

COUNCIL ON STAFF AFFAIRS  
(COSA)  
VALDOSTA STATE UNIVERSITY  
Minutes, September 7, 1993

The Council on Staff Affairs met in the Odum Library Meeting Room, Tuesday, September 7, 1993.

Present: Ude Eko (Student Government Assoc.), Juanita Faircloth, Inman Grimsley, Wallace Holsendolph, Carl James, Mike Jones, Bob Krawczyk, Russ Mast, John Miller, Donna Nolan, Robert Nolan, and Karrie Yeatman.

1. President Donna Nolan called the meeting to order at 2:30 p.m.
2. Russ Mast, charter president for COSA, was presented a Presidents plaque for his service and guidance in 1992-1993.
3. Minutes of July 6 were approved as corrected.
4. Committee reports:
  - o Communications - none
  - o Policy - none
  - o Welfare - none
  - o Committee chairs were appointed in July. Other board members were appointed as follows:
    - o Communications - (co-chair Vanessa Brunston/Bob Krawczyk) Steve Roberts
    - o Policy - (chair Carl James) Mike Jones, John Miller and Susan Teel
    - o Welfare - (chair Bill England) Wallace Holsendolph and Robert Nolan
5. Donna Nolan reported that each member of the board had been given a packet with the following information:
  - o Dates for meetings of the Board and Executive Committee (all meetings will be held in Odum Library, 2:30 p.m.).
  - o Members and telephone numbers of the COSA Board and Executive Committee.
  - o COSA By-Laws - all COSA Board members, particularly the new members, should read and become familiar with these.
6. Old Business
  - o Wage survey - Mr. Gary McCombs responded to a memo from President Donna Nolan to the COSA Board as follows: A wage survey is costly and time consuming (usually taking at least 6 months). The President's Cabinet felt the need was greater now to increase minimum salaries of the lowest pay grade to a level comparable to that of Georgia Southern University. Mr. McCombs states: "During the current fiscal year, further analysis will be conducted on our classified staff pay plan. Dr. Bailey is committed to providing a competitive and equitable compensation plan for all employees of the institution-a goal shared by all members of his Cabinet. Every effort will be made, within the financial realities of the State and institution, to accomplish this goal."
  - o Tuition waiver - no report
  - o Grievance procedures - COSA is not a grievance council but the Executive Committee felt that each staff member should have available to him/her the

proper steps or channels to take if they should have a grievance (See Attachment). Inman Grimsley stated that the Manual on Policies and Procedures for staff is being revised (name change to VSU, etc.). All departments have copies but when completed another copy will be on reserve in the Odum Library for anyone to review.

7. New Business

- A parliamentarian was not appointed at the last meeting. Bob Lee was reappointed to serve again this year.
- Inman Grimsley asked Donna Nolan in a memo to bring before the COSA Board two items: **Employee Recognition** - After a short discussion Juanita Faircloth made a motion that the Welfare Committee along with Inman Grimsley check into this and draw up some guidelines and procedures for the COSA Board as soon as possible. This will be discussed later in the year at another Board meeting, possibly December or later. The motion was seconded by Karrie Yeatman and passed. **Sick Leave Bank** - This would be annual leave time donated to a sick leave bank for use by anyone (of course with specific guidelines) in need. This is not sick leave time. After discussing this issue for several minutes, Bob Krawczyk made a motion that the idea of a Sick Leave Bank be dropped and Robert Nolan seconded the motion. The motion passed with a vote of 7 yes and 2 no (two members of the board are non-voting members)

8. General Information: Inman Grimsley stated that the Health Insurance plan will change in January 1994. This will be expanded coverage. Everyone is encouraged to attend the open enrollment seminars in November to learn more about their options and sign up for the coverage that fits their needs or circumstances.

1. With no further business, the meeting adjourned at 3:35 p.m.