



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday, September 20, 2016

1) Call to order

a) Chair Donnell Davis called the meeting to order at 9:07 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, Bob DeLong*, Angelica Gannon, Veronica Graham, Selenseia Holmes (Proxy-Terence Sullivan), Michael Holt*, Michael Kitchens, Brandon Mainer (Proxy-Gwen Manning), Gwen Manning, Sterlin Sanders, Michael Smith, Terence Sullivan, Tiffany Soma, Janet Wade, Keith Warburg, and Shannon Zapf. Guests were: Dr. Kelli Brown (President's Office), Katherine Clubb (Aramark), Chandler Day (Student Affairs), Carla Gerrin (LCOBA), Randy Griffin (Aramark), Shanika Hezekiah (Financial Services), Lori Rastegar (Extended Learning), and Adrian Taylor (IT). The following members were absent: Derrick Carter, Denise Bogart*, Chasity Gill, Sandra Griffin, Nicole Gunn, Maya Mapp*, and Marlene Marlow, **Please send a proxy if you cannot attend a meeting.**

3) Communication with Administration

- a) Dr. Kelli Brown gave a report regarding where the university is in terms of enrollment and will send a copy to Donnell Davis to be attached to the meeting minutes.
- 1) Our enrollment official report is due to USG on October 7 but our numbers indicate a reversal in the downward enrollment trend. We are up 5.5% in FTIC (First Time in College) numbers and 18.6% up in transfer students largely as a result of the 2+2 Pathways programs. Dual Enrollment Academy (MOWR) is up by 163%. While things are moving in the right direction, we still have lots of work to do. Our credit hour production is only up by 0.12% which is what we are budgeted on. We need to encourage more students to register f/t, not p/t. Admissions is actively recruiting the class of 2021.
 - 2) State Charitable Contribution Campaign is underway through November 15. Dr. Brown would like VSU to have the highest percent of employees participating of the USG. Dollar amount is less important than participation.
 - 3) Budget proposals to the system office are due extremely early this year – October 27th. The administration will present our budget proposal to the university on October 3rd from 8:30am-12:30pm, UC Cypress Room. Make plans to attend this important session. FLSA changes are being announced to those affected currently. Please be sure to attend one of the Town Hall meetings being conducted by HR.
 - 4) Finally, Dr. Brown reminded everyone about the Active for Life Program and, the wearing of red on Fridays to show school spirit, and the Faculty/Staff tailgate event at the September 24th football game at 7pm. Come out and show your school spirit!

4) Special Order of the Day

- a) Bob DeLong of the Retiree Association asked COSA's help in bringing more staff members to the Retiree Luncheon and becoming active in the Association. Last time, many retiring staff didn't show up to the luncheon which is free for new retirees as is the first year's membership in the Association. The Association can help new retirees with prescription plans and other concerns. Membership is \$10/year or \$100 for a lifetime membership. Bob will step into the role of Chairperson of the Association in November. Congratulations to Bob!
- b) Aramark reps Katherine Clubb and Randy Griffin discussed the status of the changes/renovations to our Dining Service options. In Palms, some changes have already occurred but they ended up a bit behind schedule and hope to have all the changes made soon. This includes the new Mongolian Grill station which should be up by summer 2017. Hopper is now the Blazer Grille with an alcohol free bar theme including lots of TVs and gaming areas in addition to good food. Valdosta Bread Co in the UC is open but still undergoing changes. The hours of operation are being adjusted to accommodate those who work in the UC. There are plans to add more options such as hot breakfast items. Finally, Which Wich in the Student Union which offers custom made sandwich meals is expected to open in mid-October.

5) Approval of Minutes

- a) Tiffany Soma made a motion to approve the minutes of August 16, 2016. It was seconded by Pepper Croft. The motion was approved unanimously.

6) Treasurer's Report

- a) State - \$2,057.00 (debit of \$25 for yearly USGSC dues)
- b) Discretionary - \$1,443.29
- c) Blazer Books - \$1,358.80
- d) Retirement - \$11,210.78 (\$50 credit for Tim Yorkey's retirement brick)
- e) Terence Sullivan made a motion to approve the Treasurer's Report. It was seconded by Keith Warburg. The motion was approved unanimously.

