COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday January 22, 2019

1) **Call to order**
   a) Chair Sterlin Sanders called the meeting to order at 9:01AM 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, Selenseia Holmes, Dr. Eric Howington* (Deb Paine-proxy), Julienne Jackson, Michael Kitchens (Matt McIntyre-proxy), Yvonne Landers, Paul Leavy, Matthew McIntyre, Mark McNalley (Terence Sullivan-proxy), Catherine Nordin, Sterlin Sanders, Dr. Terence Sullivan, Adrian Taylor, Janet Wade, Dr. Gerald Williams, and Shannon Zapf.
   b) Guests were: Brian Anderson, Karin Barber, Shanika Hezekiah (Fin Svces), Carmen James (HR), Obediah Hall (CELT), Dr. Marci Marshall (COEHS).
   c) The following members were absent: Jacob Bell*, Jeanine Boddie-La Van*, Bob Lee*. Please **send a proxy if you cannot attend a meeting.**
3) **Communication with Administration**
   a) Report from the President – No report
4) **Special Order of the Day**
5) **Approval of Minutes**
   a) Ashley Cooper made a motion to approve the December 2018 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 December 2018. Janet Wade made a motion to approve the report which was seconded by Catherine Nordin. The report was approved unanimously. (**See Attachment A**)
7) **Report from the Chair**
   a) Sterlin Sanders reported that Dr. Maggie Viverette from Office of Social Equity has requested COSA's assistance in developing a cohort of staff volunteers to assist at both fall and spring Commencement with guest with special needs (helping them to find appropriate seating, etc.). There will be training for those who volunteer.
   b) Sterlin Sanders reported that the Employee Appreciation Luncheon date has been moved to March 8, 2019 starting at noon. The committee is working on getting quotes for menu's from Jessie's Eats & Treats and Big Nicks.
   c) Sterlin Sanders reported that several employees who had recently been moved from non-exempt to exempt status due to the FLSA law have been moved back to exempt status. All affected employees have been notified by Human Resources.
   d) Sterlin Sanders introduced COSA's newest representative for the Division of Student Success, Haley Chaney from Access Office. Welcome Haley!
   e) Sterlin Sanders reminded everyone to attend one of the presidential forums on Retention (Monday or Thursday of next week) and to attend the celebration occurring for our National Champion football team.

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.
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 – No report
   d) Budget & Finance/Fundraising Committee – Yvonne Landers – No report
   e) Community Outreach – Paul Leavy reported that the Blazer Build is scheduled for February 3 to March 1, 2019. More information will be sent out soon.
   f) Publicity – Ashley Cooper 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 – Mark McNalley – 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 – 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 – Heidi Browning/Pepper Croft/Donnell Davis/Phil Foster/Paul Leavy/Terence Sullivan – No report
   f) Retiree Association – Yvonne Landers - No report
12) **Old Business**
   a) Laura Pitts reported that the Spirit Night event at Hardee's is scheduled for Thursday, January 31, 2019 from 4:30-8pm. She is looking for volunteers to help with check-in, clean-up, etc. and will send a Signup Genius poll soon.
13) **New Business**
   a) Catherine Nordin asked why we don't have payroll deduction for Arts events on campus like we do for other types of events. Terence Sullivan said he would reach out to the Arts Outreach Coordinator to find out.
   b) A question came up about updating the COSA website with photos from December's Employee of the Semester/Blazer Books event. Ashley Cooper said she would take care of it.
14) **Adjournment**
   a) Pepper Croft made a motion to adjourn the meeting which was seconded by Matt McIntyre. Sterlin Sanders adjourned the meeting at 9:46am.

Respectfully submitted,

Dr. Terence Sullivan, COSA Secretary 2018-2019

Column1	Column2	Column3	Column4	Column5
Month of:	**Description**	**Deposits**	**Expenditures**	**Current Balance**
Jan-19				
FUND 10 COSA 1481060	**Financial Activities**			
	Beginning Balance			**1,595.25**
	Pending Financial Activities			
(Note: Pending Financial activities are				
estimated costs only.)	Deposit Faculty Senate			1000.00
	Est. Balance after Pending Activities			**-**
				2595.25
VSU Foundation - Discretionary 90109	**Financial Activities**			
	Beginning Balance			**2,338.81**
	Pending Financial Activities			**2,338.81**
	Donut Day 12/5		-239.70	
	Georgia Southern Univerversity -USGSC membership		-50.00	
	Est. Balance after Pending Activities			**2,049.11**
VSU Fdn - Retirement Walkway	**Financial Activities**			
	Beginning Balance			**13,236.23**
	Brick Markers		-210.00	
	brick Thomerson	50.00		
	Ending Balance			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			**679.50**
	Gift			

	2% Admin Fee		-0.18	
	Pending Financial Activities			
	3 Blazer Book Awards $100 each			
	Est. Balance after Pending Activities			**679.32**

Submitted by

Yvonne Le Roy-Landers, Treasurer