

COUNCIL ON STAFF AFFAIRS MEETING AGENDA

9:00 a.m.

May 15, 2018, University Center, Cypress Room

1. **Call to order**
2. **Roll call:** All representatives must sign/initial the attendance roster to be counted as present.
3. **Communication with Administration**
 - A. President's report (if Dr. Carvajal can attend)
4. **SPECIAL ORDER OF THE DAY**
 - A. Employee of the Semester recognition ceremony
5. Approval of the **Minutes of April 17, 2018** meeting of the Council on Staff Affairs
6. **Treasurer's Report** – Yvonne Landers
 - A. April 2018
7. **Report from the Chair**
 - A. Employee Appreciation Breakfast follow-up
8. **Staff Attendance and Participation**
 - A. Reminder to send in committee reports before Exec Committee meeting
 - B. Discussion on committee assignments for FY19
9. **COSA Committee Reports**
 - A. Policy Committee - Sterlin Sanders – No report
 - B. Elections – Sterlin Sanders will report
 - i. Announcements will be made of the winners of the following open positions
 1. 3 Finance & Admin
 2. 1 President's Area
 3. 1 Academic Affairs
 4. 1 Student Affairs
 - C. Social Recognition & Professional Development Committee – Pepper Croft will report
 - D. Budget & Finance/Fundraising – Yvonne Landers will report
 - i. Parking Pass Drawing
 - ii. Employee Breakfast baskets
 - E. Habitat for Humanity Ad Hoc Committee – Paul Leavy will report
10. **Faculty Senate Committees**
 - A. Academic Honors & Scholarship – Donnell Davis will report
 - B. Academic Scheduling and Procedures – Donnell Davis – No report
 - C. Athletics – Sterlin Sanders – No report
 - D. Diversity & Equity – Terence Sullivan – No report
 - E. Educational Policies – Kirk Johnson – No report
 - F. Environmental Issues – Phil Foster – No report
 - G. Faculty Scholarship – Angie Gannon will report
 - i. The FRSG met in person 4/25/18 and voted on eight Research Seed Grant Proposals.
 - H. Faculty Senate – Donnell Davis/Terence Sullivan – No report
 - I. Institutional Planning – Selenseia Holmes/Yvonne Landers – No report
 - J. Internationalization & Globalization – Terence Sullivan – No report

- K. Library Affairs – Matt McIntyre – No report
- L. Strategic Planning – Julienne Jackson – No report
- M. Student Affairs – Selenseia Holmes – No report
- N. Technology – Sterlin Sanders – No report

11. University Wide Committees

- A. Budget Advisory Council –Julienne Jackson – No report
- B. Campus Safety – Shannon Zapf will report (see Attachment A)
- C. Campus Wellness – Heidi Browning – No report
- D. Dining Advisory – Shannon Zapf – No report
- E. Parking Advisory – Shannon Zapf - No report
- F. Parking Appeals – Heidi Browning/Pepper Croft/Donnell Davis/Phil Foster/Paul Leavy/Terence Sullivan – No report
- G. Retiree Association – Yvonne Landers – No report

12. Old Business

13. New Business

- A. Holiday Calendar 2019-2021 update – Yvonne Landers will report

14. Adjournment

Attachment A

Campus Safety and Security Committee Minutes

April 26, 2018

- No major issues were discovered on the spring safety lighting walk; the fall semester walk will be scheduled for a day in September (after 8:30 pm)
- Since lighting concerns are reported by students, employees, and police as they are found (many on daily/nightly patrols) and corrected as soon as possible, the committee will begin focusing more on pedestrian safety issues
- During the month of May, there are 30 new cameras being installed around campus, which brings the total number of cameras to approximately 700
- The fall alert system test will be scheduled for the first or second week of class on a Monday or Wednesday at approximately 9:55 am
- We should expect a very active hurricane season, so individual units should begin preparations/planning now
- Housing will begin a new initiative this summer: Housing Engagement Action Response Team (H.E.A.R.T)
 1. Will provide 24/7 service to residents
 2. 5 Resident Assistants on-call with a dispatcher and a direct line to the UPD in each housing location
 3. Emergencies will still be reported to the UPD
 4. Administrative/non-emergency issues (students locked-out of rooms, etc.) will be routed through H.E.A.R.T.
 5. Some of the RAs will be “mobile” and making rounds on a regular basis