



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday, November 13 , 2012

A. Call to order

Chair Brian Haugabrook called the meeting to order at 9:10 AM.

B. Roll call: All representatives must sign/initial the attendance roster to be counted as present.

Members present: Beverly Amiot, Olivia Blakely, Joan Dear, Brian Haugabrook, Regina Lee, Jessica Klotz, Shanika Hezekiah, Lisa Snipes, Barrie Fitzgerald, Ron Butler, and Bob Lee*. Guests in attendance were: Angela Uyeno (Internal Audit), Lauren Braun (International Programs). The following members were absent: Sue Bailey (Proxy – Regina Lee), Denise Bogart*, Laura Pitts, Carolyn Glock, Richard Hammond, Michael Knight, Yvonne Landers (Proxy-Olivia Blakely), Terence Sullivan, Pete Harkness*, and Tracy Meyers*. (An *asterisk denotes a non-voting member.) **Please send a proxy if you cannot attend a meeting.**

SPECIAL ORDER OF THE DAY

C. Approval of the Minutes of October 16, 2012 meeting of the Council on Staff Affairs
Minutes were approved.

D. Officer's Reports

1. Treasurer's Report – Shanika Hezekiah

State Allocation – \$1770.25; Discretionary account - \$3253.54; Blazer Books - \$1,405; Retirement Walkway - \$13,973.33.

2. Report from the Chair – Brian Haugabrook

Brian reported a question came up regarding allocation of funds from fundraisers (for example, iPad and TV ticket raffles). What kinds of fund raisers can be done in spring? How should funds accrued from fundraisers be allocated among projects? What percentage of funds should go to which project (Employee Appreciation, Blazer Books, etc)? It was suggested that some funds be allocated for a Staff Development Fair (host two events in spring) and invite staff/employees to attend. A suggestion was also made for COSA and supervisors to collaborate to help staff/employees take advantage of professional development opportunities on campus. Other suggestions: with additional funds available, expand current programs and increase the number of awards (for example, book awards); advertise opportunities to the whole campus for Blazer Books, Training, Certificate programs, etc. GED classes - creating incentive to recruit more staff to take advantage of these classes; a suggestion was made to post a flyer/poster at the Plant Ops Christmas party. Retiree Bricks: Brian met with financial services to ask for an analysis of the number of VSU employees who have worked for 20 years or more years - approximately 30 staff members per year. Brian also asked if there was a follow up with the retiree association to develop a plan for how retirement bricks can/should be funded: employees with 20 or more years of service receive a brick or employees pay a prorated amount based on years of service. COSA Representation: A review of the bylaws and distribution of representatives for all units on campus was suggested. There was a question about filling the President's Area position. Brian will get an update on the number of employees/staff and will send out more information about distribution of representation.

i. Faculty Senate

ii. President's Cabinet

3. Goal Monitor Report – Jessica Klotz

4. Publicity Report – Ron Butler

E. Committee Reports

1. *Budget* – Shanika Hezekiah
2. *Policy* – XXXXXXXX
3. *Social Recognition* – Terence Sullivan

Regina gave an overview of the Employee Appreciation Day program. She will send out an email with a sign-up sheet for COSA reps to volunteer to assist with specific tasks. Volunteers to help vendors set up, work the raffle table, etc. are needed. Members will be asked to be at the VSU Student Union Ballrooms before 10 AM before the event begins at 11:30 AM. Employee Appreciation tshirts have arrived and will be sent out before Friday. Overview of the program: ROTC presents colors and National Anthem; presentation of proclamation by Mayor Pro Tem; speech by Dr. McKinney; moment of silence; speech by member of Faculty Senate; short speech by COSA member; lunch and prizes.

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
3. *Environmental Issues (EIC)* – Joan Dear
4. *Facilities Advisory Committee* – Richard Hammond
5. *Institutional Planning* – Terence Sullivan
6. *Parking Appeals* – Ron Butler
In October: citations upheld – 330; dismissed – 142.
7. *PBC* – Yvonne Landers/Regina Lee
8. *President’s Climate Committee* – Shirley McClain
9. *Chartwells* – Pete Harkness
10. *USG Staff Council* – 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 9:35 AM.

Respectfully submitted,
Sue Bailey
COSA Secretary