



**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday, February 21, 2017**

**1) Call to order**

a) Chair-Elect Brandon Mainer called the meeting to order at 9:02 AM in the University Center, Cypress Room.

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

a) Members present: ShanTina Adams, Denise Bogart\*, Pepper Croft, Sabrina Daniels, Donnell Davis (Brandon Mainer-Proxy), Angelica Gannon, Chasity Gill (Proxy-Terence Sullivan), Veronica Graham, Sandra Griffin, Selenseia Holmes, Michael Kitchens, Yvonne Landers, Bob Lee\*, Brandon Mainer, Gwen Manning, Maya Mapp (Proxy-Dillon Rountree)\*, Sterlin Sanders, Terence Sullivan, Tiffany Soma, Keith Warburg, Janet Wade, and Shannon Zapf.. Guests were: Jonathan Brasher (Internal Audit), Dr. Richard Carvajal (President's Office), Heidi Cox (Internal Audit), Bradford Coleman (Counseling), Caroline Davis (HESA), Maggie Davis (HESA), Jessica Deal (Financial Aid), Dana Jack (Library), Traycee Martin (VPFA), Tyler Martin (Registrar), Matthew McIntyre (Centralized Advising), Mark McNalley (Housing), Leah McLaren (MSRD), Alan Rowe (UPD), Leroy Trower (Financial Aid), Sylvia Wade (HESA). The following members were absent: Sue Bailey, Nicole Gunn, Michael Holt\*, Marlene Marlow, and Michael Smith. **Please send a proxy if you cannot attend a meeting.**

**3) Communication with Administration**

- a) Dr. Carvajal mentioned how much he appreciated and enjoyed being able to attend the Employee Dessert Social last month.
- b) Listening opportunities continue to occur throughout and around campus.
  - 1) Dr. Carvajal has met member of the VSU community within their colleges and departments as well as community members in varying venues.
  - 2) The first "Pizza with the President" occurred recently allowing Dr. Carvajal to meet with people in smaller, more intimate ways.
  - 3) He is still planning on offering faculty and staff specific forums.
- c) The VSU leadership team is being reviewed continuously to solidify it. The search for the Provost position has begun. The committee has met and is putting together the position description to send to the Parker Executive Search firm. We hope to have the new person in place by summer 2017.
- d) The Georgia House has approved the funding of the Barrow Hall (AFROTC) renovation for \$1.7M. All we need now is the approval of the Georgia Senate to be able to move forward. The next building on the list for renovations is Fine Arts.
- e) Dr. Carvajal continues to address the fallout from the racist graffiti found in Lowndes Hall. He has put out statements to campus community and the media and is continuously meeting with student leadership to address the situation.

**4) Special Order of the Day**

- a) Dr. LaGary Carter, Associate Dean of CONHS and Mr. Sean Hutchison, Exercise Physiology spoke about two new facilities available in the HSBA building on North Campus available for use by VSU employees. Both facilities are state of the art and opened in February 2016. They are jointly known as the Center for Exercise Medicine and Rehabilitation (CEMR).
  - 1) The first facility is the Athletic Training Clinic overseen by Mr. Hutchison which is a fully functional, orthopedic rehabilitation center available to all members of the local community for a very reasonable fee. It includes state of the art equipment and processes to aid in physical rehabilitation. Appointments are \$20/session and membership options are available.
  - 2) The second is the Fitness and Wellness Center staffed by members of the Exercise Physiology department and open to VSU community members. It is a full service health and wellness facility which includes healthy eating information and individualized exercise programs. The department will be sending out a confidential survey to all VSU employees soliciting information about health needs to tailor the centers services more directly.

**5) Approval of Minutes**

a) Keith Warburg made a motion to approve the minutes of January 17, 2017. It was seconded by Tiffany Soma. The motion was approved unanimously.

**6) Treasurer's Report**

- a) State - \$1,356.49 (pending expenses of \$1,321.01) = \$35.48
- b) Discretionary - \$1,351.92
- c) Retirement - \$11,662.03

- d) Blazer Books - \$1,597.30
- e) Yvonne Landers made a motion to approve the Treasurer's Report. It was seconded by Pepper Croft. The motion was approved unanimously.

**7) Report from the Chair**

- a) Brandon Mainer reported that the feedback on the Dessert Social was uniformly positive. Participants enjoyed the opportunity to mix and mingle and eat some good desserts. Comments such as "best one in years" and that they liked the intimacy of the space were received.
- b) Wild Adventures Day will proceed as in the past. Thank you to Dr. Carvajal's office for funding it again. The date is May 27, 2017. An email regarding when and where to sign up/pay will be coming out to all employees soon.
- c) Employee Appreciation event is scheduled for April 10, 2017 in the University Center, Magnolia Rooms. Terence Sullivan is working with Aramark to arrange catering. We are planning a more traditional lunch buffet this year (as opposed to last year). We are also looking at ways to control access such as issuing tickets to participants, having line control and/or servers as well as not providing take out boxes. This is all in an effort to control costs.
- d) Brandon Mainer echoed the President's sentiments that all members of COSA and VSU stand against acts of hate such as what happened in Lowndes Hall.

