COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday June 19, 2018

1) **Call to order**
   a) Chair Donnell Davis called the meeting to order at 9:03AM 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: Heidi Browning, Pepper Croft, Donnell Davis, Angelica Gannon, Selenseia Holmes, Julienne Jackson, Kirk Johnson (proxy-Donnell Davis), Michael Kitchens, Yvonne Landers, Paul Leavy, Sterlin Sanders, Dr. Terence Sullivan, Janet Wade, Chasity Wood (proxy-Terence Sullivan), Shannon Zapf.
   b) Guests were: Beverly Amiot (Financial Services), Dr. Michael Black (Academic Affairs), Nancy Carballo (HR), Dr. Richard Carvajal (President), Jill Ferrell (P&T), Cecilia Furey (CONHS), Shanika Hezekiah (Financial Services), Dr. Marci Marshall (COEHS), Shannon McGee (Auxiliary), Mark McNalley (Housing), Catherine Nordin (UPD), Dr. Robert Smith (Provost), Adrian Taylor (IT), Dr. Gerald Williams (Career Opportunities), Shana Yorkey (HR).
   c) The following members were absent: Bob Delong*, Philip Foster, HR Representative*, Maya Mapp*, Brian Ring*. Please **send a proxy if you cannot attend a meeting.**
3) **Communication with Administration**
   a) Report from the President
      (1) Dr. Carvajal reported that the CAS review is completed and he thanked all who participated in any step in the process. The data is now being reviewed for future use by the university and the system.
      (2) Dr. Carvajal indicated that the President's and VPAA's office are in some disarray due to the renovations about to occur in both West Hall and Odum Library. The library space will become a fully integrated academic space for students which will include the Academic Support Center. Dr. Sheri Gravett and Dr. Michael Black are moving from their office suite in Nevins Hall to make room for the incoming Dean and will be located in the Provost's suite when it is completed. All of these offices are temporarily located on the 2nd floor of Powell Hall.
      (3) Dr. Carvajal reported that the USG Classification & Compensation kickoff will take place very soon and he will be attending for Valdosta State University.
      (4) Dr. Carvajal reported that summer 2018 enrollment is up approximately 10%. However, fall enrollment numbers are down (admits are up by 4-5%, but we are still suffering from retention issues with returning students).
      (5) Dr. Carvajal presenting outgoing COSA Chair, Donnell Davis, with a plaque recognizing his immense service to COSA and VSU. Thank you Donnell and congratulations!!
4) **Special Order of the Day**
   a) Ms. Shannon McGee gave an update on the Parking Model. She thanked everyone who participated in the survey regarding the proposed changes to the parking plan on campus. The results of the survey indicated that more than half of respondents (students and employees) were opposed to the idea of a tiered parking model. The committee is hoping to implement some changes for fall 2018 (due to

student concerns and possible budget shortfalls). They hope to have more information to provide to the campus soon.

5) **Approval of Minutes**
   a) Yvonne Landers made a motion to approve the May 2018 minutes which was seconded by Julienne Jackson. The report was approved unanimously. (See Attachment A)
6) **Treasurer's Report**
   a) Yvonne Landers gave the report for the month of May 2018. Sterlin Sanders made a motion to approve the report which was seconded by Janet Wade. The report was approved unanimously. (See Attachment B)
7) **Report from the Chair**
   a) No report this month.
8) **Staff Attendance and Participation**
   a) Donnell Davis 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.
   b) Donnell Davis asked all returning and newly elected reps to choose which committees they wish to serve on for FY19 (See Attachment C)
9) **COSA Committee Reports**
   a) Policy Committee – Sterlin Sanders – No report
   b) Elections Committee – Sterlin Sanders opened nominations and elections for the FY19 Executive Committee officer positions. Nominations and winners are as follows:
      (1) Chair-Elect
         (a) Paul Leavy was nominated and elected unanimously to the position
      (2) Parliamentarian
         (a) Pepper Croft was nominated and elected unanimously to the position.
      (3) Publicity
         (a) Nominees were Ashley Cooper and Selenseia Holmes. Ashley Cooper was elected to the position.
      (4) Secretary
         (a) Terence Sullivan was nominated and elected unanimously to the position
      (5) Treasurer
         (a) Yvonne Landers was nominated and elected unanimously to the position.

