



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday, August 16, 2016

1) Call to order

a) Chair-Elect Brandon Mainer called the meeting to order at 9:05 AM in the UC Cypress Room.

2) Roll call: All representatives must sign/initial the attendance roster to be counted as present.

a) Members present: Sue Bailey, Denise Bogart*, Tim Brunt, Pepper Croft, Donnell Davis, Sabrina Daniels (Proxy-Veronica Graham), Bob DeLong*, Angelica Gannon, Chasity Gill (Proxy-Terence Sullivan), Veronica Graham, Sandra Griffin (Proxy-Gwen Manning), Selenseia Holmes, Michael Holt*, Michael Kitchens, Brandon Mainer, Gwen Manning, Marlene Marlow, Michael Smith, Terence Sullivan, Tiffany Soma, Janet Wade, and Shannon Zapf (Proxy-Terence Sullivan). Guests were: Beverly Amiot (Procurement), Malynda Dorsey (IT), Brian Haugabrook (IT), Shanika Hezekiah (Financial Services), Marci Marshall (CONHS), Traycee Martin (Finance & Admin), Mark McNalley (Housing), Sheila Peacock (MLIS Program), Lori Rastegar (Extended Learning), and Alan Rowe (UPD). The following members were absent: ShanTina Adams, Derrick Carter, Nicole Gunn, Maya Mapp*, Sterlin Sanders, Keith Warburg. **Please send a proxy if you cannot attend a meeting.**

3) Communication with Administration

a) Dr. Brown was unable to attend the meeting due to a prior engagement.

4) Special Order of the Day

5) Approval of Minutes

a) Tiffany Soma made a motion to approve the minutes of July 19, 2016. It was seconded by Sue Bailey. The motion was approved unanimously.

6) Treasurer's Report

a) State - \$2,082.00

b) Discretionary - \$1,441.33 (Angie indicated we received a check from Zaxby's – we are checking if this from earlier or if the promotional is still occurring)

c) Blazer Books - \$1,358.80

d) Retirement - \$11,160.78

e) Terence Sullivan made a motion to approve the Treasurer's Report. It was seconded by Tiffany Soma. The motion was approved unanimously.

7) Report from the Chair

a) Chair-Elect indicated that there was a great turnout for Convocation on August 8, 2016 and he thanked everyone for attending. Overall, everyone agreed it was a great event and Brandon's remarks were very well received. Great job Brandon!

8) Staff Attendance and Participation

a) Donnell is contacting several representatives who have not attended meetings in at least 2 months consecutively to ask them to step down and be replaced. Based on our count of the attendance this means the following probably openings – Academic Affairs – 2 openings, Finance & Admin – 2 openings (one position is currently vacant). Lori Rastegar attended today's meeting as a guest and expressed interest in one of the Academic Affairs opening.

b) We also still have a new opening for the Athletics division (this is a new position). Tim Brunt has spoken with Angie in Athletics and she expressed interest but hasn't committed. Donnell Davis will contact her to see if she is interested.

9) Employee Morale

a) Staff Excellence Awards – Based on the vote in July's meeting and ongoing discussions with both the President's office and the Faculty Senate, the Awards presentation has officially been moved permanently to spring to the State of the University Address. This will coincide with the Faculty Awards presentation

10) Representation on Committees

a) Terence Sullivan said that he was able to get the information from Sue Bailey with all the committee assignments and so forth last week but hasn't been able to review the information yet due to the start of the semester. Terence and

Donnell will work together before the next COSA meeting to review the committees list and send out information about who is on what committee (both COSA and University) and to add the committee reports to future agendas. Representatives were reminded that our by-laws require all representatives to serve on a minimum of two committees.

- b) Tiffany Soma asked for representatives interested in serving on the reconstituted Policy Committee. Terence Sullivan and Michael Smith agreed to serve. She reminded the body that the Policy Committee is chaired by the Parliamentarian and should have a representative from each university division on it.

11) **New Business**

- a) Michael Holt reported on the Presidential Search Committee progress.
 - 1) Committee is working on receiving nominations with the Search Agency.
 - 2) Ads have been placed in the Chronicle of Higher Education and other appropriate publications.
 - 3) Keith Warburg stated in an email that the application deadline is September 19, 2016.
 - 4) The timeline is to have finalists on campus in late October/early November (at which time names will be publicized) and to have a BOR decision by late November. We hope to have the new president on campus by January 1, 2017.
- b) Fundraiser options were discussed including the following.
 - 1) Pepper Croft discussed a possible tailgate party for the home football game of September 24, 2016. We are hoping to find an area to set up near the stadium and to get local businesses to make donations. Also, the Wellness Committee is hoping to provide some food, drinks and activities. The committee is working with Athletics to get discount tickets for this game and any others they can.
 - 2) Angie Gannon mentioned that Kennesaw State does some type of fundraiser connected to their Relay for Life event. She plans to investigate further.
 - 3) Brandon Mainer suggested we have a car wash event. Some concern about this was raised due to a one time rule against washing vehicles on campus. We will look into this option.
 - 4) Pepper suggested we elicit donations from local businesses and sponsor a silent auction perhaps in December.
 - 5) Traycee Martin reminded the body that we need to keep costs in mind for any events we want to have on campus such as the Dessert Social or the Employee Appreciation Day and to be sure to coordinate all events with the President's Office to avoid schedule conflicts. She mentioned that due to lack of oversight, last year's Employee Appreciation Day event cost over \$9,000. Ideas to control access included roping off the food area, providing all guests with a ticket, not allowing take out boxes and having the food served by staff members to control how much is taken per person. It was also suggested to have it earlier in spring if we continue to have it outdoors to keep it from being so hot (and/or having tents).
 - 6) Denise discussed the new Fair Labor Standards which will have the effect of changing some employees from exempt to non-exempt (meaning they will become hourly not monthly and will be eligible for overtime pay). It also means these employees will have to record their time in ADP. She stressed that several criteria have to be considered to determine whose status is changing and it is different for different groups of employees. HR is working with senior management to determine which employees are affected (approximately 200). HR plans on notifying those affected by September 2016 and the change will take effect in the November payroll.

12) **Adjournment**

Meeting adjourned 9:46 am.

Respectfully submitted,

Terence Sullivan, COSA Secretary