

**VALDOSTA STATE UNIVERSITY
COUNCIL ON STAFF AFFAIRS (COSA)
Minutes - June 13, 1995**

The Council on Staff Affairs met in the President's Dining Room in Palms Dining Center on June 13, 1995.

Current Members Present: Juanita Faircloth, Donna Nolan, Jim Yates, Bert Rodriguez, Blake Griffin, Russ Mast, Sarah Hardin, Sue Teel, Mike Jones.

New Members Present: Mary Jane Keene, Norma Barr (for Bill Filtz), Joan Brooks, Tim Yorkey, Bill Bennett, Wanda DeWeese, Beverly Sharpe, Paul Worth, Pat Rozier.

1. The meeting was called to order at 8:20 am.
2. Chair Mast recognized the departing members who had given their time to COSA for the past three years: Donna Nolan, Juanita Faircloth, and Russ Mast as well as resigning member Sarah Hardin who is leaving VSU. Chair Mast also welcomed new members attending the meeting and congratulated them on their election to COSA and commended them on their commitment to VSU.
3. The minutes of the May 9 meeting were approved as written.
4. Treasurer's Report: April - \$1082.66 May - \$1058.16
5. Committee Reports:
 - a. Elections committee: No Report
 - b. Policy Committee: No Report
 - c. Welfare Committee: No Report
 - d. Parking Appeals: No Report
 - e. Employee Recognition: Donna Nolan explained to new members the purpose of the committee, the procedures used to choose Employees of the Quarter for each of the fall, winter, and spring quarters, and welcomed their input for future awards.
 - f. Bylaws: No Report
 - g. Staff Development: No Report. Chair Mast explained that the committee had surveyed staff to obtain topics of interest for workshops. He explained that the new COSA Board would be charged with acting upon the results of this survey.
6. Reports from Chair:
 - a. Administrative Council Report Chair Mast stated that because of difficulties in doing phone line and computer line work, there is a possibility that opening of the new University Center will be delayed. However, details are being negotiated in order to prevent the delay. Also, at this time, Plant Operations is working as and/or replacing many of the air conditioning units on campus.
 - b. New Business Item Procedures: In order to bring an item for discussion in the New business section of the agenda, the item must be included in a letter to the chair seven calendar days before the regularly scheduled meeting.

7. Old Business:

a. Election Results: New members of the COSA include: Mary Jane Keene, Paul Worth, Pat Rozier, Wanda DeWeese, Chenee Chisholm, Beverly Sharpe, Joan Brooks, Tim Yorkey, Bill Bennett, Bill Filtz. These members will officially take office in July.

b. Officer Nominations: Chair-Sue Teel, Chip Moore; Vice Chair-Sandra Denson; Secretary-Bert Rodriguez Treasurer-Bill Bennett; Parliamentarian-Blake Griffin, Beverly Sharpe.

8. New Business:

a. Officer Elections for 1995-96: Results: Chair-Sue Teel, Vice Chair-Sandra Denson, Secretary-Bert Rodriguez, Treasurer-Bill Bennett, Parliamentarian.

b. Design of COSA Pamphlet for New Employees: It was stated that there may be a need to develop some informational materials about COSA to be distributed to all new VSU employees with their personnel packets. This would provide all with an awareness of COSA and its purpose. It was also suggested that such information could be attached to the letter from President Bailey detailing his support of COSA so that all new supervisors realize that employees must be allowed to leave their jobs to attend meetings and take care of COSA business.

9. Outgoing Chair Mast passed the gavel to new Chair Sue Teel who adjourned the meeting at 8:55 am.

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