



Minutes of Tuesday, May 13, 2008

1. **Call to Order:**

Chair Bobby Flowers called the meeting to order at 9:08 a.m. in the University Center Cypress Room. Members present: *Ann McMichen (for Dr. Argyle), Denise Bogart, Sharon Butcher, Bob DeLong, Steve Fesler, Bobby Flowers, Mike Hamm, Richard Hammond, Verna Harvey, Yvonne LeRoy-Landers, Mike McKinley, Terence Sullivan, John Wright, and Shana Yorkey, and Tim Yorkey. Guests attending were Ben McCranie and Rich Yokeley. The following members were absent: Sue Bailey, Diane Guess (excused), Bob Lee (excused), and Kathy Sundin (excused). * 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:**

Rich Yokeley was introduced to COSA representatives as the new general manager of Sodexo. A request was made to provide someone from Sodexo to attend COSA meetings and events. Rich discussed new employee meal plan options that will be available fall 2008 semester. Rich discussed using the New Hopper as residence dining to help with Palms overcrowding.

3. **Approval of the Minutes from April 8, 2008:**

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

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

Treasurer's report was sent via email for review. Shana Yorkey contacted Yvonne about an expense that has to be moved to a different discretionary account.

5. **Standing Committee Reports:**

A. *Membership Committee* – Bobby Flowers

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

Denise is waiting to hear from Robin Smith. Award For Excellence I Staff Services deadline has been changed to June 16, 2008.

C. *Elections* – Mike McKinley

Congratulations to Judy Hart, Lisa Hayes, Regina Lee, and Shirley McClain, our new Representatives for COSA. We welcome Ben McCranie who will be replacing David Bennett and Jennifer Harvey who will be replacing Debra Davis as COSA Representatives. New COSA reps are invited to attend the Orientation and Planning Retreat on May 20, 2008.

D. *Staff Appreciation Day Committee* – Sharon Butcher

Sharon will be calling a meeting within a few weeks.

1. **COSA ON THE MOVE:** Sharon Butcher

COSA on the Move wrapped up the “Thank You” Campaign. An article on the Campaign was in the Governor’s Newsletter. The spaghetti dinner was a success with a discretionary deposit of \$201.00 to be used for the Staff Appreciation Day.

- a. Wellness Fair –
- b. Commencement – Bob Lee

E. Welfare Committee – Bobby Flowers

1. RETIREMENT WALKWAY – Sharon Butcher and Shana Yorkey

Retirement Luncheon is on track. The invitations are ready to be distributed. Ann Lacey is in charge of this event but all COSA reps are invited to attend. Please wear your COSA shirts if possible. Approximately 40 bricks were purchased this year in honor of VSU retirees. The luncheon will be on June 3, 2008.

2. BENEVOLENCE – Shana Yorkey

One death of an employee’s family member was reported.

F. Policy Committee – Bob Lee

They are in the process of being completed.

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

EIC will not meet again until fall semester. Recycling bins are still a continued issue.

Camellias will be moved when GA Hall is demolished this month to save them from being destroyed.

6. Miscellaneous Reports

a. Parking Appeals Reports – Michael McKinley

A handout for April was distributed with an update of information of parking tickets dismissed and upheld. In the month of April there were 175 tickets upheld and 108 tickets dismissed. In the month of April the appeals committee reviewed 374 appeals. Tickets for the Juneau Construction Company vehicles are being upheld more often. There will be a plan for Move in Day at a later date. Bobby asked about using non-COSA staff on the appeals committee.

b. Goal Monitor Report – Verna Harvey

Verna asked all members to read the Action plan and be prepared to discuss the information at the May 20th Planning Retreat. COSA’s Action Plan should tie in with Mr. Black’s goals.

c. Wellness – Bob Lee

Luncheon dates are set for fall 2008 semester.

Weight Watchers- Bob Lee

There will be two groups for summer 2008!

7. Report from the Chair – Bobby Flowers

a. Academic Scheduling / Procedures – Bobby Flowers

The 2010 schedule will be worked on soon. July 4, 2010 falls on Sunday. Since there are no classes held on Friday and students are out, July 4th will be observed on the Friday before July 4, 2010.

b. Faculty Senate – Bobby Flowers

c. University Council – Richard Hammond

Meeting was held the last Tuesday of April. Environmental Policy was approved by Faculty Senate. Presentation of our Strategic Plan aligns with USG Plan. The database configuration was discussed and how to create various reports.

d. State Staff Council – Bobby Flowers

The next USG Staff Council meeting is June 19th at Atlanta Metropolitan College. Bobby, Sharon and Richard will try to attend this meeting. We had a long discussion of the USG shared programs. Most services will still be company-based but more electronic friendly. This issue will be voted on at June 10th meeting.

8. Unfinished Business

- A. Chair elect nominations were Richard Hammond, Yvonne Leroy-Landers, and Terence Sullivan. Election was held. Richard Hammond is COSA's new Chair-Elect. Congratulations, Richard!
- B. Planning Retreat will be May 20, 2008. New COSA representatives' orientation is from 9:00a.m. until 10:00a.m. Goal setting will be from 10:00a.m. until 2:00p.m.
- C. Bob Lee was nominated for COSA Retiree Representative in April. Mike motioned, with a motion from Shana to 2nd it, voting Bob Lee to serve as our Retiree Rep. at the end of his current term. Congratulations Bob!

9. New Business

It was discussed that we should try to alternate the terms so that two members are not rolling off the University Council in the same time. It was discussed how this could be handled.

10. Other Business

Reminders – Encourage more participation at VSU events.

Use your online employee self-help site.

Help promote the HERO program.

- 11. Adjournment** – The meeting was adjourned at 10:20 a.m.

Next COSA meeting is June 10, 2008 in the U.C. Rose Room at 9:00 a.m.

Respectfully submitted by

Diane Guess, Secretary on behalf of
Terence Sullivan, Recorder of May 13 Meeting

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

12.