

# THE COUNCIL OF STAFF AFFAIRS

Minutes of November 14, 2006

- 1) **Call to Order:**  
Chair Tim Yorkey called the meeting to order at 9:00 a.m. in the University Center Rose Room. Members present: David Bennett, Verna Harvey, Christine James, Brenda Kelley, Bob Lee, Mike McKinley, Beverly Sharpe, Angela Steele, Shana Yorkey, and Tim Yorkey. Quorum NOT attained. Absent: Brian Anderson, Nolan Argyle, Denise Bogart, Sharon Butcher, Honey Coppage, Debra Davis, Steve Fesler, Keith Flemming, Bobby Flowers, Diane Guess, Mike Hamm, Richard Hammond, and John Wright.
  - 2) **Approval of the Minutes from October 10, 2006:** Vote of minutes will be taken at next months meeting as quorum was not attained.
  - 3) **Approval of Treasurer Report:**  
Reports for September and October were submitted. **SEPTEMBER:** Ending balance for fund 10 was \$2,140.86 VSU Fdn-Retirement Foundation-Discretionary account ending balance was \$5,924.24. VSU Fdn-Retirement Walkway ending balance was \$13,741.14. Pending for **SEPTEMBER** was \$1,959.86. **OCTOBER:** Ending balance for fund 10 was \$2,125.52. VSU Fdn-Retirement Foundation-Discretionary account ending balance was \$3,855.63. VSU Fdn-Retirement Walkway ending balance was \$13,772.24. Pending for **OCTOBER** was \$1,957.52.
  - 4) **Standing Committee Reports:**  
***Membership Committee-Tim Yorkey***  
Employee of the Semester-David Bennett  
There were 5 runners up, the winner was notified and the name will be announced at the December meeting.  
***Elections-Mike McKinley***  
There will be a meeting the first week in December and progress of having elections on line will be discussed.  
***Staff Appreciation Day Committee-Honey Coppage***  
Staff Appreciation Day was October 13, 2006. Very positive response and comments. Over 500 were in attendance. The only suggestion was to have the DJ in a location further away from the vendors.
    1. COSA On-The-Move-Honey Coppage  
Brenda Kelley reported that we have had 3 COSA on the Moves. Staff Game Day which we sold approximately 178 football tickets and gave away over 150 hotdogs at our tailgate party before the game. Also, the VSU Chili Cook-off as well as Staff Appreciation Day.***Welfare Committee-Honey Coppage***
    1. Retirement Walkway- Chair: Honey Coppage  
It was suggested that a meeting be scheduled for the Retirement Walkway Committee. There are several items and up coming events that need to be discussed.
    2. Staff Development committee-Tim Yorkey  
HR 101 has begun. This is a course that is mandatory for all Supervisors. The course includes all aspects of Human Resources.
    3. Benevolence- Shana Yorkey  
Bill Bennett's wife passed away. Bill is a recent retiree.***Policy Committee-Bob Lee***  
Policy meeting is scheduled for Monday, November 20<sup>th</sup> and copies of the policy as it stands now along with the changes being made will be available for the committee.
- Environmental Issues-Bobby Flowers***
1. Recycling-Bobby Flowers  
Bobby was absent but submitted a written report for the record.
  2. Wellness- Brenda Kelley/ Bob Lee  
The last Lunch and Learn before the Holiday Break is Friday, November 17<sup>th</sup>. They will begin again in January.
  3. Second Hand Smoke-Sharon Butcher  
No Report
- 5) **Miscellaneous Reports:**  
***Faculty Staff Campaign-Bobby Flowers / State Charitable Contribution Campaign-Bob Lee***  
Bob reported that Faculty / Staff campaign is at 30% giving with a total of \$90,000 given. State Charitable Contribution is at \$19,000 given and donations are still coming in and being counted.

***Parking and Appeals-Mike McKinley***

For Month of October Mike reported 256 appeals; 118 Upheld; 138 Dismissed. Mike will also be checking into some questions that have come up regarding the fee for parking permits and whether or not they should be refunded when an employee terminates their employment with VSU.

***Goal Monitor***

Verna updated us on our goal progress. We are moving forward in meeting our goals. We have met goal four which was to increase our COSA on the Move. We have increased them to three this year Goal number five was met when we officially appointed Verna as Goal Monitor. We were given copies of article from a student written in the Spectator building up our Staff and their contributions to the campus. Verna will be allowed to access the data base to update our goals and objectives.

6) **Report from the Chair:**

***Academic Scheduling/Procedures***

No report, Tim referred to the Faculty Senate Meeting.

***Faculty Senate-Tim Yorkey***

Faculty Senate will be meeting Thursday, Nov. 16<sup>th</sup> at 3:30. Topic up for discussion is the dates for Spring Break and amount of time off for Thanksgiving.

***University Council-Honey Coppage***

More discussion the 2<sup>nd</sup> person needed from COSA to be a representative. That discussion was remanded to the Executive Committee for decision. It was suggested that Christy Coons-Yates be invited to attend our December Executive Committee meeting to address the need for a minority representative and to explain the University Council's idea of what constitutes a minority.

***State Staff Council-Bobby Flowers***

Bobby was absent but submitted a written report.

7) **Unfinished Business:**

MGT Study. Completion of the study is on track with the timeline that Dr. Bogart gave us in the beginning. There was some discussion regarding the position descriptions that were given out to the supervisors. Brenda Kelley said that MGT was meeting with Dr. Bogart and Jamie Tanner today (Nov. 14) and those questions would be addressed.

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