

**Valdosta State University**  
**Council On Staff Affairs (COSA)**  
**Minutes - May 9, 1995**

Members present: Juanita Faircloth, Inman Grimsley, Sarah Hardin, Russell Mast, Blake Griffin, Bert Rodriguez, Mike Jones, Sandra Denson, Donna Nolan, Sue Teel.

1. Chair Russ Mast called the meeting to order at 8:15 am.
2. **Special Order of the Day:**
  1. Presentation of Employee of the Quarter - nominations by Chair of Employee Recognition Committee, Donna Nolan.

Top Nominees for this Quarter: Shannon Gilmore - University Police

Judy Bailey - Odum Library

Janet Dickman - Student Affairs

Betty Lloyd - Business and Finance

**Vice President Jim Brignati presented the award to Betty Lloyd, Spring 1995 Employee of the Quarter.**

Donna Nolan thanked the members of the committee: Sandra Denson, Inman Grimsley, Julie Deaton, and Jim Black for their assistance and hard work this year. She also expressed her appreciation for Dr Bailey's and V.P. Brignati's support of the award.

1. Bob Bell, Director of Plant Operation expressed his support for COSA and its work, but his concern with two items in the COSA minutes of April 11. He felt that mentioning the names of people in the minutes who were not directly involved in a COSA meeting could cause embarrassment and distress for that person. In reference to the Plant Operations sick leave policy recorded in the April 11 minutes, he requested that COSA investigate a department policy before publicizing that policy. Mr. Bell stated that the sick leave was inaccurate as published. Chair Mast apologized for any inaccuracies or embarrassment and pledged that the Board would attempt to avoid these problems in the future.
1. Approval of minutes of April 11 - The Board approved the minutes with the stipulation that the Plant Operations sick leave policy be stated correctly in the May 9 minutes. As of the date that these minutes were published, COSA have yet to procure a copy of that policy. Chair Mast pledged to attain a copy by the June 13 meeting so a clarification could be recorded.
2. Treasurer's Report - COSA currently has \$1,285.74.
3. Committee Reports:
  1. Elections: (see Old Business below)
  2. Policy: No Report
  3. Welfare: No Report

4. Parking Appeals: Reported that the Appeals Committee was allowing some appeals from those faculty staff who had been ticketed while parking on the curb in the Powell Hall lot as long as they were not obstructing traffic, in a fire land, or in a designated Handicapped space.
  5. Employee Recognition: Took suggestions from the board with regards to staying appraised of Plant Operations plans for internal Employee recognition so that COSA could tie in to those efforts in their award process. Also discussed the possibility of awards within each area of the University. The Committee will consider those suggestions and more for next year's award process.
  6. Bylaws: No Report
  7. Staff Development: Presented a synopsis of the results of the Survey run in the Trailblazer PS. Results included a high interest in workshop topics such as "Handling Conflict on the Job", "Communication", "Leadership Skills" and "Multiculturalism/Diversity" as well as personal development topics such as "CPR/First Aid", "Stress Reduction", "Time Management" and "Personal Fitness". The committee will use these results in planning seminars and workshops for next school year. Inman Grimsley reported in a side not that he had offered a Personal Finance Seminar during the first week of May. It was offered at several different times throughout the week and resulted in 85 attendees, approximately 50% of whom were staff.
4. Reports from Chair
1. Alfred James submitted a resignation letter to the COSA Board. It was moved and seconded to use the results of the last election to appoint the second highest vote recipient as a replacement for him out of the Business and Finance Area.
  2. Chair Mast reported the University Center Construction was continuing successfully and that the Hughes Building on Patterson Street was being purchased by the University Foundation. Also, VSU has now received approval for funding of the design and drawing stages of the Science Building to be constructed between West and Powell Halls.
5. Old Business - COSA Elective Results

The new members of the COSA Board for the '94-'95 school year are as follows:

Academic Affairs Area (1 seat): Mary Jane Keene - International Studies

Business and Finance Area (2 seats): Joan Brooks - Physical Plant

Tim Yorkey - Public Safety

President's Area (1 seat): Bill Bennett - Office of the President

Student Affairs Area (1 seat): Chenee Chisholm - Intramurals and Recreation

EEO1 (2 seats): Bill Filtz - Procurement, Wanda DeWeese - Financial Aid

EEO4 (2 seats): Pat Rozier - Department of Management/Information Systems

Beverly Sharpe - College of Nursing

EEO5 (1 seat): Paul Worth - Micro Computer Support

Congratulations to these new members! New members are asked to attend the June 13 meeting for orientation and their first official voting meeting will be the July meeting.

1. New Business - Nominations for COSA Executive Board. Elections for the COSA Executive Board will take place at the June 13 meeting. New members may be nominated for any office with the exception of Chair but are not allowed to vote in this election.

Nominations are as follows:

Chair: Sue Teel (Nominated by Russ Mast, seconded by Sandra Denson)

Jim Yates (Nominated by Inman Grimsley, seconded by Donna Nolan)

Vice Chair: Sandra Denson (Nominated by Juanita Faircloth, seconded by Inman Grimsley)

Secretary: Mary Jane Keene (Nominated by Juanita Faircloth, seconded by Sandra Denson)

Bert Rodriguez (Nominated by Blake Griffin, seconded by Russ Mast)

Treasurer: Bill Bennett (Nominated by Inman Grimsley, seconded by Juanita Faircloth)

Parliamentarian: Beverly Sharpe (Nominated by Sandra Denson, seconded by Mike Jones)

Blake Griffin (Nominated by Sarah Hardin, seconded by Sandra Denson)

Bill Filtz (Nominated by Donna Nolan, seconded by Russ Mast)

Additional nominations for each office will be accepted from the floor at the June 13 meeting.

1. Other Business
  1. Blake Griffin submitted a document from the Georgia State Advisor Committee Meeting of November 4, 1994 to be copied for all COSA members.
  2. COSA extends its sympathy to the family of Bob Yeatman and former COSA member Karrie Yeatman.
  3. A listing of the COSA members and their terms will be distributed at the next meeting.
2. The meeting was adjourned at 9:10 a.m. The next meeting will be held on Tuesday, June 13 at 8:15 a.m. in the Palms Presidents Dining Room.