



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday, July 18, 2017

1) Call to order

- a) Chair Brandon Mainer called the meeting to order at 9:02 AM in the University Center, Magnolia Room 1.

2) Roll call: All representatives must sign/initial the attendance roster to be counted as present.

- a) Members present: ShanTina Adams, Heidi Bertsch, Pepper Croft, Donnell Davis, Bob DeLong*(Proxy-Terence Sullivan), Philip Foster, Angelica Gannon, Selenseia Holmes, Julianne Jackson, Kirk Johnson, Michael Kitchens, Yvonne Landers, Paul Leavy (Proxy-Terence Sullivan), Brandon Mainer, Matthew McIntyre, Brian Ring*, Sterlin Sanders, Terence Sullivan, Tiffany Soma, Janet Wade, Chasity Wood, and Shannon Zapf.
- b) Guests were: Andrew Altman (Emergency Management), Beverly Amiot (Procurement), Chandler Day (Creative Services), Jessica Deal (Financial Aid), Shanika Hezekiah (Financial Services), Lorrie Proal (Financial Services), Adrian Taylor (IT), Leroy Trower (Financial Aid)
- c) The following members were absent: Denise Bogart*, and Maya Mapp*. Please **send a proxy if you cannot attend a meeting.**

3) Communication with Administration

- a) Dr. Carvajal was unable to attend the meeting as he was out of town. Brandon Mainer reported that an email update should be forthcoming from the President of the VSU campus soon.

4) Special Order of the Day

5) Approval of Minutes

- a) Chasity Wood made a motion to approve the minutes of June 20, 2017. It was seconded by Tiffany Soma. The motion was approved unanimously.

6) Treasurer's Report

- a) State - \$2,082.00 (start of new budget year)
- b) Discretionary - \$1,386.36
- c) Retirement - \$12,025.35
- d) Blazer Books - \$1,485.30
- e) Terence Sullivan made a motion to approve the Treasurer's Report. It was seconded by Chasity Wood(?). The motion was approved unanimously.

7) Report from the Chair

- a) Brandon Mainer reported that the FY18 COSA Orientation workshop for new and continuing COSA representatives will take place on Friday, July 21, 2017 from 11am-2pm in the University Center, Rose Room.
 - 1) Dr. Carvajal will stop by around 11:15am to bring greetings to the new representatives.
 - 2) Topics to be covered will include the role of COSA at VSU and the role of each representative, discussion of the Bylaws, review of last year's goals and discussion of the goals for the upcoming year, reminders about committee representation and accountability for all representatives. Lunch will be served.
- b) Brandon Mainer reported that nominations for the Staff Excellence Awards are being accepted through this week and the committee will vote on those nominations next week. After that, the results will be forwarded to the President for a final decision. The winner will be announced at the Fall Convocation in August.
- c) Brandon Mainer reminded all representatives again of the requirement to sit on at least two committees, attend those committee meetings and report and business to the Executive Committee by their monthly meeting if they want to report at the regular COSA meeting. Brandon indicated that the committee list will be reviewed at the upcoming Orientation meeting.

8) Staff Attendance and Participation

9) Committee Reports

- a) Policy Committee – Tiffany Soma reported that the committee met last week and discussed some minor tweaks and updates to the Bylaws document.

- 1) The committee discussed the need to update the Bylaws more fully once we get the corrected organizational chart and the staff by division lists from HR. This will allow us to determine the number of representatives to COSA per each of the current (as of FY18) divisions of VSU.
 - 2) The committee has set a schedule to meet approximately twice a month throughout the fall 2017 semester (generally the meetings will occur directly after Executive Committee or regular COSA meetings).
 - 3) A discussion was held regarding developing Bylaws for all COSA committees starting with the Policy Committee which could then be used as a template for the other committees. The idea of adding accountability (attendance and engagement) to committee bylaws was discussed.
- b) Elections – Tiffany Soma reported that Michael Smith resigned from his position as Parliamentarian and his position as a representative to COSA. As a result, she indicated the need to elect a new Parliamentarian. Tiffany did indicate that we likely will need to fill Michael’s representative position but we will hold off on that until we know the numbers of staff per division.
- 1) Sterlin Sanders was nominated as Parliamentarian and accepted the nomination. No other nominations were made and Sterlin was elected. Congratulations Sterlin!
- c) Social Recognition Committee – Brandon Mainer – No report
 - d) Professional Development Committee – Pepper Croft – No report.
 - e) Budget & Finance/Fundraising – Yvonne Landers – No report

10) University Wide Committees

- a) Academic Honors & Scholarship – Donnell Davis – No report
- b) Academic Scheduling and Procedures – Keith Warburg – No report
- c) Athletics – Sterlin Sanders – No report
- d) Campus Safety – Shannon Zapf – No report
- e) Campus Wellness – Brandon Mainer – No report
- f) Dining Advisory – Shannon Zapf reported that Palms Dining is closed for the summer for renovations and new features including a rotisserie station, new omelet station and sushi bar. No stations are being eliminated. The Mongolian Grill will reopen in the Blazer Grille.
- g) Diversity & Equity – Sue Bailey/Gwen Manning – No report
- h) Educational Policies – Veronica Graham – No report
- i) Environmental Issues – Vacant – No report
- j) Faculty Scholarship – Angie Gannon – No report
- k) Institutional Planning – Selenseia Holmes – No report
- l) Internationalization & Globalization – Terence Sullivan – No report
- m) Library Affairs – Sue Bailey reported that two submissions for funding were accepted. They are Drs. Viki Soady Ofelia Nikolova from MCL and Dr. Chao Meng from International Business/LCOBA.
- n) Parking Advisory – Shannon Zapf reported the committee held its first meeting. It is looking at new parking structure such as zoned parking areas with differential pricing. In addition, buses will continue to run during the day but from 11pm-7am, they will be replaced by golf carts,
- o) Parking Appeals – Pepper Croft/Gwen Manning/Terence Sullivan – No report
- p) Planning & Budget – Donnell Davis/Pepper Croft/Brandon Mainer – No report
- q) Retiree Association – Sandra Griffin/Yvonne Landers – No report
- r) Strategic Planning – Sterlin Sanders – No report
- s) Student Affairs – Selenseia Holmes/Michael Kitchens/Keith Warburg – No report
- t) Technology – Sterlin Sanders – No report
- u) Traditions & Spirit – Pepper Croft reported that the committee discussed the idea of providing tokens to all new first year students at convocation that they could use as reminder of their time at VSU. It could then be attached to their diploma when they graduate.

11) New Business

- a) Terence Sullivan raised the issue of concern to many staff and faculty regarding the recent email indicating that all USG institutions can only allow 8 hours of leave for holidays meaning that in a pay period with a holiday falling on Monday to Thursday, VSU employees will have to work an extra 30 minutes during the week or take 30 minutes of charged leave time. The manner in which this issue was disseminated across campus was widely concerning. COSA will continue to reach out to HR and the Administration for further clarification on this matter.

12) Adjournment

- a) Chasity Wood made a motion to adjourn the meeting which was seconded by ShanTina Adams. Brandon Mainer adjourned the meeting at 9:28am.

Respectfully submitted,
 Dr. Terence Sullivan, COSA Secretary