



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday, October 18, 2016

1) Call to order

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

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

a) Members present: ShanTina Adams, Sue Bailey, Tim Brunt, Pepper Croft, Donnell Davis, Sabrina Daniels, Angelica Gannon, Chasity Gill, Veronica Graham, Sandra Griffin, Selenseia Holmes, Michael Holt*, Michael Kitchens (Proxy-Tiffany Soma), Brandon Mainer, Gwen Manning, Michael Smith (Proxy-Terence Sullivan), Terence Sullivan, Tiffany Soma, Janet Wade, Keith Warburg (Proxy-XXXX), and Shannon Zapf. Guests were: Beverly Amiot (Finance & Admin), Dr. Kelli Brown (President's Office), Shanika Hezekiah (Financial Services), Stanley Jones (Registrar), Traycee Martine (Finance & Admin), Leroy Trower (Financial Aid), Yvonne Landers (Finance & Admin). The following members were absent: Denise Bogart*, Bob DeLong*, Nicole Gunn, Maya Mapp*, Marlene Marlow, Sterlin Sanders. **Please send a proxy if you cannot attend a meeting.**

3) Communication with Administration

- a) Official enrollment numbers are in and have been sent to the USG System office (see attachment).
- b) Open House occurred on Saturday, October 15, 2016. Two more are scheduled for spring 2017 (see attachment).
- c) State Charitable Contributions Campaign kicked off August 24, 2016 and ends November 15, 2016 (see attachment).
- d) University budget is due to System office by October 21, 2016. Budget presentations were held for campus community (see attachment).
- e) Paint Valdosta Red campaign is ongoing. Wear red on Fridays and show school spirit!
- f) Fall 2016 Commencement Ceremony dates are set (see attachment).

Special Order of the Day

a) Stanley Jones reported on the first VSU Leadership Academy program. This is the first and only of its kind in Georgia. The Academy is designed to foster leadership on campus and is based on the USG Executive Leadership Institute. The Academy is being funded through an Innovation Grant. Thirty-five applicants will be chosen to participate. Leaders can come from any area and level but particularly those with a Manager title or higher. Application deadline is October 31, 2016. All applicants need to submit the application which includes a CV/Resume, Leadership Statement, Letter of Supervisor Support and one Letter of Recommendation.

5) Approval of Minutes

a) Shannon Zapf made a motion to approve the minutes of September 20, 2016. It was seconded by Yvonne Landers. The motion was approved unanimously.

6) Treasurer's Report

- a) State - \$2,057.00 (debit of \$25 for yearly USGSC dues)
 - b) Discretionary - \$1,445.25
 - c) Blazer Books - \$1,358.80
 - d) Retirement - \$11,210.78
- e) Terence Sullivan made a motion to approve the Treasurer's Report. It was seconded by Yvonne Landers. The motion was approved unanimously.

7) Report from the Chair

- a) Donnell Davis reported on the USGSC Annual Conference held at Kennesaw State University on October 6-7, 2016. Donnell, Brandon Mainer and Terence Sullivan attended for COSA. The conference was very informative particularly regarding updates about the FLSA changes we are about to see as well as valuable information for managing staff council participation, attendance and meeting conduct. We hope to implement several of the suggestions heard at the conference.
- b) Donnell also reminded everyone that the Blazer Books award ceremony for current TAP participants will be held at the November meeting of COSA. Applications are currently being accepted. As in the past, three participants will be selected to receive an award.
- c) There was no Faculty Senate update

