COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday September 18, 2018

1) **Call to order**
   a) Chair Sterlin Sanders called the meeting to order at 9:04AM in the University Center, Executive Dining Room.
2) **Roll call:** All representatives must sign/initial the attendance roster to be counted as present.
   a) Members present: Jacob Bell*, Heidi Browning (Julienne Jackson-proxy), Ashley Cooper, Pepper Croft, Donnell Davis, Philip Foster, Cecilia Furey, Angelica Gannon, Selenseia Holmes, Dr. Eric Howington*, Julienne Jackson, Michael Kitchens, Yvonne Landers, Paul Leavy, Matthew McIntyre (Michael Kitchens-proxy), Mark McNalley, Catherine Nordin (proxy-Terence Sullivan), Sterlin Sanders, Dr. Terence Sullivan, Adrian Taylor, Janet Wade (Shannon Zapf-proxy), Dr. Gerald Williams, Shannon Zapf.
   b) Guests were: Beverly Amiot (Procurement), Dr. Richard Carvajal (President's Office), Jessica Deal (Financial Aid), Marie Dison (Admissions), Paula Fender (Math), Obediah Hall (CELT), Shanika Hezekiah (Fin Svces), Daryl Lowe (Student Affairs), Gwen Manning (Financial Aid), Traycee Martin (Finance & Admin), Dr. Vince Miller (Student Affairs), Nicole Mitchell (Fin Svces), Adrianna Small (English), Leroy Trower (Financial Aid), Dr. Keith Warburg (Comm/Mktg), Dr. John Wright (Student Life).
   c) The following members were absent: Jeanine Boddie-La Van*, Kirklyn Johnson, and Bob Lee*. Please **send a proxy if you cannot attend a meeting.**
3) **Communication with Administration**
   a) Report from the President
      1) Ashley Cinemas - Board of Regents recently recommended $1.3M in design money for VSU for new Performing Arts Center at the old Ashley Cinemas. It was decided in consultation with a design company to raze the building and rebuild rather than renovate (due to issues with the existing structure). The total price tag for the project is expected to be $18M. We will get $5M in donations (already have secured $1.7M) and the state will put in the remaining $13M (if fully approved). The new building would face Ashley Street (to create new frontage on Ashley) and will include a 350 seat proscenium stage and a black box arena.
      2) Convocation – Update on the information gathered at convocation. Over 200 ideas were submitted by faculty and staff and these were streamlined into 12 major themes. The president's office will be reaching out to faculty and staff soon to see who is interested in serving on committees to discuss and implement the ideas.
      3) Wear red on Fridays has taken off across campus. Dr. Carvajal will start giving out freebies to those faculty and staff he sees wearing their red on Fridays.
4) **Special Order of the Day**
   a) Jacob Bell, SGA President 2018-2019 introduced himself to COSA and indicated his strong interest in and excitement about working with staff and faculty this year to make VSU even better than it already is.
   b) Dr. John Wright, Associate Director of Student Life, reminded everyone about Homecoming Week (October 15-20, 2018) and encouraged employees to be involved through door decorations, poster displays, attending or participating in the Parade on Saturday of that week.

5) **Approval of Minutes**
   a) Julienne Jackson made a motion to approve the August 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 August 2018. Mark McNalley made a motion to approve the report which was seconded by Ashley Cooper. The report was approved unanimously. (**See Attachment A**)
7) **Report from the Chair**
   a) Sterlin Sanders reminded all that the second cohort of the VSU Leadership Academy is being put together. He encouraged anyone interested in participating in it to submit their application.
   b) Sterlin Sanders discussed reactivating the Publicity Committee headed up by Ashley Cooper and asked for volunteers to serve. Cecilia Furey, Julienne Jackson, Paul Leavy, Mark McNalley, Sterlin Sanders and Terence Sullivan volunteered. Sterlin Sanders asked for a motion to reactivate the committee. The motion was made by Terence Sullivan and seconded by Michael Kitchens. The vote in favor was unanimous.
   c) Sterlin Sanders told the body that since COSA's goals haven't been measured directly in past years, this year we would focus on developing baseline numbers for each goal with the hope to move forward in future years.
   d) Sterlin Sanders reminded everyone that we will again work with Faculty Senate this year to sponsor the Employee Appreciation event. This will likely be a breakfast again and we will work with Faculty Senate and Campus Wellness to put it together.
   e) Sterlin Sanders indicated that he would like to see COSA enter a truck in the Homecoming Parade. Discussion ensued about how to arrange that and what type of decorations, etc. would be needed.
   f) Sterlin Sanders indicated that the USGSC Annual Conference will take place at ABAC in Tifton, GA on October 5 and 6 and that several members of the COSA body will attend.
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 – No report
   d) Budget & Finance/Fundraising Committee. Yvonne Landers reported that the BBQ Fundraiser was a success with approximately 270 meals sold.
   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 the committee is working on creating a student athlete spotlight award. The deadline for the award is October 15, 2018.
   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 proposals in August (1 instructional improvement, 1 course curriculum development).

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 – No report
n) Technology – Sterlin reported that the committee discussed ways to prevent online cheating.

11) <u>University Wide Committees</u>

a) Budget Advisory Committee – Julienne Jackson – No report
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) <u>Old Business</u>

13) <u>New Business</u>

a) Terence Sullivan asked raised the question for a staff member about the reason for charging for replacing 1Cards that have worn out (as opposed to being lost). The staff member in question was concerned because he had to pay to replace a card for the first time that is 20+ years old. Traycee Martin indicated that there are costs involved in replacing cards whatever the reason and suggested the staff member see if his department can cover the cost (he did and they did).

14) <u>Adjournment</u>

a) Mark McNalley made a motion to adjourn the meeting which was seconded by Donnell Davis. Sterlin Sanders adjourned the meeting at 9:47am.

Respectfully submitted,

Dr. Terence Sullivan, COSA Secretary 2018-2019

Column1	Column2	Column3	Column4	Column5
Month of: August	**Description**	**Deposits**	**Expenditures**	**Current Balance**
FUND 10 COSA 1481060	**Financial Activities**			
9/18/2018	Beginning Balance			**2,082.00**
	Pending Financial Activities			
(Note: Pending Financial activities are	USGSC Registrations		-550.00	
estimated costs only.)				
	Est. Balance after Pending Activities			**-**
				1532.00
VSU Foundation - Discretionary 90109	**Financial Activities**			
	Beginning Balance			**1,388.81**
	Deposit BBQ	2140.00		
	Pending Financial Activities			**3,528.81**
	Reimbursement		-1140.00	
	Est. Balance after Pending Activities			**2,388.81**
VSU Fdn - Retirement Walkway	**Financial Activities**			
	Beginning Balance			**13,412.23**
	Deposit	100.00		
	Admin Fee			
	Ending Balance			13,512.23
	Pending Financial Activities			
	Est. Balance after Pending Activities			**13,512.23**
90110 VSU Foundation - Books (Tuition Assistance Program)	**Financial Activities**			
	Beginning Balance			**935.22**
	Gift/Admin Fee	9.00	-0.18	

	Pending Financial Activities			
	Est. Balance after Pending Activities			**944.04**

Submitted by

Yvonne Le Roy-Landers, Treasurer