



**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday, September 19, 2017**

**1) Call to order**

a) Chair Brandon Mainer called the meeting to order at 9:04 AM 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: Pepper Croft, Donnell Davis, Philip Foster, Angelica Gannon, Selenseia Holmes, Julienne Jackson, Kirk Johnson (Proxy-Beverly Cribb), Michael Kitchens, Yvonne Landers, Paul Leavy, Brandon Mainer, Matthew McIntyre, Brian Ring\*, Sterlin Sanders, Terence Sullivan, Tiffany Soma, Chasity Wood (Proxy-Gwen Manning), and Shannon Zapf.

b) Guests were: Dr. Rodney Carr (Student Success), Bradford Coleman (Counseling Center) John Crawford (Advancement), Chandler Day (Student Life), Jessica Deal (Financial Aid), Ann Farmer (UPD), Shanika Hezekiah (Financial Services), Dr. Robert Smith (Academic Affairs), Adrian Taylor (IT), Leroy Trower (Financial Aid)

c) The following members were absent: ShanTina Adams, Heidi Bertsch, Denise Bogart\*, Maya Mapp\*, Janet Wade.. Please **send a proxy if you cannot attend a meeting.**

**3) Communication with Administration**

a) Dr. Smith reported for Dr. Carvajal and thanked everyone who helped to keep the campus safe during Hurricane Irma and worked to restore campus resources after the storm.

**4) Special Order of the Day**

a) Introduction of Mr. John Crawford – VP for Advancement

1) Oversees Alumni Affairs, Foundation, Event Services, Government Affairs

2) Working on our Capital Campaign – 5 year goal of \$53.25 M. Currently at \$51.5 M promised of which \$16 M is in the bank.

3) Looking at a fund to create Faculty named chairs

4) Faculty/Staff campaign being launched on October 17. VSU has a high dollar amount each year but low participation rate.

**5) Approval of Minutes**

a) Yvonne Landers made a motion to approve the minutes of August 15, 2017. It was seconded by Donnell Davis. The motion was approved unanimously.

**6) Treasurer's Report**

a) State - \$2,082.00

b) Foundation - \$1,288.13

c) Retirement - \$12,028.53

d) Blazer Books - \$1,590.30

e) Donnell Davis made a motion to approve the Treasurer's Report. It was seconded by Julienne Jackson. The motion was approved unanimously.

**7) Report from the Chair**

a) Brandon reported that Dr. Carvajal has reactivated the University Council plus and is working with COSA and Faculty Senate to have additional representation above what the old University Council had.

b) Brandon reported that the USGSC Annual Conference is being held at Georgia Southern October 19-20, 2017. Several reps are attending and if anyone else is interested they need to contact him or Yvonne Landers very soon. Brandon is looking into creating a fund for non-representatives to attend.

c) Brandon reported along with Dr. Smith that the university is undertaking a faculty/staff salary survey to see where we are in relation to CUPA data and address any shortcomings as we can.

d) Brandon requested that any staff who have fundraising ideas to contact him or Yvonne.

**8) Staff Attendance and Participation**

**9) COSA Committee Reports**

a) Policy Committee – Sterlin Sanders reported that the committee has made some additional updates to the bylaws document - specifically in the area of university divisions. Representatives should review the changes before the October meeting and submit feedback to Sterlin. Voting on changes will take place at October meeting.

- b) Elections – Sterlin Sanders – No report
  - c) Social Recognition Committee – Tiffany Soma – No report
  - d) Professional Development Committee – Pepper Croft reported that an email will go out very shortly to all TAP participants encouraging them to apply for the award.
  - e) Budget & Finance/Fundraising – Yvonne Landers – No report
- 10) Faculty Senate Committees**
- a) Academic Honors & Scholarship – Donnell Davis – No report
  - b) Academic Scheduling and Procedures – Yvonne Landers – No report
  - c) Athletics – Vacant – 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 Scholarship – Angie Gannon – No report
  - h) Institutional Planning – Selenseia Holmes/Yvonne Landers – No report
  - i) Internationalization & Globalization – Terence Sullivan – No report
  - j) Library Affairs – Matt McIntyre – No report
  - k) Strategic Planning – Julienne Jackson – No report
  - l) Student Affairs – Selenseia Holmes/Michael Kitchens – No report
  - m) Technology – Sterlin Sanders – No report
- 11) University Wide Committees**
- a) Campus Safety – Shannon Zapf – No report
  - b) Campus Wellness – Brandon Mainer – No report
  - c) Dining Advisory – Shannon Zapf – No report
  - d) Parking Advisory – Shannon Zapf – No report
  - e) Parking Appeals – Pepper Croft/Gwen Manning/Terence Sullivan – No report
  - f) Planning & Budget – ShanTina Adams/Heidi Bertsch/Pepper Croft/Donnell Davis/Phil Foster/Paul Leavy/Terence Sullivan – No report
  - g) Retiree Association – Yvonne Landers – No report
  - h) Traditions & Spirit – Pepper Croft – No report
- 12) New Business**
- a) Beverly Cribbs reported for Kirk Johnson that progress is being made on the search for the position of the Dean of Education & Human Services. Twenty applications were submitted. The committee met to choose five candidates to interview via Skype from which several finalists will be chosen to come to campus for interviews.
- 13) Adjournment**
- a) Yvonne Landers made a motion to adjourn the meeting which was seconded by Tiffany Soma. Brandon Mainer adjourned the meeting at 9:46am.

Respectfully submitted,

Dr. Terence Sullivan, COSA Secretary