

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

Tuesday, November 11, 1997

8:30 AM

South Wing (Palms Dining Center)

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

Sammy Dees, Pearl Everett, Inman Grimsley, Bill Filtz, Trudy Hyatt, Hazel Hewett, Joe Hickey, Richard Lee,

Tom Parnell, Pat Rozier, Beverly Sharpe, Hilda Spell, Tim Yorkey

Other Guests: Jim Brignati, Ruth Futch, Linda Marinelli, Patrick McElwain, Josie Stone, Wesley Sumner, Ellen Weeks, Helen Weeks

1. Council on Staff Affairs meeting was call to order at 8:35 a.m.

2. Special Order of the Day

Employee of the Quarter - Mr. Jim Brignati presented certificates to finalists:

Twila Boykin (Financial Services); Alan Brown (Bursary); Ruth Futch (Chemistry); Patrick McElwain (Registrar's Office); Tina Singletary (College of the Arts); Ellen Weeks (College of Nursing)

Mr. Brignati presented the Employee of the Quarter certificate, a special parking permit, and a check to **Tina Singletary (College of the Arts)**. Sammy Dees accepted for Tina, who was out due to illness. Congratulations and get well soon Tina.

Holly Decker presented Helen Weeks with a replacement certificate.

3. Approval of Minutes - October 14, 1997

Minutes were approved with corrections and revisions.

4. Treasurer's Report - Bill Bennett

Total budget for FY 98 \$ 2,500.00

Expenditures prior to October 1,295.00

Balance forward 1,205.00

Encumbrances for October:

Estimate travel and other expenses

to attend USGA Staff Council Meeting 206.00

Printing for October 127.50

Total Expenses 333.50

Balance Remaining 10/31/97 \$ 871.50

5. Committee Reports

a. Elections/Employee Recognition - Holly Decker reporting

Employee of the Quarter - Special Order of the Day

b. Welfare Committee - Bill Filtz reporting

Employee Rights - The committee is trying to get Elaine Newell, labor law attorney with the Board of Regents, to come and speak to COSA about employee rights.

Retirement Walkway - We will be sending another letter to Faculty Senate to let them know that we are proceeding on with the Walkway.

Campus Recycling Committee - Dr. Ari Santos has ask for input from COSA regarding recycling on campus. A representative from COSA as well as any staff member is welcome to be on the Recycling Committee. Please contact Dr. Santos at 5949 if you would like to be on the Committee.

c. Policy Committee - Trudy Hyatt reporting

By-Laws changes - corrections will be made to the COSA By-Laws and presented at the Dec. 9 meeting.

6. Report from the Chair

a. Salary Study - A letter has been received from Mr. Brignati and a meeting will be set up with him next week.

b. Sick Leave Bill -Is being reviewed in a favorable manner. It is now a matter of funding.

c. Sick Bank - The Board of Regents sent a letter to parties involved stating that the Sick Bank was illegal and needed to be stopped.

d. University System of GA Staff Council Conference - This year's conference was held at North GA College in Dahlonega, GA. Eight COSA members attended the conference. A summary of the Staff Conference will be attached. COSA will be hosting next year's Staff Council Conference and has received a letter from Dr. Bailey supporting the Staff Council conference. A planning committee meeting will be held soon to discuss next year's program.

7. Old Business

Direct Deposit - COSA will be checking back with Cindy Meyer regarding free checking with NationsBank.

8. New Business

a. Open Enrollment - Memos were sent to all VSU personnel (Faculty & Staff) about Benefits Update/Open Enrollment. Please contact Personnel Services for any changes and/or updates. Remember the deadline for Open Enrollment is November 30, 1997.

b. Employee Remission/Tuition

- December 5, 1997 is the deadline for employees to have their tuition remission forms completed for the Winter Quarter. Remember, you must apply for financial and also be accepted to VSU to be considered. Only full-time regular status employees are eligible for the program.

- All employees participating in Employee Remission/Tuition programs should bring pink copy of completed paperwork with approved signatures to the Registrar's Office at 6:30 pm on Tuesday, January 6, 1998.

- Please bring all approved forms to the Bursary at 7:00 pm on Tuesday, January 6, 1998.

c. Can the Campus Pharmacy "fill" employee prescriptions? - The answer is "No." According to Georgia State contract, items purchased with State funds cannot be re-sold and also the Pharmacy is limited on supplies that it receives.

9. Other Business

a. University Shut-down Time - We have two days for Thanksgiving Holiday. Please remember that the Vice Presidents of the Divisions will contact your supervisor. But until then, all offices should remain open.

b. Mandatory Annual Leave - Remember we have three days of mandatory vacation charge to be taken on December 29, 30, 31, 1997.

c. The idea about a COSA newsletter was discussed. The Employee Recognition committee will look into it.

d. Institutional Annual Report - COSA was not listed in this Report. The Policy Committee will look into and find out what the deadlines are for the publication.

10. There being no further discussion or business, the meeting was adjourned at 9:35 a.m.

Respectfully submitted: Pat Rozier

**Summary of
University of System of Georgia Staff Council
Fourth Annual Conference
North Georgia College and State University (Dahlonega, GA)**

Dr. Sherman Day, Interim President at NGC&SU, welcomed the attendees and gave a short presentation about the history of the university.

Mr. Tom Daniel, Vice Chancellor for Human and External Resources for the Georgia Board of Regents, represented Dr. Arthur Dunning who could not attend. Mr. Daniel's presentation centered on how lucky the System has been these past few years with funding, central office personnel, legislative support, and executive support. He explained that the funding formula and workload funding have been fully funded the past few years. Special initiative and lottery funding was in addition to the regular funding. He anticipated a 3.6 percent increase in resident instruction funding from the state next year with pay raises between 4 and 6 percent. Mr. Daniel was not prepared to answer any of the questions that USGSC members had presented to Dr. Dunning so these were postponed to another day.

Ms. Ramona Hason, President of the USGSC, presented the computer controlled slide program that she had presented at the Human Resource meeting on October 21, 1997. This program presented the accomplishments of several of the staff support groups in the system.

A panel of staff support personnel from various institutions held a question and answer session.

Mr. Bill Wallace of Kennesaw State University gave a presentation of the staff leadership program he developed at Kennesaw. He also performed a Job Expectations survey from the perspectives of the employee and the supervisor.

Dr. Mary Lou Frank, chair of the psychology department at NGC&SU, did a presentation on working with challenging people. She noted that we all needed to be aware that in some aspects all of us are challenging people to someone every day.