7) Report from the Chair

- a) Donnell Davis reminded everyone about the upcoming USGSC Annual Conference to be held at Kennesaw State University on October 6-7, 2016. Donnell asked anyone interested in attending to speak with him after the meeting. Registration is \$75/person and will be paid by institutional check. Hotel arrangements are made and paid for by each participant to be reimbursed by COSA after returning.

8) Staff Attendance and Participation

- a) Donnell Davis has contacted several representatives who have not attended in several months to find out their interest. He has determined that one Academic Affairs representative is requesting to resign his position. Before we determine what spots we need to fill and if we need additional representatives, we are contacting HR for a current organizational chart with numbers of employees per division. We also need clarification from HR as to which divisions need COSA representation, and the number of staff members in each division – e.g. External Affairs, Enrollment, etc.

9) Employee Morale

- a) Pepper Croft reminded everyone about the upcoming Faculty/Staff Tailgate event at the September 24th football game at 7pm. VIP tickets are \$10 for employees (normally \$18) and general admission are \$5 (usually \$10). Must purchase tickets by Friday, September 23rd at noon. Tickets cannot be purchased at the door. This is also Senior Day and Parents Weekend. Blazer Walk begins at 5:30pm.
- b) The Pink Out 5K Run will take place on Saturday, October 15th to raise money for Breast Cancer Research Fun sponsored by the local chapter of Sigma Lambda Gamma National Sorority.
- c) The Okefenokee Football Classic will be held on October 1st against Kentucky State University at the Waycross Memorial Stadium.

10) Representation on Committees

- a) Tiffany Soma reported that the Policy Committee had its first meeting last week. The following representatives attended: Tiffany Soma, Donnell Davis, Michael Smith and Terence Sullivan. Tiffany reminded everyone that the committee needs representation from all university divisions. The committee started planning for how to tackle the updating of the Bylaws and Policies documents and realized there is much work to be done. In order to get more in line with Faculty Senate, the committee is considering combining both documents into one and to ensure they are up to date to reflect the current situation. Tiffany plans to meet with Heidi Cox, former Parliamentarian soon to get some insights before calling the committee together again.
- b) Angie Gannon reported that the Fundraising Committee met for its inaugural meeting. Representatives in attendance included Angie Gannon, Pepper Croft, Tiffany Soma, Terence Sullivan, and Shannon Zapf. The committee agreed that COSA should plan no more than one or two fundraisers per semester and for the fall 2016 should look at low cost, easy to arrange events. Two ideas that the committee is looking into is raffling off an employee or student parking space for 1 week and a penny war where departments compete to collect the most pennies. For the spring 2017, the committee mentioned the idea of raffling off a gift basket. Janet Wade offered her assistance in creating the basket. Lastly, Pepper suggested a service project whereby COSA elicits donations from VSU employees for a fun to pay off community members lay away funds at local stores for the holidays as a way to give back to the community.
- c) Donnell Davis mentioned that an email was sent to the university community asking all committee and task force chairs across the campus to reply with information about the name of the committee, its makeup and purpose.
- d) Attached to this month's meeting agenda was a list of all committees (COSA, Faculty Senate and VSU) on which COSA should have representation. Please review the committee lists to be sure the names are correct and representation by COSA is accurate. Report and corrections to Terence Sullivan.

11) New Business

- a) Keith Warburg and Michael Holt updated everyone on the Presidential Search process. There is a growing and strong candidate pool currently but nominations are still open until the end of September (preferred nomination deadline is October 1st). If anyone has a candidate on or off campus they would like to have considered, please forward the name to the committee ASAP. The committee plans to arrange the Atlanta Airport interviews soon and the plan is for 8-10 of these to occur. Then they hope to choose between 3 and 6 candidates to interview on campus by Thanksgiving so the Board can make a decision by the end of the semester and have the President in place by spring 2017

- b) Denise Bogart was not at the meeting to update everyone on the FLSA as there was a Town Hall meeting for that purpose occurring at 10am the same day. However, Michael Smith was able to report that all the affected employees should have received an initial letter notifying them of this change last week from their direct supervisors. This week, all affected employees should be receiving a second letter detailing the changes and ways to make those changes appropriately. In addition, there are still several Town Hall meeting scheduled if anyone has not yet attended.

12) Adjournment

- a) Meeting adjourned 10:08 am.

Respectfully submitted,

Terence Sullivan, COSA Secretary