



**The Council on Staff Affairs  
Minutes of Tuesday, April 10, 2007**

**1. Call to Order:**

Chair Tim Yorkey called the meeting to order at 9:04 a.m. in the University Center Rose Room. Members present: Brian Anderson, David Bennett, Debra Davis, Bobby Flowers, Richard Hammond, Verna Harvey, Dr. Christine James, Mike McKinley, Beverly Sharpe, Angela Steele, and Tim Yorkey. Tim Yorkey (proxy Honey Coppage and Shana Yorkey) and Mike McKinley (proxy Diane Guess). Quorum attained. The following members were absent: Nolan Argyle, \*Denise Bogart, Sharon Butcher, Honey Coppage, Steve Fesler, \*Keith Flemming, Diane Guess, Mike Hamm, Brenda Kelley, Bob Lee, John Wright and Shana Yorkey. \* Signifies non-elected members. Guests: Dr. Christina Coons Yates of Strategic Planning and Robin Smith of Women's Studies.

**2. Approval of the Minutes from March 13, 2007.**

Approved.

**3. Approval of Treasure's Reports** – (Shana Yorkey – absent) Tim Yorkey gave brief overview of purchases made with the remainder of COSA's funds. Items purchased were approved at previous meetings. Tim gave an update on the Boston Butt sale held on April 5th.

#### 4. **Standing Committee Reports**

##### a. **Membership Committee – Tim Yorkey**

###### 1. **Employee of the Semester – David Bennett**

No report /no action taken. David stated he is waiting for the new person to come on board before starting the selection process. Bobby Flowers shared information regarding the usage of a Web site for Classified Staff and Administrative Awards. Tim requested additional information from Bobby regarding the Web site functions.

###### 2. **Elections – Mike McKinley**

Mike requested volunteers to work at various polls during election. A volunteer sign-up sheet was circulated. Mike also stated that Brian Haugabrook of Information Technology was successful in putting the new election form online. A test run will be accomplished this week-end. Chair-Elect nominations were opened by Tim Yorkey. Tim nominated Brenda Kelley. Angela Steele nominated Beverly Sharpe. Debra Davis nominated Verna Harvey / Verna declined.

3. **Staff Appreciation Day Committee – No report. (Honey Coppage – absent)**  
**COSA on the Move - No report. (Honey Coppage – absent)**

##### b. **Welfare Committee – Tim Yorkey**

1. **Retirement Walkway – Chair: No report. (Honey Coppage – absent)** Tim Yorkey indicated there are problems with the Web page and asked Mike McKinley to check out the problems. Tim gave update on repair cost. Due to the large dollar amount for repairs, Tim suggested repairs be listed as a goal item for COSA for the upcoming year. Tim suggested we discuss the Walkway at the upcoming retreat. Bobby Flowers asked for permission to talk to other companies about repair costs.

###### 2. **Staff Development Committee – Tim Yorkey**

Tim gave an update on training classes for Microsoft Office 2007. Everyone is encouraged to sign up for classes prior to campus wide implementation. The phone system is also changing. All voice message users must complete the new voice activation procedures by April 19, 2007. Dr. Yates gave an update on Strategic Planning 101 Sessions. By popular demand, all employees can now attend a four day session that covers all essential matters pertaining to Strategic Planning. One does not need to be in a supervisory capacity nor seeking supervisory certification. The sessions will be tailored so that information pertaining to an employee's specific area will be covered. Sign-up information is available on the Web.

3. **Benevolence – (Shana Yorkey – absent)** Tim reported one death last month; no name was given.

