



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday April 16, 2019

1) Call to order

a) Chair Sterlin Sanders called the meeting to order at 9:02AM 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 Browning, Haley Chaney, Ashley Cooper, Pepper Croft, Donnell Davis, Angelica Gannon (proxy-Terence Sullivan), Selenseia Holmes Dr. Eric Howington*, Julienne Jackson, Michael Kitchens (Matt McIntyre-proxy), Yvonne Landers, Paul Leavy, Matthew McIntyre, Mark McNalley, Catherine Nordin (proxy-Heidi Browning), Laura Pitts, Sterlin Sanders, Dr. Terence Sullivan, Adrian Taylor, Janet Wade, and Shannon Zapf.

b) Guests were: Ike Barton (IT), Jessica Deal (Fin Aid), Alison Downey (eLearning), Melissa Dunn (Fin Svces), Paula Fender (Math), Jennifer Griffin (Bursary), Obediah Hall (CELT), Shanika Hezekiah (Fin Svces), Carmen James (HR), Gwen Manning (Fin Aid), Dr. Marci Marshall (COEHS), Jeremy Scott (IT), Sheri Shaw (IA), Dwayne Trouille (IT), Leroy Trower (Fin Aid), Monica Waskosky (Bookstore).

c) The following members were absent: Jacob Bell*, Jeanine Boddie-La Van*, Philip Foster, Bob Lee*, Dr. Gerald Williams. Please **send a proxy if you cannot attend a meeting.**

3) Communication with Administration

a) No report from the President (off campus).

4) Special Order of the Day

5) Approval of Minutes

a) Adrian Taylor made a motion to approve the March 2019 minutes which was seconded by Laura Pitts. The minutes were approved unanimously.

6) Treasurer's Report

a) Donnell Davis made a motion to approve the February and March 2019 reports as amended which was seconded by Paul Leavy. The reports were approved as amended unanimously (See Attachment A).

7) Report from the Chair

a) Sterlin Sanders reported that the Employee Appreciation Luncheon was a great success thanks to our partners in EOD, Campus Wellness and Faculty Senate. As per a conversation with the President, we may move away from hosting this event in future and instead host the Holiday celebration with increased funding from the President's Office. We plan on hosting the event on December 6, 2019.

b) Sterlin Sanders reported that the Active Shooter drill training was a great success and showed how all the first responder groups within our area can collaborate effectively.

c) Sterlin Sanders reported that HR is completing their Comprehensive Review of their policies and procedures working with a campus wide committee of representatives.

8) 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 reported that there are eight representative openings that will be posted for the upcoming election cycle due to those rolling off and positions which were appointed or are vacant. She encouraged everyone to submit nominations.
- c) Social Recognition & Professional Development Committee – Ashley Cooper reported the following
 - 1) Employee of the Semester awards will be held at the May 2019 meeting. Please submit nominations.
 - 2) Staff Excellence nominations request has been sent out last week. The deadline for nominations in May 13, 2019. Please submit nominations.
- d) Budget & Finance/Fundraising Committee – Yvonne Landers – No report
- e) Community Outreach – Paul Leavy – No report
- f) Publicity – Ashley Cooper – No report

10) Faculty Senate Committees

- a) Academic Honors & Scholarship – Donnell Davis reported that the committee met in March to select the winner of the Annie Powe Hopper Award. The award will be given on April 25, 2019 at 6pm in the University Center, Magnolia Room.
- b) Academic Scheduling and Procedures – Donnell Davis – No report
- c) Athletics – Sterlin Sanders reported that the winners of the Student Academic Athlete Spotlight award have been chosen and will be recognized on April 24, 2019 at 6pm.
- d) Diversity & Equity – Terence Sullivan – No report
- e) Educational Policies – Mark McNalley – No report
- f) Environmental Issues – Phil Foster – No report
- g) Faculty Senate – Terence Sullivan – No report
- h) Faculty Scholarship – Terence Sullivan reported for Angie Gannon reported FRSG voted online for 1 Instructional Improvement proposal in March.
- i) Institutional Planning – Selenseia Holmes/Yvonne Landers – No report
- j) Internationalization & Globalization – Terence Sullivan – No report
- k) Library Affairs – Matt McIntyre – No report
- l) Student Affairs – Selenseia Holmes – No report
- m) Technology – Sterlin Sanders – No report

11) University Wide Committees

- a) Budget Advisory Committee – Pepper Croft – No report
- b) Campus Wellness – Heidi Browning – No report
- c) Dining Advisory – Shannon Zapf – No report
- d) Parking Advisory – Donnell Davis – No report
- e) Parking Appeals – Paul Leavy – No report
- f) Retiree Association – Yvonne Landers – No report

12) Old Business

- a) Sterlin Sanders reminded all that he is leaving VSU shortly and that this will be his last meeting as COSA Chair. Paul Leavy will serve as both Chair-Elect and Chair for May and June until a new Chair-Elect can be elected and take their position. Thank you Sterlin and good luck to you!

13) New Business

- a) Paul Leavy presented outgoing COSA Chair Sterlin Sanders with a plaque in recognition of his service to COSA this past year.

14) Adjournment

- a) Yvonne Landers made a motion to adjourn the meeting which was seconded by Pepper Croft. Sterlin Sanders adjourned the meeting at 9:33am.

Respectfully submitted,

A handwritten signature in black ink that reads "Terence Sullivan" with a long horizontal flourish at the end.

Dr. Terence Sullivan, COSA Secretary 2018-2019

Column1	Column2	Column3	Column4	Column5
Month of: Feb/Mar 2019	Description	Deposits	Expenditures	Current Balance
4/15/2019				
FUND 10 COSA 1481060	Financial Activities			
	Beginning Balance			201.25
	Swag Items		-93.77	
	Pending Financial Activities			
(Note: Pending Financial activities are estimated costs only.)	Deposit Faculty Senate			
	Est. Balance after Pending Activities			-
				107.48
VSU Foundation - Discretionary 90109	Financial Activities			
	Beginning Balance			2,054.11
	Reimbursements -Landers		-21.60	
	Pitts		-16.15	
	Ticknor		-106.93	2,016.36
	Deposit Gift	10.00		
	Basket Raffle \$220 =100	320.00		
	2% Admins Fee		-0.20	
	Aramark Linens		-135.00	
	Est. Balance after Pending Activities			2,104.23
VSU Fdn - Retirement Walkway	Financial Activities			
				13,176.23
	Deposit -Hollis Barnett	50.00		
				13,226.23
	Pending Financial Activities			
	Est. Balance after Pending Activities			13,226.23
90110 VSU Foundation - Books (Tuition Assistance Program)	Financial Activities			
	Beginning Balance			688.13
	Aramark Dining Blazer Books		-204.13	

	Pending Financial Activities			
	Est. Balance after Pending Activities			484.00

*Submitted by
Yvonne Le Roy-Landers, Treasurer*