   Congratulations to the incoming members of the COSA Executive Committee!
   c) Social Recognition & Professional Development Committee.
      1) Pepper Croft reported.
         (1) Matt McIntyre sent out a survey regarding the proposed Professional Development group being considered. If reps have not yet completed the survey, please do so we get everyone's input on this important new initiative.
         (2) Nominations for Staff Excellence were completed and two names were submitted to the President as winners (they ranked exactly equal). However, all nominees will be recognized at an upcoming COSA meeting.
      2) Yvonne Landers reported that the date is set for the BBQ fundraiser. It will take place on August 24th from 11am-1pm. All reps will be given 20 tickets to sell on or off campus. Yvonne is working on a location to have the meals delivered to be picked up by anyone who purchased one.
   d) Community Outreach – Paul Leavy – No report
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 – Julienne 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

14) Adjournment

a) Terence Sullivan made a motion to adjourn the meeting which was seconded by Paul Leavy. Donnell Davis adjourned the meeting at 9:57am.

Respectfully submitted,

Dr. Terence Sullivan, COSA Secretary

Attachment A

COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday May 15, 2018

15) Call to order

a) Chair Donnell Davis called the meeting to order at 9:04AM in the University Center, Cypress Room.

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

a) Members present: Pepper Croft, Bruce Curl*, Donnell Davis, Philip Foster, Angelica Gannon, Selenseia Holmes (proxy-Donnell Davis), Julienne Jackson, Kirk Johnson, Michael Kitchens, Yvonne Landers, Paul Leavy, Brian Ring*, Sterlin Sanders, Terence Sullivan, Janet Wade, Chasity Wood, Shannon Zapf (proxy-Terence Sullivan).

b) Guests were: Bradford Coleman (Counseling), Bruce Curl (HR), Brian Haugabrook (IT), Shanika Hezekiah (Financial Services), S Michelle Jordan (HR), Nathan Ketzner (off campus), Marci Marshall (COEHS), Mark McNalley (Housing), Jessica Powers (Grad Studies), Dr. Robert Smith (Academic Affairs), Leroy Trower (Financial Aid).

c) The following members were absent: Heidi Browning, Bob Delong*, Maya Mapp*. Please **send a proxy if you cannot attend a meeting.**

17) **Communication with Administration**

a) Report from the President

1) Dr. Robert Smith, Provost and VPAA reported for Dr. Carvajal.

(1) Dr. Smith thanked all present who assisted with Commencement to make it the great success it was.

(2) Dr. Smith reported that there have a great number of new appointments across campus and in Academic Affairs but reminded everyone that there were no new monies used. All the positions are repurposed from existing funds.

18) **Special Order of the Day**

a) Mr. Bruce Curl announced the nominees, runners up, and winner of the Employee of the Semester recognition. The following people were nominated – Sarah Bring, Andrea Butler, Wes Cameron, Tricia Hale, Ryan Hogan, Mary Marshall, Hazel McCullough, Becky Murphy, Beverly Phelps, Brian Roberts, Alan Sanderson, Jennie Shinpaugh, and Lenora Willis. The runners up were Jesus Arreola and Selenseia Holmes. The winner is Chelsea Holcombe. Congratulations to all the nominees, runners up and winner!

19) Approval of Minutes

a) Yvonne Landers made a motion to approve the April 2018 minutes which was seconded by Pepper Croft. The report was approved unanimously. (See Attachment A)

20) Treasurer's Report

a) Yvonne Landers gave the report for the month of April 2018. Terence Sullivan made a motion to approve the report which was seconded by Pepper Croft. The report was approved unanimously. (See Attachment B)

21) Report from the Chair

a) Donnell Davis discussed the recent Employee Appreciation breakfast held on April 30, 2018. Feedback was generally very positive and overall the event was a great success. Donnell thanked everyone who contributed their time and effort to make it the success it was. Donnell mentioned that the event may be moved to fall in future based on the President's calendar.

