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Chair Richard Hammond called the meeting to order at 9:05 a.m. in the University Center Rose Room. Members present: Sherri Adams, Sue Bailey, Sharon Butcher, Bobby Flowers, Leighia Hammond, Richard Hammond, Judy Hart, Jennifer Harvey, Lisa Hayes, Regina Lee, Yvonne LeRoy-Landers, Shirley McClain, Mike McKinley, Jay Rickman\*, Pat Rozier and Terence Sullivan. Guests in attendance were: Kate Heine – Communication Unit and Rita Collins – Access Office. The following members were absent: Nolan Argyle, Denise Bogart, Mike Hamm, Lauren Davis, Bob Lee, and Kathy Sundin (Proxy-Terence Sullivan), and John Wright. \*Signifies non-elected members.

- a) Shared Services Update – Judy reported that Shared Services will be ready July 1. There will be tutorials and training. Employees will be able to do benefits online starting in early June. PeopleSoft system will be frozen beginning the end of May.

Approval of the \_\_\_\_\_ meeting of the Council on Staff Affairs.

A motion was made and seconded to approve the minutes. The minutes were approved as printed.

Approval of the \_\_\_\_\_ – Judy Hart

Judy reported that the Fund 10 Account for February had an ending balance of \$1717.12. The Foundation Account had an ending balance of \$1843.25 and the ending balance for the Retirement Walkway Account was \$12715.12. A motion was made and seconded to approve the minutes as read. The minutes were so approved. Judy also reported that the Space Management Committee is working on finding us a COSA designated office.

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A. *Membership Committee*

1. Employee of the Semester – Denise Bogart

The date of the next COSA meeting will be changed to May 5<sup>th</sup> to accommodate Dr. Schloss so he can present the awards. The COSA Executive meeting will be moved to April 28. The COSA representatives voted unanimously to override the policy regarding ...

2. Elections – Mike McKinley

The ballot is on the main COSA webpage. Elections will be held online during the week of April 20. A motion was made to open the floor for nominations for Chair Elect> Nominations will be taken through the next meeting.

B. *Staff Appreciation Week Committee* – Mike McKinley

A letter was going to be sent to the VP's to ask for a donation to help offset the cost of the Employee Recognition Luncheon. The VP's felt that they should put on the event rather than COSA. COSA will step away from putting on the event. The luncheon will be cancelled for this spring and will be held once a year in the fall. The VP's requested that COSA move Staff Appreciation Week to the spring. Richard volunteered COSA's services to help with the luncheon as needed. A discussion followed regarding what COSA should do with the Sodexo money that was going to be applied to the luncheon.

C. *COSA on the Move* – Mike McKinley

a.

asked COSA to look into these directives. Yvonne offered to get an official statement from Ray Sable.

E. *Faculty Senate* – Richard Hammond

The President presented information on super sections. A super section is defined as 150 or more students. There are three super sections already in place and 17 planned for fall.

F. *Goal Monitor Report* –

No report. Richard asked for a volunteer for Goal Monitor.

G. *Parking Appeals Reports* – Mike McKinley

Mike reported that for March 188 tickets were upheld and 136 were dismissed.

H. *Environment Committee* – Shirley McClain

Shirley reported that the committee is discussing whether Environmental Studies should be a minor or major.

I. *University Council* – Richard Hammond

No report.

J. *Wellness* – Mike McKinley

Shawn Phippen will give a talk at a luncheon on April 17, 12-1 PM in the Rose Room. Mayor Fretti has asked us to participate in the Disability Council Survey. Mike will send out a link.

K. *Institutional Planning Committee*