

# ON THE MOVE

Council on Staff Affairs Newsletter for VSU Staff

Spring 2002



## COSA MISSION STATEMENT

1. Study Staff concerns.
2. Recommend to the President policies and procedures related to classified personnel.
3. Create a forum for two-way communication of ideas.
4. Develop a systematic means for communicating specific actions and feedback concerning all matters considered by COSA.
5. Facilitate the development of job and supervisory skills, compensation, benefits, and welfare of staff employees, classified and non-classified.

## COSA OFFICERS & EXECUTIVE COMMITTEE 2001-2002

**Kae Sinkule** Chair  
333-7146  
ksinkule@valdosta.edu

**Shannon McGee** Chair Elect  
259-2593  
slmcgee@valdosta.edu

**Pat Rozier** Immediate Past Chair  
245-2233  
prozier@valdosta.edu

**Tommye Miller** Secretary  
333-5666  
tmiller@valdosta.edu

**Sue Lampert** Treasurer  
333-5725  
selamper@valdosta.edu

**Bob Lee** Parliamentarian  
333-7816  
ralee@valdosta.edu

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## STRATEGIC PLANNING RETREAT

The Council on Staff Affairs (COSA) has been asked to participate in President Ronald Zaccari's Strategic Planning Retreat March 21-23. We have been asked to come to this meeting to discuss the strengths of the university (on which we can continue to build programs and services). We have also been asked to discuss the areas of weakness that we believe will need special attention in the planning process.

The Council on Staff Affairs was formed to act as a conduit between the staff of VSU and university administration. It is our role to listen to your concerns and ideas and to share them with the administration. We are serious about this responsibility, and we see this strategic retreat as a key opportunity to bring ideas and concerns to President Zaccari and his cabinet.

But we need to hear from you. We would like to have you share with us your five areas of concern for the university (from a staff perspective) and your ideas about solving these concerns. All information that you share with your COSA representatives will be treated in confidence and will be formulated into a report that we take to the retreat. Your name or department will not be used in any of our reports or discussions of the issues. Take the time to share your concerns and ideas with a COSA representative by giving them a call, e-mailing or sending them a note. Please: this is the perfect time to share your ideas and concerns and have them presented at a time and place where action items can be formulated to affect change.

I am sending this message to the VSU Staff List Serve and sending copies to all campus departments for posting on office bulletin boards. We need to hear from you by March 15th so we have time to review your comments and put them in a format for our retreat participation.

## COSA AREA REPRESENTATIVES:

### President

- Melinda Cutchens—Institutional Research  
cutchens@valdosta.edu

### Academic Affairs

- Rosalyn Hatcher—Library  
rhatcher@valdosta.edu

### Business & Finance

- Tommye Miller—Bookstore  
tmiller@valdosta.edu
- Kae Sinkule—Dining Services  
ksinkule@valdosta.edu
- Shannon McGee—1Card Services  
slmcgee@valdosta.edu
- Debi Britt—Bursary  
debbritt@valdosta.edu

### Student Affairs

- Rebecca Kimbrough—Student Services  
rkimbrou@valdosta.edu

### University Advancement

- Jeff Grant—University Relations  
jgrant@valdosta.edu

### EE01 Executive, Administrative, Management

- Sharon Butcher—Campus Mail  
sbutcher@valdosta.edu
- Josie Stone—Dining Services  
jstone@valdosta.edu

### EE03 Professional/Non-Faculty

- Sammy Dees—Admissions  
samdees@valdosta.edu
- Mike McKinley—Cooperative Education  
mmckinle@valdosta.edu

### EE04 Secretary/Clerical

- Carolyn Gaston—VP Business & Finance  
cgaston@valdosta.edu
- Pat Rozier—Department of Management  
prozier@valdosta.edu
- Sue Lampert—Bursary  
selamper@valdosta.edu

### EE05 Technical/Para-professional

- Bob Lee—Public Safety  
ralee@valdosta.edu

### EE06 Skilled Crafts

- Jeff Giles—Maintenance  
333-5875

### EE07 Service Maintenance

- Pearl Everett—Custodial—Housing  
333-2187
- Lisa Hayes—Custodial—Physical Plant  
lkhayes@valdosta.edu
- Mike Hamm—Electrician—Physical Plant  
333-5875

## TUITION REMISSION DEADLINES

Employees attending Valdosta State on the Tuition Remission benefit program are reminded of the following deadlines for having their completed paperwork to Human Resources. You should also list alternative courses in the event there is no space available in desired classes. You will now be able to use the telephone registration system or the web during the designated employee registration period, making the process more convenient. You must see your advisor to have the "Eligible to Register Flag" activated in Banner. Instructions for this procedure follow and thanks to those who made it possible.

