



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

**1) Call to order**

a) Chair Brandon Mainer called the meeting to order at 9:04 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: Heidi Bertsch, Pepper Croft, Donnell Davis, Philip Foster, Angelica Gannon, Selenseia Holmes (Gwen Manning-Proxy), Julienne Jackson, Kirk Johnson, Michael Kitchens, Paul Leavy, Brandon Mainer, Matthew McIntyre, Brian Ring\*, Sterlin Sanders, Terence Sullivan, Tiffany Soma, Janet Wade, Chasity Wood, and Shannon Zapf (Donnell Davis-Proxy).
- b) Guests were: Bradford Coleman (Counseling Center), Jessica Deal (Financial Aid), Dr. Robert Smith (Academic Affairs), Leroy Trower (Financial Aid)
- c) The following members were absent: ShanTina Adams, Denise Bogart\*, Yvonne Landers, Maya Mapp\*, and Fred Ware\*. Please **send a proxy if you cannot attend a meeting.**

**3) Communication with Administration**

- a) Dr. Smith reported for Dr. Carvajal
- 1) Received a proposal from the Carl Vincent Institute regarding the faculty/staff salary study. The process looks a bit more complicated than anticipated.
  - 2) The College of Arts & Sciences will be split into two colleges – Humanities & Social Sciences and Science & Mathematics. Dr. LaPlant will head the Humanities & Social Sciences College. Graduate Studies and Sponsored Programs will move under the Provost's Office as of July 1, 2018.
  - 3) A national search for a Dean of Science & Math will commence in February 2018.

**4) Special Order of the Day**

**5) Approval of Minutes**

a) Chasity Wood made a motion to approve the minutes of October 17, 2017. It was seconded by Julienne Jackson. The motion was approved unanimously.

**6) Treasurer's Report**

- a) State -
- b) Foundation -
- c) Retirement -
- d) Blazer Books -
- e) No Treasurer's report was given for November 2017.

**7) Report from the Chair**

- a) Brandon Mainer reported that the Lighting of the Palms will take place on the Front Lawn on Tuesday, November 28, 2017 at 5pm.
- b) Brandon Mainer reported that the Governor is working on last budget – possibly will include a 2% merit increase. Brandon will email out the minutes of the recent USGSC Conference at Georgia Southern University. He indicated that Regina Lee will be sending an email indicating that TAP recipients will have online course fees eliminated soon.
- c) There was some discussion about whether or not to have a Dessert Social before the semester break and should it be voted on as a body.
- d) Brandon reminded all present to consider contributing to the COSA foundation account to provide funds for ongoing staff development projects.

**8) Staff Attendance and Participation**

**9) COSA Committee Reports**

- a) Policy Committee – Sterlin Sanders reported that the committee has created a final official document. Pepper Croft will upload updated information to the webpage. Committee is working on a draft Bylaws document for the committee which should be done by February or March 2018.
- b) Elections – Sterlin Sanders – No report
- c) Social Recognition & Professional Development Committee. Pepper Croft reported that the committee plans to meet after the winter break.
- d) Budget & Finance/Fundraising – Yvonne Landers – No report

## **10) Faculty Senate Committees**

- 1) Academic Honors & Scholarship – Donnell Davis reported The Academic Honors and Scholarships Committee met for the first time for FY18 on November 2, 2017. Introductions were made and the committee reviewed the bylaws and selected a secretary. The committee is charged with awarding the Georgia Legislature Academic Recognition Day Award (GLARDA), the Annie Powe Hopper Award (APHA), and the selection of the guest speaker for the Honors Dinner, scheduled for late April. Since the announcement of the recipients is made at the Honors Dinner, selected award winners will not be announced until afterwards.
- b) Academic Scheduling and Procedures – Brandon Mainer reported the committee and discussed the idea of a 5 day exam schedule instead of the current 4 day schedule. Exam schedules are online for review. Having a 5 day exam schedule would mean having to add an extra instruction day at start or end of semester.
- c) Athletics – Sterlin Sanders reported that nominations for the student award closed on November 15 and 25 applications were submitted. One award is for men and one for women and another round of nominations will open in late January 2018.
- d) Diversity & Equity – Terence Sullivan – No report
- e) Educational Policies – Kirk Johnson reported that the committee met in October (see minutes attached).
- f) Environmental Issues – Phil Foster – No report
- g) Faculty Senate – Brandon Mainer reported the following –
  - 1) New BS degree in Health Sciences will start in Fall 2018.
  - 2) There was a discussion on the summer faculty pay concerns
  - 3) Transfer students now should complete Orientation online not in person.
  - 4) Discussion on how to advise students when faculty are off campus
  - 5) Discussion on the issue of faculty pay when overseas – pay is lower than when in the US.
- h) Faculty Scholarship – Angie Gannon reported that
  - 1) October 25 (in person vote) – for 7 Research Seed Grant Proposals
  - 2) October (electronic vote) – for 5 Instructional Improvement Proposals & 1 Curriculum Development Proposal
- i) Institutional Planning – Selenseia Holmes/Yvonne Landers – No report
- j) Internationalization & Globalization – Terence Sullivan – No report
- k) Library Affairs – Matt McIntyre – No report
- l) Strategic Planning – Julienne Jackson – No report
- m) Student Affairs – Selenseia Holmes/Michael Kitchens – No report
- n) Technology – Sterlin Sanders – No report

## **11) University Wide Committees**

- a) Budget Advisory Committee – Julienne Jackson reported (see attached)
- b) Campus Safety – Donnell Davis reported (see attached)
- c) Campus Wellness – Brandon Mainer – No report
- d) Dining Advisory – Shannon Zapf – No report.
- e) Parking Advisory – Donnell Davis reported (see attached)
- f) Parking Appeals – Heidi Bertsch/Pepper Croft/Donnell Davis/Phil Foster/Paul Leavy/Terence Sullivan – No report
- g) Retiree Association – Yvonne Landers – No report
- h) Traditions & Spirit – Pepper Croft – No report

## **12) New Business**

## **13) Adjournment**

- a) Brandon Mainer adjourned the meeting 10:15am.

Respectfully submitted,

Dr. Terence Sullivan, COSA Secretary