

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

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