

THE COUNCIL ON STAFF AFFAIRS
Minutes of February 8, 2005

1) **Call to Order**

Chair Patrick Smith called the meeting order at 8:37 am in the University Center Rose Room. Members present: Patrick Smith, Stanley

6) **Ad Hoc Committee Reports**

a) **Benevolence Committee**

The President's Office was notified of 4 deaths of VSU employees and/or employee's immediate family members in the months of December and January.

b) **Parking Appeals Committee**

For December, 245 tickets were issued, 128 (52%) were upheld, and 117 (48%) were dismissed. (*Handout #3*)

b) **Minutes Distribution Committee**

The committee presented a proposal to deliver COSA minutes to staff via the COSA website with email notification of the posting of minutes to the website. COSA will vote on the proposal at the next meeting. (*Handout #4*)

c) **Brochure Revision Committee** No Report

d) **Recycling Committee** No Report

7) **Miscellaneous Reports**

a) **Faculty Staff Campaign** No Report

b) **State Charitable Contributions Campaign** No Report

8) **Report from the Chair**

a) **Academic Scheduling/Procedures** There will be a meeting next month.

b) **Faculty Senate** There is a meeting scheduled for February 17th.

c) **University Planning Advisory Council** No Report

9) **Unfinished Business** None

10) **New Business**

The proposal to change the distribution method of the COSA minutes will be voted on at the next meeting.

11) **Other Business**

a) The Executive committee has received questions regarding smoking restrictions near building entrances and possible safety issues. Research is being conducted on how other schools and state buildings handle this issue and will be presented later.

b) Joe Newton, Chief Information Officer, is starting a Technology committee and would like a member of COSA to serve on the committee. This committee will be meeting approximately 1 or 2 times a year. This will be added to the Executive meeting agenda so that a representative can be chosen to serve on the committee. There is also the possibility that an Ad-Hoc committee needs to be formed to handle technology issues.

12) **Adjournment** The meeting adjourned at 10:01 am.

Respectfully submitted,

Shana Yorkey

Shana Yorkey (for Trisha Taylor)

Representative, Council on Staff Affairs