

THE COUNCIL ON STAFF AFFAIRS

Minutes of April 12, 2005

1) **Call to Order**

Chair Patrick Smith called the meeting to order at 8:32 am in the University Center Rose Room. Members present: David Bennett, Sharon Butcher, Bobby Flowers, Jeff Grant, Mike Hamm, Ann Holland, Stanley Jones, Michael McKinley, Patrick Smith, Angela Steele, Trisha Taylor, Shana Yorkey, and Tim Yorkey. Members absent: Leann Boyd, Honey Coppage, Steve Fesler, Beth Giddens, Inman Grimsley, Bob Lee, Marshall McLane, and Rebecca Taylor. Proxies: None

2) **Special Order of the Day**

a. **President's Staff Excellence Awards – Tim Yorkey**

Information and forms to nominate fellow employees for this award will be on the COSA website.

b. **Staff Luncheon on April 26 – Tim Yorkey**

President Zaccari, Chair Patrick Smith, and Mr. Jim Black will speak at the event. Inman has been asked to announce the names. Flyers & emails providing information about the event will be sent to the departments. Volunteers for the event are Angela, Shana, Mike McKinley, Bobby, Mike Hamm, Steve Fesler, Marshall, and Ann. Cost for the luncheon is \$6.00.

3) **Approval of Minutes From March 8**

The March 8th minutes were approved as submitted.

Committee Reports

a. **Membership Committee**

- i. Employee of the Semester: (Chair: Vacant) Refer to 10)c below.
- ii. Elections: Elections will be on May 5th for the 5 open positions. (*Handout #2*)

b. **Staff Appreciation Day**

A luncheon will be held in Palms Quad on May 12 in conjunction with COSA-On-The-Move to promote Staff Appreciation Day. Hotdogs, chips and drinks will be served. Information on the t-shirt contest is on the website.

c. **Welfare Committee**

- i. Retirement Walkway/Luncheon-Employee Recognition:
- ii. COSA on the Move: Refer to 5)b. above. Rebecca is handling the t-shirt contest.
- iii. Staff Development Committee: Refer to 2)a and b above.

d. **Policy & Procedures Committee** No Report

6) **Ad Hoc Committee Reports**

- a. **Benevolence Committee** No Activity for March was reported.
- b. **Parking Appeals Committee:** Mike McKinley distributed reports for December, January and March (*Handouts #3, 4 & 5*)
- c. **Minutes Distribution Committee** March minutes will be distributed via the website, email, and posters (10 to Dining Services, 3 to Plant Operations).
- d. **Recycling Committee** No Report

7) **Miscellaneous Reports**

- a. **Faculty Staff Campaign** No Report
- b. **State Charitable Contributions Campaign** No Report

8) **Report from the Chair**

- a. **Academic Scheduling/Procedures** No Report
- b. **Faculty Senate** No Report
- c. **University Planning Advisory Council** No Report

9) **Unfinished Business**

a. Following discussion, Bobby moved and Shana seconded purchase of one 10x10 tent (cost \$985.00) for use at COSA events. Motion passed.

10) **New Business**

a. **BlazeNet Groups for COSA** - Ann Holland

Ann gave a general overview of the capabilities of BlazeNet, including the use of groups for committee communication, chat groups, posting documents for review, etc. The Chair, Chair-elect, and Secretary should be included as members of all groups. Ann's offer of presenting a demonstration at the May 10 COSA meeting was enthusiastically accepted.

b. **Nominations for Chair-elect**

Mike Hamm nominated and Ann Holland seconded Tim Yorkey. Sharon Butcher nominated and Mike Hamm seconded Shana Yorkey. Nominations will remain open through voting at the May 10 meeting.

c. **Chair of the Employee of the Semester Subcommittee.** New Chair is David Bennett.

d. **Ad Hoc Holiday Scheduling Committee.**

Members of this committee are David Bennett, Ann Holland, Michael McKinley, and Angela Steele.

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