

MINUTES OF THE COUNCIL ON STAFF AFFAIRS MEETING

November 12, 2002

COSA Chair Shannon McGee called the meeting to order at 8:35 a.m. in the President's Dining Room of the Palms Dining Center. Members present: Melinda Cutchens, Sammy Dees, Jeff Giles, Inman Grimsley, Mike Hamm, Rosalyn Hatcher, Stanley Jones, Rebecca Kimbrough, Bob Lee, Shannon McGee, Mike McKinley, Patrick Smith, Josie Stone, and Trisha Taylor. There was one guest in attendance, Bobby Flowers from Plant Operations.

SPECIAL ORDER OF THE DAY:

MINUTES:

The minutes from the previous meeting were approved as submitted.

TREASURER'S REPORT:

Shannon McGee, on behalf of Sue Lampert, presented a written report of the three COSA accounts.

- } Fund 10000 = \$1,291.17
- } Discretionary = \$1,167.29
- } Retirement Walkway = \$10,976.16

COMMITTEE REPORTS:

- Elections: Mike McKinley reported that the committee is continuing their effort for elections to be on-line in the near future.
- Employee of the Semester Committee: Rebecca Kimbrough informed everyone that Employee of the Semester nomination forms for Fall 2002 are due by December 11, 2002. The Employee of the Semester will be announced at the February 2003 COSA meeting.
- Policy: No report.
- Retirement Walkway-Employee Recognition Committee: No report.
- Staff Appreciation Day: There was discussion of possibly appointing a Chair to oversee the Staff Appreciation Day committee throughout the year. It was decided that the Staff Appreciation Day committee would recommend an individual to COSA for approval. Trisha Taylor made a motion that the Staff Appreciation Day committee be a standing committee. Inman Grimsley seconded the motion.

OTHER COMMITTEE REPORTS:

- Academic Scheduling/Procedures: Shannon McGee attended the meeting on behalf of Sammy Dees. Shannon stated that some VSU students expressed an interest in re-scheduling spring break during the 2003 spring semester. It was indicated that the VSU schedule is currently in line with the schedule of the city and county school systems and has already been approved for the upcoming spring semester. Therefore, VSU's spring break will remain as scheduled for the week of March 31, 2003 - April 4, 2003.
- Faculty Senate: No report.
- Parking Appeals: Mike McKinley distributed a chart indicating the breakdown of the parking appeals for the month of October 2002. The committee upheld 59% of the appeals while 41% of the appeals were dismissed.
- Partners for Campus Excellence: Shannon McGee informed everyone that the Partners for Campus Excellence sessions are in progress and are being well received.
- Welfare Committee: Rebecca Kimbrough informed the group that the Welfare Committee has a staff development meeting Friday, Nov. 15th, at 1:30 p.m. in conjunction with the Training and Development office.
- State Charitable Contributions Program: Bob Lee informed everyone that the State Charitable Contributions Program's first goal of \$15,000.00 had been reached and the fountain had been illuminated with green lights to signify the level of contributions received. Bob encouraged everyone to turn in the pledge packets as soon as possible. He asked that individuals paying in cash bring their packets to the Grants and Contracts office. He encouraged everyone to view the SCCP website at <http://www.valdosta.edu/sccp/>.

REPORT FROM THE CHAIR:

Chair Shannon McGee informed the group that COSA would be meeting with Dr. Zaccari on Friday, Nov. 15th for a breakfast meeting.

She stated that 140 staff accepted the generous offer from Jim Black, Interim Vice President for Business and Finance, for tickets to the Valdosta State vs. Arkansas Tech football game on November 9th. This Gulf South Conference football game was designated as VSU Staff Day. She expressed her thanks to Mr. Black for his kind gesture.

Shannon noted that there are several COSA Representatives that are serving on Goal Committees as part of the strategic planning process. She encouraged all VSU staff to participate in the process and stressed that this process is very important to the future of Valdosta State University.

She reminded COSA Representatives to inform their supervisors when they would be participating in COSA activities. She also encouraged COSA Representatives to keep up to date with issues that are of concern to VSU staff.

OLD BUSINESS:

None.

NEW BUSINESS:

- ⌋ Rebecca Kimbrough discussed the options for staff participation in various extracurricular activities on campus. Staff may participate in intramural sports after work hours. If any of the intramural sports are conducted in the Student Recreation Center the staff member is required to have a membership to the Center. Staff and faculty may purchase a membership for the Student Recreation Center for either \$60.00 per semester or \$175.00 per year. Rebecca reminded everyone that the equipment in the VSU P.E. Complex may be used by staff free of charge. Options available off campus include the City of Valdosta Parks and Recreation Department; however, the Parks and Recreation Department requires a fee for participants for the various activities they offer, which cannot be paid for by state money.
- ⌋ Inman Grimsley informed everyone that meetings were scheduled on Wednesday, Nov. 13th, regarding the 529 Higher Education Savings Plan. Sherry Palmer Thomas will be speaking to the groups regarding this plan. In January the payroll deduction for the 529 Higher Education Saving Plan will be after tax and the plan accumulates tax free. Inman also informed the group that as of January the alternate life insurance available at VSU would no longer be pre-taxed and he will be sending out an e-mail regarding this issue. He reminded everyone that open enrollment concludes Friday, Nov. 15th. Inman informed the group that Wild Adventures will be in the Ashley Hall rotunda on December 2, 2002 issuing discounted passes to VSU staff. The annual passes will be \$44.95 each and the parking passes will be \$20.00 each.
- ⌋ Shannon McGee and Inman Grimsley distributed a proposed 2003 holiday calendar for COSA's approval. COSA approved the calendar and will submit it to Dr. Zaccari for his approval.

OTHER BUSINESS:

- Patrick Smith and Bobby Flowers proposed that COSA be instrumental in developing a move-in day where staff and faculty could assist VSU students by helping them move into their dorms. VSU employees could be staffed at different locations to assist students and parents with questions. COSA was responsive to this suggestion and Shannon McGee asked Patrick and Bobby to speak with the various areas at VSU that would be involved in the process and report back to COSA with their results.
- Rebecca Kimbrough informed everyone that the first Men and Women VSU Blazers basketball games will be held on Nov. 22nd against Puerto Rico de Cayey in the VSU P.E. Complex. The Women's game begins at 6:00 p.m. and the Men's game begins at 8:00 p.m. She encouraged COSA and all VSU staff to support the teams by attending their games.

ADJOURNMENT

The meeting adjourned at 9:30 a.m.

Respectfully submitted:

Melinda Cutchens, Secretary, Council on Staff Affairs