



COUNCIL ON STAFF AFFAIRS MEETING
Minutes of Tuesday, April 14, 2009

1. Call to Order:

Chair Richard Hammond called the meeting to order at 9:05 a.m. in the University Center Rose Room. Members present: Sherri Adams, Sue Bailey, Sharon Butcher, Bobby Flowers, Leighia Hammond, Richard Hammond, Judy Hart, Jennifer Harvey, Lisa Hayes, Regina Lee, Yvonne LeRoy-Landers, Shirley McClain, Mike McKinley, Jay Rickman*, Pat Rozier and Terence Sullivan. Guests in attendance were: Kate Heine – Communication Unit and Rita Collins – Access Office. The following members were absent: Nolan Argyle, Denise Bogart, Mike Hamm, Lauren Davis, Bob Lee, and Kathy Sundin (Proxy-Terence Sullivan), and John Wright. *Signifies non-elected members. **Please send proxy if you cannot attend a meeting. Reminder postcards will be sent a few days before each COSA meeting.**

2. SPECIAL ORDER OF THE DAY:

a) Shared Services Update – Judy reported that Shared Services will be ready July 1. There will be tutorials and training. Employees will be able to do benefits online starting in early June. PeopleSoft system will be frozen beginning the end of May.

3. Approval of the Minutes of March 10, 2008 meeting of the Council on Staff Affairs.

A motion was made and seconded to approve the minutes. The minutes were approved as printed.

4. Approval of the Treasurer's Reports – Judy Hart

Judy reported that the Fund 10 Account for February had an ending balance of \$1717.12. The Foundation Account had an ending balance of \$1843.25 and the ending balance for the Retirement Walkway Account was \$12715.12. A motion was made and seconded to approve the minutes as read. The minutes were so approved. Judy also reported that the Space Management Committee is working on finding us a COSA designated office.

5. Standing Committees

A. Membership Committee

1. Employee of the Semester – Denise Bogart

The date of the next COSA meeting will be changed to May 5th to accommodate Dr. Schloss so he can present the awards. The COSA Executive meeting will be moved to April 28. The COSA representatives voted unanimously to override the policy regarding ...

2. Elections – Mike McKinley

The ballot is on the main COSA webpage. Elections will be held online during the week of April 20. A motion was made to open the floor for nominations for Chair Elect> Nominations will be taken through the next meeting.

B. *Staff Appreciation Week Committee* – Mike McKinley

A letter was going to be sent to the VP's to ask for a donation to help offset the cost of the Employee Recognition Luncheon. The VP's felt that they should put on the event rather than COSA. COSA will step away from putting on the event. The luncheon will be cancelled for this spring and will be held once a year in the fall. The VP's requested that COSA move Staff Appreciation Week to the spring. Richard volunteered COSA's services to help with the luncheon as needed. A discussion followed regarding what COSA should do with Sodexo money that was going to be applied to the luncheon.

C. *COSA on the Move* – Mike McKinley

- a. There was a moderate turnout for the baseball game. People appreciated the hotdogs and drinks.
- b. The Spaghetti Dinner fundraiser is a go. A sign-up sheet will be available so members can volunteer to help pass out the dinners.

D. *Welfare Committee*

1. Retirement Walkway – Bobby Flowers

Bobby did not know how many bricks have been ordered. The tentative date for the luncheon is June 1st.

a. Retirement Association – Judy Hart

Judy reported that there were over 50 attendees at the last meeting. Blue Cross/Blue Shield gave a presentation. Elections were held for the association's executive committee.

E. *Policy Committee* – Terence Sullivan

Terence reported that a meeting was held March 19th. He will send out updated policies that are being worked on and discussed now. He asked that COSA representatives review the policies and send him any suggestions.

F. *Publicity Committee* – John Wright

No report.

G. *USG Staff Conference* – John Wright

The conference scheduled for this fall has been cancelled. Unless there are any further changes, the conference being hosted at VSU will go on as planned.

Ad Hoc

a. TAP

No report.

6. Miscellaneous Reports

A. *Academic Scheduling/Procedures* – Bobby Flowers

No report.

B. *Benevolence* – Sue Bailey

Five deaths were reported.

C. *Editorial Board for the Alumni Voice* – Jennifer Harvey

The Alumni Voice will be going out in April. The Editorial Board is still looking for ideas; for example, alumni going green in their businesses.

D. *Environmental Issues (EIC)* – Bobby Flowers

Bobby reported that lots of activities are planned for Earth Week. The Campus Beautification Committee made recommendations to use the Whitehead Fund to add a new landscape design behind Odum Library in the new section. Bobby expressed concern about grounds maintenance issues: no pruning, mowing front lawn on request only. There are also concerns with regard to root damage due to the installation of phone boxes on Georgia Avenue. Bobby

asked COSA to look into these directives. Yvonne offered to get an official statement from Ray Sable.

E. *Faculty Senate* – Richard Hammond

The President presented information on super sections. A super section is defined as 150 or more students. There are three super sections already in place and 17 planned for fall.

F. *Goal Monitor Report* –

No report. Richard asked for a volunteer for Goal Monitor.

G. *Parking Appeals Reports* – Mike McKinley

Mike reported that for March 188 tickets were upheld and 136 were dismissed.

H. *President's Climate Commitment Committee* – Shirley McClain

Shirley reported that the committee is discussing whether Environmental Studies should be a minor or major.

I. *University Council* – Richard Hammond

No report.

J. *Wellness* – Mike McKinley

Shawn Phippen will give a talk at a luncheon on April 17, 12-1 PM in the Rose Room. Mayor Fretti has asked us to participate in the Disability Council Survey. Mike will send out a link.

K. *Institutional Planning Committee* –

No report.

7. Report from the Chair – Richard Hammond

A. *President's Cabinet*

No report.

B. *USG Staff Council* – Bobby Flowers

Bobby reported that council members are trying to meet by email. Elections are coming up in the summer. The conference at Georgia College has been cancelled. There are plans for a one-day meeting in September to handle regular business and open enrollment.

C. *Planning and Budget Committee* – Terence Sullivan & John Wright

The committee is working on creating metrics for handling requests for funding. The strategic focus is available online. Preliminary suggestions for standards are being considered. Initiatives should be things that move the university forward.

8. Unfinished Business

9. New Business

We would like to welcome our new representatives: Sherri Adams (Student Employment), Rita Collins (Retiree Rep), and Pat Rozier (President's Area). Thank you for serving our university community! Yvonne passed out Relay for Life fundraiser information (Baked to Order) for Becky Murphy. Sherri Adams volunteered for the Institutional Planning Committee. Mike made a motion to allow a Sodexo employee to be an ex-officio member of COSA to be effective July 1. Sodexo will appoint their representative. We will vote on this motion at the May meeting.

10. Other Business

11. Adjournment

The meeting adjourned at 10:24 a.m.

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