8) Staff Attendance and Participation

- a) Donnell Davis reminded all representatives to check which committees they are members of (both COSA and University-wide) and be sure to contact the appropriate chairpersons and to attend the meetings of those committees so COSA can get a report.
- 9) Committee Reports**
- a) Policy Committee – Tiffany Soma
 - 1) The committee met on October 11, 2016 (see attachment).
 - b) Social Recognition Committee – Brandon Mainer
 - 1) Employee of the Semester – Dr. Denise Bogart – The first email about nominations was sent out. The ceremony will occur at the December, 13, 2016 meeting of COSA.
 - c) Professional Development Committee – Pepper Croft
 - 1) Blazer Books – The email for applications is being sent today for this award to all current TAP participants.
 - d) Budget & Finance – Angie Gannon
 - 1) Fundraising – The committee met on September 19, 2016 (see attachment).
 - e) Elections – No chair currently (Tiffany Soma has expressed interest).
 - 1) We are looking to reactivate this important committee so as to avoid delays in filling open representative positions each year.
- 10) University Wide Committees**
- a) Presidential Search Committee – Michael Holt reported that 80 strong candidates applied for the position. The committee whittled this number down to 8 semi-finalists. All of these candidates will be interviewed in Atlanta. The pool will then be whittled down to 3-5 finalists who will be invited to campus for day long interviews. At that point, candidate names will become public record. These campus interviews are slated to occur in the first two weeks of November.
 - b) Academic Scheduling and Procedures – Donnell Davis/Keith Warburg – No report.
 - c) Faculty Scholarship – Angie Gannon – Angie is checking on the role COSA will play on this committee in future (there have been some questions on this).
 - d) Student Affairs – Selenseia Holmes/Keith Warburg – No report.
 - e) Internationalization & Globalization – Terence Sullivan – No report.
 - f) Library Affairs – Sue Bailey – Sue reported that the committee is scheduled to meet on October 28, 2016.
 - g) Technology – Sterlin Sanders – No report.
 - h) Academic Honors & Scholarship – Donnell Davis – No report.
 - i) Environmental Issues – Vacant – No report.
 - j) Diversity & Equity – Sue Bailey/Gwen Manning – Committee met on October 17, 2016 and 7 were in attendance.
 - k) Athletics – Sterlin Sanders – No report.
 - l) Educational Policies – Veronica Graham – No report.
 - m) Strategic Planning – Sterlin Sanders – No report.
 - n) Institutional Planning - Selenseia Holmes/Pepper Croft – No report.
 - o) Dining Advisory – Inactive – We are working with Aramark to reactivate this committee.
 - p) Planning & Budget – Donnell Davis/Pepper Croft/Brandon Mainer – No report.
 - q) Retiree Association – Sandra Griffin – No report.
 - r) Campus Safety – Tim Brunt/Shannon Zapf – No report.
 - s) Wellness – Sandra Griffin – The Benefits & Wellness Fair is schedule to take place on Thursday, October 27, 2016 from 10am-2pm in the Student Union Ballrooms.
- 11) New Business**
- a) Donnell Davis reiterated Dr. Brown’s request that we all make an effort to contribute to both the Faculty/Staff and State Charitable Contribution Campaigns. Let’s put VSU in first place in the USG for total participation.
- 12) Adjournment**
- a) Terence Sullivan moved to adjourn the meeting and Yvonne Landers seconded the motions. Meeting adjourned 10:04am.

Respectfully submitted,

Terence Sullivan, COSA Secretary

Council on Staff Affairs (COSA)

October 18, 2016

President's Report

Good morning.

Enrollment: As most of you know the official enrollment counts took place October 7. The enrollment numbers on this date are used by the System office as well as IPEDS. All looks pretty good ... as we have reversed the downward trend of the enrollment – this is a good thing and hopefully this will be the beginning of an upward trajectory for our first time in college (FTIC) and retention. The data suggests that we are up 5% in FTIC (1385 fall 2015; 1459 fall 2016). First retention up from 69.8% to 71%. If my calculations are correct this means we retained 71 students for every 100 admitted or 954 of our FTIC students from fall 2015. All good. However, we cannot rest. We must continue be diligent, strategic and intentional with our recruitment, and retention, progression and graduation efforts to truly make a difference in the long run with student success as well as overall financial health of the institution. Case in point: while the headcount appears to be creeping up slightly, credit hour production, which I hope many of you will recall is the “coin of the realm” in determining our state appropriation, remains flat.

Open House: I know many of you participated in some way this past Saturday in our Open House in which we hosted 2604 prospective students and their families on campus this year (868 students). This is compared to 1988 last fall Open House.

I respectfully request that when you are asked by your department head and/or dean to participate that you raise your hand and volunteer, I guarantee you will not regret doing it. The dates are:

Open House Dates:

- February 4
- April 1

State Charitable Contributions Campaign: We are underway with our *Unity, Hope Desire: Making Dreams a Reality* campaign. On Wednesday, August 24, 2016 we kicked off the 2016-17 SCCP campaign and Governor Deal, our Honorary Chair, shared his vision of how we can continue to work and help our fellow Georgia citizens by donating through SCCP. Remember we have weekly breakfast giveaways for those who donate.

