

VALDOSTA STATE UNIVERSITY
COUNCIL ON STAFF AFFAIRS (COSA)
MINUTES - JANUARY 10, 1995

Members Present: Sandra Denson, Juanita Faircloth, Inman Grimsley, Blake Griffin, Sarah Hardin, Wallace Holsendolph, Alfred James, Mike Jones, Russell Mast, Chip Moore, Donna Nolan, Keith Peterson, Bert Rodriguez, Susan Teel, James Yates.

1. Chair Russ Mast called the meeting to order at 2:35 pm.
2. The minutes of the meeting of December 6, 1994 were approved.
3. Treasurer's Report - COSA currently has \$2,130.23
4. Committee Reports
 - o Communication: No Report.
 - o Policy: No Report.
 - o Welfare: Met January 9th with Vice President Brignati and Bob Bell, Director of Plant Operations on the concerns of standby compensation and scheduled holiday work hours. **Standby Compensation:** Inman Grimsley is investigating the reimbursement of travel expenses to those who are called in while on standby. It was determined that for the HVAC, Plumbing, and Locksmith areas of Plant Operations, beepers should be rotated among the areas on a voluntary basis and that Bob Bell will formalize a schedule for those people interested in working overtime. **Scheduled Holiday Hours:** The Fair Labor Standards Act states that time and a half may be paid only for those hours over 40 hours worked in a week. Therefore if sick or annual leave is taken or there is a paid holiday during a week, a person who is called in on the weekend will not receive overtime pay. Mr. Bell indicated that he would consider flexible schedules to accommodate people called in on overtime and Mr. Grimsley will look into the legality of making a campus-wide change to this rule. Mr. Bell will discuss ideas with his supervisors and employees.
 - o Policy Appeals: No Report.
 - o Employee Recognition: All Deans, Directors, and Department Heads have been sent nomination forms for this quarter's Employee of the Quarter Award. The deadline for nominations is Friday, January 13. The Committee discussed a suggestion to change the award in the future to recognize a group or area of responsibility rather than an individual. Please give feedback to Donna Nolan, Inman Grimsley, or Sandra Denson about this idea. Anyone needing additional nomination forms may contact Donna Nolan.
 - o Bylaws: No Report.
 - o Staff Development: No Report.
5. Reports from Chair: Chair Russ Mast read Ann Holland's letter of resignation from the board. Discussion commenced as to her replacement as a member of the Board and her position as Vice Chair. Her seat on the Board will be coming up for election with other seats in April anyway, and an election planned at this time for one position only would not be administered until March, therefore it was moved, seconded and approved to leave the seat vacant until April elections. Juanita Faircloth was appointed Vice Chair with approval from the Board.

6. Old Business:

- Scholarship Creation: J.R. Sessions, Director of Alumni Relations explained the principles behind creation of different types of scholarships. Brief discussion commenced as to the Board's alternatives in investigating the feasibility of establishing such a fund. Mr. Sessions suggested that a committee be appointed to look into the matter further. No action was taken.
- Bylaws Change Proposal: The proposal for change regarding Vacancies of Voting Members was discussed. Juanita Faircloth moved that it be voted on at the next meeting. Donna Nolan seconded. Motion passed unanimously. Proxies, number of absences allowed, and whether or not absences should be judged as excused or unexcused were all topics of concern. Based on suggestions, the Bylaws committee will rework this section and present the revisions to the Board.
- State Symposium Representatives: It was moved by Jim Yates and seconded by Susan Teel that Keith Peterson, Sandra Denson, and Sarah Hardin attend the Symposium in Athens on February 24. Motion passed unanimously.
- Standby Compensation/Scheduled Holiday Hours: See Welfare Committee report. The Committee will follow up on Mr. Brignati's plans for action.
- Sick Leave Reassignment: Inman Grimsley is in the process of investigating the legality of establishing such a bank.

7. New Business

- Board Officer Replacement Proposal: See Reports from Chair.
- Committee and Chair Appointments: Chip Moore was appointed chair of the Policy Committee, Sarah Hardin chair of the Staff Development Committee, and Humberto Rodriguez was appointed as a member of the Elections Committee.

8. Other Business: The board discussed the possibility of changing times for the meetings. Action was tabled until next meeting, February 7, 1995.

9. The meeting was adjourned at 3:45 p.m.