



Minutes of Tuesday, June 10, 2008

1. **Call to Order:**

Chair-Elect Sharon Butcher called the meeting to order at 9:05 a.m. in the University Center Rose Room. Members present: Sue Bailey, Sharon Butcher, Bob DeLong, Steve Fesler, Diane Guess, Verna Harvey, Lisa Hayes, Bob Lee, Regina Lee, Yvonne LeRoy-Landers, Shirley McClain, Ben McCranie, Terence Sullivan, Kathy Sundin, John Wright, Shana Yorkey, and Tim Yorkey. Guest attending was Jay Rickman, incoming Faculty Senate Executive Secretary. The following members were absent: Denise Bogart, Bobby Flowers (excused, Proxy-Sharon Butcher), Mike Hamm (excused), Richard Hammond (excused, John Wright-Proxy), Judy Hart (excused), Jennifer Harvey (excused, Diane Guess-Proxy), and Mike McKinley (excused, Diane Guess -Proxy). \* Signifies non-elected members. **Please send proxy if you can not attend a meeting. Reminder postcards will be sent a few days before each COSA meeting.**

2. **SPECIAL ORDER OF THE DAY:**

Special Recognition was given to Bob Lee, Steve Fesler, Shana Yorkey, and Diane Guess in honor of their dedication to COSA.

3. **Approval of the Minutes from May 13, 2008:**

Quorum was attained for minute's approval. Minutes were distributed and approved.

4. **Approval of Treasurer's Report:** Yvonne LeRoy-Landers

Yvonne distributed Treasurer's Report handouts. According to the Treasurer's Report as of June 10, 2008 COSA's foundation account balance is \$932.36 and the Retirement Walkway and Employee Recognition foundation account balance is \$12,708.32. She stated the Fund 10 Account balance is \$104.44. It was discussed on what to spend the remaining balance on to zero out the account. A suggestion to purchase note cards was made.

5. **Standing Committee Reports:**

A. ***Membership Committee*** – Bobby Flowers

1. ***Employee of the Semester (EOS)*** –Denise Bogart

Spring 2008 EOS will be presented at September 9<sup>th</sup> COSA meeting.

2. ***Elections*** – Mike McKinley

Elections were conducted and completed for the upcoming year by Bob DeLong and Diane Guess. Sue Bailey was nominated and elected as Secretary. Terence Sullivan was nominated and elected as Parliamentarian. Judy Hart was nominated and elected as Treasurer. John Wright and Bob DeLong were nominated for Public Relations Officer. John Wright was elected by the majority of votes. Verna Harvey and Regina Lee were nominated for Goal Monitor. Regina Lee declined because she wanted to learn more about COSA first before taking an officer's position. Verna Harvey was elected as Goal Monitor. Congratulations to you all!

B. ***Staff Appreciation Day Committee (SAD)***– Sharon Butcher

Committee has not met yet. Date for SAD needs to be set.

1. **COSA ON THE MOVE:** Sharon Butcher
    - a. Wellness Fair –
    - b. Commencement –
  - C. **Welfare Committee** – Bobby Flowers
    1. **RETIREMENT WALKWAY** – Sharon Butcher and Shana Yorkey  
40 bricks were purchased this year and displayed at the Retirement Luncheon On June 3, 2008 in honor of VSU retirees. It was a great success. Shana has agreed to continue to serve on this committee. Thanks, Shana!
    2. **BENEVOLENCE** – Shana Yorkey  
One death of an employee's family member was reported.
  - D. **Policy Committee** – Bob Lee  
Bob Lee thanked everyone for the support through the years he has served as Parliamentarian for COSA. Beginning July, Bob will be our Retiree COSA representative. We thank you, Bob, and congratulations on your retirement.
  - E. **Environmental Issues** (EIC) – Bob Lee and Steve Fesler  
There was discussion about the damage to trees by construction vehicles at the Georgia Hall construction site. The issue has been resolved.  
The Smoking Policy has been tabled for the summer.
6. **Miscellaneous Reports**
- A. **Parking Appeals Reports** – Michael McKinley  
Terence Sullivan distributed handouts for the month of May with the information of parking tickets dismissed and upheld. In the month of May, there were 91 tickets upheld and 66 tickets dismissed. In the month of May the appeals committee reviewed 157 appeals.
  - B. **Goal Monitor Report** – Verna Harvey  
FY 2009 Goals and Action Step handout was distributed. Sharon Butcher discussed having an ad hoc committee to research ideas and ways to reach the goal#7 – Scholarship Goal. Yvonne LeRoy-Landers, Terence Sullivan, and John Wright volunteered to serve on the ad hoc committee in which to develop Action Steps for this goal. COSA Planning Goals falls under the Finance and Administration Area. The goals set for 2008-2009 were voted and unanimously approved as a result of a motion to waive the 30-day rule requirement of voting on new items due to time being of essence.
  - C. **Wellness** – Bob Lee  
Bob Lee stated that Lunch and Learn dates are set for summer.  
Smoking Cessation will kick off next month. Eleven people have volunteered.
  - D. **Weight Watchers** - Bob Lee  
There will be one group for the summer. This group will meet on Wednesday at 1:00 p.m.
7. **Report from the Chair** – Bobby Flowers
- A. **Academic Scheduling/Procedures** – Bobby Flowers
    1. Holiday Scheduling – Bobby Flowers
  - B. **Faculty Senate** – Bobby Flowers  
No Report
  - C. **University Council** – Richard Hammond  
Meeting was cancelled.
  - D. **State Staff Council** – Bobby Flowers  
Sharon Butcher and Richard Hammond have been requested to attend.
8. **Unfinished Business**  
John Wright made a request for members to talk to their constituents about how they feel about the mandatory time off during the holidays. Suggestion was made to do another survey.
9. **New Business**
10. **Other Business**  
We revisited the Accounts and discussed the requirements of using Sodexo for all of COSA's food events. For selection of committees COSA members will have the opportunity to serve on 2008-2009: Sharon will send out an email with a list of committees to choose from. Representatives are requested to review and select the committees you would like to serve on.  
All members present introduced themselves to everyone.

11. **Adjournment** – The meeting was adjourned at 10:13 a.m.

**Next COSA meeting is July 8, 2008 in the U.C. Rose Room at 9:00 a.m.**

Respectfully submitted by

Diane Guess,  
Secretary for COSA

**Don't forget to respond after you have read the minutes. Your approval is needed and appreciated!!!**