Campaign Dates - This year's campaign will run from September 1 through November 15, 2016. While the campaign will officially end on November 15, 2016 you may continue to give until the end of the year. Please be mindful of the dates, to ensure all donations are received before December 31, 2016.

www.gasccp.org – This website will be a resource for more information about the statewide campaign.

<https://www.giveattheoffice.org/sccp/> - If you wish to give online, the online pledge portal is now open and accepting pledges.

My personal goal for VSU --- highest percentage of participants of any USG school!

FY18 Budget: The System office has requested that VSU submit its budget for FY18 on October 21, 2016. This is a little bit earlier than in past years. As of today a date has not been set when the President meets with the Chancellor and others to discuss the budget request.

The Campus Budget Presentation was held October 3, 2015 (8:30 a.m. – 12:30 p.m., UC Cypress Room). If you could not attend and wish to see the presentation, it can be accessed via BlazeVIEW.

Paint Valdosta Red – I appreciate COSA's efforts in encouraging and supporting wearing Red on Fridays! Let's continue this Blazer spirit. See you at Homecoming this weekend!

Upcoming Events:

Graduation Ceremonies:

Friday, December 9, 2016

Graduate School Commencement Ceremony

7:00 pm

PE Complex

Saturday, December 10, 2016

Undergraduate Commencement Ceremony

5:00 pm

VSU Front Lawn with fireworks

I look forward to seeing you this Saturday at Homecoming and at this December's graduation ceremonies.

Council on Staff Affairs Treasurer Report - October 2016

Month of: October 2016	Description	Deposits	Expenditures	Current Balance
10500-1481060-16200-11000				
	Financial Activities			
10/1/2016	Beginning Balance			\$2,082.00
10/31/2016	Ending Balance			\$2,057.00
	Pending Financial Activities			
(Note: Pending Financial activities are estimated costs only).	10/6/2016 - COSA Conference Registration \$75 per attendee		\$300.00	
	10/6/2016 - COSA Conference Expenses		TBA	
90109 VSU Foundation - Discretionary				
	Financial Activities			
10/1/2016	Beginning Balance			\$1,443.29
	Deposit Cash Contribution	\$2.00		
	Adm. Fee (2%)		-\$0.04	
10/31/2016	Ending Balance			\$1,445.25
	Pending Financial Activities			
90303 VSU Foundation - Retirement Walkway				
	Financial Activities			
10/1/2016	Beginning Balance			\$11,210.78
10/31/2016	Ending Balance			\$11,210.78
	Pending Financial Activities			
90110 VSU Foundation - Books (Tuition Assistance Program)				
	Financial Activities			
10/1/2016	Beginning Balance			\$1,358.80
10/31/2016	Ending Balance			\$1,358.80
	Pending Financial Activities			

Submitted by
Angie Gannon
10/19/2016

Budget Ref	Department	Department Description	Fund	Program Class	Account Approp	Account Org	Account Detail	Account Description	Budgeted Approp Amount	Budgeted Org Amount	Pre-encum Amount	Encumbrance	Expended Amount	Remaining Amount	Remaining Percentage	Ledger Group
2017	1481060	COSA	10500	16200	11000	600000	700000	Travel Total	0.00		0.00	0.00	0.00	0.00	0.00	0.00 APPROP
					700000	700000		Operating Supplies & Expenses Total	2,082.00		0.00	0.00	25.00	2,057.00	98.80	DETAIL
						727000	727110	On Oper Exp - Registration			0.00	0.00	25.00			DETAIL
							727130	On Oper Exp - Memberships			0.00	0.00				ORG
							Totals	Other Operating Expense		0.00	0.00	0.00	25.00			DETAIL
						751000	751103	Consultant Per Diem & Fees-Expense			0.00	0.00	0.00	0.00	0.00	ORG

Valdosta State University Foundation, Inc.
Project Activity Report
 Calendar Year-to-Date

