

ON THE MOVE

Council on Staff Affairs Newsletter for VSU Staff

Fall 2001



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.

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RETIREMENT WALKWAY DEDICATED

VALDOSTA STATE University's Council on Staff Affairs (COSA) dedicated the VSU Retirement Walkway, located between West Hall and the Biology/Chemistry Building, on Aug. 9 following the annual retirement luncheon.

The unveiling of the walkway was a special moment for many of the retirees, their families and friends who attended the ceremony.

VSU retiree Jim Warren said the walkway was a nice way to be remembered.

"It was breath-taking," Warren said. "I had 20 years of service with the university and it was nice to be recognized."

To finance the project, COSA has established the VSU Retirement Walkway and Employee Recognition Fund.

"It is our goal that in the future all retirees from VSU will automatically receive a brick in their honor upon retirement," said Tommye Miller, COSA secretary. "This is more than just buying a brick, it is a way of helping COSA achieve its goal of recognizing all employees."

Additionally, COSA is trying to raise enough money to endow the fund so they can purchase bricks for employees who have retired in the past.

Recognizing retirees as well as current employees is



Dedication—Cat Decker lays the dedication brick in the center of the Retirement Walkway, as COSA members Hilda Spell, Debi Britt, Inman Grimsley, Tommye Miller and Kae Sinkule look on.

*"I had 20 years of service with the university
and it was nice to be recognized."*

—Jim Warren

the ultimate goal of the fund.

"This is also an employee recognition fund," said Inman Grimsley, director of Human Resources. "We want to be able to recognize all employees at varying levels of service, with the final recognition being the brick in their honor upon retirement."

The engraved bricks have the name of the retiree, their department or academic discipline and the years they were employed at Valdosta State. All retirees who had a minimum of 10 continuous years of service in a ben-

efited position are eligible to receive a brick.

Individuals can make a contribution to the fund, directly to the VSU Foundation Inc. or through the Annual Faculty/Staff Campaign. Individuals who contribute a minimum of \$50 will be able to designate the name of one retiree to receive a brick.

If you would like more information on purchasing a brick, call Human Resources at 333-5709 or visit the COSA Web site at <http://www.valdosta.edu/vsu/cosa/>

STAFF APPRECIATION DAY BIG SUCCESS



Billy Grant Field was abuzz with activity as the 3rd Annual Staff Appreciation Day got underway Sept. 28. With more than 400 staff members in attendance, the event was considered a great success.

Staff Appreciation Day, themed this year as “Celebrating VSU’s Finest,” was planned by a committee made up of COSA members and volunteers. The occasion is organized to express appreciation and thanks to VSU staff employees for their hard work and dedication to the university.

Highlights of the day included ice cream and balloon animals, as well as a performance by the Valdosta State University Steel Drum Band. Staff members lined up to soak administrators in a dunking booth sponsored by Academic Affairs. All proceeds raised from the dunking booth will be used for Retirement Walkway and Employee Recognition funding.

A picnic-style lunch was served including the traditional fare of hot dogs and hamburgers, which were generously contributed by various food distributors.

The event also featured several vendor tables to give staff members a chance to talk one-on-one with representatives from campus organizations and local businesses that provide beneficial employee or public services.

Other Staff Appreciation Day favorites were the distribution of gift bags and drawings for several door prizes that were donated by over 125 organizations, individuals, and businesses.

Thanks to everyone who worked to make Staff Appreciation Day possible. Suggestions for improving Staff Day are always welcomed. Send to slmcgee@valdosta.edu or Shannon McGee, ICard Services.



PHOTOS BY THERESSA BOYO



Kae Sinkule, COSA Chair & Assistant Director for Production, Dining Services

FROM THE CHAIR

Only a few months have passed since I began my term as COSA chair. In that short time I've seen, first hand, the interest, concern and determination of my colleagues to define and address problem issues on campus. But COSA is not only about problem solving, but more importantly, about people and community. When was the last time you made eye contact with someone on campus, you didn't know, and spoke? Have you ever complimented a member of the Grounds staff on their efforts? Do you know the names of the custodians in your building? Ever thanked them? Small gestures can be powerful and meaningful. I encourage each of you to be mindful of the contributions of others and acknowledge them.

