



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday February 20, 2018

1) Call to order

a) Chair Tiffany Soma called the meeting to order at 9:03AM in the University Center, Cypress Room.

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

a) Members present: Heidi Browning, Pepper Croft, Donnell Davis, Philip Foster, Angelica Gannon, Selenseia Holmes, Kirk Johnson, Julienne Jackson, Michael Kitchens, Yvonne Landers, Paul Leavy, Maya Mapp* (Sylandi Brown-Proxy), Matthew McIntyre, Brian Ring*, Sterlin Sanders, Terence Sullivan, Tiffany Soma, Janet Wade, Chasity Wood (Terence Sullivan-Proxy), Shannon Zapf.

b) Guests were: Sue Bailey (Cont. Ed.), Eric Brantley (Higher Ed), Bradford Coleman (Counseling Ctr), Bruce Curl (HR), Kamille Dean (Habitat), Carla Gervin (LCOBA), Marci Marshall (COEHS), Pat Rozier (IE).

c) The following members were absent: ShanTina Adams, Bob Delong*, Jamie Tanner*. Please **send a proxy if you cannot attend a meeting.**

3) Communication with Administration

a) Dr. Bob Smith reported that the University Council unanimously approved the university's new Strategic Plan. The plan will be rolled out to the campus very soon.

b) Dr. Bob Smith reported that the search for Dean of Science & Math is moving along with on campus interviews taking place in March. The Associate Provost search is also moving along with Skype interviews being set up very soon.

c) Mr. Bruce Curl, Interim HR Director, reported that the HR Director position closed recently with 24 candidates submitting applications. Skype interviews of several candidates will be scheduled soon (within a week or so). After that the top candidates will be brought to campus. The plan is to make an offer by late March with a start date between May 1 and June 30, 2018.

d) Mr. Curl reported that the Employee Relations position is also open and will be filled soon. Once these positions are filled, the focus will then be on filling all the other openings in HR to get the office back up to its full complement.

4) Special Order of the Day

a) Kamille Dean, Volunteer Coordinator for Habitat for Humanity, presented on the upcoming build. She indicated that April is being dedicated as VSU Blazer Build month and she encouraged all VSU members (staff, faculty and students) to engage with Habitat that month. There was discussion about how to coordinate the month such as scheduling all the Fridays of the month for VSU and members can volunteer on several days, one day for the entire day or partial days. No skill is needed. Kamille also reminded everyone of the student chapter of Habitat and how active it is.

b) Tiffany Soma asked for a motion to be made to establish an Ad Hoc Committee to plan the build. Paul Leavy made the motion and it was seconded by Donnell Davis. The motion was passed unanimously. The following representatives volunteered to serve on this committee: Sylandi Brown, Heidi Browning, Donnell Davis, Julienne Jackson, Kirk Johnson, Yvonne Landers, Paul Leavy, Brian Ring and Chasity Wood.

5) Approval of Minutes

a) Julienne Jackson made a motion to approve the January 2018 minutes which was seconded by Yvonne Landers. The report was approved unanimously.

6) Treasurer's Report

- a) No treasurer's reports were approved due to inaccuracies in the dollar amounts on the November 2017 report (affecting all the reports thereafter). The following reports will be given at the March meeting – November and December 2017, January and February 2018.

7) Report from the Chair

- a) Tiffany Soma reported that as of last Friday, Brandon Mainer resigned his position at Valdosta State University. As a result, Tiffany Soma is now the Chair of COSA. There is no Chair-Elect until the upcoming election cycle is complete in June.
- b) Tiffany Soma reported that the Employee Appreciation event with Faculty Senate is moving forward.
 - 1) Event will take place in the University Center, Cypress Room on Monday, April 30, 2018 from 7:30-10:30am.
 - 2) It will consist of continental breakfast items, games, wellness activities, promotional item giveaways and gift drawings. More information will be coming out soon via email to all employees.
- c) Tiffany Soma reported that the COSA website is being updated to reflect the current representation and Executive Committee as well as the meeting agendas and minutes for the last several years.

8) Staff Attendance and Participation

- a) Tiffany Soma reminded all COS 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 – Sterlin Sanders reported that the committee has been and continues to work on the committee by-laws which it will share with other committees.
- b) Elections – Sterlin Sanders reported that the committee is working on the position openings for FY 19 and he will email information including nomination forms very soon.
- c) Social Recognition & Professional Development Committee. Pepper Croft – No report
- d) Budget & Finance/Fundraising – Yvonne Landers reported that the committee met to discuss several fundraising ideas.
 - 1) The Parking Pass drawing will occur again this year. As in the past, the pass will be good for the week of finals and will allow the holder (a holder of a current valid parking permit) to park in timed spaces for more than the allotted time. COSA will be setting up tables in various locations across campus after spring break to sell tickets.
 - 2) The drawing for 2 tickets to the Wine & Swine event will take place next week. Tickets have been sold for about two weeks.

10) Faculty Senate Committees

- 1) Academic Honors & Scholarship – Donnell Davis – No report
- b) Academic Scheduling and Procedures – Tiffany Soma – No report
- c) Athletics – Sterlin Sanders – 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 Senate – Terence Sullivan reported that Faculty Senate is preparing for its upcoming elections for senators and officers. Most committees have met during the semester. The executive committee is working hard to determine the number of senators for each college now that A&S is splitting into two colleges.
- h) Faculty Scholarship – Angie Gannon reported that the committee voted electronically in January for 3 instructional improvement and 1 course development proposals. All were for the CS department.
- i) Institutional Planning – Selenseia Holmes/Yvonne Landers – No report
- j) Internationalization & Globalization – Terence Sullivan reported that the committee met to discuss the summer pay model for teaching abroad. The committee decided to focus on one specific issue since

the other issues being discussed were more complex. The committee unanimously voted to submit a proposal to Faculty Senate that faculty who teach a 3 credit course plus a lab abroad in the summer get paid using the same model as those faculty teaching a 3 credit course plus a lab over the summer on campus.

- k) Library Affairs – Matt McIntyre – No report
- l) Strategic Planning – Julienne Jackson – No report
- m) Student Affairs – Selenseia Holmes/Michael Kitchens – No report
- n) Technology – Sterlin Sanders – No report

11) University Wide Committees

- a) Budget Advisory Committee – Julienne Jackson reported that the committee met on February 8 and discussed the current budget as well as the upcoming budget year. The committee ranked requests for continuing and one time funding. There is approximately \$3.5M in funding available.
- b) Campus Safety – Donnell Davis – No report
- c) Campus Wellness – Brandon Mainer – No report
- d) Dining Advisory – Shannon Zapf – No report.
- e) Parking Advisory – Donnell Davis – No report
- f) Parking Appeals – Heidi Bertsch/Pepper Croft/Donnell Davis/Phil Foster/Paul Leavy/Terence Sullivan – No report
- g) Retiree Association – Yvonne Landers reported that the Retiree Luncheon will take place on April 10, 2018 from 11am-2pm in the University Center, Magnolia Room. Also the deadline to order retiree bricks is being extended.

12) New Business

- a) Matt McIntyre reported that search committee for the Dean of Science & Mathematics completed Skype interviews and is inviting 4 candidates to come for on campus interviews in March with a planned start date of July 1, 2018.

13) Adjournment

- a) Yvonne Landers made a motion to adjourn the meeting which was seconded by Chasity Wood. Tiffany Soma adjourned the meeting at 10:11am.

Respectfully submitted,

Dr. Terence Sullivan, COSA Secretary