

**COUNCIL ON STAFF AFFAIRS (COSA)**  
**MINUTES**

Tuesday, December 9, 1997

8:30 AM

President's Dining Room (Palms Dining Center)

**Members present:** John Anderson, Bill Bennett, Holly Decker, TR Decker, Sandra Denson, Wanda DeWeese,

Sammy Dees, Inman Grimsley, Bill Filtz, Trudy Hyatt, Hazel Hewett, Joe Hickey, Richard Lee, Tom Parnell, Pat Rozier, Beverly Sharpe, Hilda Spell, Gloria Tonsil, Paul Worth, Tim Yorkey

**Other Guests:** Becky Murphy

**1. Council on Staff Affairs meeting was call to order at 8:30 a.m.**

**2. Approval of Minutes - November 14, 1997**

Minutes were approved.

**4. Treasurer's Report - Bill Bennett**

Total budget for FY 98 \$ 2,500.00

Expenditures prior to November 1,628.50

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Balance forward 871.50

Expenditures for November:

Adjustment of estimate to actual travel

and other expenses to attend

USGA Staff Council Meeting (1,405.00)

Deduct Actual Expenses 809.70

Other Expenditures for November:

Printing 117.00

Postage 11.00

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Total Expenses 128.00

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Balance Remaining 11/30/97 \$ 1,338.80

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## **5. Committee Reports**

### **a. Elections/Employee Recognition - Holly Decker reporting**

Employee Recognition: The committee now has the bulletin board which is located in front of the Old Admissions Office in Nevins Hall. The Employee of the Quarter is now listed.

Elections: Paul W. and John A. now have a listing of those positions that will be open for the up coming up for elections. A copy will also be given to Inman Grimsley.

Open positions: President (1 position); Business & Finance (1 position); EEO1 (2 positions); EEO4 (2 positions); EEO5 (1 position); Student Affairs (1 position)

### **b. Welfare Committee - Bill Filtz reporting**

Employee Rights - Elaine Newell, labor law attorney with the Board of Regents, spoke to COSA about employee rights on December 1. She answered questions asked by COSA during the Q&A session. She also meet with supervisors on December 2 to discuss management responsibilities. Ms. Newell stressed employee relations between management and employees. A video tape of the second session is available for viewing from the Training and Development Office.

Retirement Walkway - No Report.

Campus Recycling Committee - Bill Filtz will represent COSA. Any staff member who would like to be the Recycling Committee should contact Dr. Santos at 5949.

### **c. Policy Committee - Trudy Hyatt reporting**

By-Laws changes - still working on changes.

### **d. Staff Affairs Conference Committee**

The Planning Committee meeting was held on November 13 to set up various committees. It was decided that a registration fee of \$25.00 was set, but may be altered. The Baileys will be hosting

the continental breakfast for the conference. Dr. Jackie Eastman will help the committee come up with a theme and logo for the conference. The best three ideas will be presented for decision by the committee. The conference will be held on Friday, October 2, 1998. The Committee will be meeting today (Dec. 9) at 10:00 am in the Library Meeting Room.

## **6. Report from the Chair**

a. COSA received a letter from Dr. Bailey along with a copy of the Sexual Harassment Policy which deals with handling informal complaints. Dr. Bailey is asking for a representative from COSA to be on the committee for developing and maintaining the Sexual Harassment Policy and Support Group. We will need to submit a name to Dr. Bailey. Beverly Sharpe agreed to be on the committee.

b. Salary Study - The Salary Study committee met with Mr. Jim Brignati and Inman Grimsley. The recommendations from the study were accepted upon by all. **Recommendations:** (1) Inman will be submitting a job description to hire extra help in the Personnel Office for doing task analysis and desk study. (2) An unbiased salary study will be done by Dr. Mike Crowe and Inman Grimsley. Inman will be reporting quarterly to COSA on the progress of this study.

## **7. Old Business - None**

## **8. New Business**

Becky Murphy - Training and Development Office.

I going to give you a brief summary about the Training and Development Office and what it does and its training philosophy and services that we provide. A formal training brochure has been sent out to all department heads. Even though Auxiliary Services is our primary customers, we do open up the workshops every quarter to all campus employees and any training sessions in the office. Any supervisor or employee can find out what they have taken and also find out about continuing education credit received and hours of training attended. Transcripts of courses taken can be printed out upon request. We also do customizing programs for the departments. Any questions?

**Q:** If we attend in-service training outside the institution, can we report this to you?

**A:** Yes.

**Q:** Do you offer any interpersonal skills, staff development with co-workers and management?

**A.:** If you want to do a special or customize training just for your department, you can call me at 259-5105, and we can talk about your specific needs and develop a program just for you.

**Q:** What about speakers?

**A:** We use both on-campus and off-campus speakers. We only charge a fee that covers the cost of the program.

**Q:** Can the Training manual be made available in the Library?

**A:** Yes and Training manuals are also available in the office and all information is on the Auxiliary Services Webpage under Training & Development (<http://services.valdosta.edu/training.htm>).

**9. Other Business - None**

**10. There being no further discussion or business, the meeting was adjourned at 9:30 a.m.**

**Respectfully submitted: Pat Rozier**