

Council on Staff Affairs

Minutes

Tuesday, October 14, 1997

8:30am

President's Dining Room - Palms Dining Center

Members present: John Anderson, Holly Decker, Wanda DeWeese, Sammy Dees, Pearl Everett, Bill Filtz, Ann Harris, Joe Hickey, Richard Lee, Tom Parnell, Pat Rozier, Beverly Sharpe, Hilda Spell, Gloria Tonsil, Paul Worth, Tim Yorkey

Members absent (excused): Bill Bennett, Cat Decker

Other Guests: Angela Culbreth, Judy Hunt, Traycee Martin, Cindy Meyer

Call to Order: 8:31am

Approval of Minutes: Corrections were made to the September 9 minutes and approved.

Corrections: Sammy Dees left off on "Members present" listing.

Treasurer's Report

Period Covered: September 1997

Total Budget for FY 98 \$ 2,500.00

Total expenditures prior to September 96.00

-----

Balance Forward \$ 2,404.00

Encumbrances for September:

Estimated travel & other expenses to

attend USGA Staff Council Meeting:

Lodging & Meals \$ 621.00

Auto mileage 438.00

Registration fees 140.00

-----

Total Estimate Expense \$1,199.00

Expenditures for September

Printing 0.00

-----

Total Expenses \$ 1,199.00

-----

Balance remaining 9/30/97 \$ 1,205.00

=====

### **Committee Reports**

Elections/Employee Recognition - Holly Decker, chair reporting

Vacancies

Student Affairs - Richard Lee (Judicial Officer for Student Affairs) has volunteered to serve on the COSA Board in place of Tommy Moore. Welcome aboard and we appreciate you serving on COSA.

EEEE01 - Wanda DeWeese has graciously agreed to comeback and finish out the year. Thanks and welcome back to COSA.

Employee Recognition - October 14 is the deadline for all nomination forms to be returned. As soon as all nominations are tabulated, the Employee Recognition will be meeting sometime next week.

Welfare Committee - Bill Filtz, chair reporting

We met with Dennis Bogyo, chairman of the Environment Issues Committee for Faculty Senate, in which the Beautification Committee is a sub-committee. He told us what they understood the problems to be and suggested that representatives of COSA attend the Environment Issues committee meeting (Thursday, Oct. 16 @ 4:00 pm in Odum Library), and we can discuss the issues of what they understood to be the problems with the Walkway. Bill Filtz, Inman Grimsley, Beverly Sharpe, and Tim Yorkey will try to attend the Environment Issues meeting.

Employee Rights - We are still working on the issues.

We also had staff employees who wish to express the desire to purchase either red or green decal at their choice. We, COSA, suggested that all employees be allowed to purchase either color and was told that this was not feasible due to the number of red and green spaces.

A letter was sent to COSA regarding the same concerns about red permits parking anywhere. This is an issue, since we are now paying for decals, that we may want to re-address through Parking Services to see what we can do as far as limiting places where red permits can park. Timed areas are still governed by all. Everybody has to abide by those timed areas.

### Policy Committee

VSU Statues - Still checking to see that COSA is in the Statues. We have found out that a copy has been sent to the Board of Regents for approval

Job Sharing - Still working on the issue.

COSA By-Laws changes - will table until next meeting.

Report from the Chair

Salary Study - Another memo has been sent to Jim Brignati. No reply as of this date.

Old Business

Parking - discussed by Welfare Committee

New Business

Semester Conversion - How will the change to semester system effect staff holiday schedule?

This will be address in January or February meeting to propose what days off the staff would like to have for the upcoming year.

Staff Development Funding - Is funding available for staff development (i.e. Faculty has Faculty Development)?

For staff development, each individual department has funds for training and travel.

I. Grimsley: The school is trying to do more training on campus for a fee to be departmental charge. We believe that will continue with more computer classes and other types of course being offered. Tuition Remission went very well. A couple of items were left off the forms that created some problems. The questions of Financial Aid and improper Admissions. The 30-day deadline prior to Employee Registration Day will apply. Personnel Office only checks for employee eligibility, been employed 6-months and within the timeline.

When is Employee Registration Day for Winter? Employee Registration Day will be Tuesday, January 6, 1998 at 7:00pm (Business & Finance Office). Registrar's Homepage and the Winter Quarter 1998 Schedule of Classes.

Open Enrollment coming up in November. Personnel Office will be sending out memos and insurance conformation letters out. Please do look at very carefully when received. No major changes to the plan.

Issue of having Staff Appreciation Day was discussed. Tim Yorkey will contact with Herb Reinhard to see about having a Staff Appreciation Day.

Concerns were expressed about staff members not receiving copy of COSA Minutes. We will be checking into the reasons why departments are not receiving copies.

#### Other Business

Bi-weekly Timesheets: Guests: Judy Hunt, Traycee Martin, Cindy Meyer invited to talk about timesheet issues.

