

Valdosta State University  
**Council on Staff Affairs**  
Minutes  
Tuesday, September 9, 1997

**Members present:** Bill Bennett, Holly Decker, Cat Decker, Sandra Denson, Pearl Everett, Bill Filtz, Inman Grimsley, Ann Harris, Joe Hickey, Hazel Hewett, Trudy Hyatt, Tom Parnell, Pat Rozier, Beverly Sharpe, Gloria Tonsil, Tim Yorkey

**Members absent (excused):** Hilda Spell

**Other Guest:** Margaret Powers, Michelle Pritchett, Myrtice Zorn

1. Call to Order @ 8:35am
2. Corrections were made to the August 12 minutes and approved.

Corrections:

Name change: "Beverly Sharp" to "Beverly Sharpe"

Tuition Remission: There is no appeal for change in work schedule for taking classes.

Direct Deposit: Some employees did and did not receive direct deposit. If anyone is still have problems regarding direct deposit, please contact the Payroll office.

3. Treasurer's Report: Period Covered August 1997

Total Budget for FY 98 \$ 2,500.00

Total Expenditures prior to August 18.00

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Balance Forward \$ 2,482.00

Expenditures for August:

Printing \$78.00

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Total Expenditures 78.00

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Balance Remaining 8/31/97 \$ 2,404.00

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#### 4. Committee Reports

##### **a. Elections/Employee Recognition - Holly Decker, chair**

COSA positions replacements for:

Student Affairs (Tommy Moore): Tim Yorkey will be contacting the next person that received the highest votes.

EEO1 (Wanda DeWeeses): The Board has decided upon appointment to fill the open position until the next election.

We will be talking to Bill Tillman (Admissions Office) about using the bulletin board, located by the old Admissions Office, in Nevins Hall for Employee of the Quarter. The Employee of the Quarter bulletin board is currently located at the back (Cashier's Office). Employee of the Quarter forms for Fall quarter will be mailed out on September 29, 1997.

A question was asked about placing Employee of the Quarter on the webpage. The committee will check into placing Employee of the Quarter on COSA webpage.

##### **b. Welfare Committee - Bill Filtz, chair**

Questions and concerns were raised about the Vacation/Sick Leave list being an open record for everyone in the department to see. The answer was "yes." The Vacation/Sick Leave report is considered an open record document.

VSU Walkway - Waiting for faculty to return and will try to get another meeting with the Faculty Senate's Beautification Committee.

Attendance to the University of Georgia System Staff Council meeting on Friday, October 24 at North Georgia College in Dahlonega. COSA members will need to contact Tim Yorkey if they wish to attend the conference.

##### **c. Policy Committee - Trudy Hyatt, chair**

VSU Statutes - The 1991 Statutes that we had in our files is the most recent copy. Which means the COSA board is not represented in these statutes. We need to get this changed. As I understand it should be just formality, there should be no opposition from the administration but it does have to go to the Board of Regents. We will need to find out what we have to do to get these statutes changed.

Job sharing - Posted a listing to the GA staff association listserver about job sharing and no responses other than "great idea, let us know how it goes. "

Since Faculty Senate has materials placed on reserve in the library, committee feels that COSA should starting past and present materials on reserve. COSA By-Laws and Minutes will now be on reserve in the library and archived every 2 years and cycled out.

## 5. Report from the Chair

a. Attendance to VSU COSA meeting - COSA would like to thank President Bailey for sending out the a memo regarding release time for employees participating in COSA. If anyone is still having problems with attendance to the meetings, please let Tim Yorkey know and a photocopy of the memo will be made and sent to the supervisor.

b. Salary Study - A memo was sent to Mr. Jim Brignati. COSA has not received a reply from him. After ample time, if no reply has been received, the committee will continue to follow up.

c. Tuition Remission - The Tuition Remission and Reimbursement Policy is located on the COSA webpage under Staff Development  
(><http://www.valdosta.peachnet.edu/vsu/cosa/develop.html>).>

Forms are available, in limited supply, in the Personnel Office.

Employee concerns regarding having to apply for financial aid: The Pell and HOPE grants are unlimited sources. If the employee qualifies for financial, they can register for classes during regular registration instead of waiting for Employee Registration Day. Even though this is a concern of the employees, this is not taking away from students and this does guarantee a place for the employee in classes.

Retirement House Bill 311 - Inman Grimsley was asked to look into what was happening with this issue.

Sick Leave Bank - COSA will have to agree with the original decision that was made regarding the legalities of funding such a pool.

## 6. Old Business

a. COSA Vacancies - Discussed during Elections/Employee Recognition Committee Report.

b. VSU Walkway - Discussed during Welfare Committee Report.

c. Direct Deposit - Correction made to Aug. 12 Minutes about direct deposit.

