



## MINUTES OF THE COSA MEETING OF JULY 17, 2001

COSA Chair, Kae Sinkule, called the meeting together at 8:40 a.m. in the President's Dining Room of the Palms Dining Center. **Members present:** Lisa Benton; Alan Bernstein; Debi Britt; Sharon Butcher; Melinda Cutchens; Holly Decker; Sam Dees; Pearl Everett; Jeff Giles; Jeff Grant; Inman Grimsley; Lisa Hayes; Rebecca Kimbrough; Sue Lampert; Bob Lee; Shannon McGee; Mike McKinley; Tommye Miller; Pat Rozier; Kae Sinkule; Josie Stone, and Nick Overstreet, President, SGA *ex officio* member. Carolyn Gaston was unavoidably absent.

**Minutes** from the meeting of June 12, 2001 were approved on a McGee/Decker motion.

**Treasurer's Report:** Sue Lampert reported that Nina Windham, former treasurer, has turned over all records to her. The operating budget for the FUND 10 Account for FY 2002 remains at \$2500 although there is a possibility of additional funds through a budget amendment later this summer. The financial report from Ms. Lampert reflects ending balances on all accounts through June 30, 2001:

**FUND 10:** Ending balance \$74.53 (turned back to State as surplus)

**Discretionary Account:** \$988.86 with the only expense being a \$50.00 COSA contribution to the Hugh C. Bailey Scholarship Fund (per approval at the May, 2001, COSA meeting)

**Retirement Walkway-Employee Recognition Fund: \$2484.94**

### COSA Committee Reports:

**Employee Recognition:** Holly Decker reported that nomination forms for Employee of the Semester (Spring) have been distributed to the VSU staff, and the committee has received about 10 nominations, thus far. The nominees and winner will be announced at the August COSA meeting.

**Elections:** No report.

**Policy:** Chair, Bob Lee, asked for volunteers to the committee.

**Welfare:** Chair, Shannon McGee, reported that plans for the Annual Staff Appreciation Day are underway. A number of sub-committees have been formed to handle various aspects of the program. **The event will be held at Blazer Field on Friday, September 28, 2001 from 11:00** ♦ **2:00 p.m.** COSA members were reminded that everyone must serve on one of the sub-

committees to plan the event and that everyone must be present the day of the event, from set-up through take-down.

### **Other Committee Reports:**

**Recycling:** Holly Decker reported that Fiber Mulch was reluctant to accept the load she delivered to them on June 12, 2001 but they finally took it. They do not want magazines, newspapers, or telephone books. Newspapers are turned into the City of Valdosta, but they don't want any of the glossy inserts. All proceeds received from recycling efforts are posted to the Recycling Account, but no one on COSA knows how these funds are spent or who is responsible for administering them. Dr. David Gibson is the Faculty Senate contact for this group.

**Academic Scheduling:** This committee does not meet during the summer. The next meeting is scheduled in September. The COSA chair normally attends this meeting.

**Partnership in Campus Excellence:** Lisa Benton represents COSA to this committee that is working to develop new service standards for the University. Several sessions of the program have been offered in recent months that have emphasized team spirit and better communication skills between campus offices. Becky Murphy, Assistant to the Director of Auxiliary Services/Training Coordinator, has asked COSA members to provide her with examples of campus run-around examples so they can be incorporated into the training session for possible solutions.

**Report from the COSA Chair:** Kae Sinkule thanked the COSA membership for the confidence they placed with her in her election as chair for FY 2002. She pledged to continue the positive, professional image that has developed with COSA. She urged COSA to stay visible on campus; to get involved with campus events and activities, and to always present a professional image that will continue to enhance the credibility of COSA in the VSU community. She reminded the group that COSA is part of the balance of power on campus between the Faculty Senate and the Student Government Association and as such the group has a unique opportunity to help with improvements in the campus community. She asked that all COSA representatives identify themselves as members of the organization when they meet and work with others at VSU and be available to listen to their colleagues. Any concerns or suggestions that staff share with a COSA representative should be shared with a member of the Executive Committee so that the information can either be sent to the appropriate committee or brought to COSA itself.

Ms. Sinkule noted two main goals for COSA this year: working with the VSU Foundation on the August 9<sup>th</sup> Retirement Luncheon and dedication of the VSU Retirement Walkway and continual improvement on the Annual COSA Staff Appreciation Day scheduled for September 28<sup>th</sup> at Blazer Field.

Ms. Sinkule reminded COSA members that they are expected to serve on at least two COSA committees. Members present volunteered for several of the standing committees and sub-committees.

## Old Business:

1. Tommye Miller led a discussion about the status of the VSU Retirement Walkway, including the minimum contribution amount that allows a donor to designate a recipient for a commemorative brick. By unanimous consensus, COSA affirmed the recommendation of the Retirement Walkway Sub-Committee (comprised of faculty, staff, and retirees) that the minimum contribution to the fund that will enable a donor to designate a recipient for a brick is \$50.00. This program has evolved from simply buying a brick for a retiree to a fund that will one day be sufficient to give a brick to every person who retires from the University. In addition, COSA wants monies from this fund to support the annual Employee Recognition Luncheon, where employees are recognized for years of service. COSA envisions sufficient financial support for this fund so that service award recipients and recent retirees will not have to pay for their own lunch at these two important events.

