

COSA MINUTES

Tuesday, March 13, 2001

Presiding
Chair Debi Britt

Members
present: Alan Bernstein, Debi Britt, Holly Decker, Sam Dees, Scott Doner,
 Pearl Everett, Ann Farmer, Lisa Hayes, Ann Lacey, Shannon McGee,
 Tommye Miller, Ruth Salter, Be

2. Why does the semester system seem to require Food Service employees to take more mandatory leave than the old quarter system?
3. Why can æ Food Service employees be paid across a twelve-month period (the way the slots are budgeted) rather than hourly?
4. Food Service employees used to be able to work during break periods by doing maintenance work in the Palms Dining Center. Why has this stopped?
5. Food Service employees used to be eligible for unemployment benefits. Why has this stopped?

Acknowledged that the use of mandatory annual leave with Food Service employees is an ongoing concern with both employees and management in Auxiliary Services and that every attempt is made by management to avoid the use of mandatory leave.

Noted that every employee hired in Food Services is told that work schedules are based upon occupancy in the Residence Halls, not the schedule of classes or the campus work schedule. If the Residence Halls are closed, for any reason, The Palms Dining Center and/or other Food Service units have no compelling customer reason to be open, except on a limited basis (and then usually in cash sales only). Employees are urged to budget their finances accordingly, including the accumulation of annual leave.

Reminded COSA that prior to the presence of the Governor æ Honors Program (GHP) at VSU (21 years) there was even more ædown time æthan is now experienced. The GHP program has enabled Food Service to keep more employees on the payroll for a longer period of time during the summer.

Reviewed the amount of down time on the quarter system versus the semester system and notes that preliminary review shows there is more mandatory

hired to do. In this case, mandatory annual leave or leave without pay is the only option.

Unlike other campus areas, Food Service employees are eligible to take leave without

Treasurer's Report: Nina Windham, Treasurer, reported that the only expenditure from the Fund 10 account in February was \$115.05 for printing. There was no activity in either Foundation account, although she has an inquiry with the Foundation as to why payroll activity for February was not posted to the Employee Walkway/Employee Recognition Account.

Fund 10 Balance 2/28/01 \$906.83
Discretionary Fund \$835.51
Employee Walkway/Recognition \$1582.50

Committee Reports:

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Employee Recognition: Chair, Scott Doner, submitted the written quarterly report from the committee to Pat Rozier. There will be no further activity from this committee until the fall selection of Employee of the Semester.

Elections: Chair, Holly Decker, reported that the committee has met with Ruth Salter, Policy Committee Chair, to discuss the policies and procedures followed for COSA elections. The process is in place for the next set of elections, with plans to send ballots to all VSU staff members in early April. Nine seats are open for election. With the resignation of Richard Fiffie, his slot will be filled for a two- year term. Deborah Holley ~~has been elected~~, but since her seat is up for

Committee Reports:

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by-laws as submitted at the previous meeting was approved unanimously. COSA now operates under the revised by-laws of March 13, 2001.

Additional business from the Policy Committee included the presentation of the draft of the new COSA Policies and Procedure Manual. Ms. Salter reviewed some of the pertinent items that moved from by-laws to policies or procedures. Extensive discussion followed on the process of who is eligible to hold office with COSA and when that election will occur. A Decker/Dees motion proposed that the chair-elect for FY 2002 be held in May, 2001, rather than June (as usual) and that all other officers be elected at the July meeting when new COSA members are eligible to vote. A Grimsley/Sharpe motion to table was approved. The matter was sent back to the Policy Committee for further review.

Welfare: Debi Britt reported that work continues on the Employee Walkway/Recognition program. The fund-raising proposal is ready for presentation to the VSU Foundation. A new brochure is being developed and will be printed after the Foundation presentation. Inman Grimsley reported that a review of active retiree files shows 297 active people with an additional 85 who qualify from those years where complete records were not required to be kept. A written report was submitted to the secretary.

Other Committee Reports:

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Recycling: Holly Decker reported that rumors are circulating about demolishing the old warehouse that is used for recycling purposes (among other things). If this takes place, there is no location to handle the recycling program that continues to grow annually at VSU.

Academic Scheduling: Ruth Salter attended this meeting for the COSA Chair and reports that the committee approved a final examination scheduled for FY 2002 that includes 3 days for final examinations and 1 exam preparation day.

Advisory Committee: Holly Decker reported on the work of the advisory committee to the æPartners in Campus Excellence Program æbeing developed by Becky Murphy

and staff for the university. While Holly will continue to work with the group she noted that she doesn't have the time to attend any more of the committee meetings.

Presidential Search Committee: Ann Lacey reported that a search firm has been hired to screen candidates for the job of VSU president. Applications are coming in, and the committee plans to interview candidates, off campus, in late April, if possible. Updated information about the process can be found on the home page of the VSU web pages.

Old Business: Representatives from Wild Adventures Theme Park will be in the rotunda of Ashley Hall on Friday, April 6th, to sell discounted passes. More information will follow via campus email from Inman Grimsley.

New Business: _____ None

Other Business: Inman Grimsley reported that Senate Bill 163 involves the way TRS monies can be invested on behalf of the program. House Bill 211 eliminates early retirement penalties. The annual meeting of state human resource directors was held last week at Jekyll Island. Among items discussed was the desire to see vesting in the TRS lowered from ten to five years. This discussion included participants from the TRS and the Board of Regents and was totally supported by the system H.R. directors. There was continued discussion about the new insurance program, and the prescription program, in particular. The Department of Community Health and Express Scripts personnel at this meeting heard many complaints and suggestions for improvement to the services offered.

The meeting adjourned on a Windham/Bernstein motion at 10:00 a.m.

The next meeting will be held at 8:30 a.m. in the Dogwood Room of the University Center on April 10, 2001.

Respectfully submitted:

Tommye H. Miller, COSA Secretary