

**VALDOSTA STATE UNIVERSITY  
COUNCIL ON STAFF AFFAIRS (COSA)  
Minutes - June 11, 1996**

Present: Bill Bennett, Joan Brooks, Sandra Denson, Wanda DeWeese, Bill Filtz, Blake Griffin, Inman Grimsley, Mary Jane Keene, Tommy Moore, Bert Rodriguez, Pat Rozier, Beverly Sharpe, Sue Teel, Jim Yates, Paul Worth, Tim Yorkey. Also in attendance were Holly Decker, Hazel Hewett, Joe Hickey, and Patrick Smith who are new COSA representatives for FY 97.

1. Chair, Sue Teel, called the meeting to order at 8:25 AM in the President's Dining Room, Palms Dining Center.
2. Officers for FY 97 were elected as follows:
  - o Chairperson - Bill Filtz
  - o Vice Chairperson - Sandra Denson
  - o Secretary - Beverly Sharpe
  - o Parliamentarian -Blake Griffin
  - o Treasurer - Bill Bennett
3. Minutes of the April meeting were approved.
4. Treasurer's Report-Bill Bennett reported that \$1,939.66 was the balance as of May 31, 1996.
5. Committee Reports
  - o Communications/Elections-No Report
  - o Policy-No Report
  - o Welfare-No Report
  - o Parking Appeals-No Report
  - o Employee Recognition-Nomination have been received and will be announced at the July meeting.
  - o ByLaws-No Report
  - o Staff Development-Sarah Ellerbee will do a presentation about living wills and durable power of attorney on July 10 at 11:00 AM and July 11 at 2:00 PM in the Powell Lecture Hall.
  - o Salaries Study-Members are trying to get a copy of a local survey to combine with information from personnel.
6. Report from the Chair - No Report
7. Old Business

The Staff Development survey designed by Continuing Education was discussed. Sue Teel will write Dr. McKay giving support by COSA for this project.

Flexible scheduling policies were clarified. This type of schedule is intended to allow departments to meet needs when either the normal workday exceeds the usual 40 hour work week of the institution, or if there is a specific department need to perform its function. Examples given were the Odum Library being open well after the normal workday hours, and the Grounds personnel in Plant Operations starting early during the

summer to avoid the heat of the afternoon. It is not intended to eliminate lunch or to allow breaks to be considered extra time at work.

8. New Business

The annual Staff Service Recognition Luncheon was discussed. COSA would like Dr. Bailey to find a way to pay for the lunches of the individuals being given service awards.

GHP parking was discussed. COSA will suggest to Dr. Bailey that only the directors of the program be given red or green area privilege and that others be required to park in student areas.

9. Other Business-None

10. . The meeting was adjourned at 9:15 AM

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**NOTICE OF STAFF DEVELOPMENT SEMINAR**  
**ADVANCED DIRECTIVES WORKSHOP (LIVING WILLS, DURABLE POWER OF ATTORNEY, ETC.)**

**LECTURER: DR. SARAH ELLERBEE**

**WHERE: POWELL LECTURE HALL**

**WHEN: JULY 10, 1996 at 11:00 AM**  
**JULY 11, 1996 at 2:00 PM**

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TABLE OF COSA REPRESENTATIVES FOR FY97(JULY 1, 1996 - June 30, 1997)

<b>Council on Staff Affairs Representatives</b>			
<b>Area of Representation</b>	<b>FY95</b>	<b>FY96</b>	<b>FY97</b>
President		Bill Bennett(1)	Bill Bennett(2)
Academic Affairs	Sandra Denson(1)	Sandra Denson(2)	Sandra Denson(3)
	Keith	Mary Jane	Mary Jane

	Peterson(1)	Keene(2)	Keene(3)
Business and Finance	Mel Rogers(1)	Joan Brooks(2)	Joan Brooks(3)
	Alfred James(1)	Bert Rodriguez(2)	Bert Rodriguez(3)
		Tim Yorkey(1)	Tim Yorkey(2)
			Holly Decker(1)
Student Affairs		Tommy Moore(1)	Tommy Moore(2)
EEO1-Exec/Admin/Manag	Sarah Hardin(1)	Wanda DeWeese(2)	Wanda DeWeese(3)
		Bill Filtz(1)	Bill Filtz(2)
EEO3-Professional/Non-Faculty	Jim Yates(1)	Jim Yates(2)	Jim Yates(3)
EEO4-Secretarial/Clerical		Pat Rozier	Pat Rozier(2)
			Hazel Hewett(1)
		Beverly Sharpe(1)	Beverly Sharpe(2)
EEO5-Technical/Para-professional		Paul Worth(1)	Paul Worth(2)
EEO6-Skilled Crafts			Patrick Smith(1)
EEO7-Service Maintenance	Blake Griffin(1)	Blake Griffin(2)	Blake Griffin(3)
			Joe Hickey(1)
<i>Number in parentheses is number of years in 3-year term served</i>			

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