- April 5th Maymester
- May 3rd All Summer Sessions
- July 19th Fall Semester

## ELECTION NEWS

There are currently 3 slots open for election. These are:

- 1) EEO 4 —Secretary/Clerical
- 1) EEO 7 —Service Maintenance
- 1) Academic Affairs

The nominations forms will be sent out during the week of the April 22, 2002. Everyone in these areas who is eligible to vote will be sent a nomination form. The names from the nomination forms will be moved to the voting ballots. Voting will take place by email on Wednesday, May 15, 2002 and by polling station 21–22 May 2002. The Election Committee is excited about this year's election, since the process is being transitioned to a more streamlined process. If you have any suggestions, comments, or questions, please contact your COSA Election Committee. Your Election Committee members are Pat Rozier - Management Dept (245–2233), Sammy Dees—Admissions (333–5791), and Mike McKinley—Cooperative Education (333–7172).

## INTERESTED IN COSA?

If you are, please submit your name and contact information to Mike McKinley — Election Committee at 249–4989 or e-mail [mmckinle@valdosta.edu](mailto:mmckinle@valdosta.edu).

## TUITION REMISSION REGISTRATION PROCEDURES

In order to participate in the Tuition Remission Program, you must NOT register before the designated employee registration time. Once you are allowed to register, you may do so by using one of the following methods: Telephone or Web.

**\*Note:** If a class has closed, you must contact that department regarding the availability of an override. Also, if you intend to register for a course and not have remission pay for it, contact the Registrar's Office at 229–333–5727.

## TELEPHONE REGISTRATION

- ▲ Use any touchtone telephone to dial in from home, office, etc.
- ▲ Use only a telephone with tone dialing. Phones that make no sound will not work.
- ▲ You will have 15 minutes to complete your call session.

\*A busy line or no answer on the telephone registration system indicates that all of the registration lines are in use. Any system problems that develop from midnight until 8:00AM will not be resolved until the next working day. Problems that develop on Saturday or Sunday will not be resolved until the following Monday.

Call the system number: 229–245–2200 Listen carefully to the menu options and make your selection accordingly.

## WEB REGISTRATION

Using your internet browser, go to the VSU home page. ([www.valdosta.edu](http://www.valdosta.edu))

Click on "Registration and Advising". Then click on "Login". Enter Student ID (social security number) and TAB, enter PIN (six-digit birth date unless you have changed it). Read the menu options carefully and click on the appropriate selection.

**\*Note:** Be sure to have available the "CRN" for each course. This is the five-digit course reference number.

\*\* Employees must have completed the required paperwork by the stated deadline in order for them to access the employee registration procedure.

## RETIREMENT WALKWAY & LUNCHEON INFORMATION

The second annual retirement Walkway Luncheon will be held at Noon on June 13, 2002 in the University Center Magnolia Room. The cost of the luncheon will be \$10 per attendee. This luncheon will honor those who have retired from university service during the current fiscal year and will recognize those who have had walkway bricks dedicated in their honor. Dr. Ronald Zaccari will be a guest speaker at this event.

The Retirement Walkway was dedicated last year with 161 retirees receiving bricks in the initial ceremony. We hope to place a significant number of new bricks this year and encourage family, friends, colleagues and alumni to consider donating a brick to one who is retiring or who has already retired from the university. Last year we had several areas of the university purchase bricks for all of their former faculty and staff members who had retired from VSU. If you would like to continue this tradition, Inman Grimsley, director of Human Resources, will be glad to work with you to identify eligible employees.

The cost of designating to a specific individual is \$50 per brick and this can be a collective effort from friends, etc. The deadline for all orders will be May 1, 2002. Interested parties may contact Tommye Miller, Sue Lampert or Angie Culbreth concerning details of making such a memorable gift.

If you were able to attend our luncheon last year you will fondly remember the looks on the faces of those colleagues who had bricks placed on the walkway in their honor. It's a very special time.

The Council on Staff Affairs sponsors the walkway. Further information may be found on our Website <http://www.valdosta.edu/vsu/cosa/>.

