



COSA MINUTES

NOVEMBER 14, 2000

Presiding Chair: Pat Rozier

Members present: Debi Britt, Holly Decker, Sam Dees, Inman Grimsley, Ann Lacey, Tommye Miller, Shannon McGee, Ruth Salter, Kae Sinkule, and Tim Yorkey.

Members excused: Alan Bernstein, LaRona McClain, Pat Rozier, and Beverly Sharpe.

Members absence (no notice): Richard Fiffie, Lisa Hayes, and Deborah Holley.

Guests: Hilda Spells

The COSA meeting was called to order at 8:35 a.m.

Debi Britt, past chair of COSA, moderated the meeting due to the unavoidable absence of current chair, Pat Rozier. The minutes of the meeting of October 17, 2000 were approved as submitted.

Approval of Minutes:

Treasurer's Report -

Treasurer's Report: Mrs. Nina Windham, Treasurer, presented the financial reports, as follows:

A. Fund 10 Account (General Operating Account)

Ending Balance September, 2000
\$2094.11

- 1.40 supplies

- 546.82 conference

- 276.11 printing

\$1269.78 Ending Balance
October, 2000

B. Retirement Walkway/Employee Recognition (VSU Foundation)

Ending Balance September, 2000
\$1316.64

+101.00 gift

-36.58 September
payroll deduction

-36.58 October payroll
deduction

-2.50 card processing
fee

\$1488.30 Ending Balance
October, 2000

A. Discretionary Account (VSU Foundation)

Ending Balance September, 2000
\$1317.01

-518.50 Harmon's for tee shirts

+ 30.00 tee shirt sales

\$828.51 Ending Balance
October, 2000

Committee Reports:

Employee Recognition: Scott Doner, Chair, reported that nominations are coming in for Employee of the Semester for Spring Term, 2001. The committee will make a decision and report to COSA at the December 2000, meeting.

Elections: Holly Decker, Chair, said that ballots for the next election would go out in April 2000.

Policy: Ruth Salter, Chair, reported that work on the revision of the by-laws and development of a Policies and Procedure Manual is progressing, although slowly because of the detailed nature of the work. The committee is trying to keep items

directly related to the governance of COSA as firm as possible and resistant to change while putting functionality details in the policies and procedure format. At this stage of the revision process there appear to be a few things which might require a vote on changing by-laws, but an official list of these items will be compiled and presented to COSA when it is final (for example: creating a Staff Appreciation Day Committee as a standing committee). Ruth informed COSA that members of the Policy Committee will be contacting them to discuss the details for explaining policies and procedures related to the individual committees.

Welfare:

Staff Appreciation Day: Debi Britt, chair, noted that a written report detailing the 2000 Staff Appreciation Day will be forthcoming. She distributed additional copies of the "Satisfaction Survey" to try and get more feedback from participants in the event. There have been requests to change the hours from 10:00 to 2:00 to 11:00 to 2:00 to emphasize the concept of an extended lunch period and not an "all day event". On a Yorkey-Decker motion it was moved that the *ad hoc* Staff Appreciation Day Committee become a standing committee of COSA. By doing so it could work all year long on the event and do a better job of planning and implementation. The motion was tabled. The matter will be discussed again under Old Business at the December COSA meeting.

Retirement Walkway & Employee Recognition: Debi Britt, chair, reported that bricks have been laid in front of the Biology-Chemistry Building for the walkway. By consensus, COSA agreed that it was appropriate to ask the Faculty Senate for financial assistance in paying for the printing of a new brochure about the walkway since faculty members are included in the recognition process.

Recycling: Holly Decker, chair, reported that she continues to pick up recyclable materials from campus. She still has not been told the name of the Faculty Senate chair on recycling. She has offered boxes to faculty and staff moving into the Biology-Chemistry Building in the event they want to dispose of some materials before their move. She has also added the International Programs House (Georgia Avenue) to the recycling program.

Faculty Senate/Academic Scheduling & Administrative Council: No report.

Old Business

- Inman Grimsley reported that insurance enrollment forms are being turned in slowly to the Human Resources Office. He reminded COSA members that November 16, 2000 is the last day for employees to choose the insurance plan they prefer; otherwise a default to the Preferred Provider Option will occur. He emphasized that insurance information for every employee and retiree of the university must be entered into a complicated database, which will take significant time.

- Inman Grimsley reported that December 8, 2000, is the deadline for approved tuition remission forms to be submitted to his office for processing. The forms should be sent through the appropriate supervisory channels well prior to the deadline.

New Business

- COSA agreed that the original discussion, which took place under committee reports recommending the creation of a standing committee for Staff Appreciation Day, was inappropriate. The matter should have been discussed, via motion, under 'new business'. On a Yorkey-Decker motion it was recommended that a standing committee be formed for Staff Appreciation Day. The motion was tabled until discussion and vote at the next meeting.
- Hilda Spells made a presentation to COSA regarding the State Charitable Contributions Campaign that is currently being conducted. She noted that 13% of the faculty and staff of Valdosta State University participated last year, and she encouraged more people to participate this year.
- Debi Britt asked about the status of the "COSA On The Move" campaign. Discussion followed about the need for more staff input to COSA. While it is important to maintain the regularly scheduled business meetings of COSA, it is also important to provide informal meeting opportunities at other campus locations and times so that staff members could have a way of meeting some COSA members and communicate their concerns and ideas with them. COSA agreed, by consensus, to have a meeting in December 2000, at the Physical Plant Building. COSA Chair, Pat Rozier, will be asked to coordinate this meeting with Mr. Bob Bell, Director of Plant Operations, and to share the information back to COSA. As many COSA members, as possible, should be prepared to attend this important meeting.

Other Business:

- Discussion was held about the importance of campus safety. Scott Doner, Director of Public Safety, noted that the Student Government Association is discussing Bill Number 10007 which "urges the Office of Business and Finance to provide the proper financial resources for the proper departments to quickly expedite <this> process". The process would encourage the Crime Prevention Unit of the VSU Public Safety Department to ensure sufficient lighting, security cameras, and accessible emergency call boxes throughout campus. On a Salter-Miller motion, the rules of order were suspended so that a motion could be placed on the floor that would allow a vote at this meeting regarding the matter at hand. On a Doner-Decker motion, COSA voted to support the Student Government Association in their pursuit of Bill Number 10007.
- The COSA Executive Committee will meet with President Hugh C. Bailey on Wednesday, November 15, 2000, to discuss general matters regarding COSA.
- Ann Farmer asked the COSA treasurer to provide a copy of the monthly financial statement (3) to each member of COSA, in addition to making the oral report and

giving the original reports to the COSA secretary. Nina Windham indicated she would begin that process with the December meeting. Tommye Miller asked that an additional report be provided which would show the flow of income and expenses each month so that it could be compared to the official reports, for balancing purposes. There are always "timing issues" when the treasurer balances the accounts, and a monthly Statement of Income and Expenses would be helpful.

- On a Salter-Doner motion it was agreed that a discussion about the holiday calendar for FY 2002 would be discussed and voted upon at the December 2000, meeting.

There was no further business and the meeting was adjourned. The next COSA business meeting is scheduled for Tuesday, December 12, 2000, in the University Center.

Respectfully Submitted:

Tommye H. Miller, Secretary