

**MINUTES OF THE COUNCIL ON STAFF AFFAIRS MEETING**

September 9, 2003

COSA Chair Rebecca Kimbrough called the meeting to order at 8:30 a.m. in the President's Dining Room of the Palms Dining Center. Members present: Sharon Butcher, Melinda Cutchens, Bobby Flowers, Carolyn Gaston, Shawn Gibbons, Jeff Granlhalwn tthe

Sharon Butcher presented a written report of the three COSA accounts.

: August: Fund 10000 = \$2,075.43  
Discretionary = \$1,655.02  
Retirement Walkway = \$11,651.14

The discretionary total does not reflect all deposits made for t-shirt and barbeque ticket sales. All barbeque fundraiser tickets and money are due to Rebecca on Friday, September 12.

There was a motion to approve the treasurer's report. There was a second and the motion carried.

### **COMMITTEE REPORTS:**

- **Academic Scheduling/Procedures:** No report. Will report when meetings resume this fall.
- **Benevolence Committee:** ChairCarolynn Gaston. No report.
- **Calendar Committee (Ad Hoc):** Chair Trisha Taylor. No report.
- **Elections:** Chair Bobby Flowers. Bobby handed out the chart showing the COSA reps. that will be rolling off in 2005. There are 11 positions that would need to be filled at that time. There was discussion about asking 4 COSA reps. to extend their terms for 2 years leaving COSA to fill 7 positions with elections. This proposal was tabled and submitted in writing and will be voted on at the next COSA meeting. It was also mentioned that COSA needed to check the employee numbers in the areas of representation to make sure we are accurately representing these areas.
- **Faculty Senate:** The first meeting is scheduled for September the 18<sup>th</sup> at 3:30 in the Magnolia Room.
- **Parking Appeals:** Chair Mike McKinley distributed a chart indicating the breakdown of the parking appeals for the month of August 2003. There were 269 tickets appealed. The committee upheld 42% of the appeals while 58% of the appeals were dismissed.
- **Policy:** Chair Bob Lee. Currently working on by-laws.
- **Staff Development:** Chair Shannon McGee. No report.
- **Staff Appreciation Day:** Chair Patrick Smith. There will be an early pick-up time for the barbeque meals for those employees who leave earlier. Patrick needs a count of those meals. The Staff Day menu will consist of hamburgers, hot dogs, baked beans, cole slaw, chips, cookies and rice crispy treats. Student organizations have been asked to participate. Several VSU departments will also be participating. Staff Day meetings will be held every week from now until the event. The next Staff Day meeting is scheduled for Thursday, Sept. 11<sup>th</sup> at 2 p.m. in the University Union Conference Room #1. T-shirt sales are slowly increasing.
- **State Charitable Contributions Program:** Chair Bob Lee is heading this again this year. He has team captains. The team captain breakfast is scheduled for September 24<sup>th</sup> at 8:30 a.m. There is a kick-off luncheon scheduled for November 5<sup>th</sup>. After the luncheon the State Charitable Contributions packets will be distributed. Bob Lee will also be putting donation cans at all the front desks in the residence halls.

- **Welfare Committee:** Chair Patrick Smith
  - **Employee of the Semester:** Chair Stanley Jones. There was a presentation for the Employee of the Semester.
  - **Retirement Walkway/Luncheon -Employee Recognition:** Chair Shannon McGee. A tentative date of June 10<sup>th</sup> has been scheduled for the luncheon.
  - **University Planning Advisory Council:** The first meeting was at 2 p.m. today.

**REPORT FROM THE CHAIR:** Chair Rebecca Kimbrough informed the group that she and Patrick Smith will be attending the University System of Georgia Staff Advisory Council Conference on October 2 & 3<sup>rd</sup> in Augusta, Georgia. She has also been contacted by Cameron Whiting (Assistant Professor, Biology) asking for a staff representative for the Environmental Issues Committee. She will be responding back to him. She also informed the group that the Master Plan Committee will be meeting with Portman & Associates on Thursday, September 18<sup>th</sup> from 8-9 a.m. Rebecca also announced that Dr. Levy sent out an e-mail in reference to the VSU Awards for Excellence in Service for teaching, service and professional activity. This is the first year that these awards will be given. The deadline for nominations is Monday, September 22<sup>nd</sup>. An electronic copy of the nomination document was sent to Deans, Directors and the COSA Chair. Additional copies may be obtained by contacting Ms. Gwyn Parish, Academic Affairs.

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

**OTHER BUSINESS:**

- Faculty & Staff Campaign 2004- Patrick Smith encouraged all employees to contribute what they can to the campaign.
- Inman wanted to inform the group that Human Resources has been working on the University B-codes. He also wanted employees to know that employee job titles would not be printed on payroll checks anymore. This would not affect the pay grades. The Board of Regents is still sending updates to all institutions regarding the B-codes.

**ADJOURNMENT**

The meeting adjourned at 10:08 a.m.

Respectfully submitted:

*Shawn Gibbons*

Shawn Gibbons, Secretary, Council on Staff Affairs