## RECENT RETIREES & PROMOTIONS

### RETIREES

• Dr. Hugh C. Bailey	President
• Norma J. Barr	Purchasing
• Mary A. Barron	Testing
• Frederick A. Bridges	Plant Ops
• Peggy H. Cleveland	Social Work
• Robert C. Evans	SACJ
• Monojit Ghosal	Accounting & Finance
• Nina B. Hackworth	University Relations
• Sylvester Hobbs	Dining Services
• J.L. Love	Marketing & Economics
• Dennis W. Marks	Physics, Astronomy & Geosciences
• Ouida McDougal	ECRE
• Caroline Talbot	Math&CS
• Helen Weeks	English

### PROMOTIONS

• Tammie R. Atkins	Clerk III, Library
• Willie J. Gardner	Cook II, Dining Services
• John M. Gibbons	Dept. Mgr., VP Student Services
• Martha M. Giddings	Director, Social Work
• Phyllis J. Jackson	Custodian II, Custodial Services
• Mark W. Lyles	Public Safety Officer, Public Safety
• Beverly E. Porter	Adm. Sec., COE Dean
• Dwayne A. Richardson	Trades Helper, Plant Ops
• Debra J. Ryals	Sec to Dean, COE Dean
• David L. Starling	Asst. Director, International Prg.
• Teresa C. Williams	Adm Coordinator, Grad School
• Jack D. Winningham	Sgt., Public Safety
• Thor L. Withers	A/C Mechanic, Plant Ops



## WAYS TO SAVE

Be sure to carry your VSU ID when you dine out or shop. Many local restaurants and businesses offer discounts to VSU employees. All you have to do is ask and show your ID.

## 4<sup>TH</sup> ANNUAL STAFF APPRECIATION DAY

The date for the Fourth Annual Staff Appreciation Day has been scheduled for Friday, Sept. 27, 2002. Anyone who is interested in participating in the organization and planning for this event, please contact Rebecca Kimbrough (x5941) or Shannon McGee (x2593). We welcome and encourage you to become a part of this year's Staff Appreciation Day committee.

## EMPLOYEE OF THE SEMESTER



**T**he employee of the semester for fall 2001 is Joanne Bass, the secretary to the dean of College of Arts and Sciences. Joanne was selected from a list of 17 nominees, the most in the history of Employee of the Semester, full time employees. Each employee of the semester receives a framed certificate (frame donated by Accents), a parking pass that gives access to any parking space on campus other than handicapped, and \$100 from the Office of the President. There was also a plaque purchased by COSA to display the names of past employees of the semester that will be hung in location to be announced at a later date.

The employee of the semester is a very important part of COSA. COSA takes great pride in this honor because it recognizes the hard work and dedication of our employees here at VSU.

## COSA SPOTLIGHTS

### REBECCA KIMBROUGH

I am originally from Pompano Beach, Fla. and have lived in Valdosta for five years. I have been married for two years to Curt Kimbrough, band director at J.L. Newbern and we have one son, James.

I have worked at VSU as an administrative secretary in the Office of Student Affairs, located in the University Union, for approximately two and a half years. It has been my pleasure to serve on COSA for the past year, where I am the chairman of employee recognition committee. This committee is responsible for selecting the Employee of the Semester based on nominations from the staff. My area of representation is Student Services.

I am a junior here at VSU. My major is sociology. I expect to graduate with a Bachelor of Arts in spring 2003.

I enjoy reading inspirational books. One of my favorite books is *Yesterday, I Cried* by Iyanla Vanzant. I also enjoy sporting events. My favorite pastime is watching baseball or football games.

I enjoy working in Student Affairs because it gives me the opportunity to interact with the students and help them to resolve problems they may be having outside of the classroom. I am here to assist the students in any way possible.



### JEFFEREY GILES

Jefferey Giles began employment at Valdosta State University in July, 2000 after working as a maintenance supervisor for Spanish Mission Apartments. He

is employed as an air conditioning mechanic I in the Air Conditioning Shop at Plant Operations. His responsibilities include installation and repair of refrigeration, air conditioning, and heating equipment on campus. Jeff is serving his second term as a member of COSA, representing the skilled craftsman (EE06) category of employees. He is excited to meet you and welcomes your questions and concerns at [jeff5305@hotmail.com](mailto:jeff5305@hotmail.com).