



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday, September 18 , 2012

A. Call to order

Chair Brian Haugabrook called the meeting to order at 9:07 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, Joan Dear, Barry Fitzgerald, Carolyn Glock, Brian Haugabrook, Jessica Klotz, Michael Knight, Bob Lee*, Regina Lee, Yvonne Landers, Shanika Hezekiah, Lisa Snipes, and Terence Sullivan. Guests in attendance were: Sue Fuciarelli (VP F & A), Angela Uyeno (Internal Audit), and Pete Harkness (Chartwells). The following members were absent: Olivia Blakely, Richard Hammond, Laura Pitts (excused), 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

A. President McKinney's Remarks

Approval of the **Minutes of August 21, 2012** meeting of the Council on Staff Affairs

The minutes of August 21, 2012 were approved unanimously.

C. Officer's Reports

1. Treasurer's Report – Shanika Hezekiah

State Allocation – \$2016.00; Discretionary account - \$2,096.24; Blazer Books - \$1,355.00; Retirement Walkway - \$13,968.31. Treasurer's report was approved unanimously.

2. Report from the Chair – Brian Haugabrook

i. Faculty Senate

COSA will have non-voting representation on Faculty Senate. Faculty Senate meetings are open.

ii. President's Cabinet

Health Sciences building ground breaking is October 4 at 2 PM. The SGMC garage is finished and VSU students can park on the top deck. Additional parking will be available, for example – Ashley Cinemas.

3. Goal Monitor Report – Jessica Klotz

4. Publicity Report – Ron Butler

The iPad raffle is going well. The t-shirt contest notice went out today, Sept 18. Jessica Klotz will be the contact person. Brusters and Blazer Books are ongoing.

D. Committee Reports

1. *Budget* – Shanika Hezekiah

2. *Policy* – Art Rinberger

We will need to find a replacement for Art Rinberger for Policy Committee and as Parliamentarian. We will also have to determine who will manage the Employee of the Semester software system now that Art is leaving VSU.

3. *Social Recognition* – Terence Sullivan

The iPad drawing will be October 1. Tickets can be sold through Friday, September 28. The City of Valdosta will do a proclamation for Employee Appreciation Day. Save the Date notices will go out now and personal invitations later. We will have an RSVP list ahead of time. The t-shirt design competition notice will go out by email; we hope to get faculty more involved. Volunteers are needed to help call

vendors for the event. Staff will be highlighted throughout the year with a monthly recognition program. Thressea Boyd will go out with the communications team to take pictures and write an article. The first group to be recognized will be the Grounds crew. Efforts with to engage with the Chamber of Commerce will continue.

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

E. 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
7. *PBC* – Richard Hammond/Art Rinberger
8. *President's Climate Committee* – Shirley McClain
9. *Chartwells* – Pete Harkness

Pete Harkness, new Manager of Dining Services, introduced himself and talked about the many events and initiatives and pledged to be more involved with COSA and the university as well as giving back to the community. He reviewed the specials for September and October. He will attend all new employee orientations.

10. *USG Staff Council* – Yvonne Landers

The conference will be at Georgia Southern on Oct 2 & 3. Let Yvonne know if you are interested in attending. There are 3 institutions that do not have a staff council; form a committee to reach out to them.

11. *Wellness* – Lisa Snipes

The Wellness Committee has decided to do one wellness fair per year. It is scheduled for October 30, 10 AM – 2 PM in the Student Union Ballroom. Active for Life starts September 24. Other initiatives include Weight Watchers in a series format, Heart Walk, and possibly a health newsletter.

12. *Parking and Transportation Policy Committee* – Jessica Klotz/Richard Hammond

It has been decided to drop this committee off the agenda as it appears to be inactive.

F. Unfinished Business

G. New Business

COSA will have non-voting representation on 13 committees of Faculty Senate. Dr. McKinney is planning monthly town hall/open forum meetings for faculty, staff, and students with breakout sessions to talk about issues and concerns. He is asking COSA to come up with some topics. The first meeting will be mid to late October and will be open to faculty, staff, and students.

H. Other Business

Bob Lee asked for clarification on whom to contact to report deaths of retirees, current employees and family members. He had some difficulty recently when trying to report the death of a VSU retiree. This has been resolved.

I. Adjournment

The meeting adjourned 9:43 AM.

Respectfully submitted,
Sue Bailey
COSA Secretary