



## **THE COUNCIL OF STAFF AFFAIRS**

**Minutes of March 13, 2007**

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, Denise Bogart, Sharon Butcher, Honey Coppage, Debra Davis, Steve Fesler, Bobby Flowers, Diane Guess, Mike Hamm, Richard Hammond, Verna Harvey, Christine James, Brenda Kelley, Bob Lee, Beverly Sharpe, Angela Steele, John Wright, Shana Yorkey, and Tim Yorkey. Quorum attained. Absent: Brian Anderson, Keith Flemming, and Mike McKinley.

2) **SPECIAL ORDER OF THE DAY (two):**

**EMPLOYEE OF THE SEMESTER.** Mr. Black presented Stanley Jones, Registrars Office with a certificate of recognition and check for \$100 for being selected Employee of the Semester. Additional runner's up were: Joan Belflower, Student Health Services; Ann Emperly, Student Accounts; Felicia Hilson, Division of Social Work; Bernard Jones, Custodial Services – Plant Operations and Facilities Planning. Each runner up received a certificate of recognition.

**PARKING AND TRANSPORTATION:** Jill Rountree presented us with documentation from the Parking and Transportation office regarding VSU's current fee structure and a proposed new fee structure for tickets. She also brought a recommendation from the Parking committee that COSA make a recommendation to Dr. Zaccari that the fine and fee structure be increased. Motion approved. COSA would support Parking and Transportation in this effort. The group had questions for Ms. Rountree regarding the parking decals and the process when an employee terminates or resigns. After much discussion it was determined that Human Resources and Parking and Transportation would come together to work out a procedure to resolve the issue of final deduction of the decal fees. Jill Rountree did also say that at this time she does not think there will be an increase in the cost of the parking decals.

3) **Approval of the Minutes from February 13, 2007**

APPROVED

4) **Approval of Treasurer Report:**

Report for February was submitted. February's ending balance for fund 10 was \$1,638.17; VSU Fdn-Retirement Foundation-Discretionary account ending balance was \$3,233.21. VSU Fdn-Retirement Walkway ending balance was \$13,922.01. Pending Financial

Activities for February totaled \$942.04. Shana also distributed to each one in attendance a worksheet detailing suggested 2007 COSA end of the year expenditures. The following is a list of those items voted on to be purchased and the order of importance. Item one being the first to be purchased and so forth. Item one: Book Reframing Organizations, item two: Laminator, item three: COSA polo style shirts for each member, item four: day planners in a VSU case.

5) **Standing Committee Reports:**

***Membership Committee-Tim Yorkey***

Employee of the Semester-David Bennett

Note Special Order of the Day

***Elections-Mike McKinley***

Mike was absent but sent handouts for the Election cycle and noted that there will be four open spaces this election year. Elections are April 17.

***Staff Appreciation Day Committee-Honey Coppage***

Staff Appreciation Day will be held October 12<sup>th</sup>.

1. **COSA On-The-Move-Honey Coppage**

The date for the Boston Butt Sale has been set for April 5<sup>th</sup>. The Boston Butts will sell for \$25.00 with profits going into COSA's discretionary fund.

***Welfare Committee-Honey Coppage***

1. **Retirement Walkway- Chair: Honey Coppage**

Ann Lacey will be taking over the Retirement Luncheon as a Presidential event. COSA will assist Ann in various ways in the planning and preparation of the event. The Retirement Luncheon will be in June, but an actual date has not yet been set. Employee Recognition Luncheon will be held this year on April 24<sup>th</sup>.

2. **Staff Development committee-Tim Yorkey**

NO REPORT

3. **Benevolence- Shana Yorkey**

One death of a member of an employee's family was reported to the President's Office.

***Policy Committee-Bob Lee***

There will be a short meeting today after the COSA meeting.

***Environmental Issues-Bobby Flowers***

1. **Recycling-Bobby Flowers**

It has been decided that VSU would enter into a partnership with the City of Valdosta to begin a recycling process. You will begin seeing collection containers around the campus.

2. **Wellness- Brenda Kelley/ Bob Lee**

Lunch and Learns are in full swing. Anyone with ideas for topics please let Brenda know and they will be forwarded to the committee.

6) **Miscellaneous Reports:**

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

For the Month of February there were 224 appeals; 124 Upheld; 100 Dismissed.

***Goal Monitor-Verna Harvey***

Verna distributed a handout titled Strategic Planning Data Base, COSA's Action Plan Report

Meeting Adjourned at 10:20 a.m.

Respectfully submitted,

***Brenda Kelley***

Secretary, Council on Staff Affairs

If you would like a paper copy of the minutes, please visit our  
website at [www.valdosta.edu/vsu/cosa](http://www.valdosta.edu/vsu/cosa) or contact your COSA Representative