



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday, May 16, 2017

1) Call to order

- a) Chair Donnell Davis called the meeting to order at 9:05 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 (Proxy-Chasity Wood), Sue Bailey, Denise Bogart*, Pepper Croft, Sabrina Daniels (Proxy-Brandon Mainer), Donnell Davis, Angelica Gannon, Veronica Graham (Proxy-Tyler Martin), Sandra Griffin, Selenseia Holmes (Proxy-Tiffany Soma), Michael Kitchens, Yvonne Landers, Brandon Mainer, Gwen Manning, Sterlin Sanders, Michael Smith (Proxy-Terence Sullivan), Terence Sullivan, Tiffany Soma, Janet Wade, Keith Warburg (Proxy-Donnell Davie), Chasity Wood, and Shannon Zapf.
- b) Guests were: Marty Spells (Rec Ctr), Chelsea Holcomb (Rec Ctr), Matthew McIntyre (Centralized Advising), Chandler Day (Student Union), Adrian Taylor (IT), Bradford Coleman (Counseling Ctr), Tricia Hale (Counseling Ctr), Caitlin Connolly (Counseling Ctr), Holly Wright (Counseling Ctr), Becca Smith (Counseling Ctr), Heidi O'Connor (Counseling Ctr), Rebecca Taylor (Testing) Julienne Jackson (Public Admin), Margaret Duncan (Access), Sonja Wright-Smith (Access), Laura Byers (Access), Ray Sable (Plant), Traycee Martin (VPFA), John Wright (Student Life), Gerald Williams (Diversity), John Hansen (KSPE), Jessica Deal (Fin Aid), Leroy Trower (Fin Aid), Krishnendu Roy (CS), Chris Giggs (Warehouse), Sergio Brown (Warehouse), Sonya Sanderson (KSPE), Karen Jarvis (KSPE), Quinncy Thomas (IT), Joy Bray (CS), Barbara Garland (Comm Arts), Hazel McCoggle (Campus Rec), Shawn Phippen (Campus Rec), Sheila Peacock (MLIS), Shanika Hezekiah (Fin Services) and many other guests.
- c) The following members were absent: Nicole Gunn, Michael Holt*, Bob Lee*, and Maya Mapp*. 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

- a) Employee of the Semester – Dr. Denise Bogart announced the following nominees for Employee of the Semester – Joy Bray, Chandler Day, Margaret Duncan, Nicole Flannery-Foster, Kim Harding, Jeff Hodge, Chelsea Holcomb, Susan Jones, Karen Jones, Hazel McCoggle, Graham Nguyen, Megan Slator, Robin Smith, Sophie Stevens, Rebecca Taylor, Jenny White, and Holly Wright. 2nd runner up – Quinncy Thomas, 1st runner up – Sergio Brown, Winner – Becca Smith. Congratulations to all the nominees and winners!

5) Approval of Minutes

- a) Yvonne Landers made a motion to approve the minutes of April 18, 2017. It was seconded by Chasity Wood. The motion was approved unanimously.

6) Treasurer's Report

- a) State - \$2.24
- b) Discretionary - \$1,365.64
- c) Retirement - \$11,816.53
- d) Blazer Books - \$1,411.30 – (a deduction of \$450 is forthcoming for last month's Blazer Books awards)
- 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) Wild Adventures Day is set for May 27, 2017. Tickets should be available for pick up some time next week.
- b) Furniture including a small conference table with 8 chairs and two bookshelves were moved into the COSA office. Supplies and materials were also moved in. We are looking at painting the walls and getting door plates.
- c) Staff Excellence nominations will open after this meeting. Ceremony will take place at Fall Convocation in August 2017 and then will move to spring as part of the new Employee Appreciation event conducted by the President's Office.

- d) USGSC Quarterly meeting update
 - 1) TAP-- USG is still investigating the impact of online fees on campuses. Apparently, some institutions had courses that were totally or majority TAP participants and those courses should have been canceled.
 - 2) Inclusion of a USGSC member on benefits board- still undecided
 - 3) Advice-- USGSC need to collectively decide on what issues to take to Vice Chancellor.
 - 4) Apparently, the ex-Officio that was designated as an "advisor" by COSA for VSU was the HR director. Any administrator can serve as an advisor.
 - 5) Elections were held for the new officers for the new fiscal year—after much debate regarding Bylaws.
 - 6) USG is reviewing the HR policies and updating how things are done; specifically, background checks, and the HR policy manual.
 - 7) USG is considering reopening HealthTrails and the Fitbit incentives; this is separate from the Summer HealthTrails that VSU is continuing.

8) Staff Attendance and Participation

9) Committee Reports

- a) Policy Committee – Tiffany Soma – Policy committee met May 4, 2017 to finalize updates to Bylaws document. Tiffany gave out draft of new document and old Bylaws and Policies documents to all representatives. She explained what the major changes are between the old and new documents and reminded all representatives that a vote will be taken at the June meeting to approve the changes.
- b) Elections – Tiffany announced the winners of the recent election for new representatives.
 - 1) Academic Affairs – Kirklyn Johnson, Matthew McIntyre
 - 2) Finance & Admin – Heidi Bertsch, Philip Foster, Julienne Jackson
 - 3) External Affairs – Paul Leavy
 Congratulations to all the winners! Tiffany also reminded all representatives that elections for Executive Committee positions will take place at the June meeting. She also noted that new representatives are invited to the June meeting as a courtesy.
- c) Social Recognition Committee – Brandon Mainer – No report
- d) Professional Development Committee – Pepper Croft – No report.
- e) Budget & Finance/Fundraising – Angie Gannon – No report

10) University Wide Committees

- a) Academic Honors & Scholarship – Donnell Davis – No report
- b) Academic Scheduling and Procedures – Keith Warburg – No report
- c) Athletics – Sterlin Sanders – No report
- d) Campus Safety – Shannon Zapf – No report
- e) Campus Wellness – Brandon Mainer – No report
- f) Dining Advisory – Shannon Zapf reported that Palms Dining is closed for the summer for renovations and new features including a rotisserie station, new omelet station and sushi bar. No stations are being eliminated. The Mongolian Grill will reopen in the Blazer Grille.
- 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 reported that two submissions for funding were accepted. They are Drs. Viki Soady Ofelia Nikolova from MCL and Dr. Chao Meng from International Business/LCOBA.
- n) Parking Advisory – Shannon Zapf reported the committee held its first meeting. It is looking at new parking structure such as zoned parking areas with differential pricing. In addition, buses will continue to run during the day but from 11pm-7am, they will be replaced by golf carts,
- 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) Dr. Denise Bogart updated everyone on the situation with the Credit Union and some of the history behind it.
- b) Sterlin Sanders discussed the WannaCry Ransomware attack and stated that VSU has put in several patches to protect us but that no protection is absolute so we must all be vigilant.
- c) Sterlin Sanders reported that Mr. Gary Miller from Fort Valley State University has accepted the position of Chief Information Security Officer (CISO) for VSU. Welcome Mr. Miller!
- d) Sterlin Sanders reported that IT will be moving temporarily to Powell Hall West (both floors) until May 2018 while their current offices in Pine Hall are renovated. The IT offices in the Oak Street Parking Deck are not affected by the move.
- e) Terence Sullivan made postcards available with information on the current Peach State Summer Theatre (PSST) season.

12) Adjournment

- a) Terence Sullivan made a motion to adjourn the meeting which was seconded by Yvonne Landers. Donnell Davis adjourned the meeting at 10:17am.

Respectfully submitted,

Dr. Terence Sullivan, COSA Secretary