



**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday January 17, 2018**

**1) Call to order**

a) Chair Brandon Mainer called the meeting to order at 9:04AM 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: Pepper Croft, Donnell Davis, Philip Foster, Angelica Gannon, Selenseia Holmes, Kirk Johnson, Julienne Jackson, Michael Kitchens, Paul Leavy, Brandon Mainer, Matthew McIntyre, Sterlin Sanders, Terence Sullivan, Tiffany Soma, Janet Wade, Chasity Wood, Shannon Zapf.

b) Guests were: Dr. Richard Carvajal (President), Beverly Cribbs (Centralized Advising), Marci Marshall (CONHS).

c) The following members were absent: ShanTina Adams, Heidi Bertsch, Bob DeLong\*, Yvonne Landers, Maya Mapp\*, Brian Ring\*, Jamie Tanner\*. Please **send a proxy if you cannot attend a meeting.**

**3) Communication with Administration**

a) Official campus MLK recognition event will take place today at noon on the steps of the Student Union

b) This is the final week for faculty and staff to contribute input into the draft of the Strategic Plan – reminder email will be sent. The University Council will meet in early February to review all the input and work on finalizing and voting on/adopting the plan.

c) The legislative session is in progress. In the State of the State address there was good news and not so good news for USG employees.

1) Not good news – no merit increases for USG employees. This is due to the fact that TRS needed to be shored up to avoid insolvency. The money that would be used for merit increases was used instead to bolster the retirement fund. This amounted to around \$360M.

2) Good news – USG and VSU both did well in terms of appropriations. We were fully funded for this year and VSU is likely to be funded on several small cap projects we are looking to complete.

(1) Powell Hall - \$4.4M renovation

(2) Fine Arts – looking to renovate finally

d) Dr. Carvajal thanked staff in particular for a very smooth opening to the spring 2018 semester.

e) VSU Day will go away and be replaced by a Comprehensive University day – hopefully sometime in February.

**4) Special Order of the Day**

**5) Approval of Minutes**

a) Pepper Croft made a motion to approve the December 2017 minutes which was seconded by Janet Wade. The report was approved unanimously.

**6) Treasurer's Report**

a) Yvonne Landers was unable to attend the meeting and so no Treasurer's reports were given. We will need to review and approve the following reports at the February 2018 meeting – **November 2017, December 2017, January 2018, and February 2018.**

**7) Report from the Chair**

a) Brandon Mainer introduced Ms. Ashley Cooper as new Fin & Admin representative. Ashley will be the representative until the end of FY18 at which time an election will be held. Congratulations and welcome to Ashley!

b) Brandon gave an update on the Habitat for Humanity project. Paul Leavy is reaching out to Habitat to get things moving. We are hoping for a March 2018 date for the project to take place.

c) Brandon reported that COSA is looking at news ways to recognize Staff if and when the President's Office takes over Employee Appreciation. We are waiting to see what the President's Office plans to do before moving forward. If anyone has ideas, please send them to Brandon to be discussed. Any events would need to be voted on by the COSA body before being implemented.

d) The organization chart is just about ready to be released. Once it is, we can determine the number of staff in each division and the number of representative for each.

e) The posting for the HR Director is up. The interim Director started today. The hope is to have a permanent direction in place between April and July 2018. Pepper Croft will represent COSA on the search committee.

- f) There is a search beginning soon for Associate VP of Academic Affairs. Dr. Sheri Gravett is working with COSA to ensure adequate staff representation on the search committee.

**8) Staff Attendance and Participation**

**9) COSA Committee Reports**

- a) Policy Committee – Sterlin Sanders – No report
- b) Elections – Sterlin Sanders – No report
- c) Social Recognition & Professional Development Committee. Pepper Croft – No report
- d) Budget & Finance/Fundraising – Brandon Mainer reminded the board that any ideas for fundraising projects should be brought to the Fundraising committee for discussion and must be voted on by the full board. Some ideas that were discussed are silent auction baskets and parking passes.

**10) Faculty Senate Committees**

- 1) Academic Honors & Scholarship – Donnell Davis – No report
- b) Academic Scheduling and Procedures – Brandon Mainer reported that the committee is continuing to work on the final exam schedule.
- c) Athletics – Sterlin Sanders reported that the Athletics award has 15 student athlete nominees. They will be announced and the winner will be notified at the January 18, 2018 basketball game. The next committee meeting is scheduled for January 30, 2018.
- d) Diversity & Equity – Terence Sullivan – No report
- e) Educational Policies – Kirk Johnson – No report
- f) Environmental Issues – Phil Foster – No report
- g) Faculty Senate – Brandon Mainer – No report.
- h) Faculty Scholarship – Angie Gannon – 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/Michael Kitchens – No report
- n) Technology – Sterlin Sanders – No report

**11) University Wide Committees**

- a) Budget Advisory Committee – Pepper Croft – No report.
- b) Campus Safety – Donnell Davis – No report
- c) Campus Wellness – Brandon Mainer – No report
- d) Dining Advisory – Shannon Zapf – No report.
- e) Parking Advisory – Donnell Davis – No report
- f) Parking Appeals – Heidi Bertsch/Pepper Croft/Donnell Davis/Phil Foster/Paul Leavy/Terence Sullivan – No report
- g) Retiree Association – Brandon Mainer reported that Dr. Michael Black is seeking volunteers for the upcoming Retirement Luncheon being held on Tuesday, April 10, 2018 from 11:30am-1pm in the University Center, Magnolia Room.
- h) Traditions & Spirit – Pepper Croft – No report

**12) New Business**

- a) Matt McIntyre reported that search committee for the Dean of Science & Mathematics is reviewing candidates. They plan phone interviews for February 2018 with on campus interviews in March 2018. The planned start date for the newly hired incumbent is July 1, 2018.

**13) Adjournment**

- a) Pepper Croft made a motion to adjourn the meeting which was seconded by Donnell Davis. Brandon Mainer adjourned the meeting at 9:56am.

Respectfully submitted,

Dr. Terence Sullivan, COSA Secretary