



**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday, January 19, 2016**

1. **Call to order**
  - a. Chair Keith Warburg called the meeting to order at 9:05 AM in the UC Rose Room
2. **Roll call:** All representatives must sign/initial the attendance roster to be counted as present.
  - a. Members present: Sue Bailey, Denise Bogart\*, Tim Brunt, Donnell Davis, Penelope Croft, Angelica Gannon, Selenseia Holmes, Marlene Marlow, Brandon Mainer, Gwen Manning, Peggy Moch\*, Laura Neely, Sterlin Sanders, Keith Warburg, and Shannon Zapf. Guests were: Alexandra Countryman (Chartwells), Chuck Conner (CONHS), Shanika Hezekiah (Fin Services). The following members were absent: ShaTina Adams, David Burdette\*, Derrick Carter, Sabrina Daniels (Proxy Sue Bailey), Chasity Gill, Veronica Graham, Sandra Griffin, Nicole Gunn, Yvonne Landers, and Tiffany Soma. **Please send a proxy if you cannot attend a meeting.**
3. **Communication with Administration**
  - a. Dr. Staton reported encouraging news that we have the numbers to meet budget for the semester – possibly up by about 100 new students. The administration is monitoring application numbers; they are up compared to this time last year. Marketing appears to be effective. The 70/80 Task Force is working to improve retention rates. The President’s Task Force on Diversity will be given their charge later today and will be led by Tony Thomas, VSU Attorney. Project Innovate – proposals will be accepted in categories of enrollment increase, retention, student satisfaction, graduation rate. General Assembly is in session. We will have representation; Dr. Staton wants to raise our profile in Atlanta and across the state to keep the General Assembly aware of VSU. Gov. Deal has recommended a 3% pay raise for state employees. Interviews are this week for a new football coach.
  - b. Dr. Peggy Moch brought greetings from Faculty Senate and thanks COSA for what the organization does.
  - c. Chartwells – Family Night starts in February; kids 12 and under eat free.
4. **Special Order of the Day**
  - a. Dr. Denise Bogart discussed the change from US Band to Optimum Health. She also reported on the push to develop policies and procedures for volunteers when working with minors on campus. She will be attending a meeting on this issue in February.
5. **Approval of Minutes**
  - a. A motion was made by Angie Gannon and seconded by Marlene Marlow to approve the minutes of December 2016. The votes were unanimous in favor of the motion.
6. **Treasurer’s Report**
  - a. State
  - b. Discretionary
  - c. Blazer Books
  - d. Retirement
7. **Report from the Chair**
  - a. Keith reported that the Welcome Back Dessert Social will be held on January 29 from 12 – 2 in the UC Cypress Room. Reps will be expected to sign up for a serving shift. Graduation went smoothly. Changes are coming to graduation and Sage Archer will be invited to speak to COSA when the changes are announced. Wild Adventures Day is supported by the President. We will get last year’s prices and we are currently trying to settle on a date. It was proposed that

Employee Appreciation go back to being an outdoor picnic on the front lawn. More information about this at the February meeting.

**8. Staff Attendance and Participation**

**9. Employee Morale**

**10. Representation on Committees**

- a. VP Student Affairs Search Committee – Position has been reposted by Dr. Staton; looking to fill post by July 1, 2016.
- b. Retiree update – Laura Neely reported that the luncheon is scheduled for April 5. Waiting to hear from Retiree Committee with details. We will need volunteers to help with the event.
- c. Academic Honors & Scholarships – Donnell Davis Jr. reported they have selected a student from VSU and Honor's Day is April 28.
- d. Police Chief Search – No COSA rep on this committee; the position posting closed last week. No additional details at this time.

**11. New Business**

- a. Last day for Retiree brick orders is February 2.
- b. Some discussion about the Retiree account and how the money can be spent. Denise will bring questions and suggestions to the committee and they can look at the possibility of using the funds to pay for bricks depending on the parameters set for use of these funds.
- c. Keith Warburg thanked everyone who volunteered to help at Graduation. He said all went very smoothly.

**12. Adjournment**

Meeting adjourned 9:49 am.

Respectfully submitted,

Sue Bailey, COSA Secretary