

THE COUNCIL ON STAFF AFFAIRS

Minutes of June 14, 2005

1) Call to Order

Chair Patrick Smith called the meeting to order at 8:34 am in the University Center Rose Room. Members present: Sharon Butcher, Bobby Flowers, Beth Giddens, Jeff Grant, Ann Holland, Stanley Jones, Bob Lee, Michael McKinley, Patrick Smith, Angela Steele, Trisha Taylor, Shana Yorkey, and Tim Yorkey. Members absent: David Bennett, Denise Bogart, Leann Boyd, Honey Coppage, Steve Fesler, Mike Hamm, Marshall McLane, and Rebecca Taylor. Proxies: None. Quorum attained.

2) Special Orders of the Day

a) Welcome to New COSA Representatives

Chair Patrick Smith welcomed new COSA Representatives Alice Carter (Student Affairs Representative from Financial Aid), Bobby Elston (Business Affairs Representative from Physical Plant/HVAC), and Beverly Sharpe (EEO4/Secretarial-Clerical Representative from the College of Nursing).

b) Coming Changes at VSU

Jan Fackler, Assistant Director of Financial Services, presented information regarding two coming changes:

i) Purchasing Procedures: Effective July 1st each department will have one person who will be the “designated budget manager.” Expenditures and check requests on the goldenrod form that are within budget will require only the signature of the department’s budget manager rather than the present multiple signatures that are currently required. This welcome change will greatly simplify purchasing procedures.

ii) Payroll Distribution: Effective July 1st new employees must select one of two methods to receive their paychecks: a) direct deposit to the banking institution of their choice—including VSU’s credit union, or b) direct deposit to a “cash pay” account at Bank of America. Employees choosing direct deposit may opt to have part of their money deposited into one bank account and the remainder into a different account (maximum of two accounts, which can be at the same banking institution or different ones), for example, you could have \$50/month put into your VSU Credit Union savings account and the rest into your checking account. Employees choosing a “cash pay” account will be issued a debit card which may be used to withdraw all or part of the funds in the account via an ATM. There is a \$7.00 one-time-only fee for a cash pay account and no monthly charges to use Bank of America’s ATMs, although employees using an ATM that is not a Bank of America ATM may be charged a fee by whichever bank owns the ATM. Any existing employees who currently receive their salary via a paper paycheck may opt to continue that arrangement or select either of the above methods. Current employees who are utilizing direct deposit at present will not be permitted to change their payroll distribution to paper checks. (*Handout #1*).

3) Approval of Minutes From May 10

The May 10th meeting minutes were approved as submitted.

4) Approval of the Treasurer’s Report from April

The beginning May balance of the Fund 10 Discretionary Account was \$1580.02. Fund 10 charges of \$1011.75 processed during the month included \$493.00 to KD Kanopy (1/2 of the charge for the new COSA tent; remaining charge expected by the end of June); charges for printing and postage related to the Retirement Luncheon totaled \$271.95; printing charge for Excellence in Service nomination materials of \$134.12; and charges for printing COSA meeting minutes totaled \$112.68. May ending balance was \$568.27. Sharon stated that once the remaining charges to this account clear, she expects a final balance of approximately \$20.00. The VSU Foundation Discretionary Account received \$43.36 in deposits, ending the month with a \$2753.47 balance. The VSU Foundation Retirement Walkway Account received \$328.32 in deposits and expended \$1269.00 (for Brick Markers), ending May with a \$13,657.08 balance. Bobby Flowers motioned to approve Treasurer’s Report as presented; Michael McKinley seconded, motion passed. (*Handout #2*)

5) Committee Reports

a) **Membership Committee**i) **Employee of the Semester:** No reportii) **Elections:** Beth Giddens (Business & Finance Rep.) has submitted her resignation and will be replaced in July. The members of the Election Committee will elect a new chair in July to replace Bobby Flowers, who has stepped down in order to focus on his duties as COSA Chair beginning July 1. The Committee is targeting 2006 for elections to be online.b) **Staff Appreciation Day**