**8) Staff Attendance and Participation**

- a) Brandon Mainer reminded all representative on VSU, COSA, SGA or Faculty committees to attend those meetings, take notes and report those to COSA (by notifying the Executive Committee before the main meeting). Also, we still need representation on numerous committees.

**9) Committee Reports**

- a) Policy Committee – Tiffany Soma – The committee met on February 8, 2017 to discuss the proposed amendment to change the representative to staff proportion. The committee voted to change the proportion from 1-75 reps to employees within a division to 1-35 in an effort to maintain the size of the COSA body. Tiffany Soma presented this information to the Executive Committee earlier this month and presented it at this meeting to the main COSA body for its consideration. This amendment will be voted on by all representatives present (if quorum is met) at the March meeting. If this does not get voted on, it will have serious repercussion on our voting process and ability to continue as an organization.
- b) Elections – Tiffany Soma – See above.
- c) Social Recognition Committee – Brandon Mainer – No report
- d) Professional Development Committee – Pepper Croft reported that several applications have been received for this semester's Blazer Book Award and are being reviewed by the committee. Three awards of \$150 will be presented at the March meeting
- e) Budget & Finance – Angie Gannon reported that a total of \$486 was raised from the gift basket fundraiser at the Dessert Social. We will continue this tradition at future events such as Employee Appreciation.

**10) University Wide Committees**

- a) Academic Honors & Scholarship – Donnell Davis – No report
- b) Academic Scheduling and Procedures – Keith Warburg reported that the committee met recently and voted on changing the process from voting on five years of Academic calendars at a time to two years at a time. This will allow for more flexibility in the process.
- c) Athletics – Sterlin Sanders – No report
- d) Campus Safety – Shannon Zapf – No report
- e) Campus Wellness – Sandra Griffin/Brandon Mainer reported on the USG walking trail challenge which will take place from March 20 to April 30, 2017. In addition, there will be a ribbon cutting ceremony for VSU's new fitness trail on the Front Lawn from 1-3pm followed by a walk of the trail with the President.
- f) Dining Advisory – Shannon Zapf reported that Ben & Jerry's ice cream replaced Mayfield in the campus PODs due to delivery issues with Mayfield. Aramark continues to explore grab & go options at Palms Dining Hall. In addition, wraps and sandwiches are now available in both the Library and University Center locations.
- g) Diversity & Equity – Sue Bailey/Gwen Manning – No report
- h) Educational Policies – Veronica Graham – No report
- i) Environmental Issues – Vacant – No report
- j) Faculty Scholarship – Angie Gannon – No report
- k) Institutional Planning – Selenseia Holmes reported that the committee discussed changes to the Student Handbook and the campus free speech zone. She also indicated that some faculty members were concerned with the process by which the Office of Diversity & Inclusion was developed.
- l) Internationalization & Globalization – Terence Sullivan – No report
- m) Library Affairs – Sue Bailey – No report
- n) Planning & Budget – Donnell Davis/Pepper Croft/Brandon Mainer – No report

- o) Retiree Association – Sandra Griffin/Yvonne Landers – Terence Sullivan reported for Yvonne Landers that bricks are being ordered for a number of recent retirees. He also reported that the Retiree Luncheon is scheduled for April 7, 2017 in the University Center Magnolia Rooms.
  - p) Strategic Planning – Sterlin Sanders – No report
  - q) Student Affairs – Selenseia Holmes reported the committee met in January and there is a plan in place to track employment outcomes for alumni. In addition, there was discussion on ways to make Student Life services more actionable. Finally, the committee discussed the new golf cart shuttle that will soon be replacing the night bus for students.
  - r) Technology – Sterlin Sanders – No report
  - s) Traditions & Spirit – Keith Warburg reported that the committee met and broke into sub-committees to discuss specific plans to develop university traditions.
- 11) **New Business**
- a) Sterlin Sanders reminded everyone present that the TIES conference will take place from Wed-Fri. of this week throughout the campus.
  - b) Sterlin Sanders reminded everyone that the search for position of Chief Information Officer has begun. The committee is being chaired by Dr. Anthony Scheffler.
- 12) **Adjournment**
- a) Brandon Mainor adjourned the meeting at 10:08am. Pepper Croft made a motion to adjourn which was seconded by Keith Warburg.

Respectfully submitted,

Dr. Terence Sullivan, COSA Secretary