



**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday December 11, 2018**

**1) Call to order**

**a)** Chair Sterlin Sanders called the meeting to order at 9:01AM 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: Jacob Bell\* (Amea Thompson-proxy), Jeanine Boddie-La Van\*, Heidi Browning, Ashley Cooper, Pepper Croft, Donnell Davis, Philip Foster, Angelica Gannon, Selenseia Holmes, Dr. Eric Howington\*, Julienne Jackson (Catherine Nordin-proxy), Michael Kitchens, Yvonne Landers, Paul Leavy, Matthew McIntyre, Mark McNailey, Catherine Nordin, Sterlin Sanders, Dr. Terence Sullivan, Adrian Taylor, Janet Wade (Terence Sullivan-proxy), Dr. Gerald Williams, and Shannon Zapf.

**b)** Guests were: Brian Anderson, Karin Barber, Kevin Boyd, Ashley Braswell, Rebecca Broom, Dr. Richard Carvajal (President's Office), Bob Cutlip, Margaret Duncan (Access), Jennifer Griffin (Bursary), Carmen James, William Johnson, Susan Jones, Michael Knight, Zonnya Lane, Regina Lee, Brenda Lipscomb, Rachel Martin, Nicole Mitchell (Financial Services), Ronshanda Perkins, Dr. Wayne Plumly (LCOBA), Caleb Reid, Joe Ritter, Kelly Spell (Access), Catherine Storey (Procurement), Dr. Cheri Tillman, Laura Williams, (Financial Services), and Hillary Willis.

**c)** The following members were absent: Bob Lee\*. Please **send a proxy if you cannot attend a meeting.**

**3) Communication with Administration**

**a)** Report from the President

- 1) Football National Finals. Dr. Carvajal reported that VSU won its semi-final football game against Lenoir-Rhyne and is now on the way to McKinney Texas to play in the National Final game against Ferris State University.
- 2) Commencement. Dr. Carvajal reported that fall 2018 Commencement was a huge success and he thanked everyone who helped with it and during the semester for a particularly good semester.

**4) Special Order of the Day**

**a)** Jeanine Boddie-La Van announced the nominees and winners for the fall 2018 Employee of the Semester awards. The following employees were recognized. Congratulations to all nominees and winners.

- Brian Anderson
- Karin Fonseca Barber
- Ashley Braswell - winner
- Rebecca Broom
- William Johnson
- Zonnya Lane
- Brenda Lipscomb
- Rachel Martin
- Caleb Reid
- Joe Ritter- 2<sup>nd</sup> place
- Dr. Cheri Tillman

- Hilary Willis – 3<sup>rd</sup> place

- b) Ashley Cooper recognized all the winners of the fall 2018 Blazer Books Award. The winners each will receive \$100 toward books for their degrees. The winners are Selenseia Holmes, Sophie Stevens, and Ellie Stout. Congratulations to all the winners.
- c) Laura Pitts discussed the idea of a Spirit Night in conjunction with local restaurants where VSU will collaborate with the restaurant to earn a portion of the receipts from the restaurant on a particular night. This has been successfully in the past and several local restaurants have expressed interest. The issue was remanded to the Fundraising Committee for further discussion.

**5) Approval of Minutes**

- a) Yvonne Landers made a motion to approve the November 2018 minutes which was seconded by Catherine Nordin. The report was approved unanimously.

**6) Treasurer's Report**

- a) Yvonne Landers gave the report for the month of November 2018. Donnell Davis made a motion to approve the report which was seconded by Catherine Nordin. The report was approved unanimously. (See Attachment A)

**7) Report from the Chair**

- a) Sterlin Sanders reported that Staff Donut Day was a great success. Twelve volunteers (including several non-representatives) walked around campus and distributed over 300 donuts to most university offices.
- b) Sterlin Sanders echoed Dr. Carvajal's sentiments about the success of Commencement and thanked all staff who helped with the event.
- c) Sterlin Sanders reported that the COSA Executive Committee had a productive meeting recently with USG Chancellor Dr. Wrigley to evaluate Dr. Carvajal and the VSU leadership team.

**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 reported that the Policy Committee is planning to meet in January 2019 to discuss some changes to the Bylaws document.
- b) Elections Committee – Pepper Croft – No report
- c) Social Recognition & Professional Development Committee - Ashley Cooper reminded everyone that the kickoff meeting of the Professional Development group will occur today at 2pm in the UC Magnolia Room.
- d) Budget & Finance/Fundraising Committee – Yvonne Landers – No report.
- e) Community Outreach – Paul Leavy – No report
- f) Publicity – Ashley Cooper asked that any photos that anyone has of staff members involved in on or off campus events be sent to her to add to the COSA webpage.

**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 – Mark McNalley – Mark volunteered to serve as COSA representative on this committee.
- 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 – Pepper Croft – No report
- b) Campus Wellness – Heidi Browning – No report
- c) Dining Advisory – Shannon Zapf – No report
- d) Parking Advisory – Donnell Davis – No report
- e) Parking Appeals – Heidi Browning/Pepper Croft/Donnell Davis/Phil Foster/Paul Leavy/Terence Sullivan – No report
- f) Retiree Association – Yvonne Landers - No report

**12) Old Business**

**13) New Business**

**14) Adjournment**

- a) Yvonne Landers made a motion to adjourn the meeting which was seconded by Pepper Croft. Sterlin Sanders adjourned the meeting at 9:35am.

Respectfully submitted,



Dr. Terence Sullivan, COSA Secretary 2018-2019

Column1	Column2	Column3	Column4	Column5
Month of:	Description	Deposits	Expenditures	Current Balance
Dec-18				
<b>FUND 10 COSA 1481060</b>	<b>Financial Activities</b>			
	Beginning Balance			<b>1,595.25</b>
	<b>Pending Financial Activities</b>			
(Note: Pending Financial activities are estimated costs only.)	Promotional Products			
	Est. Balance after Pending Activities			-
				<b>1595.25</b>
<b>VSU Foundation - Discretionary 90109</b>	<b>Financial Activities</b>			
	Beginning Balance			<b>2,338.81</b>
	<b>Pending Financial Activities</b>			<b>2,338.81</b>
	Donut Day 12/5		-239.70	
	Georgia Southern Univerversity -USGSC membership		-50.00	
	Est. Balance after Pending Activities			<b>2,049.11</b>
<b>VSU Fdn - Retirement Walkway</b>	<b>Financial Activities</b>			
	Beginning Balance			<b>13,087.23</b>
	3 bricks	150.00		
	2% Admin Fee		-1.00	
	Ending Balance			13,236.23
	<b>Pending Financial Activities</b>			
	Est. Balance after Pending Activities			<b>13,236.23</b>
<b>90110 VSU Foundation - Books (Tuition Assistance Program)</b>	<b>Financial Activities</b>			
	Beginning Balance			<b>970.68</b>
	Gift	9.00		

	2% Admin Fee		-0.18	
	<b>Pending Financial Activities</b>			
	3 Blazer Book Awards \$100 each		-300.00	
	Est. Balance after Pending Activities			<b>679.50</b>