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- a)            Chair Donnell Davis called the meeting to order at 9:05 AM in the University Center, Cypress Room.
- 2)            All representatives must sign/initial the attendance roster to be counted as present.
- a) Members TT6N8.y.\*:.

Institutional Advancement on the amendment. The change was made and the amendment was voted on. The amendment was approved unanimously.

Elections – Tiffany Soma reported that since the above amendment was approved, the following representative positions are open for the upcoming election cycle –

- 3 Academic Affairs
- 4 Finance & Admin
- 1 President's Area
- 1 External Affairs

Tiffany reported that nominations will be open through the April COSA meeting and nominees can self nominate or be nominated by another employee. All nominees must be full time, benefited, classified staff members who have passed their six month probationary status. Emails with the information, nomination form and position description will be sent very soon. Tiffany reported that only members of a nominees division will be able to vote for those positions and all voting will be conducted electronically.

Social Recognition Committee – Brandon Mainer – No report

Professional Development Committee – Pepper Croft – No report.

Budget & Finance – Angie Gannon reported that there will be two gift baskets for auction at the Employee Appreciation event. One will be donated by University Advancement and one by COSA. Shannon Zapf is working with the Bookstore and Aramark for donations to the COSA basket. Angie Gannon also reported that the committee met last week and discussed the idea of a fundraiser at Homecoming and also doing a community fundraiser before Christmas.

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Academic Honors & Scholarship – Donnell Davis – No report

Academic Scheduling and Procedures – Keith Warburg reported that the committee met recently and voted on changing the process from voting on five years of Academic calendars at a time to two years at a time. This will allow for more flexibility in the future.