Account	Description	Date	Reference	Balance
90109				
90109 - COSA				
			<i>Beginning Balance</i>	\$1,006.62
			<i>Adjustments to Balance</i>	\$0.00
				\$2.00
2-4107	Gifts	1/30/2016	Cash-71907-2016-79-1/30/2016-Ins of 1/3	(\$0.04)
1-5052	Management Fees	1/31/2016	2% Admin Fee	\$2.00
2-4107	Gifts	2/27/2016	Cash-71907-2016-175-2/27/2016-Ins of 2/2	(\$0.04)
1-5052	Management Fees	2/29/2016	2% Admin Fee	(\$272.96)
1-5053	Meals & Entertainment	3/8/2016	Chartwell's Dining S-E10585/Employee of the Semes	(\$120.00)
1-5090	Transfer Account	3/24/2016	To cover luncheon fee for 6 volunteers	\$2.00
2-4107	Gifts	3/26/2016	Cash-71907-2016-230-3/26/2016-Ins of 3/2	(\$0.04)
1-5052	Management Fees	3/31/2016	2% Admin Fee	(\$0.04)
1-5052	Management Fees	4/30/2016	2% Admin Fee	\$2.00
2-4107	Gifts	4/30/2016	Cash-71907-2016-287-4/30/2016-Ins of 4/3	\$1,015.10
2-4105	Fees	5/2/2016	Deposit - Bank - Wild Adventures fees	(\$200.00)
1-5070	Payments to or on behalf of VS	5/10/2016	Valdosta State Unive-DJ Service for Helen Powell	\$2.00
2-4107	Gifts	5/28/2016	Cash-71907-2016-354-5/28/2016-Ins of 5/2	(\$0.04)
1-5052	Management Fees	5/31/2016	2% Admin Fee	(\$243.19)
1-5053	Meals & Entertainment	6/7/2016	Aramark Dining Servi-E10840/Employee of the Sem	\$2.00
2-4107	Gifts	6/25/2016	Cash-71907-2016-377-6/25/2016-Ins of 6/2	(\$0.04)
1-5052	Management Fees	6/30/2016	2% Admin Fee	\$242.00
2-4106	Fund Raising Revenue	7/25/2016	Deposit - Bank - Zaxby's Fundraiser	\$2.00
2-4107	Gifts	7/30/2016	Cash-71907-2016-402-7/30/2016-Ins of 7/3	\$2.00
107	Gifts	8/27/2016	Cash-71907-2016-456-8/27/2016-Ins of 8/2	(\$0.04)
1-5052	Management Fees	8/31/2016	2% Admin Fee	
			<i>Ending Balance</i>	\$1,443.29
			<i>Totals for 90109:</i>	\$436.67

Valdosta State University Foundation, Inc.

Project Activity Report

Calendar Year-to-Date

<u>Account</u>	<u>Description</u>	<u>Date</u>	<u>Reference</u>	<u>Balance</u>
90110				
90110 - COSA Tuition Assistance Program				
			<i>Beginning Balance</i>	\$1,358.80
			<i>Adjustments to Balance</i>	\$0.00
			<i>Ending Balance</i>	<u>\$1,358.80</u>
			<i>Totals for 90110:</i>	<u>\$0.00</u>

