



**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday, July 19, 2016**

**1) Call to order**

a) Chair Donnell Davis called the meeting to order at 9:03 AM in the SU Ballroom B.

**2) Roll call:** All representatives must sign/initial the attendance roster to be counted as present.

a) Members present: Sue Bailey (Proxy-Terence Sullivan), Denise Bogart\*, Tim Brunt, Pepper Croft, Donnell Davis, Angelica Gannon, Sandra Griffin (Proxy-Jessica Deal), Nicole Gunn, Selenseia Holmes, Michael Holt\* (Proxy-Peggy Moch), Michael Kitchens, Gwen Manning, Brandon Mainer (Proxy-Gwen Manning), Marlene Marlow, Michael Smith, Terence Sullivan, Tiffany Soma, Keith Warburg, Janet Wade, and Shannon Zapf. Guests were: Dr. Kelli Brown (President), Sherolyn Hopkins (Student Affairs), Marci Marshall (CONHS), Tee Mitchell (Enrollment Services), Leroy Trower (Financial Aid), and Gerald Williams (Career Opportunities). The following members were absent: ShanTina Adams, Derrick Carter, Sabrina Daniels, Chasity Gill, Veronica Graham, and Maya Mapp\*, Sterlin Sanders, Bob DeLong.  
**Please send a proxy if you cannot attend a meeting.**

**3) Communication with Administration**

a) Dr. Brown attended to give a welcome as our new interim president. Welcome Dr. Brown! She indicated that the presidential search would commence soon and she will be on board as long as needed until our new president is in place. She thanked the staff for all the work we do in creating a positive climate for our students but reminded us that we all have work to do. VSU has about a 69% retention rate versus 77% system-wide. Dr. Brown stressed that staff have a critical role to play in the success of all of our students. We need patience to make the changes needed to improve our services and need to make our processes intentional and data driven.

**4) Special Order of the Day**

**5) Approval of Minutes**

a) Keith Warburg made a motion to approve the minutes of June 21, 2016. It was seconded by Janet Wade. The motion was approved unanimously.

**6) Treasurer's Report**

- a) State - \$2,082.00
- b) Discretionary - \$1,197.33
- c) Blazer Books - \$1,358.80
- d) Retirement - \$11,160.78

**7) Report from the Chair**

- a) Convocation will take place at 10am on Monday, August 8<sup>th</sup>, 2016 in Whitehead Auditorium. Brandon Mainer will present for COSA. Keith reminded us that there will be a live, recorded broadcast for all employees who cannot attend.
- b) Donnell brought up the idea that in order to boost fundraising capacity (and make it more intentional), especially in this time of budget constraints, we should consider forming a standing Fundraising Committee headed by the Treasurer. The committee will be charged with developing and conducting fundraising activities to boost our discretionary account.
  - i) Keith made a motion to form a Fundraising Committee and it was seconded by Terence. The vote was unanimous in favor of forming the committee with five members (COSA Treasurer, 3 COSA representative, one Faculty representative). Peggy Moch reminded COSA we should include faculty in all of these efforts
    - (1) Representatives who agreed to serve on the committee are: Tiffany Soma, Terence Sullivan, and Shannon Zapf. We will work with Faculty Senate to appoint a faculty representative.
    - (2) Peggy suggested raffling off the president's parking spot to a student for 2 weeks each semester as a fun and easy way to raise funds.

**8) Staff Attendance and Participation**

**9) Employee Morale**

- a) Staff Excellence Awards – COSA was asked to consider moving the awards presentation from fall at Convocation to spring at the State of University Address from the President’s Office. This was done to give the president more time to prepare as she has only been officially on campus for about 2 weeks.
- i) Keith made a motion to move the presentation to spring at the State of the University of Address and it was seconded by Terence. Discussion ensued about the status of Faculty Excellence Awards. COSA will work with Faculty Senate to clear up confusion about when these awards are presented. The motion was then unanimously approved

**10) Representation on Committees**

**11) New Business**

- a) Keith mentioned that the Presidential Search Committee will meet for the first time on Friday, July 22<sup>nd</sup> with Parker Executive Search Firm to receive the charge.

**12) Adjournment**

Meeting adjourned 9:42 am.

Respectfully submitted,

Terence Sullivan, COSA Secretary