



COUNCIL ON STAFF AFFAIRS

Minutes of Tuesday, July 17, 2012

A. Call to order

Chair Brian Haugabrook called the meeting to order at 9:00 AM.

- B. Roll call:** All representatives must sign/initial the attendance roster to be counted as present. Members present: Beverly Amiot, Sue Bailey, Denise Bogart*, Ron Butler, Barry Fitzgerald, Richard Hammond, Brian Haugabrook, Regina Lee, Bob Lee, Michael Knight, Laura Pitts, Yvonne Landers, Shanika Hezekiah, Art Rinberger, and Terence Sullivan. Guests in attendance were: Dr. William McKinney (President), Sue Fuciarelli (VP F & A), and Dr. Christy Yates (F & A). The following members were absent: Olivia Blakely (Proxy-Y. Landers), Joan Dear (Proxy-Sue Bailey), Carolyn Glock, Jessica Klotz, Tracy Meyers*, Lisa Snipes, and Chris Valdes*. (An *asterisk denotes a non-voting member.) **Please send a proxy if you cannot attend a meeting.**

SPECIAL ORDER OF THE DAY

1. President's Remarks: Dr. McKinney introduced himself to the group and shared his thoughts on a variety of topics including his open door policy, his Transition Team and Transparent Transformation, and future Town Hall meetings.
2. Enterprise Risk Management (ERM) initiative: Dr. C. Yates spoke about the ERM project and explained its purpose - to determine risks that keep the universities in the USG from meeting their goals and develop plans to mitigate the major risks. She explained the process of creating lists of risks and filling out the appropriate forms. Art Rinberger will head the Ad Hoc committee for COSA's input into this process. Dr. Yates would like the completed document turned in by mid-august if possible.

- C. Approval of the Minutes of June 19, 2012 meeting of the Council on Staff Affairs**
The minutes of June 19, 2012 were approved unanimously.

D. Officer's Reports

1. Treasurer's Report – Shanika Hezekiah
State Allocation – \$2082.00; Discretionary account - \$2,392.24; Blazer Books - \$1,355.00; Retirement Walkway - \$13,960.78. Treasurer's report was approved as amended with corrections to the State Allocation balance. Also noted during this report: a new Blazer Books committee head is needed; discussion about the creation of a web-based directory/locator for retiree names on the walkway.
2. Report from the Chair – Yvonne Landers
 - i. Faculty Senate
Did not meet.
 - ii. President's Cabinet
Denise Bogart reported that the new President discussed his Transition Team and plans to wait until spring semester for his induction ceremony to keep the focus of convocation on the University moving forward. On the new benefits horizon are voluntary vision and legal plans – these should be available during open enrollment. There are approximately 40 new faculty and New Faculty Orientation is August 1.
3. Goal Monitor Report – Jessica Klotz
4. Publicity Report – Ron Butler

Brian, Regina, and Ron will meet with Thressea Boyd to discuss a newsletter to highlight new people in various departments and staff accomplishments. The suggestion was made the COSA reps should actively look for news to be shared via the newsletter with the university community.

E. Committee Reports

1. *Budget* – Shanika Hezekiah
2. *Policy* – Art Rinberger

Work is being done to publish a calendar so people can easily see what COSA is doing.

3. *Social Recognition* – Terence Sullivan
 - i. VSU Homecoming float – we will look into having a COSA float again
 - ii. Lowndes/Valdosta High School Football Games – volunteering at the high school football games was discussed as a fundraiser. There was further discussion about this being a way to increase COSA's visibility and building connections in the community. Volunteers could cover for parents in the concession stands so they can see their kids play or perform at half time. Other fundraisers were suggested at this time: a T-shirt design contest, at convocation sell Bruster's and Marco's pizza coupons, raffling a TV. All proceeds would go toward Blazer Books and Employee of the Semester.
 - iii. Employee Appreciation Day – Brian and Yvonne will contact Dr. McKinney about planning for Employee Appreciation Day and if there will be any changes based on feedback from last year.
 - iv. The Happening
Scheduled for the third Thursday in August. We will need volunteers for staffing a COSA table and possibly have some games to make it fun for students and staff. Also, possibly have some items for giveaways.

Also as part of Social Recognition and Fundraising, Brian shared more ideas for gaining awareness of COSA in the community such as getting involved with the Chamber of Commerce, having a BBQ or Chili Cook Off (charge vendors and give prizes for the best BBQ or chili.)

4. *Professional Development* – Ron Butler – No report

F. University Wide Committees

1. *Academic Scheduling/Procedures* - Richard Hammond/Olivia Blakely
2. *Editorial Board for the Alumni Voice* – Yvonne LeRoy-Landers – No report
3. *Environmental Issues (EIC)* – Joan Dear – No report
4. *Facilities Advisory Committee* – Richard Hammond
5. *Institutional Planning* – Terence Sullivan – No report
6. *Parking Appeals* – Ron Butler
For June, 105 appeals were upheld and 40 were dismissed.
7. *PBC* – Richard Hammond/Art Rinberger
8. *President's Climate Committee* – Shirley McClain
9. *Chartwells* – Chris Valdes
\$5 Fridays will continue during fall semester. COSA may do a fundraiser with Chartwells selling refill cups.
10. *USG Staff Council* – Terence Sullivan/Yvonne Landers
11. *Wellness* – Lisa Snipes
12. *Parking and Transportation Policy Committee* – Jessica Klotz/Richard Hammond

G. Unfinished Business

H. New Business

I. Other Business

J. Adjournment

The meeting adjourned 9:52 AM.

Respectfully submitted,
Sue Bailey
COSA Secretary