

Council on Staff Affairs

(COSA) Minutes

Tuesday, January 13, 1998

8:30am

President's Dining Room - Palms Dining Center

Members present: John Anderson, Bill Bennett, Holly Decker, Cat Decker, Sammy Dees, Sandra Denson, Wanda DeWeese, Bill Filtz, Inman Grimsley, Ann Harris, Hazel Hewett, Trudy Hyatt, Joe Hickey, Tom Parnell, Pat Rozier, Beverly Sharpe, Hilda Spell, Paul Worth

Guest(s): Pearl Everett

COSA meeting was call to order at 8:30 a.m.

Approval of Minutes: Corrections were made to the December 9, 1997 minutes and approved.

Correction: Ann Harris was left off Members present listing.

**Treasurer's Report - Bill Bennett reporting**

Period covered: December 1997

Total Budget for FY 98 \$ 2,500.00

Total Expenditures prior to December 1,161.20

Balance forward \$ 1,338.80

Expenditures for December: 0.00

Balance remaining as of December 31, 1997 \$ 1,338.80

**Committee Reports**

**Employee Recognition - Holly Decker reporting**

Employee of the Quarter: Nomination forms have been mailed out. If you have not received a nomination form, please contact Holly Decker (Plant Operations) and forms will be mailed to you. Nominations should be returned by January 30, 1998.

Elections: Will be meeting with Paul Worth to confirm Employee Election Listing.

### **Welfare Committee - Bill Filtz reporting**

University System Staff Council will be meet in Macon, GA sometime in February. Bill Filtz will attend representing Valdosta State.

Recycling Committee: Will be meeting on Monday, January 26, 1998 in Odum Library. Anyone interested, should contact Dr. Santos at 333-5949.

Retirement Walkway: No report

### **Policy Committee - Cat Decker reporting**

Proposed changes to Membership Representation (see attached). The proposed changed were discussed and will be voted on at the February 10 meeting.

### **Staff Affairs Conference Committee**

The Planning Committee meeting was held on December 9. The various committees are progressing along well. Thus far, we have received great support from everyone that we have contacted. The conference/meeting will be held at the University Center. Arrangements regarding parking has been made with Parking & Transportation. Publicity Committee will be meeting with Public Relations for ideas on registrations packets, publicity, etc. We have received information from the Tourism office regarding bids on hotel rates and ideas on a VIP Gift Pack. The Fund Raising Committee will start collecting door prizes/donations after the Christmas holidays. Souvenirs Committee will be getting bids on T-shirts. Decorations/Food Committee is currently working on the luncheon menu and set up for the University Center. The Training and Development Office did a survey on types of workshops/seminars to be offered. The results of the survey will be given at the January 13 meeting. The Committee will meet on Jan. 13 at 10:00am in the Library Meeting Room.

**Report from the Chair:** No report

**Old Business:** None

### **New Business**

Insurance Changes - The Personnel Office will be mailing out insurance changes to all monthly and bi-weekly employees. Please review these changes carefully and contact the Personnel Office regarding any changes.

Holiday Schedule for 1998 - The Personnel Office will be sending a letter to all departments regarding the upcoming Holiday Schedule. For the Christmas Holiday schedule, COSA voted and recommended the following:

December 22, 1998 - Last working day

December 23 through December 29 - Christmas vacation

December 30 through December 31 - Mandatory Leave

January 1, 1999 - New Year's Day (holiday)

January 4, 1999 - Offices re-open

**Other Business:** None

There being no further discussion or business, the meeting was adjournment: at 9:24 am and will meet again on February 10, 1998.

Respectfully submitted: Pat Rozier

## **Policy Committee**

### **Proposed changes to Membership Representation (Article II. Section A.):**

#### *Currently reads:*

Each vice-presidential area will elect members to COSA in accordance with the following schedule: 1-99 staff employees will have one representative, 100-199 staff employees will have two representatives, 200-299 staff employees will have three representatives. Additional representative will be elected from the EEO categories at a 1:75 ratio. Standard rules of rounding will be employed in the establishment of this ratio. The representative numbers will be computed each year.

#### *Will now read:*

Each vice-presidential area will elect members to COSA in accordance with the following schedule: 1-99 staff employees will have one representative, 100-199 staff employees will have two representatives, 200-299 staff employees will have three representatives, 300-399 staff employees will have four representatives and 400-499 will have five representatives. The representative numbers will be computed each year.

Additional representatives will be elected from the EEO categories at a 1:75 ratio. Standard rules of rounding will be employed in the establishment of this ratio. The representative numbers will be computed each year.