



**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday July 17, 2018**

**1) Call to order**

**a)** Chair Donnell Davis called the meeting to order at 9:02AM in the University Center, Executive Dining Room.

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

**a)** Members present: Jacob Bell\* (proxy-Amea Thompson), Ashley Cooper, Pepper Croft, Donnell Davis, Philip Foster, Cecilia Furey, Angelica Gannon, Selenseia Holmes, Julienne Jackson, Kirklyn Johnson, Yvonne Landers, Paul Leavy, Mark McNalley, Catherine Nordin, Sterlin Sanders, Dr. Terence Sullivan, Adrian Taylor, Janet Wade, Dr. Gerald Williams (proxy-Terence Sullivan).

**b)** Guests were: Beverly Amiot (Fin Services), Sage Archer (Event Services), Dr. Michael Black (Institutional Effectiveness), Laura Byers (Access), Dr. Richard Carvajal (President's Office), Haley Chaney (Access), Melinda Cutchens (President's Office), Dr. Becky da Cruz (Assoc Provost), Lt. Colonel Joseph D'Amico (Aerospace Studies), Margaret Duncan (Access), Karin Fonseca Barber (Fin Services), Barbara Fontaine (Music), Shanika Hezekiah (Fin Services), Dr. Marci Marshall (COEHS), Traycee Martin (VPFA), Lisa Snipes (President's Office), Shana Yorkey (Budget).

**c)** The following members were absent: Jeanine Boddie-La Van\*, Heidi Browning, Dr. Eric Howington\*, Michael Kitchens, Bob Lee\*, Matthew McIntyre, Shannon Zapf. Please **send a proxy if you cannot attend a meeting.**

**3) Communication with Administration**

**a)** Report from the President

(1) Dr. Carvajal welcomed the new COSA Executive Committee and Representative team for 2018-19 and thanked them for their commitment to VSU and staff issues.

(2) Dr. Carvajal indicated that our overall enrollment numbers for fall 2018 are down by 5-8%. One reason is students are registering for fewer credits which affects our FTE numbers and budget. Admission numbers are up but retention remains an issue.

(3) The Classification and Compensation study is underway. We are looking at position descriptions and salaries to ensure they align for all employees.

(4) Information and data for next year's budget will be available by spring 2019.

(5) Fall Convocation is being planned and will take a similar model as last year. This year's will occur on Monday, August 6, 2018 at 8:30am in the PE Complex followed by lunch in Palms Dining Hall.

**4) Special Order of the Day**

**a)** Pepper Croft announced the names of those staff members who received nominations for this year's Staff Excellence Awards. The winner(s) will be announced at Convocation. The nominees are Sage Archer, Judy Bailey, Wes Cameron, Ashley Cooper, Margaret Duncan, Angelica Gannon, Sheila Hall, Yvonne Landers, Sterlin Sanders, Jeff Shipley, and Shana Yorkey. Congratulations to all nominees!

**5) Approval of Minutes**

**a)** Yvonne Landers made a motion to approve the June 2018 minutes which was seconded by Donnell Davis. The report was approved unanimously.

**6) Treasurer's Report**

- a) Yvonne Landers gave the report for the month of June 2018. Julienne Jackson made a motion to approve the report which was seconded by Adrian Taylor. The report was approved unanimously. (See Attachment A)

**7) Report from the Chair**

- a) Sterlin Sanders gave a welcome to all new and returning representatives to COSA.
- b) Sterlin Sanders discussed the goals for COSA for 2018-2019. Discussion ensued regarding how to measure and assess these goals which will be addressed in the coming months. (See Attachment B)

**8) Staff Attendance and Participation**

- a) Sterlin Sanders reminded all COSA representatives to send in their committee reports to Terence Sullivan each month before the Executive Committee meeting so they can be discussed and added to that month's full meeting. Some discussion ensued from reps concerning not being aware of the meetings. Donnell Davis reminded all reps that Faculty Senate creates listservs for all committees and that the CoCo chair can be contacted. For COSA committees, the individual chairs are responsible for communicating this information.

**9) COSA Committee Reports**

- a) Policy Committee – Pepper Croft – No report
- b) Elections Committee – Pepper Croft – No report
- c) Social Recognition & Professional Development Committee. Ashley Cooper reported that the committee met to discuss the plan to develop an employee networking group and to review the results of the recent survey (high level of response to survey). The plan is for a soft launch in November 2018 with an on campus lunch time event and eventually expanding to after hours off campus events as well.
- d) Budget & Finance/Fundraising Committee. Yvonne Landers reported that the date is set for the BBQ fundraiser. It will take place on August 24<sup>th</sup> from 11am-1pm in University Center, Cypress Room. Tickets are on sale now and more reminders are going out soon. Ticket sales will end on August 20<sup>th</sup> and Yvonne is looking for volunteers to assist with pick up.
- e) Community Outreach – Paul Leavy reported that National Night Out will take place on the Front Lawn of the VSU Campus on Tuesday, August 6, 2018 from 5-8:30pm. This is a family friendly event recognizing the work of first responders and is open to the community. More information will be coming out soon.

