



## **THE COUNCIL OF STAFF AFFAIRS**

**Minutes of June 13, 2006**

### **1) Call to Order:**

Chair Bobby Flowers called the meeting to order at 9:00 a.m. in the University Center/Rose Room. Members present: David Bennett, Denise Bogart, Sharon Butcher, Alice Carter, Honey Coppage, Steve Fesler, Bobby Flowers, Diane Guess, Stanley Jones, Mike Hamm, Bob Lee, Beverly Sharpe, Angela Steele, Shana Yorkey, and Tim Yorkey. New Members: Brian Anderson, Verna Harvey, Brenda Kelley, Sementha Mathews, John Wright Quorum attained. Absent: Brian Smith, and Gerald Winningham, Mike McKinley. Special Guest: Thressea Boyd and Dr. Ronald Zaccari.

### **2) Special Orders of the Day:**

#### **a. MGT Salary Study Report –**

Valdosta State University has contracted with a consulting firm, MGT of America, headquartered in Tallahassee, Florida, to assist VSU in conducting a classification and compensation study of all non-faculty benefited positions. MGT has conducted numerous studies at both the University System of Georgia level and for individual colleges and universities. In addition, MGT has recently worked with VSU on a number of initiatives.

The overall objective of this study is to develop a compensation philosophy for the non-faculty positions at VSU utilizing the current University System of Georgia BCAT Classification system. To accomplish this objective, MGT will work with us to create up-to-date job descriptions, collect information to support classification and market comparisons of these jobs, and to create a salary structure to reflect appropriate market comparisons.

Every employee is encouraged to participate in the study. In the coming weeks, each employee will be given an opportunity to provide detailed information about their job. MGT will provide everyone with a detailed questionnaire to complete,

and VSU will provide assistance to you in completing this task. During that time, MGT will also be comparing the salaries of VSU employees to appropriate peer groups within relevant geographical markets.

Information sessions are scheduled in the next few weeks to provide employees with an opportunity to see the questionnaire, the position description and to ask questions. Work will continue in July when employees will be asked to input their information. The study is scheduled for completion by January 2007.

b. Present certificates to members who have served their time. The following COSA board members were thanked with certificates for their years of service: Ann Holland, Stanley Jones, Patrick Smith.

3) **Approval of the Minutes from May 9, 2006:**

The Minutes were approved and second.

4) **Approval of Treasurer Reports from May 9, 2006:**

The ending May balance for Fund 10 account was \$1478.69. VSU Foundation-Discretionary account-May ending balance is \$3468.87. VSU Fdn-Retirement Walkway May \$13791.92 beginning balance. The VSU Fdn-Retirement Walkway Ending balance is \$14082.02. Estimated balance after Pending activities \$14592.02. Financial report was approved and second.

5) **Standing Committee Reports:**

a) Membership Committee – Bobby Flowers

1) Employee of the Semester – David Bennett

Nominations for Staff Excellence Award due to committee on June 16th.

2) Elections- Mike McKinley- No Report

New Officers were elected. They are as follows: Secretary-Brenda Kelley; Treasurer-Shana Yorkey; Parliamentarian-Bob Lee; Public Relations Officer-Sharon Butcher.

b) Staff Appreciation Day Committee – Tim Yorkey

The PE Complex is where the next Staff Appreciation Day will be held on October 13, 2006.

1) COSA On-The-Move- Tim Yorkey

c) Welfare Committee – Tim Yorkey

1) Retirement Walkway- Chair: Honey Copping

Luncheon today, will report next month.

2) Staff Development Committee – Tim Yorkey

There will be several training courses coming up.

3) Benevolence- Shana Yorkey

One staff person had a family member to pass.

- d) Policy Committee – Bob Lee
- e) Environmental Issues – Bobby Flowers
  - 1) Recycling –Bob Lee
  - 2) Wellness Safety- Sharon Butcher

There is information coming out soon.

6) **Miscellaneous Reports:**

a) Faculty/Staff Campaign – Bobby Flowers

Training for volunteers is coming.

b) State Charitable Contribution Campaign – Bob Lee

Mike Meachum has come on board as Co-Chair. No other new information has come to light.

c) Parking Appeals Reports – Michael McKinley

The May 2006 Parking Appeals report indicated that of 243 tickets issued, 119 (49%) were dismissed and 124 (51%) were upheld.

d) Goal Progress- Choose a goal monitor – Tim Yorkey

Semantha Matthews volunteered to be our goal monitor.

7) **Report from the Chair:**

a) Academic scheduling/Procedures

- 1. Holiday Scheduling – Bob Lee reported that the majority of the staff wanted time off. President Zaccari has sent the schedule to the Chancellor for his

approval.

b) Faculty Senate –Bobby Flowers

No report

c) University Council- Tim Yorkey

They will meet on the afternoon of June 13, 2006. Mr. James Black supports us on our committees.

d) State Staff Council- Bobby Flowers

- 1) Next meeting is Friday, June 23, 2006.

9) **Unfinished Business:**

a) Salary Study – Brenda Kelley

The salary study was discussed under the MGT Report.

10) **New Business**

a) Committee member assignment

11) **Other Business**

a) Change of Gravel- Bobby Flowers passed over the Gravel. Tim Yorkey presented Bobby Flowers with a plaque for his dedicated work as the COSA chair.

Meeting Adjourned at 10:10 a.m.

Respectfully submitted,

***Brenda Kelley***

Secretary, Council on Staff Affairs

If you would like a paper copy of the minutes, please visit our website at [www.valdosta.edu/vsu/cosa](http://www.valdosta.edu/vsu/cosa) or contact your COSA Representative