

COSA MINUTES

Friday, July 14, 2000

Presiding Chair	Pat Rozier
Members present:	Debi Britt, Tommye Miller, Alan Bernstein, Tim Yorkey, Holly Decker, Ann Lacey, Ruth Salter, Shannon McGee, Sammy Dees, Ann Farmer, Scott, Doner, Deborah Holley, and Inman Grimsley, ex officio member.
Members excused:	Kae Sinkule, LaRonia McClain, Nina Windam, Beverly Sharpe, Lisa Hayes, and Richard Fiffie.
Guests	Jill Dryden, James Brignati

Special Order of the Day:

Because of another meeting commitment, Mr. James Brignati, Vice President of Business and Finance (VSU) asked to give an update on the University System insurance plan to COSA before Pat Rozier called the meeting to order at 8:30 a.m. Mr. Brignati noted that the University System health plan has started FY 2001 at zero, with the previous deficit amount covered by funds from the governor. There is \$26 million dollars in reserve for the program, and it is slated to stay in reserve (since the amount is less than two months worth of premiums and is needed in case of emergency). Effective July 1, 2000, the employer portion of the premium has increased by almost 17%, and about 15% of that amount was absorbed July 1, 2000 (which should generate about \$23 million). The employee portion of the premium will increase with the August, 2000, payroll (and should generate approximately \$8 million this fiscal year). These two amounts total about \$31 million worth of "new money". A deficit of about \$35-\$40 million dollars is still projected for the end of FY 2001. Worst case scenario for employees is that there may be another premium increase in January, 2001. However, actuarial studies have not been concluded and sent to the Board of Regents for review, so any discussion about another premium increase is premature at this time. While it looks like there will be another deficit in the insurance program at the end of this fiscal year, it also appears that it will be less than previously expected.

At this point it looks like participants in the insurance plan can expect some rebates on prescription drugs in the future (similar to the current State of Georgia plan) and there are some disease management programs scheduled for the three main prevalent diseases: heart, cancer, and diabetes.

Special Order of the Day:

1. Debi Britt, immediate past chair of COSA, presented the gavel to the new chairperson, Pat Rozier.
 2. COSA Chair, Pat Rozier, formed committees to complete the work of COSA for the year.
- Elections: Holly Decker, Chair; Beverly Sharpe, Ann Farmer, Sammy Dees, Ruth Salter, and Nina Windham.

- Employee Recognition (of the Semester): Scott Doner, Chair; Holly Decker, Debi Britt, Sammy Dees, Beverly Sharpe, and Ann Lacey
- Policy/By-Laws: Ruth Salter, Chair; Alan Bernstein, Debi Britt, Ann Lacey, and Tommye Miller
- Welfare:
 - Staff Development: All COSA members
 - Recycling: Holly Decker
 - Retirement Walkway: Debi Britt, Chair; Pat Rozier, Inman Grimsley, and Hilda Spells
 - Staff Appreciation Day: Debi Britt, Chair; Holly Decker, Sammy Dees, Sharon Butcher, Lisa Hayes, Ann Lacey, LaRona McClain, Shannon McGee, Pat Rozier, Ruth Salter, and Kae Sinkule.
- Administrative Council Representatives: Pat Rozier, Debi Britt
- Parking Appeals Representatives: Cat Decker, Beverly Sharpe, LaRonia McClain
- Sexual Harassment Representative: Ann Farmer
- Faculty Senate/Academic Scheduling & Procedures: COSA Chair, Pat Rozier

3. Approval of Minutes: Scott Doner moved that minutes from the COSA meeting of June 13, 2000, be approved as submitted by Holly Decker, past COSA secretary. **The minutes were approved.**

4. Treasurer's Report - According to information provided by Nina Windham, Treasurer, the remaining balance in the operating account Fund 10 is \$35.64. COSA did receive a \$2500 allocation for operating funds in FY 2001. The report was approved, as submitted. General discussion followed about the type of financial report expected by COSA on a monthly basis. In a **Yorkey/Britt motion**, the Policy and By-Laws Committee was asked to bring to the next COSA meeting a recommendation that the format of the COSA's Treasurer's Report include all financial accounts kept on behalf of the organization. **The motion passed.**

5. Report from the Chair: Pat Rozier attended the meeting of state staff council organizations on June 16, 2000, in Macon. She noted that the 7th Annual University System of Georgia Staff Conference is scheduled for October 5&6, 2000, at Southern Polytechnic State University in Marietta, GA. A general discussion followed about how many people from the VSU COSA are planning to attend the conference and how their expenses will be paid. There was consensus that the COSA budget pays expenses for all attendees (registration, travel, food & lodging) under State of Georgia guidelines. Some VSU departments require that registrants take annual leave while other departments treat it as professional leave (time off with pay). It is a departmental issue. More information about the state meeting can be found on the web site at <http://www.gsu.edu/~wwwsen/usgsc/list.html> This is the USGSC web page. Once you reach this site, click on SPSU. The application is posted in MS Word form.

