

**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday, July 15, 2014**

- 1) **Call to order**
  - a) Chair Elect Jonathan Klotz called the meeting to order at 9:04 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: Beverly Amiot, Sue Bailey, Olivia Blakeley, Pepper Croft, Sabrina Daniels, Donnell Davis Jr., Joan Dear, Bobby Flowers, Chasity Gill, Veronica Graham, Sandra Griffin, Gwen Manning, Shanika Hezekiah, Jessica Klotz, Jonathan Klotz, and Courtney Wilkes. Guests were: Kevin Emert (Parking & Trans). The following members were absent: Denise Bogart\*, Derrick Carter, Pete Harkeness\*, Regina Lee, Bob Lee\*, Marlene Marlow, Laura Pitts (Proxy-Jonathan Klotz), Terence Sullivan, Angela Uyeno (Proxy-Brandon Mainer), and Keith Warburg. **Please send a proxy if you cannot attend a meeting.**
- 3) **SPECIAL ORDER OF THE DAY**

- i) The 90 minute release program is being revised to have a more holistic approach to wellness. It will be expanded to include a variety of professional development type classes. The program is on track for a spring 2015 release.
- b) Election Process Committee
  - i) A new committee headed by Bobby Flowers to reestablish procedures, analyze COSA representation, get the election process back on track, and work to get more people interested and involved in COSA.

**10) New Business**

- a) Beverly Amiot reported on the USGSC quarterly meeting on July 9. Laura Pitts and Beverly attended. Annual Conference is scheduled for Oct 1 & 2 at Albany State. More information will be sent out in the near future regarding signing up to attend. USGSC is updating their listserv so contact Laura Pitts or Jonathan Klotz if you want to be on it. USGSC has 4 committees (Nominating Committee, Public Relations, Bylaws Committee, and Annual Conference Committee). USGSC would like individual COSA's to have same names for committees for consistency; also wants individual institution's bylaws to follow the state's bylaws. Some new initiatives from the new State Chair include: extending TAP to spouses and possibly children; TAP to pay for online class fees; USGSC presence on Twitter, Facebook; bereavement time that does not require taking leave and wording to be changed to "bereavement for loss of something loved" so to include pets; looking into a one-time stipend upon degree completion (BOR says it is available but up to each institution to fund it); Beverly discussed increased sick time to 10 hours/month with the new Chair –Beverly will draft something for Chair to send up to the state level.
- b) Jonathan encouraged reps to contact him and Laura with questions, concerns, questions, anytime – their email boxes are always open.
- c) Bobby Flowers explained the difference between bylaws and procedures. Bylaws are not easily changed; there is a major process that must be followed to change bylaws. Procedures can be changed more easily to ensure we are effective and things flow smoothly.
- d) There were some questions about Tobacco Free Campus. Flyers are now available as well as signage. People will not receive tickets or fines. It is an informational program. The official start date for the program is Oct 1.

**11) Adjournment**

The meeting adjourned at 9:52 am.

Respectfully submitted,

Sue Bailey, COSA Secretary