

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

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

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 buy 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 8th 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) fr

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