

- a) **Academic Scheduling/Procedures** – Bob Lee, Bobby Flowers, Mike McKinley
- b) **Faculty Senate** They have not met. First meeting schedule for September 15, 2005
- c) **University Planning Advisory Council** No Report

9) **Unfinished Business**

- a) Revised Policies & Procedures Manual & Positions Description – Bob Lee Policy #3 Duties of Officers. Public relations officer. He would like to change it to read voting member. Change from non-voting to voting member. It was voted on and passed to have the Public Relations person be a voting member.
- b) Refilling of Vending Machines – Alice Carter Bobby Flowers will submit a letter will be sent to One Card. It was suggested that a decal be put on all vending machines as to who to contact when things are out and if there is a problem with the machine.
- c) Holiday Scheduling Recommendation- Get the recommendations out using Blazenet.
At next meeting COSA will decide.
- d) Creation of Environmental Issues Committee
- e) Committee Assignments-Bob Lee stated to add Academic Scheduling
- f) Sick Leave Bank – Bobby Flowers & Denise Bogart Make Ad Hoc Committee for the Sick Leave Bank. It was table until September meeting.

10) **New Business:**

- a) **COSA Minutes Distribution Timing** – distribute minutes by email for COSA to correct. Send to Sharon Butcher for COSA distribution.

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