**10) Faculty Senate Committees**

- 1) Academic Honors & Scholarship – Donnell Davis – No report
- b) Academic Scheduling and Procedures – Donnell Davis – No report
- c) Athletics – Sterlin Sanders – No report
- d) Diversity & Equity – Terence Sullivan – No report
- e) Educational Policies – Kirk Johnson – No report
- f) Environmental Issues – Phil Foster – No report
- g) Faculty Senate – Terence Sullivan – No report
- h) Faculty Scholarship – Angie Gannon – No report
- 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 – No report
- n) Technology – Sterlin Sanders – No report

**11) University Wide Committees**

- a) Budget Advisory Committee – Julianne Jackson – No report
- b) Campus Safety – Shannon Zapf – No report
- c) Campus Wellness – Heidi Browning – No report
- d) Dining Advisory – Shannon Zapf – No report
- e) Parking Advisory – Donnell Davis – No report
- f) Parking Appeals – Heidi Browning/Pepper Croft/Donnell Davis/Phil Foster/Paul Leavy/Terence Sullivan – No report
- g) Retiree Association – Yvonne Landers - No report

**12) Old Business**

**13) New Business**

- a) Mark McNalley reminded everyone that student move in day is coming up and that he needs more staff/faculty volunteers to assist.

**14) Adjournment**

- a) Donnell Davis made a motion to adjourn the meeting which was seconded by Pepper Croft. Sterlin Sanders adjourned the meeting at 10:04am.

Respectfully submitted,

A handwritten signature in black ink that reads "Terence Sullivan". The signature is written in a cursive, flowing style.

Dr. Terence Sullivan, COSA Secretary

| Column1   | Column2                               | Column3  | Column4      | Column5          |
|---|---------------------------------------|----------|--------------|------------------|
| Month of: July 2018   | Description                           | Deposits | Expenditures | Current Balance  |
| <b>FUND 10 COSA 1481060</b>                                       | <b>Financial Activities</b>           |          |              |                  |
| 7/16/2018   | Beginning Balance                     |          |              | <b>2,082.00</b>  |
|   |                                       |          |              |                  |
|   |                                       |          |              |                  |
|   | <b>Pending Financial Activities</b>   |          |              |                  |
| (Note: Pending Financial activities are<br>estimated costs only.) |                                       |          |              |                  |
|   | Est. Balance after Pending Activities |          |              | -                |
|   |                                       |          |              | <b>2082.00</b>   |
| <b>VSU Foundation - Discretionary</b>                             | <b>Financial Activities</b>           |          |              |                  |
|   | Beginning Balance                     |          |              | <b>1,388.81</b>  |
|   |                                       |          |              |                  |
|   |                                       |          |              | <b>1,388.81</b>  |
|   | <b>Pending Financial Activities</b>   |          |              |                  |
|   | Est. Balance after Pending Activities |          |              | <b>1,388.81</b>  |
|   |                                       |          |              |                  |
| <b>VSU Fdn - Retirement Walkway</b>                               | <b>Financial Activities</b>           |          |              |                  |
|   | Beginning Balance                     |          |              | <b>13,122.23</b> |
|   | Brick & Refund                        |          |              |                  |
|   | Admin Fee                             |          |              |                  |
|   | Ending Balance                        |          |              | 13,122.23        |
|   | <b>Pending Financial Activities</b>   |          |              |                  |
|   | Est. Balance after Pending Activities |          |              | <b>13,122.23</b> |

|  |                                       |  |  |               |
|--|---------------------------------------|--|--|---------------|
| <b>90110 VSU Foundation - Books<br/>(Tuition Assistance Program)</b> | <b>Financial Activities</b>           |  |  |               |
|  | Beginning Balance                     |  |  | <b>935.10</b> |
|  |                                       |  |  |               |
|  |                                       |  |  |               |
|  | <b>Pending Financial Activities</b>   |  |  |               |
|  | Est. Balance after Pending Activities |  |  | <b>935.10</b> |

*Submitted by  
Yvonne Le Roy-Landers, Treasurer*



# COSA Goals for 2018-2019

July 17, 2018

## **Welcome to Council on Staff Affairs**

Welcome to the Council on Staff Affairs (COSA) website at Valdosta State University. COSA is a recommending body to the President as part of our shared governance model at VSU. The Council recommends to the President of the University, suggestions for the improvement of policies and procedures related to the general welfare of all concerned within the University community. COSA is comprised of classified-staff employees, representing every division and two “at large” members. We are focused on issues of importance to classified staff members, and the entire university community.

This year we have adopted the theme of “enrichment” in which COSA will enhance the customer service experience not only for our faculty, staff, and students, but also guests and external constituents. Through increased social recognition, employee development, and open forums, COSA will continue to support and acknowledge the great achievements of the excellent staff at VSU.

Sincerely,

Sterlin J. Sanders, Chair

## **Goals for 2018-2019**

- Increase staff support of recruitment, retention, graduation, and student success
- Continue to cultivate a positive customer service experience at VSU
- Optimize campus operations and processes through COSA representation via university committees
- Enhance professional development and staff retention
- Modernize fundraising strategies