22) <u>Staff Attendance and Participation</u>

a) Donnell Davis 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.

b) Donnell Davis asked all returning and newly elected COSA representatives to think about which committees they wish to serve on for the FY19 year.

23) <u>COSA Committee Reports</u>

a) Policy Committee – Sterlin Sanders – No report

b) Elections Committee – Sterlin Sanders announced the winners of the recent elections for new COSA representatives. The winners are as follows.

(1) 3 Finance & Admin openings (3 nominees)
   (a) Nancy Carballo (HR)
   (b) Ashley Cooper (EOD)
   (c) Catherine Nordin (UPD)

(2) 1 President's Area opening (2 nominees)
   (a) Adrian Taylor (IT)

(3) 1 Academic Affairs opening (2 nominees)
   (a) Cecelia Furey (CONHS)

(4) 2 Student Affairs openings (2 nominees)
   (a) Mark McNalley (Housing)
   (b) Dr. Gerald Williams (Career Opportunities)

Congratulations and welcome to all the new representatives!

c) Social Recognition & Professional Development Committee.

1) Pepper Croft reported that nominations for the Employee Excellence recognition are due by Friday (this is an extension). The committee currently has between eight and ten nominations and hopes to receive several more.

2) Ashley Cooper and Matt McIntyre reported that they are working to develop a Professional Networking group open to all staff and faculty. They hope to have it ready for fall 18 semester with monthly meetings/conversations/speakers, etc. on campus as well as social events off campus.

d) Budget & Finance/Fundraising Committee.

1) Yvonne Landers reported that we made $115 profit from the recent parking pass drawing and $470 on the silent auction items from the Employee Breakfast.

2) Yvonne Landers and Janet Wade reported that the committee has confirmed with Sam's Barbecue about holding a BBQ fundraiser. Janet Wade confirmed with Sam's that it is a go. We will sell lunches for $10/plate of which COSA will get $4/plate. Pickup for the plates will take place on June 15, 2018 from 11am-1pm. Plates will go on sale soon. Tickets are being printed on campus for free.

e) Habitat Build Ad Hoc Committee.

1) Paul Leavy reported that the build event was very successful with wide participation by students, staff and faculty.

2) Donnell Davis discussed turning this ad hoc committee into a standing COSA committee for "Community Outreach". A motion was made by Julienne Jackson and seconded by Angie Gannon. A vote was taken and was passed unanimously.

24) <u>Faculty Senate Committees</u>

1) Academic Honors & Scholarship.

(1) Donnell Davis reported that the committee received nine nominations for the Georgia Legislative Achievement Award (GLARDA) and the winner was David Hanna.
(2) Donnell Davis reported that the committee received ten nominations for the Annie Powe Hopper Award (VSU's most prestigious) and the winner was Jacinda Miller.

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 reported that the FSRG met in person on April 25, 2018 and voted on eight Research Seed Grant proposals.
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

25) <u>University Wide Committees</u>

a) Budget Advisory Committee – Julienne 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

26) **<u>Old Business</u>**

27) <u>New Business</u>

28) <u>Adjournment</u>

a) Julienne Jackson made a motion to adjourn the meeting which was seconded by Pepper Croft. Donnell Davis adjourned the meeting at 9:53am.

Respectfully submitted,

Dr. Terence Sullivan, COSA Secretary

Column1	Column2	Column3	Column4	Column5
Month of: May 2018	**Description**	**Deposits**	**Expenditures**	**Current Balance**
FUND 10 COSA	**Financial Activities**			
	Beginning Balance			**1,489.00**
	Deposit FAC Senate	1273.50		
	PO520947 Promo Items		-2273.50	
	Pending Financial Activities			
(Note: Pending Financial activities are	Retirement Brochure		-150.00	
estimated costs only.)	Cosa printing (brochure/signs)		-339.00	
	Est. Balance after Pending Activities			**-**
				0.00
VSU Foundation - Discretionary	**Financial Activities**			
	Beginning Balance			**1,388.81**
				1,388.81
	Pending Financial Activities			
	Est. Balance after Pending Activities			**1,388.81**
VSU Fdn - Retirement Walkway	**Financial Activities**			
	Beginning Balance			**13,313.23**
	Brick & Refund	100.00		
	Admin Fee			
	Ending Balance			13,413.23
	Pending Financial Activities			
	Est. Balance after Pending Activities			**13,413.23**
90110 VSU Foundation - Books (Tuition Assistance Program)	**Financial Activities**			
	Beginning Balance			**908.76**
	Gifts	9.00		

