



COUNCIL ON STAFF AFFAIRS MEETING
Minutes of Tuesday, August 11, 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: Sue Bailey, Denise Bogart*, Bobby Flowers, Leighia Hammond, Richard Hammond, Regina Lee, Carolyn Glock, Jessica Klotz, Shirley McClain, Terence Sullivan, Kathy Sundin, and John Wright. Guests in attendance were: No guests. The following members were absent: Sherri Adams (Proxy-Terence Sullivan), Nolan Argyle (Proxy-Ann McMichen), Sharon Butcher, Rita Collins, Lauren Davis*, Judy Hart (excused), Jennifer Harvey, Lisa Hayes, Yvonne Landers (Proxy-Regina Lee), Jay Rickman (excused), Pat Rozier (excused) and Rich Yokeley.

*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) ADP Update – Denise Bogart

Denise reported that everything is moving forward. She took questions and advised everyone to check that their address and email address are correct in the system.

3. Approval of the Minutes of June 9, 2009 meeting of the Council on Staff Affairs.

There were no minutes for July as the meeting was cancelled. A motion was made and seconded to approve the June minutes. The minutes were approved as printed.

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

Judy reported that the Fund 10 Account for July had an ending balance of \$163.73. The Foundation Account had an estimated ending balance of \$3250.71. The Retirement Walkway Account had an ending balance of \$13,364.67. A motion was made and seconded to approve the the treasurer's report and it passed unanimously.

5. Standing Committees

A. *Membership Committee*

1. Employee of the Semester – Denise Bogart

Denise reported that the committee will be working on the next EOS soon.

2. Elections – Mike McKinley

The committee is working on filling vacant positions.

B. *Staff Appreciation Week Committee* – Terence Sullivan

Richard and Terence plan to meet with Dr. Schloss on August 19 to discuss his views of COSA.

Dr. Schloss wants his office to sponsor the luncheon. Other changes will be made in the schedule for luncheons and staff appreciation week.

- C. *COSA on the Move* – Terence Sullivan
No report.
- D. *Welfare Committee*
 - 1. Retirement Walkway – Bobby Flowers
No meeting has been held, but Bobby reported that the project for the new design and location of the walkway has been scrapped. Bobby learned that BOR approval is required for this project to go forward. Bobby plans to research the history of the walkway to find out what is available in writing, how the idea was conceived and how the location was originally chosen. This information will be needed when the walkway moves forward at some later time.
 - a. Retirement Association – Judy Hart
No report.
- E. *Policy Committee* – Carolyn Glock
No report. Will set up a meeting.
- F. *Publicity Committee* – Yvonne LeRoy-Landers
Will set up a meeting. Yvonne asked that the chairs of committees email her their meeting and she will include them on the institutional calendar.
- G. *USG Staff Conference* – John Wright
John plans to set up a meeting for August. Bobby suggested that we go forward with planning the event even without funding information.

Ad Hoc – Yvonne LeRoy-Landers & Terence Sullivan

- a. TAP
It was agreed that COSA should get Dr. Schloss' ideas and support before going forward due to the budget situation.

6. Miscellaneous Reports

- A. *Academic Scheduling/Procedures* – Bobby Flowers
The 2010 schedule is set. The decision was made to use the least amount of mandatory leave possible. There will be 1 ½ mandatory leave days used.
- B. *Benevolence* – Sue Bailey
Two deaths were reported.
- C. *Editorial Board for the Alumni Voice* – Jennifer Harvey
No report.
- D. *Environmental Issues (EIC)* – Bobby Flowers
- E. *Faculty Senate* – Richard Hammond
No report.
- F. *Goal Monitor Report* – Sherri Adams
No report. Sherri Adams was elected Goal Monitor.
- G. *Parking Appeals Reports* – Kathy Sundin/Terence Sullivan
Mike reported that for there were a total of 263 tickets written, with 197 upheld and 66 dismissed.
- H. *President's Climate Commitment Committee* – Shirley McClain
No report.
- I. *University Council* – Richard Hammond
Richard reported that a meeting would be held to vote on combining the University Council with the Planning and Budget Committee.
- J. *Wellness* – John Wright
No report.
- K. *Institutional Planning Committee* – Sherri Adams
No report.

7. Report from the Chair – Richard Hammond

A. *President's Cabinet*

The furlough situation was discussed. There will be an open forum for staff regarding the budget. Individual departmental meetings are also planned to brief staff and answer questions.

B. *USG Staff Council* – Bobby Flowers

The Council is monitoring the Shared Service Program and insurance plan changes.

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

2010 Strategic Focus initiatives were discussed and voted on. Approximately 34 proposals were ranked and 17 were voted in. The remaining proposals were not voted in due to lack of funds. The #1 initiative was the two 300-seat classrooms being built adjacent to the Education Center at a cost of \$1.2 million.

8. Unfinished Business

COSA will have its Planning Retreat from 9 AM – 2 PM on Tuesday, September 8.

9. New Business

The committees list was passed around so that COSA reps could choose their committees.

Richard asked the COSA reps to be thinking for the retreat about what issues and concerns the staff in different areas are talking about.

10. Other Business

11. Adjournment

The meeting adjourned at 9:58 a.m.

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