COSA represents an integral, dynamic element on campus. Regardless of who is president, or what faculty member is teaching which class, the VSU staff is diligently pursuing the important work at hand. Whether mundane or complex, we're getting the job done! COSA representatives want your voice to be heard. Tell us what you're thinking, share your ideas, and express your challenges. Active participation, not constant complaining, is the path to meaningful change.

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.



HOLIDAY CLOSING PERIOD

COSA recently discussed options regarding the holiday closing period for 2002. Representatives are encouraged to talk to staff members and seek their input about the schedule for November and December 2002. One possibility for this holiday period is 4.5 hours of mandatory annual leave on Wednesday, Nov. 27, 2002, and holiday leave for Thanksgiving Thursday/Friday. In December, one possibility is holiday leave from Dec. 23-27 and 17 hours of mandatory annual leave on Dec. 30-31, returning to work on Jan. 2, 2003. This proposal would provide employees with almost two weeks off in late December.

Feel free to contact your COSA representative to express your thoughts on this issue.

November 2002							December 2002						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31	1	2	3	

EMPLOYEE TRANSFER POLICY

A transfer is not a promotion or demotion, and generally has the overall improvement in institutional efficiency as the ultimate intent. Transfers may be used to accommodate employees who wish to change shifts, change career ladders, etc. The transfer of an employee is not a guaranteed option and the employee would have to competitively bid for such if it is to another department. Within a department, the supervisor would best determine the effect of a transfer. Such transfers are generally approved if the supervisor is recommending the change in status. Any number of reasons might be involved in such decisions but the departmental operating efficiency would be a primary consideration. Employees whose departmental performance, attendance, skills, etc. are not as they should be, would not be eligible for transfer, as this would tend to relocate the problem. This would not be in the university's interest from an efficiency standpoint.

Transfers are considered a lateral movement and do not effect the employee's salary.

COSA SPOTLIGHTS

SHANNON MCGEE

I am a 1997 graduate of Valdosta State with a bachelor's degree in computer science. I began employment at Valdosta State in 1997 after working in the software development environment at Goldleaf Technologies, Hahira, Ga., as a quality assurance engineer.

I am a programmer II in One Card Services, where my responsibilities include system administration and programming for our online card system. In addition to my employment at VSU, I have been a CIS instructor for the evening division at Valdosta Technical College for the past two years. I feel honored to be a member of the Council on Staff Affairs and in the position of chair-elect.



COSA



COSA

SUE LAMPERT

I have been working at Valdosta State University since November 1996. I am responsible for disbursing short term loans to students who need help paying their tuition, mandatory fees and book supplies. I am part of an accounting oriented Financial Services staff that

located in the Bursary building. This group manages each student account, cashes checks, disburses excess checks and collects payments from students. I have been involved with the university "Partners for Campus Service Excellence" initiative that began last summer. This coming spring I'll be teaching one of the campus service courses. I work closely with three primary campus partners to facilitate a student's journey through VSU. These partners are my esteemed colleagues in Financial Aid, One Card Services and the Registrar's Office. I am honored to have been elected to the Council of Staff Affairs. For the next three years I will represent a portion of the clerical and secretarial staff on campus. In addition to serving this staff, I am also the COSA treasurer. I look forward to meeting and getting to know other staff and faculty during my tenure as a COSA representative. Please call or contact me: selamper@valdosta.edu, 333-5724 or stop by the Bursary to say "hey."

TUITION REMISSION DEADLINE

The deadline for the Spring Quarter Tuition Remission forms is Thursday, Dec. 6, 2001. Please advise all employees in your area to make certain that their approved forms are received by Human Resources by this date.

"VSU NIGHT" AT SAM'S CLUB



December 9th is "VSU Night" at Sam's Club, and employees can shop at this time with or without a membership, by showing a current VSU ID card.



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.



SEE THE JAGUARS PLAY

Faculty, staff and students can take advantage of a discount ticket opportunity to see the Jaguars play the Chiefs on Dec. 31. Additionally, those preferring a bus ride to and from the game may do so for an additional fee. Details and order forms for the game tickets are found at the following website.

http://services.valdosta.edu/human_resources/funday.htm.