



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday November 27, 2018

1) Call to order

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

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

a) Members present: Jacob Bell*, Jeanine Boddie-La Van*, Heidi Browning, Ashley Cooper, Pepper Croft, Donnell Davis (Sterlin Sanders-proxy), Philip Foster, Angelica Gannon (Terence Sullivan-proxy), Selenseia Holmes, Dr. Eric Howington*, Julianne Jackson, Michael Kitchens, Yvonne Landers (Paul Leavy-proxy), Paul Leavy, Matthew McIntyre, Mark McNalley (Pepper Croft-proxy), Catherine Nordin, Sterlin Sanders, Dr. Terence Sullivan, Adrian Taylor, Janet Wade, Dr. Gerald Williams (Ashley Cooper-proxy), Shannon Zapf.

b) Guests were: Dr. Richard Carvajal (President's Office), Margaret Duncan (Access), Sheila Hall (IT), Brian Haugabrook (IT), Traycee Martin (Fin/Admin), Jeremy Scott (IT), Kelly Spell (Access).

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 Playoffs – Dr. Carvajal discussed the increasing excitement about the football team's incredible winning streak. We will be in a quarter-final game here at VSU against Lenoir-Rhyne on December 1, 2018. If we win that game, we will host the semifinal match on December 8, 2018. While this is very exciting, it will cause some logistical issues with our fall commencement that same day at 4:30pm. We are looking at all options including pushing commencement back a bit. Dr. Carvajal also reminded everyone that while we hope to make it the final match (being held in McKinney, TX), there is a cost associated with the travel.
- 2) House of Representatives – Dr. Carvajal is invited to a meeting of the House Rural Development Council being held in Dahlonega. He will represent the views of South Georgia and VSU at the meeting.
- 3) Open Forums – Dr. Carvajal will continue offering open forums each April as he has done and will be adding forums during the 2nd week of the spring semester. As in the past, each forum will be offered multiple times to accommodate differing work schedules.
- 4) Lighting of the Palms – Dr. Carvajal reminded everyone that Lighting of the Palms will occur tonight at 6:30pm on the Front Lawn. Everyone is invited with friends and family.

4) Special Order of the Day

a) Jeanine Boddie-La Van followed up on the South Georgia Annual Giving Campaign and told everyone that it was the most successful campaign every. Over \$7000 was raised for local organizations.

5) Approval of Minutes

a) Catherine Nordin made a motion to approve the October 2018 minutes which was seconded by Adrian Taylor. The report was approved unanimously.

6) Treasurer's Report

a) Terence Sullivan (for Yvonne Landers) gave the report for the month of October 2018. Julianne Jackson made a motion to approve the report which was seconded by Philip Foster. The report was approved unanimously. (**See Attachment A**)

7) Report from the Chair

- a) Sterlin Sanders reported that the Publicity Committee is now active and under the direction of Ashley Cooper. They will plan to meet soon.
- b) Sterlin Sanders reported that Employee Appreciation Committee is being co-chaired by Julienne Jackson and Paul Leavy and has met with the Faculty Senate counterpart to begin the planning for the event, including ordering giveaways and deciding on menu. The event will likely be a lunch and will occur on April 12, 2019.
- c) Sterlin Sanders reported that \$250 has been approved to purchase donuts to distribute to staff in their offices between 8 and 10am on Wednesday, December 5, 2018. Julienne Jackson, Catherine Nordin, Terence Sullivan, Philip Foster, Margaret Duncan, Kelly Spells, Sheila Hall, Pepper Croft, Laura Pitts, Brian Haugabrook, Matt McIntyre, and Adrian Taylor volunteered to assist.
- d) Sterlin Sanders reported that the CAR committee is about to schedule interviews with departments to determine each area's functions.
- e) Sterlin Sanders reminded everyone that Employee of the Semester awards and Blazer Books awards will be given at the December 11, 2018 meeting and that nominations close on November 29, 2018.

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 reported the kickoff meeting of the Professional Development group will occur at 2pm on December 11, 2018 in the UC Magnolia Room.
- d) Budget & Finance/Fundraising Committee – Terence Sullivan reported that the committee is looking at a possible t-shirt fundraiser. No additional details are available at the moment.
- e) Community Outreach – Paul Leavy reported that the Blazer Build event for Habitat for Humanity will occur in February 2019. More details will be given as he gets them.

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 reported that the SAAS awards ceremony for student athletes will take place on November 29, 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 – Terence Sullivan – No report
- h) Faculty Scholarship – Terence Sullivan (for Angelica Gannon) reported that the committee voted for the following -
 - 1 – Instructional Improvement proposal in October – online vote
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 - 9 – Faculty Research Seed Grant Proposals in October – in person vote
- 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 reported that the committee is looking at software to ensure online integrity and for access purposes (particularly visual).

11) University Wide Committees

- a) Budget Advisory Committee – Pepper Croft reported that the departments presented to the committee on their budget requests. Some requests topped the list due to the importance to the university and the committee ranked the rest of them (approximately 60 requests).
- 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) Pepper Croft reminded everyone that today is Giving Tuesday.

14) Adjournment

- a) Pepper Croft made a motion to adjourn the meeting which was seconded by Michael Kitchens. Sterlin Sanders adjourned the meeting at 9:43am.

Respectfully submitted,



Dr. Terence Sullivan, COSA Secretary 2018-2019

Column1	Column2	Column3	Column4	Column5
Month of:	Description	Deposits	Expenditures	Current Balance
Nov-18				
FUND 10 COSA 1481060	Financial Activities			
11/1/2018	Beginning Balance			1,632.00
	Gas - USGSC		-36.75	
	Pending Financial Activities			
(Note: Pending Financial activities are estimated costs only.)				
	Est. Balance after Pending Activities			-
				1595.25
VSU Foundation - Discretionary 90109	Financial Activities			
	Beginning Balance			2,338.81
	Pending Financial Activities			2,338.81
	Est. Balance after Pending Activities			2,338.81
VSU Fdn - Retirement Walkway	Financial Activities			
	Beginning Balance			13,087.23
	Ending Balance			13,087.23
	Pending Financial Activities			
	Est. Balance after Pending Activities			13,087.23

90110 VSU Foundation - Books (Tuition Assistance Program)	Financial Activities			
	Beginning Balance			961.86
	Gift	9.00		
	2% Admin Fee		-0.18	
	Pending Financial Activities			
	Est. Balance after Pending Activities			970.68