COSA members were reminded that funds from the State of Georgia couldn't be used to purchase service awards, buy gifts, make donations, or pay for appreciation events. The VSU Foundation has graciously been involved with both the Employee Recognition Luncheon and the Retirement Luncheon, but they don't have the funds to continue to subsidize both events. Their operating funds are based completely on donations, and there are many places where these funds are used to support the University. The Foundation supports COSA's efforts to increase the operating capital of the Retirement Walkway-Employee Recognition Fund so that both events can be self-sufficient and managed by COSA.

COSA is using Brick Markers of Riviera Beach, Florida, to engrave the walkway bricks. This company utilizes the same color and type of brick that is already laid in the walkway (one of the best available). They offer a lifetime guarantee on the brick and the engraving, including a guarantee of no shrink or no discoloration. Coordination of the actual laying of the brick will be done with the Physical Plant. Each year COSA must face the financial reality that there are quantity levels to be achieved to get the best pricing on the bricks themselves: 1-49 engraved bricks cost \$35.00 each; 50-99 engraved bricks cost \$20.00 each, and +100 bricks cost \$17.50 each. The Retirement Sub-Committee recommended that any person who had donated \$20.00 for a brick purchase prior to June 30, 2001 would have that price honored; however, effective July 1, 2001, the minimum contribution to the Fund that enables a brick recipient to be designated is \$50.00. The group sees selling a brick as a fund-raising effort for the entire project. COSA must always be able to cover the highest cost of a brick in the event that only 1-49 bricks are purchased in any given year.

COSA recommended that the Retirement Walkway Committee remain active to handle the development of new policies and procedures for the walkway, including handling appeals when a potential brick recipient doesn't meet the established criteria for a brick. The group is scheduled to meet on Friday, July 20, 2001, to discuss several issues, including special pricing for anyone that wants to make a bulk purchase of bricks on behalf of a college, school, department, etc.

2. COSA members were reminded that Dr. Hugh Bailey, President, sent a memo to all deans, directors, and department heads urging them to support the work of individual COSA representatives by allowing them time to attend COSA meetings and events. If

any COSA member needs additional support with their supervisor they should contact Kae Sinkule for assistance.

**NEW BU      NEW BUSINESS:**

Immediate Past-Chair, Pat Rozier, attended the State Council meeting of COSA groups held at Macon College and State University. This group voted to charge dues of \$20.00 per participating school in order to offset costs associated with planning and implementing the annual staff council event each fall. As a result of this decision, the group acknowledged that a treasurer would be needed to serve a two-year term of office to monitor these funds. The 8<sup>th</sup> Annual University System of Georgia Staff Council Conference will be held October 4-5, 2001 at Kennesaw State University.

Ms. Rozier said the State Council found out that federal regulations prevent State employees (including University System) from participating in the PeachCare program. State/System employees through their elected officials should address any concerns about this regulation on an individual basis. The State Council reminded people not to use any type of official letterhead to write these letters.

The State Council also investigated the status within the legislature on the proposal to reduce the number of years for vesting in the Teacher's Retirement System from ten years to give years. There is a bill in committee as a result of this year's legislative system that might make it to the floor for discussion in next year's legislative session. Since funding for this type of proposal is a major issue, an actuarial review must be conducted so that the cost will be known to legislators and the Teacher's Retirement System Board before any action can be taken. Again, any individual who wants to express their opinion about this proposed bill should contact their State legislator on an individual basis.

**Other Business:**

Lisa Benton asked about the Student Recreation Center and whether faculty, staff, and dependents will be able to use the facility. Nick Overstreet, SGA president, said that this matter is now under discussion and a decision will be forthcoming. There was discussion about this type of facility at other System schools and that a yearly fee is charged for non-student use through payroll deduction plans.

Melinda Cutchens asked if VSU could sponsor the Microsoft Users Specialist Certification Program. COSA agreed to ask Becky Murphy in the Training Department to investigate this option.

Questions were asked about the determination of parking usage for GHP faculty and staff, in particular in Hopper Hall and the Conference Lot. Shannon McGee responded that this matter would be taken under advisement by the Department of Parking and Transportation before GHP returns next summer.

Bob Lee asked about Internet access from home for VSU employees. Many employees think this service has been discontinued based on a memorandum from the Office of Information

Technology. COSA will discuss options with Tom Archibald, Assistant to the President for Information Technology.

COSA members volunteered for a variety of committees. A complete list of committees will be available at the next meeting, scheduled for August 14, 2001 at 8:30 a.m. in the President's Dining Room of the Palms Dining Center.

On a Miller/Rozier motion, the meeting adjourned.

Respectfully submitted,

Tommye H. Miller, Secretary