

# THE COUNCIL ON STAFF AFFAIRS

## Minutes of August 10, 2004

{Handouts mentioned are available at the COSA website.}

Chair Patrick Smith called the meeting to order at 8:38 in the Rose Room of the University Center and welcomed guests Cindy Cobb, Scott Donner, Ann Farner and Beth Lancaster. Members present: Leann Boyd, Sharon Butcher, David Bennett, Bobby Flowers, Beth Giddens, Jeff Grant, Mike Hamm, Ann Holland, Stanley Jones, Rebecca Kimbrough, Bob Leek, McKinley, Patrick Smith, Trisha Taylor, Thor Withers, Shana Yorkey, and Tim Yorkey. Members absent: Se Fesler, Shawn Gibbons, Inman Gley, Marshall McLane, and Josie Stone

1) Special Order Of The Day-- Freshmen Move-in Day

Housing and Residence Life has asked for volunteers on Wednesday, August 11. Help is especially needed from 10 a.m.-1 p.m. at the Water tents, set up at Langdale Circle, Brown/Loundes Square and the University Union. Volunteers are asked to wear their COSA shirts. Chair Patrick Smith will send an email to members with details.

2) Approval of the minutes of the July 13, 2004 meeting of the Council on Staff Affairs

Stanley Jones moved to approve the minutes as submitted; Bobby Flowers seconded the motion. The motion passed.

Approval of the minutes of the July 22, 2004 Ad Hoc meeting of the Council on Staff Affairs

David Bennett moved to approve the minutes as submitted; Beth Giddens seconded the motion. The motion passed.

3) Treasurer's Report

Treasurer Sharon Butcher reported that the Fund 10 account began July with a \$2603.00 balance, incurred expenses of 323.90, leaving a balance of \$2279.10; our Discretionary account beginning and ending balances were \$1952.44/1886.38; and Retirement Walkway account was \$13,583.73/12,732.23. Representatives were reminded to turn in money from BBQ ticket sales as received. Thor Withers moved to approve the July Treasurer's Report (Handout 1) as submitted; Mike Hamm seconded. Motion passed.

4)

- 1) Retirement Walkway/Luncheon-Employee Recognition æ The meeting has been rescheduled.
  - 2) COSA on the Move æ no report.
  - 3) Staff Development Committee æ no report.
  - d) Policy & Procedures Committee æ Chair Bob Lee reported they met 8/09 regarding Procedure 10C and responsibilities of committees.
5. Ad Hoc Committee Reports
- a) Benevolence Committee æ no report
  - b) Parking Appeals Committee æ Chair Mike Mckinley reported that during July 201 tickets were issued, 115 (58%) were dismissed, and 85 (42%) were upheld (Handout #2)
6. Report from the Chair
- a) Academic Scheduling/Procedures æ no report, will meet in the fall.
  - b) Faculty Senate æ no report, will meet in the fall.
  - c) University Planning Advisory Council æ no report.
7. Miscellaneous Reports
- a) Faculty Staff Campaign æ No report, next meeting is scheduled in the fall.
  - b) State Charitable Contributions Program æ The next meeting is 8/11, the kick-off luncheon is set for the 18<sup>th</sup> or 19<sup>th</sup>. Chair Bob Lee said they will be hosting golf and tennis tournaments as fundraisers this year, and that some consideration is being given to limiting the fountain colors to three.
8. Unfinished Business: Policy Manual

Motion to adjourn was made by Mike Hamm, and seconded by Mike McKinley. The motion carried. The meeting adjourned at 9:48 a.m.

Respectfully submitted:

**Trisha Taylor**