

VALDOSTA STATE UNIVERSITY

COUNCIL ON STAFF AFFAIRS

Minutes - October 10, 1995

The Council on Staff Affairs met in the President's Dining Room, Palms Dining Center.

Present: Chenee Chisholm, Sandra Denson, Wanda DeWeese, Bill Filtz, Mary Jane Keene, Pat Rozier, Beverly Sharpe, Sue Teel, Paul Worth, Jim Yates.

1. Chair Sue Teel called the meeting to order at 8:20 am.
2. Minutes of the September 12, 1995 meeting were approved.
3. Treasurer's Report: Sue Teel reported for Bill Bennett. \$2,500.00 was placed in the COSA account for FY96. Expenditures total \$44.31 (Printing & Copying). Balance Remaining : \$2,455.69.
4. Committee Reports
 - a) Communications/Elections Committee - Paul Worth suggested COSA use the Trailblazer, the Spectator, and e-mail accounts to advertise COSA meetings and events.
 - b) Policy - No Report
 - c) Welfare - Beverly Sharpe announced the Welfare Committee's next meeting date - Tue, Oct. 17th at 3:30pm in Conference Room #3 of the Student Union. The committee will be discussing the Retirement Walk Way.
 - d) Parking Appeals - Jim Yates announced the Parking Appeals next meeting date - Tue, Oct. 10th at 3:00pm.
 - e) Employee Recognition - The deadline for nominations for the Employee of the Quarter is Friday, Oct. 13th. Several Board members did not receive nomination forms in their offices; Sandra Denson will be sending nominations through Inter-Campus mail to those members. Ms. Denson suggested that in the future mailing labels be used to send Nomination Forms to all VSU staff individually.

Bill Filtz suggested that recognizing VSU departments would be more effective than recognizing one person per quarter. Ms. Denson took this suggestion into consideration and will discuss it at the next meeting of the Employee Recognition Committee.
 - f) Bylaws - No report
 - g) Staff Development - Pat Rozier provided a tally of the Staff Development Survey, a list of the ideas that have the highest interest, and staff members who are interested in teaching one or more of these workshops. The Staff Development committee will meet to plan workshops.

Chenee Chisholm suggested the Staff Development Survey be placed in the Trailblazer and the Spectator, again, with the hopes of having more staff members respond.

h) Salaries Study Committee - Chenee Chisholm reported that she had written to the GA State Staff Advisory Council with regard to a salary and benefit study they had done. As of this morning there has been no response.

5. Reports from Chairperson

a) Chair Teel reported that during the Administrative Council meeting SGA asked for suggestions for items to go into the Time Capsule at University Union. The capsule will be opened 50 years from now. COSA was asked if it would like to put something in and the Board agreed to enclose a list of members and the minutes from this meeting.

6. Old Business - None

7. New Business

a) COSA agreed to organize staff tours of the new University Center. The tours would provide transportation, so staff members would not have to worry about parking. Chair Teel will be making arrangements for these tours.

b) A survey will be placed in the next Trailblazer to get staff opinions on the Sick Leave Bank. Depending on the survey results a committee will be formed to create the bank and the guidelines that will govern it.

c) Paul Worth will be getting sample brochures from other staff organizations. COSA would like to create a brochure for new and currently employed staff members. The brochure would contain information about COSA, who to contact with questions or concerns, and in general what COSA is all about.

d) Staff Night is scheduled for Saturday, Nov. 4 at Cleveland Field. Tickets are \$2.00 for all staff members and parking will be in the Blazer Boosters Parking Lot. A special section will be marked off in the stands for staff members to sit if they choose. For more information contact Sue Teel, X5925.

8. Other Business - None

9. The meeting was adjourned at 9:35 am.

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