

**VALDOSTA STATE UNIVERSITY
COUNCIL ON STAFF AFFAIRS (COSA)
Minutes - May 14, 1996**

Present: Bill Bennett, Joan Brooks, Sandra Denson, Wanda DeWeese, Bill Filtz, Tommy Moore, Pat Rozier, Beverly Sharpe, Sue Teel, Jim Yates, Paul Worth

1. Chair, Sue Teel, called the meeting to order at 8:18 AM in the President's Dining Room, Palms Dining Center.
2. Minutes of the April meeting were approved.
3. Treasurer's Report-Bill Bennett reported that \$2210.76 was the balance as of April 30, 1996.
4. Committee Reports
 - o Communications/Elections-Election results for four positions were announced. The person with the most votes in each area accepted. A letter will be sent to Dr. Bailey. The new representatives are:
 - Holly Decker - Business and Finance area
 - Hazel Hewett - EEO4
 - Patrick Smith - EEO6
 - Joe Hickey - EEO7

A copy of the ballot for the area of representation will be provided to the elected individuals to help identify their constituency. 149 ballots were returned of the 803 ballots mailed to employees. The 18.56% return was as follows: EEO7 - 6.25%; EEO6 - 14.81%; Business and Finance area - 16.84%; and EEO4 - 36.07%. The use of a ballot of nominees vs. an open ballot for future elections was discussed.

- o Policy-No Report.
 - o Welfare-No Report.
 - o Parking Appeals-Meeting set for 5/14/96. The committee has heard from staff that they do not feel they were adequately informed about the change to a strict enforcement of the parking regulations. The primary concern was that practices which have been allowed were suddenly being ticketed.
 - o Employee Recognition-The nomination process for employee of the quarter starts Monday, May 20th.
 - o ByLaws-No Report
 - o Staff Development-Results of the COSA survey of staff development needs were presented. It was noted that Sarah Ellerbee in Political Science offered to do a presentation about living wills and durable power of attorney.
 - o Salaries Study-No Report.
5. Report from the Chair - No Report
 6. Old Business-Staff had questions about flex schedule arrangements. A staff member should take this issue to their supervisor. If the supervisor approves then the Personnel Office should be contacted for a final authorization.

7. New Business New officers are to be elected at the next meeting.

Election procedures concerning representation for over 299 employees and ties in voting across categories will be forwarded to the Bylaws committee.

The Staff Development survey designed by Continuing Education was discussed. It appears to be almost identical to the COSA survey. Some COAS members thought the new survey was going to identify both what is currently being provided on campus and the available resources, and therefor also identify needed resources, rather than try to identify development needs.

A COSA information sheet was presented by Sue Teel. It was suggested this sheet be provided by the Personnel Office to each new staff employee.

8. Other Business-None
9. The meeting was adjourned at 8:50 AM

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