



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday, April 18, 2017

1) Call to order

- a) Chair Donnell Davis called the meeting to order at 9:06 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: Sue Bailey (Proxy-Terence Sullivan), Denise Bogart*, Pepper Croft, Sabrina Daniels (Proxy-Veronica Graham), Donnell Davis, Angelica Gannon, Veronica Graham, Sandra Griffin, Selenseia Holmes, Michael Kitchens, Yvonne Landers, Brandon Mainer, Gwen Manning, Sterlin Sanders (Proxy-Terence Sullivan), Terence Sullivan, Tiffany Soma, Janet Wade, Chasity Wood, and Shannon Zapf. Guests were: Bradford Coleman (Counseling Ctr). Jessica Deal (Financial Aid), Shanika Hezekiah (Financial Services), Dana Jack (Library), Julienne Jackson (Public Admin), Kirk Johnson (Centralized Advising), Traycee Martin (VPFA), Matthew McIntyre (Centralized Advising), Adrian Taylor (IT), Leroy Trower (Financial Aid). The following members were absent: ShanTina Adams, Nicole Gunn, Michael Holt*, Bob Lee*, Maya Mapp*, Michael Smith, Keith Warburg. Please **send a proxy if you cannot attend a meeting.**

3) Communication with Administration – No report as Dr. Carvajal was unable to attend the meeting

4) Special Order of the Day

5) Approval of Minutes

- a) Shannon Zapf made a motion to approve the minutes of March 21, 2017. It was seconded by Tiffany Soma. The motion was approved unanimously.

6) Treasurer's Report

- a) State - \$43.48
- b) Discretionary - \$1,365.78
- c) Retirement - \$11,816.60
- d) Blazer Books - \$1,411.80 – (a deduction of \$450 is forthcoming for this month's Blazer Books awards)
- e) Janet Wade 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) Employee Appreciation luncheon took place on April 10, 2017. Overall it went well. Donnell indicated that approximately 300 employees attended and the feedback was generally positive. Donnell thanked all the COSA representatives who volunteered their time before and during the event to make it a success.
- b) Wild Adventures Day is set for May 27, 2017. Today is the last day to sign up for the event. There were three in person sign up days last week and Pepper Croft sent a final email with the sign up form attached late last week for anyone who couldn't get to sign up in person. 100 attendees are needed to make this a go but it looks like we will make it.
- c) The space for COSA materials was approved and a key was issued to Brandon Mainer. We are working to get a second key and plan to move materials later this week or next. The space is located near Internal Audit.
- d) Employee of the Semester award ceremony will take place at the May COSA meeting. Donnell will get with HR to ensure email reminders go out for nominations.
- e) Donnell reported that Staff Excellence awards will be postponed until fall 2017 just this one time (faculty awards are also being postponed). After that, Dr. Carvajal hopes to offer a yearly Employee Appreciation event from his area which will include excellence awards.
- f) Donnell reported that a request was made to have a COSA representative to the newly reformed Parking Advisory Committee. Terence Sullivan volunteered to represent COSA.

8) Staff Attendance and Participation

9) Committee Reports

- a) Policy Committee – Tiffany Soma – Tiffany Soma reported that the committee met last week to finalize the merging of the Bylaws and Policy documents. This work is now complete. The committee will meet again in a few weeks to run through the entire merged document for any clean up on language and formatting. The committee will present the final document to COSA at the May meeting. Representatives will have until the June meeting to submit questions/concerns and then a vote on accepting the new document will be held at the June meeting.

b) Elections – Tiffany Soma reported that we have the following opening for representatives for the upcoming year. She indicated that she will accept nominations for the positions until the end of business today.

- 1) 3 Academic Affairs – 2 nominations currently
- 2) 4 Finance & Admin – 3 nominations currently
- 3) 1 President’s Area – 0 nominations currently
- 4) 1 External Affairs – 1 nomination currently

Tiffany indicated that if no more nominations for positions come in by the end of business today, there will be no election since there are more open positions/division than nominees. However, if any division has more nominees than open positions, a Qualtrics survey will be developed and sent to all eligible staff member within that division for a vote. The voting will continue electronically until 48 hours prior to the May meeting. All winners will be announced at the May meeting.

- c) Social Recognition Committee – Brandon Mainer – No report
- d) Professional Development Committee – Pepper Croft – No report.
- e) Budget & Finance – Terence Sullivan reported for Angie Gannon that a total of \$215 was raised from the fundraisers (two gift baskets and two Mary Kay baskets) during Employee Appreciation.

10) University Wide Committees

- a) Academic Honors & Scholarship – Donnell Davis reported that the Academic Honors Dinner will occur on April 27, 2017 at 6pm in the University Center Magnolia Rooms. All student winners of university honors will be announced at that time.
- 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 – Terence Sullivan reported for Sterlin Sanders that the Athletics Committee received several nominations from Faculty/Staff for the Student Athlete Academic Spotlight. The committee is reviewing these nominations to identify the winners.
- d) Campus Safety – Shannon Zapf – No report
- e) Campus Wellness – Brandon Mainer – No report
- f) Dining Advisory – Shannon Zapf – No report
- 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 – No report
- l) Internationalization & Globalization – Terence Sullivan – No report
- m) Library Affairs – Sue Bailey – No report
- n) Parking Advisory – Terence Sullivan – No report
- o) Parking Appeals – Pepper Croft/Gwen Manning/Terence Sullivan – No report
- p) Planning & Budget – Donnell Davis/Pepper Croft/Brandon Mainer – No report
- q) Retiree Association – Sandra Griffin/Yvonne Landers – No report
- r) Strategic Planning – Sterlin Sanders – No report
- s) Student Affairs – Selenseia Holmes/Michael Kitchens/Keith Warburg – No report
- t) Technology – Sterlin Sanders – No report
- u) Traditions & Spirit – Keith Warburg – No report

11) New Business

- a) Tiffany Soma reminded everyone about the upcoming “Night on Fire” student award ceremony on April 25, 2017. Email reminders should be going out again.
- b) Pepper Croft reported that the Provost search continues. The committee is in Atlanta today and tomorrow for airport interviews. They hope to invite on campus candidates to interview before faculty leave for the summer.
- c) Pepper Croft reported the return of the “Mayhem” event. This was a tradition years ago and was brought back by the Traditions & Spirit committee this year. It will take place on the last weekend of April, 2017.

12) Adjournment

- a) Donnell Davis adjourned the meeting at 9:30am. Terence Sullivan made a motion to adjourn.

Respectfully submitted,

Dr.Terence Sullivan, COSA Secretary