



**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday August 21, 2018**

**1) Call to order**

a) Chair Sterlin Sanders called the meeting to order at 9:02AM in the University Center, Executive Dining Room.

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

- a) Members present: Jeanine Boddie-La Van\*, Heidi Browning, Ashley Cooper, Pepper Croft, Donnell Davis, Philip Foster, Angelica Gannon, Selenseia Holmes, Dr. Eric Howington\*, Julienne Jackson, Michael Kitchens, Yvonne Landers, Paul Leavy, Matthew McIntyre, Mark McNalley, Catherine Nordin, Sterlin Sanders, Dr. Terence Sullivan, Adrian Taylor, Janet Wade, Dr. Gerald Williams, Shannon Zapf.
- b) Guests were: Karin Barber (Fin Svces), Dr. Richard Carvajal (President's Office), Alexis Charles (Campus Rec), Brian Haugabrook (IT), Shanika Hezekiah (Fin Svces), Caleb Jordan (COEHS Advising), Dr. Marci Marshall (COEHS), Nicole Mitchell (Fin Svces), Adrianna Small (English), Dr. Robert Smith (Provost), Ashleigh Stevens (COEHS Advising), Tanya Wineland (COEHS Advising)
- c) The following members were absent: Jacob Bell\*, Cecilia Furey, Kirklyn Johnson, and Bob Lee\*. Please **send a proxy if you cannot attend a meeting.**

**3) Communication with Administration**

a) Report from the President

- 1) Convocation – Dr. Carvajal thanked all the employees who attended and reminded all that the focus of the event was Retention of our students. Dr. Carvajal mentioned that many good ideas were shared at and since the event. Dr. Carvajal reminded everyone that retention is everyone's responsibility, no matter their position description.
- 2) Enrollment – up 2.2% as of yesterday (this was before 350+ students were dropped for non-payment). We are working diligently to get all these students paid including offering short term loans as needed. The entering class is up about 6% from last year. However, since retention is down, we are struggling to keep enrollment flat. Cautious optimism but work needs to be done.

**4) Special Order of the Day**

**5) Approval of Minutes**

a) Janet Wade made a motion to approve the July 2018 minutes which was seconded by Matt McIntyre. The report was approved unanimously.

**6) Treasurer's Report**

a) Yvonne Landers gave the report for the month of July 2018. Sterlin Sanders made a motion to approve the report which was seconded by Pepper Croft. The report was approved unanimously. (See Attachment A)

**7) Report from the Chair**

- a) Sterlin Sanders discussed COSA finding new and increased opportunities to volunteer on campus to make our students welcome. Some events members already volunteered for include Move-In Day and First Day of Classes. Other ideas include Orientation, Open House, etc.
- b) Sterlin Sanders reported on progress on the COSA Goals for 2018-19. He indicated that the Executive Committee is working to establish objectives for each goal and is reaching out to the representatives for ideas as well.

- c) Sterlin Sanders reminded Executive Committee members that group photos would be taken today and discussed headshots for all representatives.

#### **8) Staff Attendance and Participation**

- a) Sterlin Sanders reminded all COSA representatives to send in their committee reports to Terence Sullivan each month before the Executive Committee meeting so they can be discussed and added to that month's full meeting.

#### **9) COSA Committee Reports**

- a) Policy Committee – Pepper Croft – No report
- b) Elections Committee – Pepper Croft – No report
- c) Social Recognition & Professional Development Committee - Ashley Cooper – No report
- d) Budget & Finance/Fundraising Committee. Yvonne Landers reported that the date is set for the BBQ fundraiser. It will take place on August 24<sup>th</sup> from 11am-1pm in University Center, Cypress Room. Yvonne reported that 210 tickets have been sold and the deadline for sales is tomorrow. Yvonne reported that she is finalizing plans to offer online payment options.
- e) Community Outreach – Paul Leavy – No report

#### **10) Faculty Senate Committees**

- 1) Academic Honors & Scholarship – Donnell Davis – No 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 Senate – Terence Sullivan – 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 – No report
- n) Technology – Sterlin Sanders – No report

#### **11) University Wide Committees**

- a) Budget Advisory Committee – Julienne Jackson – No report
- b) Campus Safety – Shannon Zapf – No report
- c) Campus Wellness – Heidi Browning – No report
- d) Dining Advisory – Shannon Zapf – No report
- e) Parking Advisory – Donnell Davis – 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) Paul Leavy reported that Leadership Lowndes is looking for a new class. If you know of anyone to nominate, contact Paul
- b) Dr. Bob Smith reported that on Thursday, August 23, the USG Executive Vice Chancellor will be speaking on campus and he encourages all to attend.
- c) Brian Haugabrook reported that the new MyVSU portal format was released this week.

#### **14) Adjournment**

- a) Yvonne Landers made a motion to adjourn the meeting which was seconded by Pepper Croft. Sterlin Sanders adjourned the meeting at 9:47am.

Respectfully submitted,

A handwritten signature in black ink that reads "Terence Sullivan" with a long horizontal flourish at the end.

Dr. Terence Sullivan, COSA Secretary

Column1	Column2	Column3	Column4	Column5
Month of: July 2018	Description	Deposits	Expenditures	Current Balance
<b>FUND 10 COSA 1481060</b>	<b>Financial Activities</b>			
7/16/2018	Beginning Balance			<b>2,082.00</b>
	<b>Pending Financial Activities</b>			
(Note: Pending Financial activities are estimated costs only.)				
	Est. Balance after Pending Activities			-
				<b>2082.00</b>
<b>VSU Foundation - Discretionary</b>	<b>Financial Activities</b>			
	Beginning Balance			<b>1,388.81</b>
				<b>1,388.81</b>
	<b>Pending Financial Activities</b>			
	Est. Balance after Pending Activities			<b>1,388.81</b>
<b>VSU Fdn - Retirement Walkway</b>	<b>Financial Activities</b>			
	Beginning Balance			<b>13,122.23</b>
	Brick & Refund			
	Admin Fee			
	Ending Balance			13,122.23
	<b>Pending Financial Activities</b>			
	Est. Balance after Pending Activities			<b>13,122.23</b>

<b>90110 VSU Foundation - Books (Tuition Assistance Program)</b>	<b>Financial Activities</b>			
	Beginning Balance			<b>935.10</b>
	<b>Pending Financial Activities</b>			
	Est. Balance after Pending Activities			<b>935.10</b>

*Submitted by  
Yvonne Le Roy-Landers, Treasurer*



# COSA Goals for 2018-2019

July 17, 2018

## **Welcome to Council on Staff Affairs**

Welcome to the Council on Staff Affairs (COSA) website at Valdosta State University. COSA is a recommending body to the President as part of our shared governance model at VSU. The Council recommends to the President of the University, suggestions for the improvement of policies and procedures related to the general welfare of all concerned within the University community. COSA is comprised of classified-staff employees, representing every division and two “at large” members. We are focused on issues of importance to classified staff members, and the entire university community.

This year we have adopted the theme of “enrichment” in which COSA will enhance the customer service experience not only for our faculty, staff, and students, but also guests and external constituents. Through increased social recognition, employee development, and open forums, COSA will continue to support and acknowledge the great achievements of the excellent staff at VSU.

Sincerely,

Sterlin J. Sanders, Chair

## **Goals for 2018-2019**

- Increase staff support of recruitment, retention, graduation, and student success
- Continue to cultivate a positive customer service experience at VSU
- Optimize campus operations and processes through COSA representation via university committees
- Enhance professional development and staff retention
- Modernize fundraising strategies