



Minutes - Tuesday, October 14, 2008

1. **Call to Order:**

Chair Sharon Butcher called the meeting to order at 9:05 a.m. in the University Center Rose Room. Members present: Sue Bailey, Denise Bogart*, Bob DeLong, Leighia Hammond, Richard Hammond, Judy Hart, Verna Harvey, Lisa Hayes, Bob Lee, Shirley McClain, Mike McKinley, Jay Rickman*, Kathy Sundin, and John Wright. Guests in attendance were: Deborah Reaves, VSU Human Resources and Amanda Peterson, Dining Services. The following members were absent: Nolan Argyle*, Lauren Davis, Bobby Flowers (Proxy-Sharon Butcher), Mike Hamm, Jennifer Harvey, Regina Lee (Proxy-Judy Hart), Yvonne LeRoy-Landers, Terence Sullivan (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. **Approval of the Minutes from August 12, 2008:**

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

3. **Approval of Treasurer's Report:** Judy Hart

As of September 30., 2008, COSA's Foundation account balance is \$1133.34 and the Retirement Walkway and Employee Recognition foundation account balance is \$12,295.63. The Fund 10 Account balance is \$2076.32. The Treasurer's Report was approved.

4 **Standing Committee Reports:**

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

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

Denise reported that the first announcement for acceptance of Employee of the Semester nominations has gone out. There will be an article in *VSU Connection* and on the main page of VSU's website, and it will be advertised on the electronic board in front of the UC.

2. ***Elections*** – Mike McKinley

No report.

B. ***Staff Appreciation Day Committee (SAD)***– Richard Hammond

Staff Appreciation Week has been set for November 17 – 21. The committee is trying to get support from groups across campus. SGA and Greek Life are interested in participating. Faculty Senate is scheduled to discuss it at their next meeting. Richard is waiting to hear from other groups.

1. ***COSA On The Move:*** Richard Hammond

Tickets and advertising for the chicken dinner fundraiser are being prepared. Tickets must be sold by October 31. Meals will be handed out at the UC and Plant Ops on November 6. The money raised will go toward the Employee Recognition Luncheon. Richard reported that we need volunteers to help with the tailgate party and he is looking into the discounted game tickets. We

will do the discounted game tickets even if we do not hold the tailgate party. Volunteers are needed. John Wright reported that two people registered to vote at COSA's voter registration table at Plant Ops and two others took forms with them. The majority of passers by were already registered.

C. Welfare Committee – Bobby Flowers

1. Retirement Walkway – Sharon Butcher

Sharon reported that the committee met and discussed opening communications between COSA and IPG to come up with design proposals for the walkway. There are plans for IPG to do a presentation to COSA at the November meeting.

a. Retirement Association – Judy Hart

Judy reported that a Steering Committee was established and began working on the by-laws. Dues will be \$10/year or \$100 for lifetime membership. The Retirement Association will host a table at the Wellness Fair and is cosponsoring open enrollment information sessions. Judy also spoke about the changes to Teacher's Retirement being considered by the Board of Trustees.

2. Benevolence – Sue Bailey & Regina Lee

One death of employee's family member was reported.

C. Policy Committee – Terence Sullivan

No report.

D. Environmental Issues (EIC) – Bobby Flowers

No report.

F. Publicity Committee – John Wright

John reported that the campaign for Staff Appreciation Week has started.

5. Miscellaneous Reports

A. Parking Appeals Reports – Michael McKinley

There were 488 appeals for the month of September. The committee upheld 268 appeals and dismissed 220.

B. Goal Monitor Report – Verna Harvey

Verna reported that she received no corrections to the COSA Goals for 2008-2009. Verna also distributed handouts of the Strategic Planning Database Action Plan Report showing communication responses for the month of September in support of Action Step 1, Goal 1 – COSA Communication.

B. Wellness – Bob Lee

Bob reported that six people have been certified as smoking cessation trainers. There will be a lecture called "Getting Ready to Quit" in Odum Auditorium on October 27. There were about 32 vendors at the Benefits and Wellness Fair and it was a big success. A lunch and learn on breast cancer awareness will be held tomorrow, October 15, in the faculty lunchroom at Palms Dining. Weight Watchers continues to be very successful.

6. Report from the Chair – Bobby Flowers

A. Academic Scheduling/Procedures – Bobby Flowers

1. Holiday Scheduling – Bobby Flowers

COSA is tabling making recommendations until the committee can confirm the academic schedule for 2010-2011.

B. Faculty Senate – Bobby Flowers

No report.

C. University Council – Richard Hammond

No report.

D. State Staff Council – Bobby Flowers

Sharon reported that the conference was well attended. VSU will be a hub in the future.

7. Unfinished Business

8. New Business

9. Other Business

a. Richard reported for John that the Blood Drive will be held in the Bailey Science building from 12-6 PM on October 20.

11. Special Order of the Day

a. Open Enrollment Information Session – Deborah Reaves

Deborah gave a presentation on the changes in insurance for VSU employees and answered questions.

12. **Adjournment** – The meeting was adjourned at 9:58 a.m

Next COSA meeting is November 11, 2008 in the UC Rose Room.

Respectfully submitted by

Sue Bailey,
Secretary for COSA

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