



## **COUNCIL ON STAFF AFFAIRS**

### **Minutes of Tuesday, May 20, 2014**

#### **1) Call to order**

a) Chair Regina Lee called the meeting to order at 9:09 AM in the UC Cypress Room.

#### **2) Roll call:** All representatives must sign/initial the attendance roster to be counted as present.

a) Members present: Beverly Amiot, Sue Bailey, Olivia Blakely, Ron Butler, Derrick Carter, Pepper Croft, Sabrina Daniels, Donnell Davis Jr., Joan Dear, Bobby Flowers, Veronica Graham, Sandra Griffin, Pete Harkness\*, Shanika Hezekiah, Jessica Klotz, Jonathan Klotz, Regina Lee, Marlene Marlow, Laura Pitts, Keith Warburg, Courtney Wilkes, and Angela Uyeno. Guests were: Terry Morton (Art), Karen Jarvis (KSPE), Alan Sanderson (Facilities Planning), Reagan Robinson (HR), Michael Smith (HR), Amanda King Spezzo (eLearning), Philip Bishop (eLearning), Sarah Jane McNalley (Biology), Bob Gannon (Biology), Sterlin Sanders (IT), Freda Wade (HR). The following members were absent: Denise Bogart\*, Brandy Grucella (Proxy-Gwen Manning), Michael Knight, Bob Lee\*, Terence Sullivan, and Ed Walker\*. **Please send a proxy if you cannot attend a meeting.**

#### **3) SPECIAL ORDER OF THE DAY**

a) Employee of the Semester Awards - Denise Bogart thanked the EOS Committee and everyone who submitted nominees and gave a synopsis of the purpose of the awards. Certificates were awarded to all nominees. EOS runners up were Philip Bishop and Alan Sanderson. EOS winner is Michael Smith. Refreshments were enjoyed by all. Congratulations to the nominees and award winners!

#### **4) Approval of the Minutes of April 15, 2014 meeting of the Council on Staff Affairs**

a) A motion was made and seconded to approve the minutes of April 15, 2014. They were approved unanimously.

#### **5) Treasurer's Report – Shanika Hezekiah**

a) State allocation - \$569.21; Discretionary - \$2,629.45; Blazer Books - \$379.00; Retirement Walkway - \$12,779.04.

#### **6) Communication with Administration**

a) Report from the Chair – Regina Lee

1) Russ Mast has asked for representation from COSA on the Strategic Planning Committee. Keith Warburg volunteered. Regina will let Russ know.

#### **7) Staff Attendance and Participation**

1) Chartwell's - Pete Harkness reported that the tentative opening date for Einstein Bagels on North Campus is August 2014.

2) Elections for COSA - Will be discussed at the next meeting after Sue Bailey has compiled the list of who is rolling off in June.

#### **8) Employee Morale**

a. Wild Adventures Day - Courtney Wilkes volunteered to pass out lunch tickets at Plant. Emails will be sent to let people know when and where to pick up their tickets.

#### **9) Representation on Committees**

a) Wellness - Laura reported that the 90 minute release program is moving forward with July 1 as the planned roll out date. 522 people responded to the wellness survey, providing excellent feedback and ideas. The program will be 90 minutes per week and employees will have to get approval from and work out a schedule with their supervisors. Employees will also have to sign a release form. All work must be completed in order to take advantage of the program.

b) Faculty Senate - Jonathan Klotz reported Senate approved a 5 year academic calendar. Fall break is back in, Dead Day is out, and finals week is extended. Jessica Klotz commented that with this schedule there will be less than a week to accomplish things such as orientation, processing financial aid and payroll, and a number of other issues. Jessica was a voice in representing staff interests with regard to the potential problems with this

schedule. There was additional discussion about the schedule including the lack of flexibility to fit in 15 instructional weeks.

**10) New Business**

**11) Adjournment**

The meeting adjourned at 10:05 am.

Respectfully submitted,

Sue Bailey, COSA Secretary