

Council on Staff Affairs (COSA)

Minutes

Tuesday, April 7, 1998

8:30 AM

President's Dining Room (Palms Dining Center)

Members present: John Anderson, Bill Bennett, Holly Decker, TR Decker, Sammy Dees, Bill Filtz, Inman Grimsley, Ann Harris, Hazel Hewett, Trudy Hyatt, Joe Hickey, Richard Lee, Pat Rozier, Gloria Tonsil, Beverly Sharpe, Tim Yorkey

Member-At-Large: Grady P. Everett

Guest(s): Tracy Dyal

The Council on Staff Affairs meeting was called to order at 8:30 a.m.

Minutes from the March 10, 1998 were passed and approved with corrections under New Business changing "issued" to be "issue".

Treasurer's Report - Bill Bennett

Totals:

Budget for FY 98 \$2,500.00

Expenditures prior to March 1,347.06

Balance Forward \$ 1,152.94

Expenditures for February

Printing 38.35

Total Expenses 38.35

Balance Remaining 3/31/98 \$1,114.59

Committee Reports

a. Elections/Employee Recognition - Holly Decker

Employee of the Quarter nomination forms have been distributed campus wide. If areas did not receive nomination forms, please let Holly know and forms will be sent over. Nomination forms are due April 27, 1998.

b. Welfare Committee - Bill Filtz

The committee met and discussed three items: Parking policies changes regarding decals, Monitoring/Orientation program for new employees, and retiree recognition (retirement walkway). Three memos were drafted by the committee and presented to COSA.

c. Policy Committee - Trudy Hyatt

The committee met and recommends the following: (1) Athletics will be moved from VP of Business/Finance division to President's division under Director of Athletics. (2) Hopper Hall, Housing Coordinator and Student Health Services will be moved from VP of Business/Finance division to VP of Student Affairs' division. This changes will increase the representation in the VP of Student Affairs division from one representative to two representatives.

We received information from the GA Steers Listing about Lobbyist in a Box. It is a service that let's you know what happening with the Legislation. The cost of the service is \$20.00. We're not sure if this is for the year or what, but we will look into this and get more information.

Suggestion to have a webpage so staff members can send questions, concerns, and comments to COSA. Trudy Hyatt will be sending a draft for COSA members to preview.

d. Staff Conference Committee - Beverly Sharpe

Copies of a Tentative Agenda were distributed to all COSA members attending this meeting. Arrangements have been made for speakers to conduct several of the workshops. Three speakers: Dr. Louis Levy, Dr. Victor Morgan and Dr. David Scott have made tentative arrangements to conduct workshops for the conference. A fourth topic on Leadership Skills has also been slated as a possible topic. The committee will be narrowing this topic to fit the needs of the conference. The conference theme will be Reach for the Stars. By the next COSA meeting, a sample of the logo and theme which will be on literature at the conference, will be presented. Certificates were made and given to Dr. Eastman's marketing students for their help and participation. Copies of the tentative agenda and theme have been sent to Dr. Bailey, Dr. Dunning and Mayor Rainwater. Ms. Pendleton will not be able to attend due to prior commitments. The next meeting has changed from Library Conference room to Dr. Gaumont's office.

Report from the Chair

House Bill 203- The bill has been passed and pay raises will be delayed until September 1. We have not received any official word from the Board of Regents as yet. A general memo will be sent to out to everyone and we will keep everyone informed as information comes our way pending notification from the Board of Regents. For more information about HB 203 and other GA legislation, visit this website: <http://www.state.ga.us/services/leg>

Old Business - None

New Business

a. Staff Evaluations - According to a memo sent out by Jim Brignati, pay raises will be based on evaluations.. The following guidelines for awarding merit increases are as follows:

Below average - Increases should be 0% to less than 3.00%

Average - Increases should be 3.00% to less than 5.00%

Above average - Increases should be 5.00% and above

b. Sick Leave and Family Medical Leave - Inman Grimsley

The Family Medical Leave Act (FMLA) of 1993 covers employees of a company employing 50 or more employees, and essentially guarantees in certain conditions a period of 12 weeks of unpaid leave. To qualify, an employee must have one of the qualifying conditions set forth (see attached) and must have worked a total of 1250 hours in the preceding 12 month period.

Once the condition is certified and the employee is otherwise qualified, the leave is essentially guaranteed. The employer has the obligation to advise the employee that certain absences may be covered by the FMLA.

FMLA may or may not be for a condition covered by the University sick leave policies, e.g. adoption of a child. In such cases, an employee may elect payment from accrued annual leave. In cases where the Family Medical Leave is also covered by our sick leave policy, e.g. serious health condition of the employee, an employee may elect to receive sick leave and/or annual leave for the period of the absence. The employee might also elect not to have leave paid during the period of absence. Such payments are totally optional.

Other Business

The annual Staff Luncheon will be held on May 26, 1998 in Magnolia Room of the University Center.

There being no further discussion or business, the meeting was adjourned at 9:20 a.m. and will meet again

on May 12, 1998.
Rozier

Respectfully submitted: Pat