

COUNCIL ON STAFF AFFAIRS

Minutes

Tuesday, February 10, 1998

President's Dining Room - Palms Dining Center

8:30AM

Members present: John Anderson, Holly Decker, TR "Cat" Decker, Sandra Denson, Wanda DeWeese, , Bill Filtz, Inman Grimsley, Ann Harris, Hazel Hewett, Trudy Hyatt Joe Hickey, Richard Lee, Tom Parnell, Pat Rozier, Beverly Sharpe, Hilda Spell, Gloria Tonsil, Tim Yorkey

Members excused: Bill Bennett and Sammy Dees

Member at Large: Pearl Everett

Guests: Bob Bell

The Council on Staff Affairs meeting was call to order at 8:30AM

Minutes from January 13, 1998 were approved with corrections:

Staff Affairs Conference reports given by Beverly Sharpe.

Grady Pearl Everett listed as a Guest instead of a Member. According to Holly Decker, anyone is invited to attend meetings anytime. Even though she is not a board member. She is a member of the Welfare Committee. Everyone is invited to attend COSA meeting and serve on any COSA committee.

## Treasurer's Report

Total Budget for FY 98 \$2,500.00

Expenditures for January 1,161.20

Balance Forward \$1,338.80

Expenditures for January

Printing 124.50

Total Expenses 124.50

Balance Remaining 1/31/98 \$1,214.30

## **Committee Reports**

### **Elections/Employee Recognition: Holly Decker reporting**

Elections: Everything is ready and getting information.

Employee Recognition: Nominations have been returned and the committee will be meeting.

### **Welfare: Bill Filtz reporting**

Draft summary of the meeting with Elaine Newell was passed out to Executive Board members for verification of answers. If all answers are correct, copies will be made for all COSA members.

University System Staff Council meeting will be held in Macon, GA on February 27, 1998 from 10:00am until 2:00pm. Bill Filtz, Sandra Denson and Beverly Sharpe will be attending.

## **Policy**

Changes to membership representative and re-districting: Currently Housing and Student Health Services. is part of Student Affairs, may require a By-Laws change. or should they remain under Business and Finance area. Both areas report to Student Affairs, but from financial reporting aspects, the areas report to Business/Finance Office.

After much discussion, a motion was made and seconded to have the Policy committee review and make recommendations.

### **Staff Affairs Conference: Committees reports given by Beverly Sharpe**

At our last conference, we discussed the approximation of what it might cost for the expenses, shirts, printing, and gifts, etc. We came up with a ballpark figure of \$1350 that could be give and take, just an approximation. The results of the VSU survey that the Training and Development office did. The Top 7 for workshop/seminar were: Resolve Conflict, Retirement, Word Stress Management, Communication Skills, Difficult Customers, and Customer Satisfaction. That was from a list of 40 and those were the Top 7. A survey form was setup on the webpage so that other schools could have some input on the program topics for the conference this fall. We will get those results at our next meeting which will follow our regular COSA meeting today. The different committees are diligently working on their different task. I sent and e-mail out to the COSA members asking for ideas or logos as well as themes for the upcoming conference. I did get some feedback from it. I will be going to Dr. Eastman's Marketing class this Thursday, February 12 to get their assistant in helping COSA come up with a logo and them for the conference. We don't have to use it. Just to see what ideas and suggestions they might have and we can play around with that and I'll share that with COSA.

## **Report from the Chair**

Bob Bell will be speaking to COSA this morning with his desires for us to change our minds about the Christmas vacation schedule. The issue was discussed in the Executive Board meeting and we felt that we voted for the university employees' best interest at that time. Our "recommendation" was to have two mandatory days and let the option of the departments have the other two days to set. That was our recommendation. We are a recommending board not a policy decision-makers. This was our stance. Anyone is invited to come to the COSA meeting to speak.

## Old Business

### Holiday Schedule

Bob Bell came to clear the air and clarify his position about the holiday vacation schedule. He never said everyone at Plant would not be allowed to take any vacation those two days. He has been directed that he must have skilled trades people at work those days so everyone can not take vacation. He will not be allowed to have just a person to answer the telephone like many departments do at that time. He said most of the Plant personnel preferred the mandatory 4 days.

Tim Yorkey expressed that COSA submitted a recommendation to give departments the flexibility to close the two days, at the discretion of the department head, to make it a 4 day vacation. COSA is not a policy making body and only makes recommendations. The administration decided to not accept that recommendation and COSA supports that decision. If the administration decides to require 4 days or no days COSA will support that decision.

### New Business

**Parking changes:** A letter/form was sent to Tim Yorkey from the Parking Office. They are prorating parking permit fees. I verified this with Michelle Pritchett and she said they are doing this. Faculty is paying only \$45 and Staff is paying \$20. The reason: It wasn't fair to have someone hired in January to pay the full amount. I reminded her that when we discussed this issue at our COSA meeting, that they specifically told us that there would be no prorating and when I verified this information a month ago, as of January 1, they are prorating. I have copies of the form if anyone wishes to verify the information.

**Question:** Is Parking Office prorating for those who leave?

**Answer:** According to the form, you will pay the entire amount if termination is applied.

After much discussion, it was decided to re-invite Michelle Pritchett back to COSA meeting March 10 Meeting to re-address parking policies changes.

## Other Business

Follow-up regarding Direct Deposit/Free Checking with NationsBank - According to Cindy Meyer, the first year is free with no direct deposit and forever free if you are on direct deposit. When opening an account, please let Customer Service (at NationsBank) that you are with Group Banking through the University.

The Student Health Services (Farber Infirmary) will have a Diabetes/Cholesterol Screening test on Friday, February 13, 1998 from 8:00am until 10:00am. In order for the screening to be effective, you must not have

**anything to eat or drink 8 hours prior to testing. Cost of the Screening test will be \$5.00 to VSU Staff/Faculty and free to VSU students. Payment will be taken at Student Health Services.**

**There being no further discussion or business, the meeting was adjourned at 9:38am and will meet again on March 10, 1998.**

**Respectfully submitted: Pat Rozier**