

## **Council on Staff Affairs (COSA)**

### **Minutes**

Tuesday, June 9, 1998

University Center Theatre

**Members present:** John Anderson, Bill Bennett, Holly Decker, TR Decker, Sammy Dees, Bill Filtz, Inman Grimsley, Ann Harris, Hazel Hewett, Trudy Hyatt, Joe Hickey, Tom Parnell, Pat Rozier, Hilda Spell, Beverly Sharpe, Tim Yorkey

**Member-At-Large:** Grady P. Everett

**Guests:** Nell Crowe, Scott Doner, Ann Farmer, Shana Gilmore, Mike Kelly, Ann Lacey, Dr. Louis Levy, Traycee Martin, Cindy Meyer, Lisa Queen, Ruth Salter, Wesley Sumner, Maria Taylor, Nina Windham, Amanda Williams

The meeting was called to order at 8:35 a.m. in the University Center Theatre.

#### **Special Order of the Day**

Employee of the Quarter – COSA recognized the following nominations for Employee of the Quarter: Nell Crowe (Football Office), Shana Gilmore (Business & Finance), Debra Holley (Political Science), Maria Taylor (Physics, Astronomy, & GeoSciences), and Amanda Williams (Campus Mail).

Dr. Levy presented Maria Taylor with a certificate, parking decal and check. Congratulations Maria.

Holly Decker introduced the new COSA members. Nina Windham (Purchasing), Ann Lacey (Student Affairs), Ruth Salter (Institutional Res. & Policy Analysis), Scott Doner (Public Safety), Ann Farmer (Public Safety), Debbie Parkhill (Student Financial Svcs.) and Debra Holley (Political Science). Two COSA members were re-elected: Beverly Sharpe (Nursing) and Tim Yorkey (Public Safety).

Minutes for May 12, 1998 were approved with no changes.

#### **Treasurer's Report - Bill Bennett**

Period Covered May 1998

Total budget for FY98 \$2,500.00

Total expenditures prior to May 1,775.41

Balance Forward \$ 724.59

Expenditures for May:

Printing \$7.20

Total Expenses 7.20

Balance remaining 5/31/98 \$ 717.39

## **Committee Reports**

### Elections/Employee Recognition – Special Order of the Day

#### Welfare Committee

We had a response on two of the three letters:

Employee Mentoring program – no word received on this suggestion.

Parking Policies and Retirement Walkway – a memo from Dr. Bailey stated that Parking Policies and Retirement Recognition has been referred over to the VP of Business & Finance, who in term will discuss them with appropriate members of his staff.

#### Policy Committee

A copy of the new COSA By-Laws was given out to all COSA members. The By-Laws is also posted to the COSA Webpage at <http://www.valdosta.edu/vsu/cosa/> For new COSA members, we have a webpage which can be accessed from the VSU homepage, click on College and Departments, COSA is under Faculty Senate. The address is <http://www.valdosta.edu/vsu/cosa/> We also have an Ask COSA webpage at <http://www.valdosta.edu/vsu/cosa/> Any staff member on campus can submit questions, comments and concerns to COSA. It is checked on a daily basis.

### Staff Affairs Conference – The committee met on May 28 and discussed the following:

Evaluation Form - The evaluation form was revised.

Registration Date - The Early registration date was changed from August 13 to September 11.

Registration Form - Changes were made on the registration form.

Speaker Topics - Now in the process of drafting a letter to Dr. Dunning. Suggested topics suggested - "What support can expect from the Board of Regents regarding Staff Councils" or "How can we balance power between the Faculty Senates and Staff Councils throughout the University System of Georgia". Once the letter is drafted, it will be read to COSA members for opinions.

Introduction of Speakers - Becky Murphy will introduce Dr. Levy and Jim Black, and Pat Rozier will introduce Dr. Oliver and Dr. Scott and Beverly Sharpe will introduce Dr. Gaston and Dr. Morgan.

Conference Costs - At this time, leftover money is now being encumbered for printing expenses for the conference.

A shuttle bus will be provided to transport from the Sustella Lot to the Baileys and on to the university Center. Extra shuttles will be available. The cost of using the shuttles will cost \$100.

All events for the Conference, with exception of the Breakfast, will take place at the University Center. The conference will start on Thursday, October 1 at 5:00 pm until 8:00 pm and continue on Friday, October 2, which should end at 4:00 pm.

Registraton fees are \$25.00 for early registration and \$30.00 for regular registration.

COSA members' fees will be paid by COSA.

If new COSA members have questions, please contact Beverly at 7193.

## **Report from the Chair**

The chairperson charged the new members with responsibilities as COSA members. He also encouraged them to participate in the different groups and committees that make up COSA.

## **Old Business**

Update on Wage Study – No sooner than September 1998 before any information will be given to Dr. Mike Crowe and his office in order to do a wage study. Position requested was not approved.

Letters of notification will be mailed out from Personnel Office as to what each employee purposed salary increase will be for the year. Letters will be sent out sometime at the end of the month.

## **New Business**

COSA Officers Elections – The new COSA officers for 1998-99 are:

Chair - Holly Decker

Vice Chair - Hilda Spell

Treasurer - Nina Windham

Secretary - Sandra Denson

Parliamentarian - Cat Decker

Congratulations and good luck for the upcoming year.

Staff Luncheon – It was suggested that a reception be held instead of a luncheon. Due to the attendance for the past luncheon which was scheduled on Memorial Day. It was decided that the Welfare committee would look into this issue.

Payroll deductions – Business and Finance is looking for possible ways to do payroll deduction for parking permit fees. COSA was told that it was improper to take parking decal fees through payroll deduction. We will find out more details about this later.

## **Other Business**

Certificates of Appreciation were presented to COSA members: Bill Bennett, Bill Filtz, Pat Rozier, Beverly Sharpe, Paul Worth, and Tim Yorkey. Thank you for years of service, ideas and efforts.

Meeting adjourned at 9:35am.