



MINUTES OF THE COUNCIL ON STAFF AFFAIRS MEETING

September 10, 2002

COSA Chair Shannon McGee called the meeting to order at 8:34 a.m. in the President's Dining Room of the Palms Dining Center. Members present: Sharon Butcher, Melinda Cutchens, Sammy Dees, Carolyn Gaston, Jeff Grant, Mike Hamm, Rosalyn Hatcher, Lisa Hayes, Stanley Jones, Rebecca Kimbrough, Sue Lampert, Bob Lee, Shannon McGee, Mike McKinley, Kae Sinkule, Patrick Smith, Trisha Taylor, and Carolyn Wilson. Cody Guined represented the Student Government Association. Guests in attendance were Blenda Link, Ernest Duncan, David Bennett, Debra Holley, Amanda Williams, Ann Farmer, Scott Doner, Debbie Conrad, James Peterson, and Jim Black.

SPECIAL ORDER OF THE DAY:

- ⌋ Chair-Elect Rebecca Kimbrough and Jim Black, Interim Vice President for Business and Finance, announced the five nominees for Employee of the Semester (Spring 2002). They were Ernest Duncan (Catering), David Bennett (Catering), Debra Holley (Political Science), Amanda Williams (Campus Mail Services), and Ann Farmer (Public Safety). Mr. Black announced that Debra Holley was the Employee of the Semester for Spring 2002 and presented her with a certificate of appreciation, a check for \$100.00, and a special parking permit. Ernest Duncan, David Bennett, Amanda Williams, and Ann Farmer each received a certificate of appreciation and a free lunch donated by one of the following businesses: Jessie's Eats and Treats, Wooden Nickel, O'Neal's Country Buffet, and Blimpie's.
- ⌋ Jim Black shared a few encouraging thoughts with the group regarding COSA. He reminded everyone of the importance of COSA and stated that he feels COSA is in store for a very promising year. He expressed his support of the Council on Staff Affairs and closed his remarks by stating, "The best is yet to come."

MINUTES:

It was requested that an amendment be made to the minutes of the August meeting. The previous statement, {As previously mentioned, Dr. Zaccari offered to purchase Staff Appreciation Day T-shirts for VSU staff.} has been amended to {The approval of the purchase of Staff Appreciation Day T-shirts for VSU Staff was authorized by Dr. Zaccari. The funds were disbursed from one of the Business and Finance funds.}

TREASURER'S REPORT:

Sue Lampert presented a written report of the three COSA accounts.

- } Fund 10000 = \$1,963.49
- } Discretionary = \$1,776.70
- } Retirement Walkway = \$10,535.82

COMMITTEE REPORTS:

- Elections: Mike McKinley reported that he had contacted Information Technology regarding online voting for the next COSA election. He will keep everyone informed of the progress of this committee.
- Employee of the Semester Committee: No report.
- Policy: No report.
- Retirement Walkway-Employee Recognition Committee: Rebecca Kimbrough reported on behalf of Tommye Miller that the 2003 retirement luncheon is scheduled for June 12, 2003. She mentioned that Tommye requested that COSA appoint a committee to coordinate this event (to include planning the menu, the program, and all logistics). Rebecca reminded everyone that there is an option to contribute to the walkway as part of the Faculty/Staff Campaign. There was some discussion about placing grid markers on the walkway to help individuals locate specific bricks. There are currently 240 bricks on the walkway.
- Staff Appreciation Day: Rebecca Kimbrough updated everyone regarding the Fourth Annual Staff Appreciation Day scheduled for Friday, September 27, 2002 from 11:00 a.m. to 2:00 p.m. at the soccer field on North Campus. There are currently six student organizations that will be assisting with booths at Staff Day. Dr. Louis Levy will sponsor the dunking booth. There have been several individuals from the community that have contacted Rebecca and expressed an interest in providing booths for the event. She reminded everyone that t-shirts are still for sale for those who are interested. She also asked for volunteers to assist with setting up the tents early on the morning of Staff Day. Rebecca expressed thanks to COSA and the Staff Appreciation Day Committee for their diligent efforts in organizing the event.

OTHER COMMITTEE REPORTS:

- Academic Scheduling/Procedures: No report.
- Faculty Senate: No report.
- Parking Appeals: Mike McKinley reported that the meetings were running smoothly.
- } Partners for Campus Excellence: No report.
- Welfare Committee: Rebecca Kimbrough informed everyone that the COSA-ON-THE-MOVE newsletter would be printed next week. Kae Sinkule stated that she is in the process of arranging a date for the COSA-ON-THE-MOVE meeting at Plant Operations.

REPORT FROM THE CHAIR:

Chair Shannon McGee informed everyone that she spoke on behalf of COSA at the recent Business and Finance meeting and encouraged everyone at the meeting to let COSA know of their concerns. She also stated that she will be speaking on behalf of COSA at Dr. Zaccari's

inauguration. She encouraged everyone to participate in Staff Appreciation Day and assist Rebecca in finalizing aspects of the upcoming event.

OLD BUSINESS:

- A motion was made at the August COSA meeting to donate \$50.00 to the Hugh C. Bailey scholarship fund. The motion was tabled until someone could gather more information about the scholarship. Jeff Grant provided an update regarding the Hugh C. Bailey scholarship. There is currently \$33,000.00 in the account. The scholarship will not be endowed until there is \$50,000.00 in the account. There was a motion and a second to not consider donating to the scholarship at this time.

NEW BUSINESS:

- Bob Lee informed COSA that he is the co-chair of the State Charitable Contributions Program. Dr. Mary Watson, Director of Grants and Contracts, is the chair of the program. Bob indicated that they are in need of volunteers to assist with the campaign during the next few weeks. Valdosta State University ranked sixth last year in the amount of money raised among colleges and universities. The amount raised last year at Valdosta State University was \$31,000.00. The goal for this year is \$40,000.00. There will be fundraisers such as a golf tournament, softball tournament, tennis tournament, and basketball tournament. Bob encouraged everyone's participation in the campaign.

OTHER BUSINESS:

- Patrick Smith inquired as to why staff must be present to win door prizes at Staff Appreciation Day and was concerned about staff that work the night shift on campus. Rebecca Kimbrough indicated that comments from the staff last year at Staff Appreciation Day indicated that they prefer that employees be present to win door prizes.
- Kae Sinkule requested that in future Employee of the Semester presentations that the department of each nominee be announced.
- Sue Lampert expressed thanks to the student organizations and to Campus Recreation for allowing staff to purchase memberships at the Student Recreation Center. Sue indicated that she had joined and was impressed by the facility and the pleasant employees at the Center.
- Bob Lee reminded everyone that COSA was in session one year ago, September 11, 2001, when the tragedy occurred in the United States. He encouraged everyone to do something on September 11, 2002, to remember those who perished last year, whether wearing red, white, and blue, or attending a memorial service. Rebecca Kimbrough informed the group there would be a memorial service on the front lawn of West Hall at 8:00 p.m. on Wednesday, September 11, 2002.
- Mike Hamm informed the group that there is concern regarding the six month probationary period for new employees at Valdosta State University. Someone suggested to Mike that the probationary period be changed to 90 days. Mike will talk with Inman Grimsley, Director of Human Resources, to find out if this is a VSU policy or a University policy. Mike McKinley also stated that University system policies are available online at <http://www.usg.edu/admin/policy/>.

ADJOURNMENT

The meeting adjourned at 9:15 a.m.

Respectfully submitted:

Melinda Cutchens, Secretary, Council on Staff Affairs

