



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday February 19, 2019

1) Call to order

a) Chair Sterlin Sanders called the meeting to order at 9:03AM 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 Browning, Haley Chaney, Ashley Cooper, Pepper Croft, Donnell Davis, Philip Foster, Angelica Gannon (proxy-Terence Sullivan), Selenseia Holmes, Dr. Eric Howington*, Julienne Jackson, Michael Kitchens (Matt McIntyre-proxy), Yvonne Landers, Paul Leavy, Matthew McIntyre, Mark McNalley, Catherine Nordin (proxy-Julienne Jackson), Sterlin Sanders, Dr. Terence Sullivan, Adrian Taylor, Janet Wade, and Shannon Zapf.

b) Guests were: Jessica Deal (Fin Aid), Margaret Duncan (Access), Shanika Hezekiah (Fin Svces), Brian Haugabrook (IT), Dr. Marci Marshall (COEHS), Kelly Spell (Access), Monica Waskosky (VSU Bookstore).

c) The following members were absent: Jacob Bell*, Jeanine Boddie-La Van*, Bob Lee*, Dr. Gerald Williams. 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 Presidential forums were completed. Enrollment news is good. Our fall 2019 entering class looks strong and our returning third year student numbers are up for the first time in many years. Applications and admits are up in the range of %20 from last year. Retention continues to be the drag on overall enrollment numbers but is showing improvement in areas including the increase junior class numbers.
- 2) The Classification & Compensation Study is wrapping up soon. The numbers are in for the faculty side of the study and will soon be done for staff (March/April). Once the numbers are in budgeting can be finalized.
- 3) Some bad news is that the design money that was approved for Ashley Cinemas was not recommended by the governor. This occurred across the USG and is not uncommon.
- 4) Several members of the VSU administration participated in the VSU Day at the Capital. We made it very special by bringing our football championship trophy and got a standing ovation.

4) Special Order of the Day

a) Monica Waskosky from the VSU Bookstore (Follett) spoke about several initiatives being conducted or considered as well as several specials the store is running for students, staff and faculty.

5) Approval of Minutes

a) Yvonne Landers made a motion to approve the January 2019 minutes which was seconded by Pepper Croft. The report was approved unanimously.

6) Treasurer's Report

a) Yvonne Landers gave the report for the month of February 2019. Terence Sullivan made a motion to approve the report which was seconded by Laura Pitts. The report was approved unanimously. (**See Attachment A**)

7) Report from the Chair

- a) Sterlin Sanders reported that Spirit Night at Hardee's was cancelled by Hardee's due to miscommunication on their part. We will be reaching out to Barberito's as they have expressed interest in participating.
- b) Sterlin Sanders reported for Paul Leavy that the planned Blazer Build is cancelled as Habitat for Humanity has no builds available due to the ongoing Collegiate Challenge. Paul is working with Habitat on a possible April build.
- c) Sterlin Sanders reported that the Employee Appreciation Luncheon is scheduled for Friday, March 8, 2019 from 10:30am-1pm in the University Center (several locations). Jessie's Eats & Treats is catering the event and Yvonne Landers and her team are working purchasing giveaways, door prizes and baskets.
- d) Sterlin Sanders reported that COSA is still working on developing a cohort of staff names to assist the Office of Social Equity with their commencement needs. More information and requests for volunteers will be sent soon.
- e) Sterlin Sanders reminded everyone that the annual Wine & Swine event is being held on campus on Friday, February 22, 2019 starting at 6pm.

8) 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.

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 first meeting of the Professional Development group will take place on Friday, March 1, 2019 at noon in the University Center, EDR. Brown bag lunch.
- d) Budget & Finance/Fundraising Committee – Yvonne Landers – No report
- e) Community Outreach – Paul Leavy – No report (see above)

10) Faculty Senate Committees

- a) 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 – Mark McNalley – No report
- f) Environmental Issues – Phil Foster – No report
- g) Faculty Senate – Eric Howington reported that Faculty Senate is continuing its work on reviewing the Repeat & Replace policy.
- h) Faculty Scholarship – Angie Gannon reported FRSG voted online in January for three instructional improvement proposals
- i) Institutional Planning – Selenseia Holmes/Yvonne Landers – No report
- j) Internationalization & Globalization – Terence Sullivan – No report
- k) Library Affairs – Matt McIntyre reported that the committee met and discussed the following.
 - 1) Approving funds from the Library Contingency Fund to be used for requested library material for six department requests. Five were funded & one partially funded.
 - 2) The library has not been fully funded for several years and there is concern about this. The head of the committee is writing a letter and will present it at the Faculty Senate to request full funding in the future.
- 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 – Pepper Croft – No report
- b) Campus Wellness – Heidi Browning – No report
- c) Dining Advisory – Shannon Zapf – No report
- d) Parking Advisory – Donnell Davis – No report
- e) Parking Appeals – Paul Leavy reported on the committee’s work for the past month and the total number of appeals by person type (staff, faculty, student, visitor), appeal type and the number upheld and dismissed.
- f) Retiree Association – Yvonne Landers reported on the upcoming Retiree Luncheon which will occur on Tuesday, April 23, 2019 from 11:30am-1:30pm in the University Center, Magnolia Room.

12) Old Business

13) New Business

- a) Heidi Browning informed everyone of a series of workshops she is offering on Active Shooter preparedness and indicated she plans to continue this every semester offering one or two/semester. In addition, Heidi is partnering with our local first responder agencies to conduct a full-fledged Active Shooter scenario. It will occur during Spring Break on Friday, March 22, 2018 and Heidi is looking for volunteers to assist.

14) Adjournment

- a) Donnell Davis made a motion to adjourn the meeting. Sterlin Sanders adjourned the meeting at 9:59am.

Respectfully submitted,



Dr. Terence Sullivan, COSA Secretary 2018-2019

Column1	Column2	Column3	Column4	Column5
Month of:	Description	Deposits	Expenditures	Current Balance
Feb-19				
FUND 10 COSA 1481060	Financial Activities			
	Beginning Balance			2,595.25
	Swag Items		-2394.00	
	Pending Financial Activities			
(Note: Pending Financial activities are estimated costs only.)				
	Deposit Faculty Senate			
	Est. Balance after Pending Activities			-
				201.25
VSU Foundation - Discretionary 90109	Financial Activities			
	Beginning Balance			2,049.11
	Pending Financial Activities			2,049.11
	Deposit Gift	5.00		
	Est. Balance after Pending Activities			2,054.11

VSU Fdn - Retirement Walkway	Financial Activities			
				13,076.23
				13,076.23
	Pending Financial Activities			
	Est. Balance after Pending Activities			13,076.23
90110 VSU Foundation - Books (Tuition Assistance Program)	Financial Activities			
	Beginning Balance			679.32
	Gift	8.99		
	2% Admin Fee		-0.18	
	Pending Financial Activities			
	Est. Balance after Pending Activities			688.13

Submitted by

Yvonne Le Roy-Landers, Treasurer