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MINUTES

Tuesday, December 9, 1997

8:30 AM

President's Dining Room (Palms Dining Center)

~~M~~ John Anderson, Bill Bennett, Holly Decker, TR Decker, Sandra Denson, Wanda DeWeese,

Sammy Dees, Inman Grimsley, Bill Filtz, Trudy Hyla, Hazel Hewett, Joe Hickey, Richard Lee, Tom Parnell, Pat Rozier, Beverly Sharpe, Hilda Spence, Gloria Tonsil, Paul Worth, Tim Yorkey

~~M~~ Becky Murphy

~~John~~ ~~John~~

~~John~~

Minutes were approved.

~~John~~

Total budget for FY 98 \$ 2,500.00

Expenditures prior to November 1,628.50

Balance forward 871.50

Expenditures for November:

Adjustment of estimate to actual travel

and other expenses to attend

Postage 11.00

Total Expenses 128.00

Balance Remaining 11/30/97 \$ 1,338.80

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Employee Recognition: The committee now has a bulletin board which is located in front of

the continental breakfast for the conference. Jackie Eastman will help the committee come up with a theme and logo for the conference. The three ideas will be presented for decision by the committee. The conference will be held Friday, October 2, 1998. The Committee will be meeting today (Dec. 9) at 10:00 am in the Library Meeting Room.

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a. COSA received a letter from Dr. Bailey along with a copy of the Sexual Harassment Policy which deals with handling informal complaints. Dr. Bailey is asking for a representative from COSA to be on the committee for developing and maintaining the Sexual Harassment Policy and Support Group. We will need to submit a name to Dr. Bailey. Beverly Sharpe agreed to be on the committee.

b. Salary Study - The Salary Study committee with Mr. Jim Brignati and Inman Grimsley. The recommendations from the study were accepted upon by all: (1) Inman will be submitting a job description to hire an help in the Personnel Office for doing task analysis and desk study. (2) An unbiased study will be done by Dr. Mike Crowe and Inman Grimsley. Inman will be reporting quarterly to COSA on the progress of this study.

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None

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Becky Murphy - Training and Development Office.

I going to give you a brief summary about the Training and Development Office and what it does and its training philosophy and services that we provide. A formal training brochure has been sent out to all department heads. Even though Library Services is our primary customers, we do open up the workshops every quarter to all our employees and any training sessions in the office. Any supervisor or employee can find out what they have taken and also find out about continuing education credit received and hours of training attended. Transcripts of courses taken can be printed out upon request. We also do existing programs for the departments. Any questions?

Q If we attend in-service training outside the institution, can we report this r tnlU T4 45 0 e atten5 045 0 e

A We use both on-campus and off-campus speakers. We only charge a fee that covers the cost of the program.

Q Can the Training manual be made available in the Library?

A Yes and Training manuals are also available in the office and all information is on the Auxiliary Services Webpage under Training & Development (<http://services.valdosta.edu/training.htm>).

B None

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