Project Activity Report

Calendar Year-to-Date

Account	Description	Date	Reference	Balance
90303				
90303 - Retirement Walkway/Emp. Recogn.				
			<i>Beginning Balance</i>	\$10,719.78
			<i>Adjustments to Balance</i>	\$0.00
2-4114	Transfer Account	1/3/2016	For retirement brick - John H Miller, Key Shope	\$50.00
2-4114	Transfer Account	1/13/2016	Retirement brick for James W Patterson-Political Sc	\$50.00
2-4114	Transfer Account	1/13/2016	Retirement brick for Nolan J Argyle-Public Adminis	\$50.00
2-4114	Transfer Account	1/13/2016	For retirement brick - Michael Taylor, Communication	\$50.00
2-4114	Transfer Account	1/13/2016	For retirement brick -Betty Rowland, Graduate Schoo	\$50.00
2-4107	Gifts	1/14/2016	Personal Che-37983-2016-48-1/14/2016-Brick for	\$50.00
2-4114	Transfer Account	1/15/2016	For retirement brick -Debra Crosby Ryals, President'	\$50.00
2-4114	Transfer Account	1/19/2016	Retirement brick for J David Morris, Dept.of Music	\$50.00
2-4114	Transfer Account	1/19/2016	Retirement brick for Elsie Crane, Housing/Residenc	\$50.00
2-4114	Transfer Account	1/19/2016	Retirement brick for Dr.Shirley H Hardin, African A	\$50.00
2-4107	Gifts	1/22/2016	Personal Check - 44955-2016-64-1/22/2016 - Brick f	\$50.00
2-4114	Transfer Account	1/22/2016	Retirment brick for Karin G Murray, Dept.of Art	\$50.00
2-4114	Transfer Account	1/22/2016	Retirement brick for George Langford, Kinesiology/	\$50.00
2-4114	Transfer Account	1/25/2016	Retirement brick for Suzannah Patterson, Communica	\$50.00
2-4114	Transfer Account	1/25/2016	Retirement brick for Eric Nielsen, Dance	\$50.00
2-4114	Transfer Account	1/25/2016	Retirement brick for Ellen L Friedrich, Modern & C	\$50.00
2-4107	Gifts	1/28/2016	Personal Che-39500-2016-75-1/28/2016-Brick for	\$50.00
2-4107	Gifts	1/29/2016	Personal Che-14251-2016-77-1/29/2016-Brick for	\$50.00
2-4107	Gifts	1/29/2016	Personal Che-136012-2016-77-1/29/2016-Brick for	\$50.00
352	Management Fees	1/31/2016	2% Admin Fee	(\$5.00)
2-4114	Transfer Account	2/1/2016	Retirment brick for Alice E Carter, Financial Aid	\$50.00
2-4107	Gifts	2/3/2016	Personal Che-50863-2016-88-2/3/2016-Brick for	\$50.00
2-4107	Gifts	2/3/2016	Personal Che-50754-2016-88-2/3/2016-Brick for	\$50.00
2-4107	Gifts	2/4/2016	Personal Che-136023-2016-94-2/4/2016-Brick for	\$50.00
2-4114	Transfer Account	2/5/2016	Retirement Brick for Kerry Hinkle, Psychology & C	\$50.00
2-4114	Transfer Account	2/5/2016	Retirement Brick for Bill Huit, Psychology & Couns	\$50.00
2-4114	Transfer Account	2/5/2016	Retirement Brick for Julie Lee, College of Ed./Spec	\$50.00
2-4114	Transfer Account	2/5/2016	Retirement Brick for Mary Ellen Dallman, Early Cli	\$50.00
2-4114	Transfer Account	2/5/2016	Retirement Brick for Blanche Thomas, COEHS-Dean'	\$50.00
2-4114	Transfer Account	2/5/2016	Retirement Brick for Larry Hilgert, Psychology & C	\$50.00
2-4114	Transfer Account	2/5/2016	Retirement Brick for Robert Bauer, Psychology & C	\$50.00
2-4114	Transfer Account	2/5/2016	Retirement Brick for Lila Carson, Communication D	\$50.00
2-4114	Transfer Account	2/5/2016	Retirement Brick for Richard Vodde, Social Work	\$50.00
2-4114	Transfer Account	2/5/2016	Retirement Brick for Xavier McClung, Adult & Care	\$50.00
2-4114	Transfer Account	2/5/2016	Retirement Brick for M Cindy Prater, Adult & Caree	\$50.00
2-4114	Transfer Account	2/5/2016	Retirement Brick for Tonja Root, Early Childhood E	\$50.00
2-4107	Gifts	2/8/2016	Business Che-12399-2016-102-2/8/2016-Bricks for	\$250.00
2-4114	Transfer Account	2/18/2016	Retirement brick for Adolph Butler from Plant Ops	\$50.00
1-5052	Management Fees	2/29/2016	2% Admin Fee	(\$8.00)
1-5056	Other Services	3/15/2016	Brick Markers U.S.A.-Retiree Bricks	(\$1,645.00)
2-4107	Gifts	4/28/2016	Personal Che-112460-2016-280-4/28/2016-Brick fo	\$50.00
1-5052	Management Fees	4/30/2016	2% Admin Fee	(\$1.00)
2-4114	Transfer Account	8/31/2016	For retirement brick in honor of Tim Yorkey	\$50.00
			<i>Ending Balance</i>	\$11,210.78
			<i>Totals for 90303:</i>	\$491.00



