



**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday, March 21, 2017**

**1) Call to order**

a) Chair Donnell Davis called the meeting to order at 9:05 AM in the University Center, Cypress Room.

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

a) Members present: Sue Bailey, Denise Bogart\*, Pepper Croft, Sabrina Daniels (Proxy-Veronica Graham), Donnell Davis, Angelica Gannon, Veronica Graham, Sandra Griffin, Nicole Gunn (Proxy-Crystal Marshall), Michael Holt\*, Michael Kitchens, Yvonne Landers (Proxy-Terence Sullivan), Brandon Mainer, Gwen Manning, Maya Mapp (Proxy-Xxxx Xxxx)\*, Sterlin Sanders, Michael Smith, Terence Sullivan, Tiffany Soma, Keith Warburg, Janet Wade, Chasity Wood, and Shannon Zapf. Guests were: Jonathan Jessica Bowen (Financial Aid), Brian Gerber (VPAA), Carla Gervin (LCOBA-Career Strategies), Kirk Johnson (Centralized Advising), Traycee Martin (VPFA), Matthew McIntyre (Centralized Advising), Leroy Trower (Financial Aid). The following members were absent: ShanTina Adams, Selenseia Holmes, and Bob Lee\*. **Please send a proxy if you cannot attend a meeting.**

**3) Communication with Administration** – No report as Dr. Carvajal was unable to attend the meeting

**4) Special Order of the Day**

a) Blazer Books Awards ceremony – Three employees who are participants in the USG TAP program are recipients of this semester's award. They are Carla Gervin, Kerry Morris and Karen Noll. Only Ms. Gervin was present to accept her award. The other recipients will be contacted by Donnell Davis to receive their certificates. Congratulations to all our winners!

**5) Approval of Minutes**

a) Shannon Zapf made a motion to approve the minutes of February 21, 2017. It was seconded by Janet Wade. The motion was approved unanimously.

**6) Treasurer's Report**

- a) State - \$43.48
- b) Discretionary - \$1,358.92
- c) Retirement - \$11,765.35
- d) Blazer Books - \$1,622.30 – (a deduction of \$450 is forthcoming for this month's Blazer Books awards)
- e) Brandon Mainer made a motion to approve the Treasurer's Report. It was seconded by Keith Warburg. The motion was approved unanimously.

**7) Report from the Chair**

- a) Donnell Davis reported that Employee Appreciation will occur on Monday, April 10, 2017 from 11am-2pm in the University Center Magnolia Rooms. Requests were made of any COSA representatives to provide donations for gift baskets. Several representatives responded with offers and donations.
- b) Donnell Davis reported that the Wild Adventures Day is set for May 27, 2017. Employees can sign up to attend the event at HR on April 5, 6, 7, 2017. Email notification of the sign up days will be coming very soon.
- c) Donnell Davis reported that a space has been secured for COSA materials and supplies. The location is outside the Office of Internal Audit. Materials will be moved soon and keys will be issued to those Executive Committee members who will need access.

**8) Staff Attendance and Participation**

a) Donnell Davis reminded all Proxies to please sign the attendance roster and reminded all representatives to send a proxy to the meetings if they cannot attend themselves.

**9) Committee Reports**

a) Policy Committee – Tiffany Soma – Tiffany Soma asked the representatives to vote on the representative proportion amendment that was discussed in February. The amendment makes two major changes to the proportions. The first is to change from 1-75 representative to division staff member proportion to a 1-35 proportion. The second is to add the Division of External Affairs as a VP division since it is now a cabinet level position. Tiffany Soma made a motion to consider the amendment and it was seconded by Sterlin Sanders. Discussion included a question by Keith Warburg about the language discussing the change to the former Enrollment, Marketing & Communication area. This question was addressed by Tiffany Soma. Sue Bailey asked for a correction to the name of University Advancement. It was incorrectly named as

Institutional Advancement on the amendment. The change was made and the amendment was voted on. The amendment was approved unanimously.

b) Elections – Tiffany Soma reported that since the above amendment was approved, the following representative positions are open for the upcoming election cycle –

- 1) 3 Academic Affairs
- 2) 4 Finance & Admin
- 3) 1 President's Area
- 4) 1 External Affairs

Tiffany reported that nominations will be open through the April COSA meeting and nominees can self-nominate or be nominated by another employee. All nominees must be full-time, benefited, classified staff members who have passed their six month probationary status. Emails with the information, nomination form and position description will be sent very soon. Tiffany reported that only members of a nominee's division will be able to vote for those positions and all voting will be conducted electronically.

c) Social Recognition Committee – Brandon Mainer – No report

d) Professional Development Committee – Pepper Croft – No report.

e) Budget & Finance – Angie Gannon reported that there will be two gift baskets for auction at the Employee Appreciation event. One will be donated by University Advancement and one by COSA. Shannon Zapf is working with the Bookstore and Aramark for donations to the COSA basket. Angie Gannon also reported that the committee met last week and discussed the idea of a fundraiser at Homecoming and also doing a community fundraiser before Christmas.

#### 10) University Wide Committees

a) Academic Honors & Scholarship – Donnell Davis – No report

b) Academic Scheduling and Procedures – Keith Warburg reported that the committee met recently and voted on changing the process from voting on five years of Academic calendars at a time to two years at a time. This will allow for more flexibility in the process.

c) Athletics – Sterlin Sanders reported that the committee is working to create an initiative to highlight the achievements of our student athletes. He mentioned that it will include all athletes – male and female, Varsity and JV.

d) Campus Safety – Shannon Zapf – No report

e) Campus Wellness – Brandon Mainer reported that the ribbon cutting for the Fitness Trail occurred on March 7, 2017 and was very well attended. He further reported that the VSU Blazer Challenge (Physical & Mental) will take place at 8:30am on Saturday, March 25, 2017. Cardio kick boxing classes will be offered each Wednesday from this week for interested employees. There are several fitness webinars being offered for anyone interested in joining.

f) Dining Advisory – Shannon Zapf – No report

g) Environmental Issues – Vacant – No report

h) Faculty Scholarship – Angie Gannon – No report

i) Institutional Planning – Selenseia Holmes – No report

j) Internationalization & Globalization – Terence Sullivan – No report

k) Library Affairs – Sue Bailey – No report

l) Planning & Budget – Donnell Davis/Pepper Croft/Brandon Mainer – No report

m) Retiree Association – Sandra Griffin/Yvonne Landers – No report

n) Strategic Planning – Sterlin Sanders – No report

o) Student Affairs – Selenseia Holmes/Keith Warburg – No report (meeting scheduled for next week).

p) Technology – Sterlin Sanders – No report

q) Traditions & Spirit – Keith Warburg – No report

#### 11) New Business

a) Donnell Davis announced the Alumni Association's Atlanta chapter's scholarship dinner taking place on April 28, 2017. He handed out postcards with information about the event.

#### 12) Adjournment

a) Donnell Davis adjourned the meeting at 9:35am. Michael Smith made a motion to adjourn which was seconded by Pepper Croft.

Respectfully submitted,

Dr. Terence Sullivan, COSA Secretary