



**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday, October 18, 2016**

**1) Call to order**

a) Chair Donnell Davis called the meeting to order at 9:04 AM in the UC 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, Tim Brunt, Pepper Croft, Donnell Davis, Sabrina Daniels, Angelica Gannon, Chasity Gill, Veronica Graham, Sandra Griffin, Selenseia Holmes, Michael Holt\*, Michael Kitchens (Proxy-Tiffany Soma), Brandon Mainer, Gwen Manning, Michael Smith (Proxy-Terence Sullivan), Terence Sullivan, Tiffany Soma, Janet Wade, Keith Warburg (Proxy-XXXX), and Shannon Zapf. Guests were: Beverly Amiot (Finance & Admin), Dr. Kelli Brown (President's Office), Shanika Hezekiah (Financial Services), Stanley Jones (Registrar), Traycee Martine (Finance & Admin), Leroy Trower (Financial Aid), Yvonne Landers (Finance & Admin). The following members were absent: Denise Bogart\*, Bob DeLong\*, Nicole Gunn, Maya Mapp\*, Marlene Marlow, Sterlin Sanders. **Please send a proxy if you cannot attend a meeting.**

**3) Communication with Administration**

- a) Official enrollment numbers are in and have been sent to the USG System office (see attachment).
- b) Open House occurred on Saturday, October 15, 2016. Two more are scheduled for spring 2017 (see attachment).
- c) State Charitable Contributions Campaign kicked off August 24, 2016 and ends November 15, 2016 (see attachment).
- d) University budget is due to System office by October 21, 2016. Budget presentations were held for campus community (see attachment).
- e) Paint Valdosta Red campaign is ongoing. Wear red on Fridays and show school spirit!
- f) Fall 2016 Commencement Ceremony dates are set (see attachment).

**4) Special Order of the Day**

a) Stanley Jones reported on the first VSU Leadership Academy program. This is the first and only of its kind in Georgia. The Academy is designed to foster leadership on campus and is based on the USG Executive Leadership Institute. The Academy is being funded through an Innovation Grant. Thirty-five applicants will be chosen to participate. Leaders can come from any area and level but particularly those with a Manager title or higher. Application deadline is October 31, 2016. All applicants need to submit the application which includes a CV/Resume, Leadership Statement, Letter of Supervisor Support and one Letter of Recommendation.

**5) Approval of Minutes**

a) Shannon Zapf made a motion to approve the minutes of September 20, 2016. It was seconded by Yvonne Landers. The motion was approved unanimously.

**6) Treasurer's Report**

- a) State - \$2,057.00 (debit of \$25 for yearly USGSC dues)
  - b) Discretionary - \$1,445.25
  - c) Blazer Books - \$1,358.80
  - d) Retirement - \$11,210.78
- 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 on the USGSC Annual Conference held at Kennesaw State University on October 6-7, 2016. Donnell, Brandon Mainer and Terence Sullivan attended for COSA. The conference was very informative particularly regarding updates about the FLSA changes we are about to see as well as valuable information for managing staff council participation, attendance and meeting conduct. We hope to implement several of the suggestions heard at the conference.
- b) Donnell also reminded everyone that the Blazer Books award ceremony for current TAP participants will be held at the November meeting of COSA. Applications are currently being accepted. As in the past, three participants will be selected to receive an award.
- c) There was no Faculty Senate update

**8) Staff Attendance and Participation**

- a) Donnell Davis reminded all representatives to check which committees they are members of (both COSA and University-wide) and be sure to contact the appropriate chairpersons and to attend the meetings of those committees so COSA can get a report.

**9) Committee Reports**

- a) Policy Committee – Tiffany Soma
  - 1) The committee met on October 11, 2016 (see attachment).
- b) Social Recognition Committee – Brandon Mainer
  - 1) Employee of the Semester – Dr. Denise Bogart – The first email about nominations was sent out. The ceremony will occur at the December, 13, 2016 meeting of COSA.
- c) Professional Development Committee – Pepper Croft
  - 1) Blazer Books – The email for applications is being sent today for this award to all current TAP participants.
- d) Budget & Finance – Angie Gannon
  - 1) Fundraising – The committee met on September 19, 2016 (see attachment).
- e) Elections – No chair currently (Tiffany Soma has expressed interest).
  - 1) We are looking to reactivate this important committee so as to avoid delays in filling open representative positions each year.

**10) University Wide Committees**

- a) Presidential Search Committee – Michael Holt reported that 80 strong candidates applied for the position. The committee whittled this number down to 8 semi-finalists. All of these candidates will be interviewed in Atlanta. The pool will then be whittled down to 3-5 finalists who will be invited to campus for day long interviews. At that point, candidate names will become public record. These campus interviews are slated to occur in the first two weeks of November.
- b) Academic Scheduling and Procedures – Donnell Davis/Keith Warburg – No report.
- c) Faculty Scholarship – Angie Gannon – Angie is checking on the role COSA will play on this committee in future (there have been some questions on this).
- d) Student Affairs – Selenseia Holmes/Keith Warburg – No report.
- e) Internationalization & Globalization – Terence Sullivan – No report.
- f) Library Affairs – Sue Bailey – Sue reported that the committee is scheduled to meet on October 28, 2016.
- g) Technology – Sterlin Sanders – No report.
- h) Academic Honors & Scholarship – Donnell Davis – No report.
- i) Environmental Issues – Vacant – No report.
- j) Diversity & Equity – Sue Bailey/Gwen Manning – Committee met on October 17, 2016 and 7 were in attendance.
- k) Athletics – Sterlin Sanders – No report.
- l) Educational Policies – Veronica Graham – No report.
- m) Strategic Planning – Sterlin Sanders – No report.
- n) Institutional Planning - Selenseia Holmes/Pepper Croft – No report.
- o) Dining Advisory – Inactive – We are working with Aramark to reactivate this committee.
- p) Planning & Budget – Donnell Davis/Pepper Croft/Brandon Mainer – No report.
- q) Retiree Association – Sandra Griffin – No report.
- r) Campus Safety – Tim Brunt/Shannon Zapf – No report.
- s) Wellness – Sandra Griffin – The Benefits & Wellness Fair is schedule to take place on Thursday, October 27, 2016 from 10am-2pm in the Student Union Ballrooms.

**11) New Business**

- a) Donnell Davis reiterated Dr. Brown's request that we all make an effort to contribute to both the Faculty/Staff and State Charitable Contribution Campaigns. Let's put VSU in first place in the USG for total participation.

**12) Adjournment**

- a) Terence Sullivan moved to adjourn the meeting and Yvonne Landers seconded the motions. Meeting adjourned 10:04am.

Respectfully submitted,

Terence Sullivan, COSA Secretary