



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday, December 13, 2016

1) Call to order

a) Chair Donnell Davis called the meeting to order at 9:03 AM 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: ShanTina Adams, Sue Bailey (Proxy-Terence Sullivan), Denise Bogart*, Tim Brunt, Pepper Croft, Sabrina Daniels (Proxy-Veronica Graham), Donnell Davis, Angelica Gannon, Chasity Gill, Veronica Graham, Sandra Griffin, Selenseia Holmes, Michael Kitchens (Proxy-Brandon Mainer), Brandon Mainer, *, Gwen Manning, Marlene Marlow, Sterlin Sanders, Michael Smith, Terence Sullivan, Tiffany Soma (Terence Sullivan-Proxy), Janet Wade, Keith Warburg, and Shannon Zapf.. Guests were: Jennifer Allen (Admissions), Beverly Amiot (Financial Services), Brenda Beasley (Orientation), Mary Beth Bennett (Admissions), Sarah Bessenger (Admissions), Jamie Bird (Admissions), Theresa Collins (Admissions), Christy Croft (Admissions), Jessica Deal (Financial Aid), Malynda Dorsey (IT), Barrie Fitzgerald (IR), Blake Foster (Plant), Lynette Hepburn-Richardson (IR), Shanika Hezekiah (Financial Services), Sarah Hough (IR), Sharon Huffman (Admissions), Ingrid Joiner (Admissions), Susan Jones (MCL), Michael Knight (Plant), Benjamin Li (IT), Lisa Long (Admissions), Marci Marshall (CONHS), Tyler Martin (Registrar), Leah McLaren (MSRD), Mark McNalley (Housing), Nathan Metzner (Admissions), Dr. Vincent Miller (VPSA), Linda Murray (Admissions), Heidi O'Connor (Counseling), Lisa Snipes (President's Office), Nancee Story (Admissions), Robert Tindall (Plant), Leroy Trower (Financial Aid), Hilary Waits (Admissions). The following members were absent: Bob DeLong*, Nicole Gunn, Michael Holt*, and Maya Mapp **Please send a proxy if you cannot attend a meeting.**

3) Communication with Administration

a) Dr. Vincent Miller, Vice President for Student Affairs attended for Dr. Kelli Brown – No report.

4) Special Order of the Day

- a) Dr. Denise Bogart presented the Employee of the Semester nominees and winners. Nominees included Susan Jones, Elaine Darity, Marty Spells, Chelsea Holcombe, James Jenkins, Leah McLaren, Tracy Birch, Regina Lee, Barry Fitzgerald, Sheree Hudson, and Teresa Williams. Runners-up were Blake Foster and Benjamin Li. Employee of the Semester for fall 2016 is Lisa Long from Admissions. Congratulations to all nominees, runners-ups and especially to our winner this semester!
- b) Chair Donnell Davis presented Past Chair, Keith Warburg, with a plaque in recognition of his service to COSA. Thank you Keith!
- c) Interim Police Chief Alan Rowe spoke about overall campus safety and indicated that violent crime is down according to a safety report released recently. (It's always been low). However, robbery is holding steady. He advised all employees to be vigilant to prevent being robbed. He also a new safety app being rolled out in early spring 2017 for all VSU employees, students and guests. It will be known as Blazer Guardian. The app is fully funded and in final testing. It will be available on apple and android devices. The app will have three main features available: 1. Panic Button to alert UPD. 2. Anonymous text with photos. 3. Virtual escort service.
- d) Dr. Rey Martinez, Department Head of Adult and Career Education presented about several academic programs of interest to staff members through the University System of Georgia's Tuition Assistance Program (TAP). Dr. Martinez gave information regarding three bachelor's and one master's program in his department which are designed for the working adult and can provide significant professional development and advancement. He urged everyone present to share the information with colleagues who may be looking to finish their undergraduate or graduate degrees.

5) Approval of Minutes

- a) Veronica Graham made a motion to approve the minutes of October 18, 2016. It was seconded by Shannon Zapf. The motion was approved unanimously.
- b) Marlene Marlow made a motion to approve the minutes of November 15, 2016. It was seconded by Pepper Croft. The motion was approved unanimously.

6) Treasurer's Report

- a) State - \$1,356.49
- b) Discretionary - \$1,368.83
- c) Retirement - \$11,260.78
- d) Blazer Books - \$1,086.80

e) Shannon Zapf made a motion to approve the Treasurer's Report. It was seconded by Terence Sullivan. The motion was approved unanimously.

7) Report from the Chair

a) Donnell Davis introduced the newly elected At-Large Representative, Yvonne Landers. Congratulations Yvonne!

8) Staff Attendance and Participation

a) Donnell Davis reminded everyone that the annual Dessert Social is scheduled to occur in January (not set date yet) and that he will be looking for volunteers.

b) Donnell Davis expressed his concern that we did not reach quorum for our November meeting and reminded all representatives of their obligation to attend meetings, serve on committees, assist with activities and represent their constituencies.

9) Committee Reports

a) Policy Committee – Tiffany Soma - No report.

b) Social Recognition Committee – Brandon Mainer – No report

c) Professional Development Committee – Pepper Croft – No report

d) Budget & Finance – Angie Gannon

1) Fundraising – Angie Gannon reported that we raised \$178 in the Parking Pass Drawing. The committee met on December 12, 2016 and discussed a possible silent auction of gift baskets and the Dessert Social in January, 2017 and a new Zaxby's fundraiser for February, 2017.

e) Elections – Tiffany Soma – No report.

10) University Wide Committees

a) Presidential Search Committee – Keith Warburg reported that VSU has a new incoming president, Dr. Richard Carvajal, currently interim president of Darton College. Keith further reported that four candidates were interviewed on campus and that the committee sent three names to the USG Office unranked. Dr. Carvajal is expected to begin on January 1, 2017 and will offer a meet and greet for members of the VSU community.

b) Academic Scheduling and Procedures – Donnell Davis/Keith Warburg – No report.

c) Faculty Scholarship – Angie Gannon reported that currently her role on the committee is a non-voting member.

d) Student Affairs – Selenseia Holmes/Keith Warburg – No report.

e) Internationalization & Globalization – Terence Sullivan – No report.

f) Library Affairs – Sue Bailey – No report.

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 – No report.

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 – Shannon Zapf reported that Langdale and Centennial POD Markets are undergoing renovations over the break as is Palms Dining Hall. Some new food options have been made available at Valdosta Bread.

p) Planning & Budget – Donnell Davis/Pepper Croft/Brandon Mainer – No report.

q) Retiree Association – Sandra Griffin – No report.

r) Campus Safety – Shannon Zapf – No report.

s) Wellness – Sandra Griffin – No report.

t) Traditions & Spirits – Keith Warburg reported that committee was charged by Dr. Kelli Brown in August 2016 to consider three issues – Existing Traditions, Past Traditions, and New Traditions. The committee has met and is planning how to create spirit on campus with the goal of engagement and retention of our students.

11) New Business

a) Selenseia Holmes reported that the LiveHealth Kiosk is now open at the Health Center for all employees. There is an Open House for it on Wednesday, December 14, 2016 from 9am to 4pm.

12) Adjournment

a) Donnell Davis adjourned the meeting at 9:53am.

Respectfully submitted,

Dr. Terence Sullivan, COSA Secretary