J. Hunt: I understand that there are some concerns about the new timesheets. This is something used throughout the University System. At our Payroll Users Groups meeting this summer, we found that only two schools in the System do not use this. This is a standard University of System form. We have had to change deadlines to Monday. I think that there was concern about that. Reason for that is Direct Deposit. We have to have our Direct Deposit in to the bank by 2:00 PM on Wednesday prior to pay period. That is the reason for us changing our deadline. Direct deposit seems to be working great, we haven't had any problems meeting our deadlines as long as we do get our timesheets.

Question: Is there any possible that the deadline can be extended and what about having a drop box available for bi-weekly staff to drop off timesheets?

C. Meyer: We are working on drop box for bi-weekly employees. We have requested from Plant Ops to have a drop box in Nevins and be able to use the Bursary drop box is another consideration. We can also consider taking timesheets at the Bursary. A big problem is that really can't verify and sign off on what leave would be that day. If you turn them in earlier then you're foreseeing the future.

Question: Can there be more than one drop box? Possibly one at University Center or Education Center and not just in Nevins Hall?

C. Meyer: With the campus becoming more decentralized, we have one central payroll office. We are experiencing growing pains, but I understand exactly what you're saying. We hope that the new HR system will give us more flexibility.

T. Martin: The night drop is 24-hours and one problem is that we stamp items received and that may be a problem if it is past the last pickup.

Question: Will the drop have the capacity of indicating when it was received?

C. Meyer: No, it just a drop box. Maybe we can communicate this, if you feel uncomfortable about meeting the deadline, you can delivered timesheets to Nevins and there'll be no doubt that it was received but maybe if you're early you can drop it at the Bursary.

T. Martin: I would like to say that the reason that we went to direct deposit was that COSA recommended it and 65% of the employee well....unfortunately the way our payroll system is it doesn't really allow....its not the greatest system in the world and it does take a lot of time and once we get those things keyed in the payroll process we have to Athens and they send it back. Its not a matter of time, its not a quick thing like a spreadsheet or anything. This new system will be that why we moved the deadline it wasn't because we were trying to push it ourselves. Our ladies are working hard and if everybody works with us then we all can be happy and have all the services including Direct Deposit.

Question: Are you going to send out instructions on an how to fill out those sheets? A lot of people still have questions about filling out the sheets?

C. Meyer: Yes, It was a growing pain type thing and what we thought was one form to another was a difference and we learn from that experience that there is a difference. Phones calls to the Payroll office are nil at this point we got a lot of questions at the beginning but at this point everyone is doing such a good job.

Question: Another concern that was voiced was about the signature area? There is only one line for the supervisor to sign and many of the employees would like to have a verification because the timesheet we used at one time says that the above record is accurate and when sign says it true. A lot of employees still want to do that is there anyway that it can be incorporated?

T. Martin: The employees will need to sign the sheet. We won't accept it if it is not sign. They can sign in the top box by their name.

Question: Can that be addressed in the instruction manual?

Answer: Yes.

Question: If there is an errors on Direct Deposit, calculation errors in hours, rate, etc., and it won't be correct until the next payroll period. Is there something in place to catch the errors?

C. Meyer: We have a mechanism to correct "glaring errors". If its a small error, we do request that it be corrected on the next payroll. It is unfortunate that we cannot do corrections with this system we have. It's Stone Age. With the new system, we won't have to batch the data entry and send it to Athens and wait for it to get processed and send it back, you have to be on their schedule. Hopefully it will be our own system and we'll run it and we control what happens with our own system.

T. Martin: We can correct small errors and, of course, if the department wants to do a hand-drawn for that little bit and is willing to do that. But the problems with Direct Deposit is that once its on file has gone to the bank whether its the big file or another file, you've got to have a 2-day time frame. If we send you Direct Deposit again, it would be Monday or Tuesday before your money got there and a corrections is even more cumbersome to try to get it out of your account and back into our account...

C. Meyer: ...and that may be something if you don't feel comfortable you may just want to get the check. It 's been very successful.

I. Grimsley: Another important thing about using Direct Deposit was that it allowed us to have NationsBank free checking and other benefits.

T. Yorkey: It is only for 1-year period of free checking with Direct Deposit.

C. Meyer: I'm glad you said that. We are re-negotiating our agreement with NationsBank and we can say we want it for more than 1-year.

I. Grimsley: My understanding was that for all the ones on monthly Direct Deposit it was okay and that they will give a 1-year trial or 1-year free for us to get onto Direct Deposit for bi-weekly staff. Which was why they push so hard to get that done. My understanding was that it was free.

Question: So the service charge is suppose to be free?

Answer: Yes.

Question: Does NationsBank have a debt card?

Answer: Yes.

Question: How long will it take for additional drop boxes?

Answer: We will probably go with the Bursary and a drop box at Nevins Hall. So if off-campus can drive through and on campus to Nevins.

Question: Will there be a drop box at the Bursary starting this Friday?

Answer: Let's us go back and brainstorm with the staff and will e-mail everyone.

The meeting adjournment at 9:50am