



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday October 16, 2018

1) Call to order

a) Chair Sterlin Sanders called the meeting to order at 9:02AM 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: Jacob Bell*, Jeanine Boddie-La Van*, Heidi Browning, Ashley Cooper, Pepper Croft, Donnell Davis, Angelica Gannon (Donnell Davis-proxy), Selenseia Holmes, Michael Kitchens, Yvonne Landers, Paul Leavy, Matthew McIntyre, Mark McNalley, Catherine Nordin, Sterlin Sanders, Dr. Terence Sullivan, Adrian Taylor, Janet Wade, Dr. Gerald Williams, Shannon Zapf.

b) Guests were: Dr. Richard Carvajal (President's Office), Jessica Deal (Financial Aid), Obediah Hall (CELT), Shanika Hezekiah (Fin Svces), Shelby Lamar (HR), Gwen Manning (Financial Aid), Adrianna Small (English), and Leroy Trower (Financial Aid).

c) The following members were absent: Philip Foster, Dr. Eric Howington*, Julienne Jackson, and Bob Lee*. Please **send a proxy if you cannot attend a meeting.**

3) Communication with Administration

a) Report from the President

1) Homecoming Week – Dr. Carvajal reported that there is much preparation and excitement for Homecoming Week.

2) Hurricane Michael – Dr. Carvajal reported the impact to VSU from the storm. The university was closed for two additional days immediately following Fall Break. Dr. Carvajal expressed his thanks to the team that stayed on campus and those who assisted in the clean-up after. He also recognized those that went to Albany State University to assist.

3) Comprehensive Administrative Review (CAR) – Dr. Carvajal reported that our reports have been sent to Huron Consulting Group. This is the #1 initiative of Chancellor Wrigley. A task force has been convened on campus to review the data and find IT, energy and personnel efficiencies where we can.

4) Center for South Georgia Regional Impact – Dr. Carvajal reported that VSU was featured in a rural Georgia summit recently. He mentioned Daryl Moore as the new Director for the center. Mr. Moore would like to lead the participation for our region in the 2020 census as our region routinely underreports its population.

4) Special Order of the Day

a) Shelby Lamar from Human Resources reminded everyone about the current Annual Giving Campaign occurring from October 1-31, 2018. She indicated that we can donate to local or national charities online on either a one-time or monthly basis.

5) Approval of Minutes

a) Yvonne Landers made a motion to approve the September 2018 minutes which was seconded by Adrian Taylor. The report was approved unanimously.

6) Treasurer's Report

a) Yvonne Landers gave the report for the month of September 2018. Catherine Nordin made a motion to approve the report which was seconded by Janet Wade. The report was approved unanimously. (**See Attachment A**)

7) Report from the Chair

- a) Sterlin Sanders reported that the COSA body agreed to reactive the Publicity Committee under the direction of Ashley Cooper.
- b) Sterlin Sanders reported that COSA has put together its portion of the Employee Appreciation Committee. This group will work with the same group from Faculty Senate to pull the event together. The event is not set but will be in late spring 2019.
- c) Sterlin Sanders reported that COSA will participate in the Homecoming Parade with a decorated truck.
- d) Sterlin Sanders reported on the recent USGSC Annual Conference held at ABAC. The chancellor spoke about his goals for the USG in the upcoming year. Overall an excellent conference. We had a contingent of five atten -

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 reported that Matt McIntyre sent a follow up survey to employees regarding the professional development committee. He will share results at the November meeting.
- d) Budget & Finance/Fundraising Committee - Yvonne Landers – No report
- e) Community Outreach – Paul Leavy – 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 reported that nominations have been requested for the Student Athlete awards.
- 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 – No report
- h) Faculty Scholarship – Angie Gannon reported that the committee voted online for two Course Curriculum Development proposals and one Instructional Improvement proposal.
- 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 reported the meeting was held on the afternoon of September 18th. All members were in attendance, including herself and Paul Leavy. After introductions, we discussed the following:
 - 1. Career Preparedness with Dr. Gerald Williams. He gave a presentation on the efforts Career Opportunities is making to better work with students and faculty, and get students ready for the careers they hope to have after graduation. He discussed a couple pilot courses they have in the works, as well as a number of scheduled events they have planned through the end of the academic year.
 - 2. There was an approval of the minutes from the last meeting that was held in April of this year.
 - 3. The committee went through the bylaw revisions that were made by committee member Tommy Crane; effectively updating the committee name to Student Affairs instead of Student Services, as it was still listed.
 - 4. Finally, we held a discussion on the Wild Adventures initiative, which according to those in attendance who had heard from or spoken to students, has not been very favorable. Dr. Pat Miller asked if we could get a report showing the pass usage, and Dr. Vince Miller agreed that could be done if the committee wants that information.

The next meeting will not be until late January or early February.

n) Technology – Sterlin reported that the committee discussed ways to prevent online cheating.

11) University Wide Committees

a) Budget Advisory Committee – Pepper Croft reported that the committee met yesterday and listened to presentations by each division for one-time and continuing funds. The BAC ranked the requested in order of university priority. There is \$4 million for one-time requests and we will spend about \$3.2 million of that. We will also spend \$1.5 million in continuing for recruitment purposes.

b) Campus Safety – Shannon Zapf – No report

c) Campus Wellness – Heidi Browning – No report

d) Dining Advisory – Shannon Zapf – No report

e) Parking Advisory – Donnell Davis – No report

f) Parking Appeals – Heidi Browning/Pepper Croft/Donnell Davis/Phil Foster/Paul Leavy/Terence Sullivan – No report

g) Retiree Association – Yvonne Landers - No report

12) Old Business

a) Donnell Davis reminded all the representatives to get the word out to staff in their areas about what is going on at COSA and around campus.

13) New Business

a) Sterlin Sanders indicated that the Executive Committee is interested in offering a donut day at the end of each semester. This would complement the President's donut day that occurs at the start of the semester and would be more for employees than students.

14) Adjournment

a) Ashley Cooper made a motion to adjourn the meeting which was seconded by Michael Kitchens. Sterlin Sanders adjourned the meeting at 9:47am.

Respectfully submitted,



Dr. Terence Sullivan, COSA Secretary 2018-2019

Column1	Column2	Column3	Column4	Column5
Month of:	Description	Deposits	Expenditures	Current Balance
FUND 10 COSA 1481060	Financial Activities			
10/1/2018	Beginning Balance			2,082.00
	Pending Financial Activities			
(Note: Pending Financial activities are estimated costs only.)	USGSC Registrations		-450.00	
	Est. Balance after Pending Activities			-
				1632.00
VSU Foundation - Discretionary 90109	Financial Activities			
	Beginning Balance			2,388.81
	Registration Late fee		-50.00	
	Pending Financial Activities			2,338.81
	Est. Balance after Pending Activities			2,338.81
VSU Fdn - Retirement Walkway	Financial Activities			
	Beginning Balance			13,512.23
	Brick Order		-525.00	
	Deposit 2 Bricks	100.00		
	Ending Balance			13,087.23
	Pending Financial Activities			
	Est. Balance after Pending Activities			13,087.23

90110 VSU Foundation - Books (Tuition Assistance Program)	Financial Activities			
	Beginning Balance			961.86
	Pending Financial Activities			
	Est. Balance after Pending Activities			961.86