



**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday, August 15, 2017**

**1) Call to order**

a) Chair Brandon Mainer called the meeting to order at 9:03 AM in the University Center, Magnolia Room 1.

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

- a) Members present: Heidi Bertsch, Pepper Croft, Donnell Davis, Philip Foster, Angelica Gannon, Selenseia Holmes, Julienne Jackson, Kirk Johnson, Michael Kitchens, Yvonne Landers, Paul Leavy, Brandon Mainer, Matthew McIntyre, Brian Ring\*, Sterlin Sanders, Terence Sullivan, Tiffany Soma, Janet Wade, Chasity Wood (Proxy-Gwen Manning), and Shannon Zapf.
- b) Guests were: Andrew Altman (Emergency Management), Beverly Amiot (Procurement), Chandler Day (Creative Services), Jessica Deal (Financial Aid), Shanika Hezekiah (Financial Services), Lorrie Proal (Financial Services), Adrian Taylor (IT), Leroy Trower (Financial Aid)
- c) The following members were absent: ShanTina Adams, Denise Bogart\*, Maya Mapp\*, Brian Ring\*.. Please **send a proxy if you cannot attend a meeting.**

**3) Communication with Administration**

a) No report as the president was out of town.

**4) Special Order of the Day**

- a) Introduction of VPs
- 1) Dr. Vincent Miller – VPSA. New office of Student Leadership & Volunteer Services headed up by Niki Turley. Counseling Center has moved to the Health Center. Student Life has moved to the 2<sup>nd</sup> floor of the Student Union. Darryl Lowe has been hired and has started working as the new Assistant VPSA & Dean of Students.
  - 2) Dr. Rodney Carr – VPSS (as of July 1<sup>st</sup>). Discussed his new division's role in student success and recruitment and retention.
  - 3) Dr. Robert Smith – Provost and VPAA (as of July 1<sup>st</sup>). Reminded us that everyone has an important role to play in the success of students.
  - 4) Ms. Traycee Martine – VPFA. We are continuing our Capital Campaign and working on small capital projects year to year.

**5) Approval of Minutes**

a) Donnell Davis made a motion to approve the minutes of July 18, 2017. It was seconded by Yvonne Landers. The motion was approved unanimously.

**6) Treasurer's Report**

- a) State - \$2,082.00 (start of new budget year)
  - b) Discretionary - \$1,281.27
  - c) Retirement - \$12,025.28
  - d) Blazer Books - \$1,484.80
- e) Shannon Zapf made a motion to approve the Treasurer's Report. It was seconded by Tiffany Soma. The motion was approved unanimously.

**7) Report from the Chair**

- a) Brandon reported that the COSA Orientation was a success with a discussion of what went well last year and what didn't and how we can continue to move forward for the current fiscal year.
- b) COSA has added several new goals for this year, the most significant of which is to develop a program for staff professional development.

**8) Staff Attendance and Participation**

**9) COSA Committee Reports**

- a) Policy Committee – Sterlin Sanders reported that the committee met last week and is working on Bylaws for the committee itself that can serve as a template for other committees. In addition, the committee is working on minor changes to the general Bylaws document.
- b) Sterlin Sanders reminded all representatives of the importance of accountability to COSA to attend COSA meetings and committee meetings, submit reports and assist with COSA activities.

- c) Elections – Sterlin Sanders – No report
- d) Social Recognition Committee – Tiffany Soma – No report
- e) Professional Development Committee – Pepper Croft – No report.
- f) Budget & Finance/Fundraising – Yvonne Landers – No report

**10) Faculty Senate Committees**

- a) Academic Honors & Scholarship – Donnell Davis – No report
- b) Academic Scheduling and Procedures – Yvonne Landers – No report
- c) Athletics – Vacant – 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 – No report
- h) Institutional Planning – Selenseia Holmes/Yvonne Landers – No report
- i) Internationalization & Globalization – Terence Sullivan – No report
- j) Library Affairs – Matt McIntyre – No report
- k) Strategic Planning – Julianne Jackson – No report
- l) Student Affairs – Selenseia Holmes/Michael Kitchens – No report
- m) Technology – Sterlin Sanders – No report

**11) University Wide Committees**

- a) Campus Safety – Shannon Zapf – No report
- b) Campus Wellness – Brandon Mainer – No report
- c) Dining Advisory – Shannon Zapf – No report
- d) Parking Advisory – Shannon Zapf – No report
- e) Parking Appeals – Pepper Croft/Gwen Manning/Terence Sullivan – No report
- f) Planning & Budget – ShanTina Adams/Heidi Bertsch/Pepper Croft/Donnell Davis/Phil Foster/Paul Leavy/Terence Sullivan – No report
- g) Retiree Association – Yvonne Landers – No report
- h) Traditions & Spirit – Pepper Croft – No report

**12) New Business**

- a) Kirk Johnson reported that the search for the position of Dean of the College of Education and Human Services has begun. The committee is putting together the position description with the hope to post it very soon. The search committee is being led by Dr. Sheri Noviello, Dean of the College of Nursing and Health Sciences. Kirk indicated that the process is moving briskly.

**13) Adjournment**

- a) Yvonne Landers made a motion to adjourn the meeting which was seconded by Shannon Zapf. Brandon Mainer adjourned the meeting at 9:50am.

Respectfully submitted,

Dr. Terence Sullivan, COSA Secretary