The Faculty Senate did not meet in June, but the COSA Chair is scheduled to meet with them at their next meeting in September. Ms. Rozier noted that the Faculty Senate Committee list is posted on their web site, but it does not appear to be current since some of the faculty are no longer employed by the University.

Ms. Rozier asked that any member of COSA who cannot attend a regularly scheduled Council meeting notify either the Secretary (Tommye Miller) or herself so that the absence can be noted as excused in the minutes.

6. Old Business: In a **Britt/Lacey motion** it was moved that COSA establish the COSA Discretionary Account in the VSU Foundation office. General discussion followed regarding the various types of accounts available to COSA and restrictions on each. The VSU budget from the State of Georgia is a Fund 10 account with guidelines regarding what can and cannot be done with those funds (\$2500 per

year to operate COSA). These funds cannot be used to sponsor the Staff Appreciation Day. Last year COSA had a Fund 90 account in the University's budget which was used to operate the 6th Annual University System of Georgia Staff Conference. This type of account cannot receive donations or contributions so it is inappropriate for fund-raising activities on behalf of Staff Appreciation Day. This account, while open, has no funds. **The motion to create a discretionary account at the Foundation passed.** On a **Salter/Yorkey motion** it was recommended that the Policy & By-Laws Committee develop procedures for how the new discretionary account will be administered. **The motion was approved.**

On a **Britt/Dees motion** it was recommended that the name of the Retirement Walkway account in the VSU Foundation be changed to the Employee Recognition Account. The Council felt that by making the name of the account less restrictive it provides COSA with the opportunity to do more things on behalf of the VSU Staff, especially in the area of fund-raising. The Council remained firmly committed to the support of the Retirement Walkway (and individual Foundation contributions may still be designated to the walkway alone). **The motion passed.**

The deadline for submitting names for the Employee of the Semester recognition is July 22, 2000. Holly Decker will meet with the committee and bring their report to the August COSA meeting.

On a **Britt/Salter motion**, the Staff Appreciation Committee recommended that September 29, 2000 (from 10:00 a.m. to 2:00 p.m.), be designated as the official VSU Staff Appreciation Day. In general discussion it was noted that Valdosta Mayor Jimmy Rainwater has proclaimed October 1st as the "official" Staff Appreciation Day for the University. However, it was agreed that it is almost impossible to guarantee that any celebration will always take place on that date because of scheduling conflicts with other campus events. **The motion passed.**

7. New Business: COSA was reminded that all employees of the University may now participate in the direct deposit program for their paychecks. This same program has also been offered to the student payroll participants also. Bank of America is the current University banking partner, and they offer free checking to any employee using the direct deposit program.

Debi Britt noted that several COSA members involved with Staff Appreciation Day are baking and selling chocolate goodies as a fund-raiser. Every other Friday is designated as "Fudgie Friday", and all contributions are welcomed.

Deborah Holley expressed appreciation to COSA for including COSA minutes with payroll checks. She felt that this process makes it much easier for COSA to reach faculty members, in particular.

8. Other Business: COSA Chair discussed the possibility of developing a special pass for VSU employees at the Wild Adventures Theme Park. She will look into options.

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Jill Dryden, a visitor to the COSA meeting, asked about the appropriate method for offering suggestions regarding changes to the campus parking plan. COSA suggested that it is always appropriate to talk with Ms. Jill Ferrell, Director of Parking and Transportation, Mr. Rob Kellner, Director of Auxiliary Services, or to the Faculty Senate committee which deals with parking-related issues.

COSA was reminded that August 15, 2000, is the date for registration for those employees involved in the VSU Tuition Remission Program.

COSA chair is working with Sage Archer in the Facilities Use Office to develop a meeting schedule for both COSA and the Executive Committee for the new operating year. The dates will be posted in the newsletter and via the web site.

The meeting adjourned at 10:00 a.m.

Respectfully submitted by:

Tommye H. Miller, Secretary