



## **COUNCIL ON STAFF AFFAIRS**

### **Minutes of Tuesday, May 15, 2012**

#### **A. Call to order**

Chair Yvonne Landers called the meeting to order at 9:06 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, Brian Haugabrook, Jessica Klotz, Bob Lee\*, Regina Lee, Laura Pitts, Yvonne Landers, Olivia Blakely, Shanika Hezekiah, Michael Knight, Lisa Snipes, Angela Uyeno, and Terence Sullivan. Guests in attendance were: Shea Register (ARC), Dr. Louis Levy (President), Jim Muzzy (Plant Ops), Fred Downing (Phil/Rel Stud), Danielle Costello (Phil/Rel Stud), Wendy Miller, Xavier McCormick. The following members were absent: Joan Dear (Proxy-Ron Butler), Carolyn Glock, Richard Hammond (excused), Shirley McClain, Tracy Meyers\*, Art Rinberger (Proxy-Keisha Roberts), 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. Levy reported that the governor and chancellor are very committed to the Complete College Georgia program. The 6% formula funding will be dedicated to this effort. The Lady Blazers will be in Louisville, KY – wishing them good luck. Faculty Senate is voting on a change in statutes to make their leadership similar to COSA and make their governance structure all faculty.
2. Employee of the Semester – Denise Bogart began by explaining the purpose of EOS awards. From this event forward, nominees will be given their certificates in their department so the department team can share in congratulating the nominees. The EOS award winners are: 2<sup>nd</sup> Runner Up – Amelia Reams (IT); 1<sup>st</sup> Runner Up – Tony Wilson (Physical Plant); Winner – Meredith Lancaster (EOS).
3. Red Cross Blood Drive: Shea Register spoke about the upcoming blood drive scheduled for June 26 that COSA is hosting. The goal is 35 units. Last year 37 units were donated. The drive is in honor of Jackie Carter, Physical Plant.

#### **C. Approval of the Minutes of April 17, 2012 meeting of the Council on Staff Affairs**

The minutes of April 17, 2012 were approved unanimously.

#### **D. Officer's Reports**

1. Treasurer's Report – Shirley McClain  
State Allocation - \$1,179.59 minus \$201.00 for the Retiree Luncheon mail out and printing (400+ invitations). Discretionary account - \$5,391.07. Blazer Books - \$1,355.00. Retirement Walkway - \$13,158.27. Treasurer's report was approved unanimously.
2. Report from the Chair – Yvonne Landers
  - i. Faculty Senate  
See President's remarks above.
  - ii. President's Cabinet  
2.5% increase in tuition rates. No salary increases until 2014.
3. Goal Monitor Report – Jessica Klotz
4. Publicity Report – Ron Butler  
Staff was represented on the podium during graduation this spring. In the future, will have at least one COSA representative on the podium during graduation ceremonies.

#### **E. Committee Reports**

1. *Budget* – Shirley McClain
2. *Policy* – Brian Haugabrook  
Nominations being accepted for two open positions – one in Academic Affairs and one in Finance and Administration. Olivia Blakely – nominated for F & A position. Brian Haugabrook will send out a call for nominations for these positions. Yvonne Landers nominated Ron Butler for Chair Elect.
3. *Social Recognition* – Terence Sullivan
4. *Professional Development* – Ron Butler – No report
5. *Ad Hoc* – Brian Haugabrook

**F. University Wide Committees**

1. *Academic Scheduling/Procedures* - Richard Hammond/Olivia Blakely – No report
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  
191 appeals were upheld. 141 were dismissed.
7. *PBC* – Richard Hammond/Art Rinberger  
The Strategic Focus plan was reviewed. Stanley Jones and Dr. Mark Smith graduated from English Language Institute. Formula funding begins again. Waycross College and South Georgia are consolidating. Space Utilization – current space will have to be proved to be fully utilized before new construction moves forward. There was discussion about salary increases in FY14, PELL being reduced in summer, 5% drop in fall enrollment, 2.5% increase in tuition rates.
8. *President's Climate Committee* – Shirley McClain
9. *Chartwells* – Chris Valdes
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**

The COSA Retreat will be in June. An email announcement will go out after nominations and elections. The upcoming Holiday Schedule is very much like last year. Jessica suggested sending out notification to staff to help alleviate the questions and misunderstandings. There was discussion about the holiday schedule survey and it was pointed out that we are the only USG institution that survey's staff about the schedule. Before adjourning, a discussion point was raised regarding making the Retiree position a voting position. Bob Lee believes having a voice on COSA would motivate retirees to be more involved.

**J. Adjournment**

The meeting adjourned 10:06 AM.

Respectfully submitted,  
Sue Bailey  
COSA Secretary