



**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday, November 15, 2016**

**1) Call to order**

a) Chair-Elect Brandon Mainer called the meeting to order at 9:02 AM in the Student Union-Meeting Rm 1 A/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), Tim Brunt, Pepper Croft, Bob DeLong\* (Proxy-Terence Sullivan), Angelica Gannon, Selenseia Holmes, Michael Kitchens, Brandon Mainer, Sterlin Sanders, Terence Sullivan, Tiffany Soma (Michael Kitchens-Proxy), and Janet Wade. Guests were: Dr. Kelli Brown (President's Office), Anca Garcia (ELI), Kate Clubb (Aramark), Randi Griffin (Aramark), Marci Marshall (CONHS), Traycee Martin (Fin & Admin), Sheila Peacock (MLIS), Lori Rastegar (Extended Learning). The following members were absent: ShanTina Adams, Denise Bogart\*, Donnell Davis, Sabrina Daniels, Chasity Gill, Veronica Graham, Sandra Griffin, Nicole Gunn, Michael Holt\*, Maya Mapp\*, Gwen Manning, Marlene Marlow, Michael Smith, Keith Warburg, and Shannon Zapf. **Please send a proxy if you cannot attend a meeting.**

**3) Communication with Administration**

a) VSU in the Playoffs of Division II Football (see attachment).

b) Official enrollment numbers are in and show an increase of 0.6% or 73 students (see attachment).

c) State Charitable Contributions Campaign ran from September 1 to November 15, 2016 (see attachment).

d) Paint Valdosta Red campaign is ongoing. Wear red on Fridays and show school spirit!

e) Lighting of the Palms to occur on December 1, 2016 (see attachment).

f) Fall 2016 Commencement occurs Friday, December 9, 2016 @ 7pm for Graduate School and Saturday, December 10, 2016 @ 5pm for Undergraduates (see attachment).

**4) Special Order of the Day**

a) Blazer Books Award Ceremony took place. Three staff members were awarded \$150 each to assist in purchasing class materials – Anca Garcia, Penny Giddens and Keith Warburg. Anca Garcia was on hand to receive her award from Dr. Brown and Brandon Mainer. Penny Giddens and Keith Warburg were unable to attend.

b) Aramark reported on upcoming changes to dining locations and also to address some lingering concerns about the service being provided.

1) Valdosta Bread Co. in the University Center will be adjusted to bring down the price of some items and to offer more variety. Already some things have been added such as breakfast in a cup and wings and French fries and Starbucks coffee. A second employee is also stationed there at busy times to reduce wait time. Finally the grab and go options will be expanded at the location.

2) Palms Dining will undergo a total remodel (both front and back of the house) including new floors and walls and will include murals in the front area. In addition new countertops, signage and seating will be installed. The Mongolian Grill station will be added over the summer 2017. New Food Service Director, Eric Davis, will start on December 1, 2016.

**5) Approval of Minutes**

a) Since quorum was not reached at the meeting, no vote was taken to approve the minutes of the October 18 meeting. If quorum is met in December, votes will be taken to approve both October's and November's minutes.

**6) Treasurer's Report**

a) State - \$2,057.00

b) Discretionary - \$1,366.83

c) Blazer Books - \$908.80

d) Retirement - \$11,210.78

**7)** Since quorum was not reached at the meeting, no vote was taken to approve the treasurer's report. If quorum is met in December, votes will be taken to approve both October's and November's reports

**8) Report from the Chair**

a) Employee of the Semester applications are being accepted until November 18, 2016. The recognition will take place for all nominees and winners at the December 13, 2016 meeting.

b) Brandon reminded all COSA representatives to remind their constituents who they are and that they are available to speak with about any concerns or issues.

- c) Brandon reminded all committee chairs and reps to university wide committees that committee reports for a given month are due by that month's Executive Committee meeting to be placed on the agenda for that month's Board meeting.

**9) Staff Attendance and Participation**

- a) Brandon 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. Also, please ensure if you cannot attend your committee to send a proxy.

**10) Committee Reports**

- a) Policy Committee – Terence Sullivan for Tiffany Soma
  - 1) The committee met on October 25, 2016 (see attachment).
- b) Social Recognition Committee – Brandon Mainer
  - 1) Employee of the Semester – Dr. Denise Bogart – See Report from the Chair for timeline information.
- c) Professional Development Committee – Pepper Croft
  - 1) Blazer Books – See Special Order a. for information. Pepper Croft reported that monies will now be deposited directly into recipients' student accounts in place of a check.
- d) Budget & Finance – Angie Gannon
  - 1) Fundraising – The committee met on October 24, 2016 (see attachment). Angie Gannon mentioned that the parking pass drawing will close on Thursday, November 17, 2016 and winners will be drawn on Friday, November 18, 2016.
- e) Elections – Terence Sullivan for Tiffany Soma
  - 1) This committee is active again and includes the following representatives – Tiffany Soma (Chair), Pepper Croft, Donnell Davis, Gwen Manning and Terence Sullivan
  - 2) Terence reported on the status of the election for an At-Large position to begin in December, 2016.
    - (1) Nominations closed on November 11, 2016.
    - (2) Voting opens on November 16 and closes on November 30, 2016. Votes will be counted on December 1, 2016.
    - (3) Donnell will notify each candidate privately by email and will announce the winner at the December 13 meeting to which they will be invited.

**11) University Wide Committees**

- a) Presidential Search Committee – Michael Holt – No report
- b) Academic Scheduling and Procedures – Donnell Davis/Keith Warburg – No report.
- c) Faculty Scholarship – Angie Gannon – No report
- d) Student Affairs – Selenseia Holmes/Keith Warburg – No report.
- e) Internationalization & Globalization – Terence Sullivan – No report.
- f) Library Affairs – Sue Bailey – No report
- 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 – No report
- 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 – Shannon Zapf – No report
- p) Planning & Budget – Donnell Davis/Pepper Croft/Brandon Mainer – No report.
- q) Retiree Association – Sandra Griffin – No report.
- r) Campus Safety – Shannon Zapf – No report.
- s) Wellness – Sandra Griffin – No report.

**12) New Business**

- a) Brandon Mainer discussed National Fraud Awareness Week taking place the week before Thanksgiving. Several events are planned by Internal Audit in recognition of the week to encourage a more ethical culture across the state of Georgia.

**13) Adjournment**

- a) Brandon Mainer adjourned the meeting at 10:13am.

Respectfully submitted,

Dr. Terence Sullivan, COSA Secretary