



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday May 21, 2019

1) Call to order

a) Interim Chair Paul Leavy called the meeting to order at 9:04AM 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, Jacob Bell*, Haley Chaney, Ashley Cooper (Terence Sullivan-proxy), Pepper Croft, Donnell Davis, Angelica Gannon, Selenseia Holmes, Dr. Eric Howington*, Julienne Jackson, Michael Kitchens, Yvonne Landers (Heidi Browning-proxy), Paul Leavy, Matthew McIntyre, Mark McNalley, Laura Pitts (Paul Leavy-proxy), Dr. Terence Sullivan, Adrian Taylor, Janet Wade, and Shannon Zapf.

b) Guests were: Ike Barton (IT), Dr. Richard Carvajal (President), Alison Downey (eLearning), Melissa Dunn (Fin Svces), Ann Farmer (UPD), Obediah Hall (CELT), Megan Hancock (Admissions), Shanika Hezekiah (Fin Svces), Dr. Marci Marshall (COEHS), Traycee Martin (VPFA), Bailey Raffield (IT), Sheri Shaw (IA), Dwayne Trouille (IT).

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

3) Communication with Administration

a) Dr. Carvajal thanked everyone who worked to make our spring Commencement ceremonies a great success.

b) Dr. Carvajal told everyone that like many employees, he is using the early summer as a way to reset by taking some time away from campus. He will be heading to Belize to give the Commencement address for a school with which VSU has a long-term relationship.

c) Dr. Carvajal indicated that the changes to our summer registration structure seem to be paying off. Summer enrollment is up 14% over last year. In addition, fall enrollment for returning students is up 5% and new admits are up 13% from this time for last year.

d) Dr. Carvajal will be sending out the final spring 2019 presidential e-update later this week.

4) Special Order of the Day

a) Blazer Books award recipients were recognized at the May meeting. They are Bailey Raffield and Megan Hancock. Congratulations to both of our winners.

b) Employee of the Semester was scheduled to take place but due to the move for HR and other factors, will be postponed to the June meeting.

5) Approval of Minutes

a) Pepper Croft made a motion to approve the April 2019 minutes which was seconded by Julienne Jackson. The minutes were approved unanimously.

6) Treasurer's Report

- a) Yvonne Landers completed the Treasurer's report for the month but was unable to attend in person to give the report. This report will be voted on in June.

7) Report from the Chair

- a) Paul Leavy reported that some faculty members asked for us to discuss the idea of eliminating the mandatory leave time that we routinely take during the semester break. After some discussion, the decision was made not to support this effort.
- b) Paul Leavy, Selenseia Holmes and Adrian Taylor reported that spring Commencement overall was successful for the volunteers. However, there were not enough programs at the Graduate event and family members were coming on the floor and getting in between the graduates to get programs/pictures. Adrian suggested we revisit the former plan of hiring outside security for these events.
- c) Paul Leavy reminded everyone that with the end of the fiscal year coming, we will have openings on many committees soon (COSA, Faculty Senate, University). He reminded all representatives that they need to serve on two committees at least and told everyone to think about the ones they are interested in. Terence Sullivan will send out information about the openings to all the returning and newly elected representatives. We will discuss this further at the June meeting.

8) Attendance and Participation

- a) Paul Leavy 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 the following employees were elected as COSA representatives beginning in the 2019-2020 fiscal year. Congratulations to all our new representatives!
 - 1) Finance and Admin
 - Jennifer Griffin
 - Laura Pitts
 - 2) President's Area
 - Dwayne Trouille
 - Jessica Queen
 - 3) Academic Affairs
 - Sue Bailey
 - Obediah Hall
 - 4) Student Success
 - Haley Chaney
 - 5) At Large
 - Shelia Hall
 - 6) Pepper Croft reminded everyone that officer elections will take place in person at the June meeting for all positions other than Chair. Anyone interested in running can contact the current Executive Committee. Terence Sullivan will send out information about each position to assist those who may wish to run.
- c) Social Recognition & Professional Development Committee – Terence Sullivan reported for Ashley Cooper reported that 10 nominations for Staff Excellence have been received. The committee will

select the winners and sent to the President's Office by early June The two winners will be announced and recognized at Fall Convocation in August.

- 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 winner of the Annie Powe Hopper Award was Ianmichael Brooks. Ianmichael was recognized at the Awards Dinner held on April 25, 2019 at 6pm in the University Center, Magnolia Room.
- b) Academic Scheduling and Procedures – Donnell Davis – No report
- c) Athletics – Open – No report
- d) Diversity & Equity – Yvonne Landers – 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 – Angie Gannon reported FRSG voted in person for 8 Research Seed Grant proposals in April.
- i) Institutional Planning – Selenseia Holmes/Gerald Williams – 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 – Open – 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 – Shannon Zapf – No report
- e) Parking Appeals – Paul Leavy – No report
- f) Retiree Association – Yvonne Landers – No report

12) Old Business

13) New Business

14) Adjournment

- a) Donnell Davis made a motion to adjourn the meeting which was seconded by Pepper Croft. Paul Leavy adjourned the meeting at 9:38am.

Respectfully submitted,



Dr. Terence Sullivan, COSA Secretary 2018-2019