	Pending Financial Activities			
	Est. Balance after Pending Activities			**917.76**

Submitted by

Yvonne Le Roy-Landers, Treasurer

Attachment B

Attachment C

COMMITTEE ASSIGNMENTS – FY19
COSA COMMITTEES

Executive Committee

- Sterlin Sanders (Chair)
- Paul Leavy (Chair-Elect)
- Donnell Davis (Past Chair)
- Pepper Croft (Parliamentarian)
- Ashley Cooper (Publicity)
- Terence Sullivan (Secretary)
- Yvonne Landers (Treasurer)

Budget & Finance/Fundraising

- Yvonne Landers (Chair) FA
- Catherine Nordin FA
- Terence Sullivan SS
- Janet Wade UA

Community Outreach

- Paul Leavy (Chair) SS
- Heidi Browning FA
- Donnell Davis SS
- Cecelia Furey AA
- Selenseia Holmes At Large
- Julienne Jackson FA
- Kirk Johnson SS
- Yvonne Landers At Large
- Catherine Nordin FASGA Representative
- Nikki Turley Student Affairs (Ex Officio)

Policy

- Pepper Croft (Chair) PA
- Donnell Davis SS
- Michael Kitchens AA
- Terence Sullivan SS
- Gerald Williams SA
- Adrian Taylor PA

Social Recognition & Professional Development (includes Staff Excellence and Blazer Books)

- Ashley Croft (Chair) FA
- Pepper Croft PA
- Angie Gannon AA

- Kirk Johnson SS
- Michael Kitchens AA
- Matthew McIntyre SS

Publicity (not currently active)
- Ashley Croft (Chair) FA

Elections
- Pepper Croft (Chair) PA
- Donnell Davis SS
- Michael Kitchens AA
- Mark McNalley SA
- Terence Sullivan SS

FACULTY SENATE COMMITTEES

Statutory

Institutional Planning
- Selenseia Holmes
- Gerald Williams

Standing

Faculty Scholarship
- Angie Gannon

Internationalization & Globalization
- Terence Sullivan

Library Affairs
- Matthew McIntyre

Student Affairs
- Selenseia Holmes
- Paul Leavy
- Catherine Nordin

Technology
- Sterlin Sanders

Academic Honors & Scholarship
- Donnell Davis

Academic Scheduling & Procedures
- Sterlin Sanders (ex officio)
- Yvonne Landers

Athletics
- Sterlin Sanders

Diversity & Equity
- Yvonne Landers

Educational Policies
- Kirk Johnson

Environmental Issues
- Phil Foster

Faculty Senate
- Sterlin Sanders (ex officio)
- Terence Sullivan

Strategic Planning
- Julienne Jackson

VSU COMMITTEES

Budget Advisory Council
- Pepper Croft
- Julienne Jackson
- Sterlin Sanders (ex officio)

Campus Safety
- Shannon Zapf

Conflict Resolution
- Ashley Cooper
- Terence Sullivan

Dining Advisory
- Shannon Zapf

Employee of the Semester
- HR Representative (Chair)
- Nancy Carballo
- Donnell Davis
- Paul Leavy
- Adrian Taylor

- Janet Wade

P&T Advisory
- Julienne Jackson
- Shannon Zapf

Parking & Transportation
- Heidi Browning
- Pepper Croft
- Donnell Davis
- Phil Foster
- Paul Leavy
- Catherine Nordin
- Terence Sullivan
- Adrian Taylor

Retiree Association
- Nancy Carballo
- Julienne Jackson
- Yvonne Landers

Wellness
- Heidi Browning
- Ashley Cooper
- Cecelia Furey