##### c. **Policy Committee – (Bob Lee – absent) No report.**

d. Environmental Issues – Bobby Flowers

The new Environmental Policy was discussed. This policy was forwarded via email to all COSA members by Tim during the last week in March. Tim asked that we review the policy then bring recommendations to the regular COSA meeting scheduled for April 10, 2007. Bobby had suggestions on how to make changes to the policy. Dr. Yates stated how recommendations will be handled regarding revisions / recommendations. First, all grammar issues will be handled immediately. Second, the plan of implementation could take different forms depending upon the effect on various departments. Therefore, the plan of implementation will not be included within the policy. Dr. Christian James gave insight on the implementation of plans in general as it pertains to the Faculty Senate. Tim Yorkey then asked for a vote regarding the approval of the Environmental Policy. This Policy was approved with modifications that should be sent to Bobby Flowers for compilation. Bobby will then forward such to Dr. Yates. This should be accomplished NLT Thursday, April 12, 2007.

e. Wellness – No report. (Brenda Kelley – absent)

**4. Miscellaneous Reports**

a. Parking Appeals Reports – Michael McKinley

For the month of March there were 228 appeals; 123 upheld; 105 dismissed.

According to Michael, a recent signage survey of all parking lots on campus was conducted. Michael extended special thanks to Jill Ferrell Rountree and her staff for the excellent manner in which signage for the parking lots on campus is maintained.

b. Goal Monitor Report – Verna Harvey

Verna stated that all goals have been met except Goal 6. Verna then directed all members to the COSA's Planning Database handout. All goals and the progress of such are maintained in the Planning Database including Goal 6 which was set by COSA at the Planning Retreat in 2006. This goal stated that COSA discretionary account would be increased by \$500 for FY 2007. As of today, we need \$356.55 in order to meet this goal. Verna made the suggestion to make the public aware that COSA accepts donations which could be deposited into our discretionary account. This awareness could be accomplished by adding a friendly statement to the bottom

Spring break issue has resurfaced. It is coming up again as a voting item. This will continue to be a perpetual issue.

c. University Council – (Honey Coppage – absent)

No report. Tim Yorkey explained once again to the COSA body about the seats available to COSA on the University Council.

d. State Staff Council – Bobby Flowers

The next State Staff meeting is scheduled for June 15, 2007 at Macon State College. Volunteers are requested to attend.

The 2007 State Conference is scheduled for October 4<sup>th</sup> and 5<sup>th</sup>. A VSU vehicle will be used for transportation to the event. Two names have been submitted to attend the event; Richard Hammond and Verna Harvey. Beverly Sharpe asked that her name be added to the list as well. COSA will pay for at least six attendees. The conference will be held at Southern Polytechnic State University.

**7. Unfinished Business**

The formulation of an Ad Hoc Committee for the State COSA Conference that will be held at VSU in 2010 was discussed. A suggestion for handling COSA member changes prior to the 2010 Conference was briefly discussed. Tim will send an email to all COSA members regarding the handling of new and outgoing COSA members. Dr. Yates was invited to the meeting to share her ideas on planning this event. Her assistance is requested in various phases of planning the event. Sage Archer and Ann Lacey names were mentioned as key people to include in the planning of the 2010 event. Their expertise is in areas different from Dr. Yates. Dr. Christine James suggested using booklets as a fundraiser. This booklet could contain vendor information and coupons to various events, i.e. Wild Adventures and other local seasonal attractions/events.

The upcoming Planning Retreat was mentioned as a reminder. This event will be held May 15<sup>th</sup> from 9:00 to 2:00 p.m. COSA will have the normal meeting during the first hour, then immediately proceed into the Planning Retreat.

**8. New Business**

Tim stated that we have received a copy of the Sick Leave Bank Policy that is used by other colleges/universities in the USG. Originally COSA was planning to draft policy. All agreed this is Human Resources' responsibility. Once drafted, the approval process would follow the same pattern as the Environmental Policy approval process. Tim will contact HR regarding drafting of this new policy.

**9. Other Business**

Waycross is requesting information on how to get a COSA started. The following suggestions were received favorably:

1. Invite POC at Waycross to our upcoming Planning Retreat.
2. Ask Dr. Zaccari to contact the appropriate administrator to share his view on shared governance and anything else pertaining to COSA's involvement at VSU.

**10. Adjournment** – The meeting was adjourned at 10:04 a.m.

