

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

January 14, 2003

COSA Chair Shannon McGee called the meeting to order at 8:30 a.m. in the President's Dining Room of the Palms Dining Center. Members present: Melinda Cutchens, Sammy Dees, Jeff Giles, Jeff Grant, Inman Grimsley, Rosalyn Hatcher, Stanley Jones, Rebecca Kimbrough, Sue Lampert, Bob Lee, Shannon McGee, Mike McKinley, Kae Sinkule, Patrick Smith, and Trisha Taylor. Guests in attendance were Joe Mattachione, Director of Housing and Residence Life, Bobby Flowers, Plant Operations and Holly Decker, Campus Mail.

### **SPECIAL ORDER OF THE DAY:**

Joe Mattachione, Director of Housing and Residence Life, provided an overview of the Residence Hall Arrival Instructions. It is estimated that between 1100 and 1300 students move in to the dormitories in one day. Mr. Mattachione informed the group that he coordinates efforts with VSU Parking and Transportation, as well as Public Safety to assist with alleviating congestion. There are several student organizations that volunteer to assist with the process including, sororities, fraternities, other campus organizations, SMILE staff (Student Move-In LEaders) and various members of the VSU administration. Mr. Mattachione did state that there may be a three to four day orientation for first year freshmen this year at which freshmen may be able to move into the dormitories earlier than other students. If this occurs it may alleviate some of the congestion during the weekend move-in. COSA is interested in becoming a part of this volunteer effort. Mr. Mattachione informed the group that he is a part of a committee that is currently reviewing the arrival procedures.

### **MINUTES:**

The minutes from the previous meeting were approved as submitted.

### **TREASURER'S REPORT:**

Sue Lampert presented a written report of the three COSA accounts.

Fund 10000 = \$1,057.17

Discretionary = \$1,183.95

Retirement Walkway = \$11,326.00

Sue also informed the group that she is receiving brick contributions for the Retirement Walkway.

**COMMITTEE REPORTS:**

Elections: Mike McKinley informed the group

than reviewing the proposal after the fact. Representative Taylor indicated that she would like for a standard procedure to be created in order to avoid this situation again. Chair Shannon McGee stated that guidelines will be put in place to begin the process around September or October so staff will have the opportunity to make suggestions regarding the holiday calendar. Chair McGee also reminded COSA representatives to remain in constant contact with those they represent in order to get their views on various staff issues whether it is the holiday calendar or other concerns. Shannon McGee will check on the status of the calendar and inform COSA of the results.

**NEW BUSINESS:**

**OTHER BUSINESS:**

Sue Lampert shared with the group that there will be 450 college students from various areas across the United States that will arrive in Valdosta during the month of March to be part of the next Habitat for Humanity building project. Kae Sinkule announced that Anita Gosier recently moved into her home built by Habitat for Humanity. Also, Kae announced that Ann Timpson has qualified for a home by Habitat for Humanity.

**ADJOURNMENT**

The meeting adjourned at 9:30 a.m.

Respectfully submitted:

Melinda Cutchens, Secretary, Council on Staff Affairs