammond, Verna Harvey, *Christine James, Brenda Kelley, Bob Lee, Mike McKinley, John Wright. Quorum Attained. The following members were absent: Brian Anderson, *Nolan Argyle, *Denise Bogart, Bob DeLong, Steve Fesler, Robin Smith, Terence Sullivan, Shana Yorkey, and Tim Yorkey. * 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.**

COSA held a moment of silence in Remembrance of 9-11.

2. SPECIAL ORDER OF THE DAY:

Employee of the Semester - David Bennett and Robin Smith

Mr. Jim Black presented the awards to the Employee of the Semester and nominees for spring 2007. Dr. Daniel Messcher was named Employee of the Semester and the nominees were Ms. Meredith Lancaster, Ms. DeLois Robey, Ms. Judy Bailey, Ms. Debra Holley, and Ms. Cindy Cobb. The presentation for fall 2007 will be at COSA's February 2008 meeting. _

3. Approval of the Minutes from August 14, 2007:

Approved.

4. Approval of Treasurer's Report: Bob DeLong

No Report

5. Standing Committee Reports:

A. *Membership Committee* – Bobby Flowers

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

David bestowed his thanks to all who participated and encourages more participation in the future.

C. *Elections* – Mike McKinley

Mike reported that he is working on the website with Joe Newton. He is also checking the staff ratios for representation of COSA members.

D. Staff Appreciation Day Committee – Chair: Brenda Kelley

A printed update of the 8/28/07 SAD meeting was distributed to everyone present. The SAD event will be held outside on the lawn of the PE Complex weather permitting. The mayor of Valdosta has been invited to attend.

1. COSA ON THE MOVE: Brenda Kelley

Breast Cancer Awareness booth will be set up from 9:00am until 3:00pm on September 25th in the Bookstore parking lot. A REMINDER was made if any COSA representative participates in an activity please email Verna Harvey. Doing this will provide documentation that Verna needs to update and monitor the status of our goals set for this year. Please report the count of responses received back from COSA members to emails sent to COSA members such as: minutes of meetings, and other requests for a response.

2. FUNDRAISERS: Brenda Kelley

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 Sodexo. The two locations are U.C. and Plants Operations. Regulations were discussed on why we will use Sodexo for all VSU events that require food.

E. Welfare Committee – Bobby Flowers

1. RETIREMENT WALKWAY – Sharon Butcher and Shana Yorkey

No Report

2. BENEVOLENCE – Shana Yorkey

No Report

F. Policy Committee – Bob Lee

Bob announced that the next meeting will be Sept. 20, 2007 at 9:00 am in the Willow Room. The topics of discussion are job descriptions and procedures.

G. Environmental Issues (EIC) – Bob Lee and Steve Fesler.

1. RECYCLING – Steve Fesler

Bobby gave report for Recycling. Recycling is a huge issue on campus. It will take the effort of everyone at VSU.

6. Miscellaneous Reports

a. Parking Appeals Reports – Michael McKinley

124 tickets were upheld and 145 were dismissed. Tour was given by Jill Rountree and another tour is planned in the near future. Parking decals are available for purchase online or go by their office. Present parking decals expire Sept. 15th.

b. Goal Monitor Report – Verna Harvey

Verna provided a laminated list of COSA's goals. {Excellent job, Verna!} Verna discussed the goals and the actions pertaining to each goal to the committee members.

c. Wellness – Brenda Kelley

Benefits Fair – Brenda Kelley gave update: Fair will be Oct. 4th from 2:00 until 5:00 pm.
Weight Watchers – Bob Lee gave update: Encouraged more participation from VSU employees.

7. Report from the Chair – Bobby Flowers

a. Academic Scheduling / Procedures – Bobby Flowers

Holiday schedule – 2009 schedule is posted. Mandatory annual leave was discussed and further review is being done.

b. Faculty Senate – Bobby Flowers

Meeting is set for September 20th at 3:30 pm in Magnolia room. Brenda Kelley will represent COSA.

c. University Council – Richard Hammond

Richard Hammond discussed the issues President Zaccari presented. President Zaccari would like to encourage more issues be brought up at the meetings.

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. Chancellor Davis will be the guest speaker.

8. Unfinished Business

American Red Cross/HERO Program – Tim Yorkey

COSA on the Move will publicize “Being a Hero”. The HERO program will be a campus wide program.

9. New Business

Treasurer’s position – Bob DeLong has submitted his resignation due to a heavy workload. He will continue to serve as treasurer until the position is filled.

Faculty/Staff Campaign – The kickoff luncheon is Sept. 27th at noon. Oct. 4th packets will be distributed to VSU employees.

COSA On The Move: COSA members distributed informational materials to pedestrians and motorists to promote a safer environment for the VSU community. Continue to encourage the use of the crosswalks.

10. Other Business

Homecoming weekend events were discussed.

11. Adjournment – The meeting was adjourned at 10:15 a.m.

Next COSA meeting will be in the BC Room 3026 on Oct. 9, 2007 at 9:00am.

Respectfully submitted,

Diane Guess

Secretary, Council on Staff Affairs