



**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday, June 20, 2017**

**1) Call to order**

- a) Chair Donnell Davis called the meeting to order at 9:02 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\*, Pepper Croft, Sabrina Daniels, Donnell Davis, Angelica Gannon, Veronica Graham, Sandra Griffin, Selenseia Holmes (Proxy-Sandra Smith), Michael Kitchens, Yvonne Landers, Brandon Mainer (proxy-Terence Sullivan), Gwen Manning, Sterlin Sanders, Michael Smith, Terence Sullivan, Tiffany Soma, Janet Wade, Keith Warburg, Chasity Wood, and Shannon Zapf.
- b) Guests were: Heidi Bertsch (UPD), Dr. Richard Carvajal (President), Jessica Deal (Fin Aid), Philip Foster (Plant Ops), Julienne Jackson (UPD), Kirk Johnson (Centralized Advising), Paul Leavy (Creative Services), Matthew McIntyre (Centralized Advising)
- c) The following members were absent: Michael Holt\*, Bob Lee\*, and Maya Mapp\*. Please **send a proxy if you cannot attend a meeting.**

**3) Communication with Administration**

- a) Dr. Carvajal reported that as was his plan, the leadership team is coming together. The goal is to have the team largely in place (or moving in that direction by the end of fall 2017). Dr. Bob Smith, Provost/VPAA and Dr. Rodney Carr, VPSS are both starting on July 1, 2017. We also recently filled two leadership positions in IT and the Director of Housing and are working on the Chief Legal Affairs and Dean of Student positions currently. After this round, we will focus on the Dean, Department Head and Director positions needing to be filled.
- b) We are looking to make VSU the flagship campus of the USG for our region. We want to see this in two important components.
  - 1) Economically – The Georgia Chamber of Commerce has opened its regional office in Tifton and has created a task force to look at economic development for the region. VSU will play an important role in this endeavor.
  - 2) Legislatively – VSU hosted the Higher Education committee of the state legislature last week to discuss important issues of concern.
- c) The Advancement staff have been working on our first ever Capital Campaign. It began with a goal of \$42M but this was quickly raised to \$53M. We just received a pledge for \$500G dollars and pledges now total more than \$51M and we are only halfway through the campaign. This year, for the first time, VSU will award more than \$1M in scholarships.

**4) Special Order of the Day**

**5) Approval of Minutes**

- a) Yvonne Landers made a motion to approve the minutes of May 16, 2017. It was seconded by Sterlin Sanders. The motion was approved unanimously.

**6) Treasurer's Report**

- a) State - \$0
- b) Discretionary - \$1,379.64
- c) Retirement - \$11,973.17
- d) Blazer Books - \$1,461.30
- e) Terence Sullivan made a motion to approve the Treasurer's Report. It was seconded by Yvonne Landers. The motion was approved unanimously.

**7) Report from the Chair**

- a) Donnell Davis reported that the Wild Adventures Day was a general success. We will plan to continue the event for next year.
- b) Donnell Davis indicated that a second key for the COSA office should be made this week now that we will have our new leadership team in place.

- c) Pepper Croft reported that as of today we have three completed nominations for Staff Excellence. She plans to reach out directly to Directors and Department Heads for additional nominations. We also have several incomplete applications which Pepper is working to have completed.
- d) Donnell Davis requested that all representatives (both current and newly elected as of May) serve on COSA, Faculty Senate and/or VSU committees. He reminded all representatives that each person needs to serve on at least two committees. Donnell went through the list of committees needing representation due to vacancies, people rolling off COSA or reps requesting to come off committees. The 2017-2017 committee list was completed (see attached)

**8) Staff Attendance and Participation**

**9) Committee Reports**

- a) Policy Committee – Tiffany Soma made a motion to approve the new Bylaws document which was seconded by Terence Sullivan. This was brought up in the May 2017 meeting and copies of the old and new documents for emailed to all reps for review. There was no discussion on the motion and by a show of hands, the motion was passed unanimously.
- b) Elections – Tiffany Soma announced elections for the 2017-2018 Executive Committee officer positions.
  - 1) Chair- Elect – Nominees were Tiffany Soma and Yvonne Landers. Tiffany Soma was elected to the position.
  - 2) Secretary – Nominee was Terence Sullivan. Terence Sullivan was elected to the position.
  - 3) Treasurer – Nominee was Yvonne Landers. Yvonne Landers was elected to the position.
  - 4) Parliamentarian – Nominees were Angie Gannon and Michael Smith. Michael Smith was elected to the position.
  - 5) Publicity – Nominees were Pepper Croft and Selenseia Holmes. Pepper Croft was elected to the position.
 Congratulations to all the winners!
- c) Social Recognition Committee – Brandon Mainer – No report
- d) Professional Development Committee – Pepper Croft – No report.
- e) Budget & Finance/Fundraising – Angie Gannon – No report

**10) University Wide Committees**

- a) Academic Honors & Scholarship – Donnell Davis – No report
- b) Academic Scheduling and Procedures – Keith Warburg – No report
- c) Athletics – Sterlin Sanders – No report
- d) Campus Safety – Shannon Zapf – No report
- e) Campus Wellness – Brandon Mainer – No report
- f) Dining Advisory – Shannon Zapf reported that Palms Dining is closed for the summer for renovations and new features including a rotisserie station, new omelet station and sushi bar. No stations are being eliminated. The Mongolian Grill will reopen in the Blazer Grille.
- g) Diversity & Equity – Sue Bailey/Gwen Manning – No report
- h) Educational Policies – Veronica Graham – No report
- i) Environmental Issues – Vacant – No report
- j) Faculty Scholarship – Angie Gannon – No report
- k) Institutional Planning – Selenseia Holmes – No report
- l) Internationalization & Globalization – Terence Sullivan – No report
- m) Library Affairs – Sue Bailey reported that two submissions for funding were accepted. They are Drs. Viki Soady Ofelia Nikolova from MCL and Dr. Chao Meng from International Business/LCOBA.
- n) Parking Advisory – Shannon Zapf reported the committee held its first meeting. It is looking at new parking structure such as zoned parking areas with differential pricing. In addition, buses will continue to run during the day but from 11pm-7am, they will be replaced by golf carts,
- o) Parking Appeals – Pepper Croft/Gwen Manning/Terence Sullivan – No report
- p) Planning & Budget – Donnell Davis/Pepper Croft/Brandon Mainer – No report
- q) Retiree Association – Sandra Griffin/Yvonne Landers – No report
- r) Strategic Planning – Sterlin Sanders – No report
- s) Student Affairs – Selenseia Holmes/Michael Kitchens/Keith Warburg – No report
- t) Technology – Sterlin Sanders – No report
- u) Traditions & Spirit – Pepper Croft reported that the committee discussed the idea of providing tokens to all new first year students at convocation that they could use as reminder of their time at VSU. It could then be attached to their diploma when they graduate.

**11) New Business**

- a) Tiffany Soma reminded all representatives that our 2017-2018 Orientation meeting/luncheon will take place on Friday, July 21, 2017 from 11am-2pm in the University Center, Rose Room

- b) Terence Sullivan asked the representatives to acknowledge the excellent leadership of Donnell Davis for this past year by applause. Thank you Donnell for a very productive year!

**12) Adjournment**

- a) Michael Smith made a motion to adjourn the meeting which was seconded by Michal Kitchens. Donnell Davis adjourned the meeting at 10:10am.

Respectfully submitted,

Dr. Terence Sullivan, COSA Secretary