

the importance of maintaining the by-laws as the governing document of the organization and that they should be changed infrequently. **On a Salter/Britt motion, the committee recommended the development of a Policies and Procedures Manual which would provide working guidelines for COSA.** The guidelines contained in this manual should be easier to update and change than the by-laws. Discussion followed about the importance of receiving input from each committee about the work they were doing and the policies and procedures they were following to accomplish that work. Once compiled, a draft copy of the new manual would be reviewed by COSA before being adopted. **The motion was approved.**

Upon direction from COSA members at the July 14, 2000, meeting, the Policy & by-laws Committee discussed a new reporting format for the COSA Treasurer's Report. **On a Miller/Farmer motion, the committee recommended that all future Treasurer's Reports include balances from the Fund 10 Account, the COSA Discretionary Account in the VSU Foundation, and the Retirement Walkway and Employee Recognition Account in the VSU Foundation.** It was noted in the Treasurer's Report that funds from FY 2000 (which had remained in the old Fund 90 Account) had been moved to the COSA Discretionary Account in the Foundation. It was also noted that the Retirement Walkway and Employee Recognition Account is a restricted account at the Foundation which is administered under guidelines developed by COSA. **The motion was approved.**

Mrs. Salter reported that the Committee decided that it was impractical to form a by-laws subcommittee since there were so few people to serve on the committee as a whole. They felt it more practical to work as a committee of the whole and work with both policies and by-laws. This procedure will be further reviewed as part of the development of a policies and procedures manual.

As a point of information, Mrs. Salter noted that Article IX; Section B. of the COSA By-laws designates the

COSA Chairperson and Vice-Chairperson as the designated representatives of Valdosta State University to the University System of Georgia Staff Council (USGSC) meetings. Discussion followed about how many COSA members would attend the USGSC annual meeting in October, 2000. The consensus of the group was that COSA would pay for 2 official representatives. If the Chair and/or Vice Chair cannot attend, then the Council will determine the two official representative for whom all business expenses will be paid. However, members felt it important that as many people who want to attend the meeting in October be encouraged to do so. There are some departments with staff development funds that might be able to pay for all or part of the travel expenses. Additional discussion will take place at the September COSA meeting regarding funding for the USGCS meeting.

Employee Recognition and Walkway Committee:

Debi Britt, Chair, reported that progress continues on the walkway project. A meeting with a group of faculty, staff, and retirees is planned for later this fall to formulate additional plans for the walkway. Mrs. Britt noted that COSA had received confirmation from Angie Culbreath, VSU Foundation Accountant, that the name of the account for the walkway project had been changed (per COSA request) to the Retirement Walkway and Employee Recognition Account. The next issue of the COSA Newsletter will go into more detail about the rationale behind the change to this account. The Foundation has included the Retirement Walkway as a designated choice on the VSU Annual Fund solicitation card, and people are encouraged to donate to this restricted account. Inman Grimsley reported that the VSU administration continues to be committed to the success of the walkway and that funding will be found for the bricks and installation.

Staff Appreciation Day Committee: Debi Britt reported that a great deal of work is being done to implement the Second Annual Staff Appreciation Day (September 29, 2000, at Blazer Field). Approximately \$1000 is needed to produce this event, and the committee is only halfway to this amount through donations and the sale of baked goods. Money from

put it in break rooms or make it available so employees without access to a computer can read the information. In addition, a representative from the Department of Community Health will be on campus in early October (for 3 days) to conduct seminars about the new insurance plan. Open enrollment for the plan will take place from mid-October to mid-November rather than the usual month of November.

COSA Chair, Pat Rozier, welcomed SGA President, Ashley Bell, to the meeting and encouraged him or a representative attends future COSA meetings.

The meeting adjourned at 10:00 a.m.

Respectfully submitted:

Tommye H. Miller, Secretary