



**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday December 12, 2017**

**1) Call to order**

a) Chair Brandon Mainer called the meeting to order at 9:05 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: Heidi Bertsch, Denise Bogart\* (Jamie Tanner-Proxy), Pepper Croft, Donnell Davis, Philip Foster, Angelica Gannon, Selenseia Holmes, Kirk Johnson, Michael Kitchens, Yvonne Landers (Brandon Mainer-Proxy), Paul Leavy, Brandon Mainer, Matthew McIntyre, Brian Ring\*, Sterlin Sanders, Terence Sullivan, Tiffany Soma, Janet Wade, and Shannon Zapf (Donnell Davis-Proxy).

b) Guests were: Marci Marshall (CONHS), Traycee Martin (Fin & Admin), Dr. Vincent Miller (Student Affairs), and Dr. Robert Smith (Academic Affairs).

c) The following members were absent: ShanTina Adams, Julienne Jackson, Maya Mapp\*, Chasity Wood, and Fred Ware\*. Please **send a proxy if you cannot attend a meeting.**

**3) Communication with Administration**

a) Dr. Smith reported that the search committee is nearing a decision on the position of Dean of the College of Education & Human Services. He reminded us that the College of Arts & Sciences will be split into the College of Humanities & Social Sciences and the College of Science & Mathematics. A search for the Director of the IDEA Center will commence after the holiday break.

b) Dr. Miller reminded everyone about the recent email regarding the University Strategic Plan and encouraged everyone to provide feedback.

c) Ms. Martin indicated that there will be a OneUSG upgrade in March 2018 adding the job posting and hiring function. This will replace PeopleAdmin. Also, several additional USG institutions will start using the OneUSG system (including Georgia Southern) which should allow all of us more control over the system. There is still a plan for exempt Employees to not have to report "No Time Taken" in January but we are awaiting final guidance on this. With the departure of Dr. Bogart from HR, Ms. Martin indicated the office will be reworked with an Interim Director until a national search for a Director can be completed.

**4) Special Order of the Day**

a) Employee of the Semester – Jamie Tanner reported for Dr. Denise Bogart

1) Nominees included Madison Beaumarchais, Shaun Bennett, Ashley Braswell, Ashley Cooper, Elaine Darity, Chelsea Holcombe, Albert Miller, Alan Sanderson, Marshall Spells, and Jeannie White

2) Runners up were Ashley Braswell, and Albert Miller

3) Winner was Shaun Bennett

4) Congratulations to all the nominees!

**5) Approval of Minutes**

a) The November 2017 minutes were not completed in time to be reviewed. They will be voted on at the January 2018 meeting along with the December 2017 minutes.

**6) Treasurer's Report** - Brandon Mainer gave both the October 2017 and November 2017 Treasurer's reports.

**7) October 2017**

a) State - \$2,082.00

b) Foundation - \$1,294.99

c) Retirement - \$12,105.28

d) Blazer Books - \$1,059.30

e) Terence Sullivan made a motion to approve the October 2017 Treasurers report which was seconded by Donnell Davis. The report was approved unanimously.

**8) November 2017**

a) State - \$2,082.00

b) Foundation - \$1,294.99

c) Retirement - \$12,105.28

- d) Blazer Books - \$1,059.30
- e) Matthew McIntyre made a motion to approve the November 2017 Treasurers report which was seconded by Donnell Davis. Pepper Croft reported that several of the account totals were incorrect. The November 2017 report was therefore not approved and will be voted on again at the January 2018 meeting.

**9) Report from the Chair**

- a) Brandon Mainer reported that he is still waiting for copies of the presentations and minutes from the recent USGSC Conference to share with the staff.
- b) Brandon reminded everyone that all activities in which COSA considers participating must be voted on by the full body. There was discussion regarding this about Habitat for Humanity and it was decided to set up a planning committee of students, staff and faculty to discuss.
- c) Brandon mentioned the idea that COSA will sponsor a Breakfast Social in the spring 2018 semester.

**10) Staff Attendance and Participation**

**11) COSA Committee Reports**

- a) Policy Committee – Sterlin Sanders – No report
- b) Elections – Sterlin Sanders – No report
- c) Social Recognition & Professional Development Committee. Pepper Croft – No report
- d) Budget & Finance/Fundraising – Yvonne Landers – No report

**12) Faculty Senate Committees**

- 1) Academic Honors & Scholarship – Donnell Davis – No report
- b) Academic Scheduling and Procedures – Brandon Mainer reported that the committee is continuing to work on the final exam schedule.
- c) Athletics – Sterlin Sanders reported that the Athletics award will be given out at an upcoming basketball game in the spring 2018 semester.
- d) Diversity & Equity – Terence Sullivan – No report
- e) Educational Policies – Kirk Johnson – No report
- f) Environmental Issues – Phil Foster – No report
- g) Faculty Senate – Brandon Mainer – No report.
- h) Faculty Scholarship – Angie Gannon – No report
- 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/Michael Kitchens – No report
- n) Technology – Sterlin Sanders – No report

**13) University Wide Committees**

- a) Budget Advisory Committee – Pepper Croft reported that there is \$3M in one time funds available. The committee will get the ranking of projects to Ms. Martin by the last day before the break.
- b) Campus Safety – Donnell Davis reported (see attached)
- c) Campus Wellness – Brandon Mainer – No report
- d) Dining Advisory – Shannon Zapf – No report.
- e) Parking Advisory – Donnell Davis reported (see attached)
- f) Parking Appeals – 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

**14) New Business**

- a) Dr. Brian Ring reported that he attended the USGFC meeting recently and there was a discussion of HB 218 which would allow USG employees in the ORP a one-time opportunity to switch to TRSGA.

**15) Adjournment**

- a) Brandon Mainer adjourned the meeting 9:54am.

Respectfully submitted,

Dr. Terence Sullivan, COSA Secretary