The T-shirt preference voting resulted in selection of the black shirt with the "O" in COSA represented by the COSA seal; the design was submitted by Ann Holland. Because there were also many votes for the gray shirt design, the Committee is planning to make both available for sale. The SAD Committee is seeking suggestions from all employees regarding events they would like to have. The event location is still being reviewed. Business & Finance V.P. Jim Black has offered to assist with the cost of SAD t-shirts. The shirts will go on sale in late July.

c) **Welfare Committee**i) **Retirement Walkway/Luncheon-Employee Recognition:** The luncheon is today; all representatives are encouraged to attend.ii) **COSA on the Move:** The May 12 hotdog lunch was well attended. Plans are in the works for another event linked to a home football game this fall.iii) **Staff Development Committee:** The Committee will forward the name of the individual selected to Chair Patrick Smith, who will send a letter to Dr. Zaccari.d) **Policy & Procedures Committee**

The updated Policy & Procedures Manual has been sent to Michael McKinley (for posting on the website) and Becky Murphy in Training & Development. Updated Position Descriptions will be ready soon.

6) **Ad Hoc Committee Reports**a) **Benevolence Committee:** No activity.b) **Parking Appeals Committee:** Michael McKinley's report indicated that 256 tickets were issued during May; 146 (57%) were upheld and 110 (43%) were dismissed. Of the 3 tickets issued to staff, 1 was upheld. Of the 12 tickets issued to reserved decal holders, 4 were upheld (*Handouts #4 & 5*).c) **Holiday Scheduling Committee:** Bob Lee reported that the Committee will submit three proposals for each holiday year under consideration at the July meeting for COSA to share and review with constituents.d) **Recycling Committee:** No Reporte) **Wellness/Safety Committee:** Second Hand Smoke Amendment. Sharon Butcher (Chair), Beverly Sharpe, and Michael McKinley volunteered to serve on this new committee. Sharon reported that Darton College recently initiated a smoking ban, eliminating smoking anywhere on campus.7) **Miscellaneous Reports**a) **Faculty Staff Campaign:** No Reportb) **State Charitable Contributions Campaign** No Report8) **Report from the Chair**a) **Academic Scheduling/Procedures** No Reportb) **Faculty Senate** No Report (next meeting September 15th)c) **University Planning Advisory Council** No Report9) **Unfinished Business:** None10) **New Business:**a) **Officer Elections**

New Executive Officers for the 2005-06 FY are: Beverly Sharpe, Secretary; Shana Yorkey, Treasurer; Sharon Butcher, Public Relations; and Bob Lee, Parliamentarian. Their terms of office are for one year and begin on July 1, 2005.

b) **Meeting Time Change**

Bobby Flowers spoke to the members regarding changing the monthly meeting times. Trisha Taylor moved and Sharon Butcher seconded a motion to change the start time of the monthly COSA meetings from 8:30 a.m. to 9:00 a.m. for the 2005-06 fiscal year. Motion passed.

11) **Other Business**

a) **Vending Machines**

Following general discussion regarding the snack and soda machines being frequently devoid of product, Chair Patrick Smith appointed Alice Carter to investigate why campus vending machines are not being refilled in a timely manner.

b) **Passing of the Gavel**

Outgoing Chair Patrick Smith expressed his thanks to all COSA members for their support during his year as Chair of the organization and graciously presented the official COSA gavel to the new incoming Chair, Bobby Flowers, who will formally begin his term on July 1st.

12) **Adjournment**

Bobby Flowers moved to adjourn the meeting, and Bob Lee seconded; motion carried. The meeting adjourned at 9:27 am.

Respectfully submitted,

Trisha Taylor

Trisha Taylor
Secretary, Council on Staff Affairs

**If you would like a paper copy of the minutes, please visit our
website at www.valdosta.edu/vsu/cosa or contact your COSA Representative.**

**The next COSA monthly meeting is scheduled for
Tuesday, July 12, 2005 at 9:00 a.m. in the UC Rose Room.**