## 7. New Business

Parking & Transportation: Guest: Michelle Pritchett

New parking permits are in and available for purchase. Employee permits are a two-part system. Both parts must be displayed in order to be valid. Employees can register up to three vehicles. Parking permits must be affixed inside the driver's side lower corner. The static cling permit can be affixed above the permanent sticker in the vehicle you are driving. The static cling permit is removable and must be displayed along with the permanent sticker to be valid.

**Q.** What about the hanging permit?

**A.** That permit is valid through September 30, 1997. After it is expired you can discard it.

Everyone must have the new permit by October 1, 1997.

**Q.** Is there an option for payroll deduction for tickets?

**A.** The option of payroll deduction for citations is not an option at this time.

**Q.** What measures do you have as far as outstanding tickets of notifying people to let them know about their

outstanding tickets?

**A.** Right now, there is no notification for employees. We now have students who have outstanding citations

transferred into BANNER which generates notices. So, every student who gets a citation and is transferred to

holds is notified. As far as employees, the BANNER system is not set up for employees. Our parking

software will start generating notices for those employees who have outstanding citations.

**Q.** At present, there is no payment plan in place for employees with outstanding tickets, will this be considered?

**A.** There are no payment plans set up for outstanding citations.

**Q.** Parking permits cannot be issued until tickets are paid?

**A.** Right. All outstanding citations must be paid before a new permit can be issued.

I have noticed several employees have outstanding citations. The only option that I can suggest is that the employee appeal their citations. The Parking Appeals Committee will be meeting on September 24. If an appeal is turned in, it can be reviewed by the committee at that time. If the citations are dismissed, they will be cleared from the employees record, and then the employee can obtain their new permit.

**Q.** If you have outstanding tickets, can you make partial payments before September 30?

**A.** Yes, but it is up to each individual to take care of their balance. Payment of parking citations are paid at the

Parking & Transportation Department at 114 Georgia Avenue.

**Q.** What about payroll deduction?

**A.** We have had many inquiries about using payroll deduction to pay for citations, but that is not an option at this

time. We will look into this for the future.

**Q.** How far back to tickets go?

**A.** If anyone owes citations from October 1996 to the present, they must be paid before a new permit can be

issued.

**Q.** When Powell Lot closed down, where do we anticipate employees parking?

**A.** In the lots off of Georgia Avenue.

**Q.** What are the cost of parking permits?

**A.** Monthly employees, Faculty and Administrative Staff, pay \$60.00. Bi-Weekly, Staff, pay \$36.00.

**Q.** If you want to pay the larger amount, do you park anywhere you want?

**A.** We have to verify the status on everybody to determine what type of parking permit to be issued. Staff do not

have the option of purchasing a Reserved permit.

**Q.** If we (staff) park in a reserved spot, due to the lack of open staff spots, will we get a ticket?

**A.** Yes. All parking policies are still in affect and have not been changed. If you cannot find a staff space, check

another parking area or park in an unmarked space.

**Q.** Will the 20 minute spaces be changed back to student parking?

A. No. Those will remain timed parking.

Q. So, if you park in a 20 minute space will you get a ticket?

A. Anyone can park in the timed space that has a valid parking permit, but it will have to be for the allotted time

or you will be cited for overtime parking.

Q. Will parking be enforced around Plant Operations?

A. Yes.

Q. Do you know how many reserved and staff spaces there are?

A. I don't have that information with me, but it can be found on the parking webpage >(http://services.valdosta.edu).

Q. Reason being, was because we were told that due to the number of staff spaces is why parking fees

were changed.

A. The price that came up was recommended by Faculty Senate.

Q. In the temporary lots, how are you determining who parks where?

A. The lots are still student lots and employees may park there. When Powell Lot does close, these lots may be

changed to employee parking. When this happens, it will be heavily advertised and signs will be posted.

Q. I park over at the Bursary and the Cultural Center is always having something going on. Between the

Cultural Center and the Bursary, we are having a hard time parking. We want to know if someone from

parking will be patrolling that area more?

A. We will patrol more heavily. As well as other areas such as North Campus and Plant Operations.

*While transcribing the minutes, COSA secretary received a call from Michelle Pritchett on September 10 regarding new parking policies. Information received was not accurate. This is*

*update information that Michelle was able to ascertain to clarify any questions.*

## 8. Other Business

Annual Leave during December - Employee concern regarding using annual leave during Christmas holidays. The decision of taking December 29-31, 1997 was discussed with co-workers in order give everyone enough time to save up annual leave instead of waiting to be told in October. When the university is closed and there is no business, the forcing of annual leave is permissible and if you don't want to use your annual leave there will be no payment status for days off.

Employee concern about taking vacation time: Institution does have the right to say when an employee can and cannot take vacation. The Policy Committee will look into this issue.

Employee Rights - The Welfare Committee was asked to look into the issue of Employee Rights regarding due process and researching what right the employee have to ask for grievance, filing complaints and other issues.

Blue Cross & Blue Shield - Personnel Office will be sending out announcements about these changes.

Timesheets - All bi-weekly timesheets now will be sent to Payroll Office.

9. The meeting was adjourned at 9:40 am.