COSA Policy Committee
Minutes of Tuesday, October 11, 2016

- 1) **Call to order**
 - a) Chair Tiffany Soma called the meeting to order at 11:05 AM in the UC Live Oak Room.
- 2) **Roll call:**
 - a) Members present: Donnell Davis, Brandon, Michael Smith, Terence Sullivan, and Tiffany Soma. Members absent: Nicole Gunn.
- 3) **The first order of business:**
 - a) Tiffany Soma asked the committee members to choose a secretary for the committee. She asked Terence Sullivan if would serve in that role and Terence accepted.
- 4) **The second item of business:**
 - a) Discussion of the number of staff members currently employed in each university division/area (and to determine which areas to count them from) Michael Smith sent a list of staff across the university broken down by both division and area. Based on this information it was determined to use the following areas to count in the breakdown: Office of the President, VP – Academic Affairs, VP – Finance & Administration, VP – Institutional Advancement, VP – Student Affairs. Based on our current policy of assigning 1 representative/area for every 75 staff (or portion thereof), our overall representation would drop from 26 to 14; at 1 to 50 it would drop to 16. Tiffany will run a report to see what 1 to 40 would be. This is in line with other units of the USG. We would like to keep the total number of reps about the same as we have many committees and activities to cover and cannot do that with 14 or 16 reps. If we determine that we want to drop to 1 to 50 reps, we can allow most of the current reps who roll off at the end of the current fiscal year FY17 to complete their term and then not refill their positions. In some cases, we will refill the position if warranted by the new ratio. This all must be voted on and approved by the full Council.
- 5) **The third item for business:**
 - a) Discussion of the demise of the Elections Committee. The Policy committee members in attendance were in agreement that the Elections Committee must be reactivated to ensure the timely and appropriate running of annual elections for new reps. in the last few years, this has been done by the Executive Committee in contraindication to COSA Bylaws. Tiffany Soma expressed interest in chairing the committee in its new form and will contact Brian Haugabrook, former Elections Chair for information on how to determine openings, set up and distribute the application to staff across the university, review applications and post them to an online election portal (and paper ballots for areas without computer access) in a timely fashion.
 - 1) Open positions should be determined and announced by the March meeting and applications should be made available immediately after this meeting. Information about the role and expectations of a COSA rep should be included in application materials.
 - 2) Applications should be accepted through the April meeting.
 - 3) Voting should take place through the May meeting at which winners should be announced. Only staff in each area should see candidates running for a position within their area.
 - 4) Newly elected reps should be invited to the June meeting as a courtesy and their 4 year terms of office should begin at the July meeting.
- 6) **Final order of business:**
 - a) Discussion that all committees need to develop their own Bylaws in line with the overall COSA bylaws and submit them to the COSA Chair and Executive Committee for review and approval. Each committee chairperson is responsible for having this done as soon as possible.
- 7) **The next meeting was agreed for Tuesday, October 25, 2016 at 11am in UC Live Oak Room**
- ~\ **Adjournment:**
 - a) Meeting adjourned 12:48pm.

Respectfully submitted,

Terence Sullivan, Policy Committee Secretary

Faculty/Staff

Staff

Row Labels	Count of EMPLID	1/75 Reps	1/50 Reps	1/40 Reps	Current Reps
Office of The President	111	2	3	3	2
VP - Academic Affairs	230	4	5	6	7 [One vacancy]
VP - Finance and Administration	299	4	6	8	7 [One vacancy]
VP - Institutional Advancement	19	1	1	1	1
VP - Student Affairs	41	1	1	2	2
Grand Total	700	12	16	20	19

26 Total

At-Large 2 [One vacancy]
Enrollment 5

Minutes of COSA Fundraising Committee

September 15, 2016

The meeting began at 10:05a.m. COSA fundraising committee members present were Angelica Gannon, Shannon Zapf, Tiffany Soma, Terence Sullivan and COSA guest member Pepper Croft.

1. The meeting opened by discussing past fundraisers and their success. We decided our main goal was to raise enough funds to continue the Blazer Book Awards and cover miscellaneous expenses for COSA during the year. We discussed having one fundraiser each in the fall and spring semester and organizing one community service project a year.
2. The fundraisers and community service projects that we discussed were:
 - Fundraiser - Raffle student/staff parking space near campus
 - Fundraiser - Raffle gift basket during employee appreciation week
 - Community Service Project – COSA will place jars around campus and advertise for penny donations to fund a family at Christmas. COSA will give a gift to winning department that collects the most pennies
 - Many other fundraising projects were discussed; however, the three above seemed the most reasonable to start with this year
3. The meeting adjourned at 11a.m.

Respectfully Submitted,

Angie Gannon

