

Valdosta State University
Council on Staff Affairs
Minutes
Tuesday, August 12, 1997

Members present: John Anderson, Bill Bennett, Holly Decker, Cat Decker, Sandra Denson, Ann Harris, Joe Hickey, Hazel Hewett, Trudy Hyatt, Tom Parnell, Pat Rozier, Gloria Tonsil, Paul Worth, Tim Yorkey

Members absent (excused): Sammy Dees, Bill Filtz, Beverly Sharp, and Inman Grimsley

1. Chair Tim Yorkey called the meeting to order at 8:30 am in the President's Dining Room, Palms Dining Center.

2. Minutes of July 10, 1997 were approved with one correction.

"Kat" Decker was changed to "Cat" Decker.

3. Treasurer's Report: Bill Bennett

For Fiscal year ending, June 1997

Motor Vehicle Rental \$ 106.75

Printing 30.00

Expenditures for June 1997 \$ 136.75

Ending balance \$ 1,147.65

was released and closed for fiscal year end. =====

For July 1997

Total Budget for FY 98 \$ 2,500.00

Total Expenditures prior to July \$ 0.00

Balance Forward \$ 2,500.00

Expenditures for July:

Printing \$ 18.00

Total expenditures \$ 18.00

Balance remaining 7/31/97 \$ 2,482.00

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4. Committee Reports

Employee Recognition Committee: Holly Decker, chair, reported that a new Employee Recognition form will be sent out September. Elections Committee: While checking the election ballots (votes), it was discovered that a replacement for Wanda DeWeese's position (EEO 1) was not elected. The Elections Committee will re-check ballots to see who was elected to that position. Will check into the next vote recipient for Tommy Moore's position.

Welfare Committee: Report submitted by Bill Filtz, Chair. We discussed Parking fees; the Staff Recognition luncheon, which the Employee Recognition Committee might be better at handling; Tuition waiver committee, which the COSA Chair and Vice Chair are members; Environmental Safety issues which need to go to the supervisor and then to Environmental Health before COSA addresses it; the retirement value of excess sick leave and vacation; and the retirement walkway which is stalled until the Campus Beautification sub-committee of the Environmental Issues Committee of the Faculty Senate will return the initial contacts COSA attempted.

The issue of whether the sheets used to document sick leave and vacation should either be passed around for all employees in a department to see or individually documented to keep it the information private will be discussed. Apparently, the various offices on campus do this both ways and a standard should be practiced.

A company approached Personnel about supplemental insurance. Personnel suggested that they talk to COSA . COSA believes that this is a benefits issue which should be explored by and offered by the Personnel Office..

Also, because of problems with the direct deposit transfer there will not be direct deposit for bi-weekly staff at this time. Payroll is working on the problems. However, employees using the bank (NationsBank) should still get free checking for one year.

Policy Committee: Trudy Hyatt, chair, reported that the committee had found a copy of the VSU Statues - dated 1991. A more recent copy could not be found. The committee is still looking into who might have the latest copy of the Statues. The committee will check with Honey Coppage in the VP's Office to see who has the most recent copy of the VSU Statues.

(2) The committee would like to look into job sharing to see if it could be tried again. Benefits - those taking classes and helping single parents. Would like to pursue and see if any of the state institutions are doing it and try to get it here at VSU.

5. Report from the Chair

Tim Yorkey reported on the Tuition Remission Committee. The Tuition Remission Committee will be having its final meeting on Thursday, August 14, 1997. A final policy will be submitted

to the President's Office on August 22, 1997. Applying for financial aid - if eligible for Pell grant can sign up for classes during the regular time, instead of waiting to register on Employee Registration Day. Anyone who plans on doing Undergraduate work must go through the financial aid office. Graduate students cannot apply for HOPE or Pell Grant.

Attending classes during work schedule - will be permissible, but must be worked out with the individual's supervisor. Annual leave, not sick leave, can be used. It is recommended to take classes during off time.

Approval for taking classes will be with the immediate supervisor. There is a grievance proceeding for any denials. Admissions costs and textbooks are the responsibility of the individual. These items discussed were from the rough draft of the Remission policy. The final policy will be submitted on August 22, 1997 to the President's Office for approval. Once approve, policy will be distributed to the campus.

Attendance to COSA meeting - A letter from Dr. Bailey will be sent out regarding staff attendance to COSA meetings.

Salary Study - The Salary Committee will be contacting Mr. Brignati concerning follow-up to the COSA Salary Study.

6. Old Business

- a. Retirement House Bill 311 - Will re-check to see what is happening with this issue.
- b. Sick Leave Bank - COSA was told that it was illegal. But the issue can be re-address.

7. New Business

New Timesheets - There is a concern on the time requirements of when the timesheets were sent and turned into Payroll. COSA will check with Payroll and to see if the timesheets can be mailed out at the beginning of the pay period. Concern staff members would like to have information regarding how to use the forms distributed and add an Employee Signature line can be put for employee verification of time worked.

8. Other Business

Paul Worth will be putting an amended copy of the COSA By-Laws on the COSA homepage (<http://www.valdosta.peachnet.edu/vsu/cosa>).

Parking Decals - According to Parking Services the new decals are on order.

9. The meeting was adjournment at 9:25 am.