



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday June 18, 2019

1) Call to order

a) Interim Chair Paul Leavy called the meeting to order at 9:05AM 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 Browning, Jacob Bell*, Jeanine Boddie-La Van*, Haley Chaney, Ashley Cooper, Pepper Croft, Donnell Davis, Angelica Gannon, Dr. Eric Howington* (Dr. Debbie Paine-proxy), Julienne Jackson, Michael Kitchens, Yvonne Landers, Paul Leavy, Matthew McIntyre (Michael Kitchens-proxy), Mark McNalley (Terence Sullivan-proxy), Laura Pitts, Dr. Terence Sullivan, Adrian Taylor, Janet Wade, and Shannon Zapf.

b) Guests were: Caitlin Connolly (Counseling), Alison Downey (eLearning), Margaret Duncan (Access), Melissa Dunn (Fin Svces), Karin Fonseca Barber (Fin Svces), Rob Freidhoff (Advising), Jennifer Griffin (Bursary), Obediah Hall (CELT), Laura Hanna (Advising), Brian Haugabrook (IT), Shanika Hezekiah (Fin Svces), Doug Jordan (IT), Elise Ng (CAMP), Antolina Pilgrim (Fin Svces), Jessica Queen (IT), Dr. Robert Smith (Provost), Quincy Thomas (IT), Dr. Cheri Tillman (Advising), Dwayne Trouille (IT), Monica Waskosky (Bookstore), Holly Wright (Counseling).

c) The following members were absent: Philip Foster, Selenseia Holmes, Bob Lee*, Catherine McArthur, Dr. Gerald Williams. Please **send a proxy if you cannot attend a meeting.**

3) Communication with Administration

a) Dr. Smith indicated changes to the leadership of the COEHS starting on July 1, 2019 and is asking for COSA to provide representation on the committee assisting with the changes.

b) Dr. Smith reminded everyone of the farewell event this afternoon for Drs. Orenduff and Noviello in Ashley Hall Rotunda.

c) Dr. Smith indicated that summer enrollment is up sharply which carries significant implications with it. In addition, fall 2019 enrollment is trending up as well.

4) Special Order of the Day

a) The Employee of the Semester recognition took place at the meeting. HR Director Jeanine Boddie-La Van announced the following nominees.

1) 2nd Runner Up – Karin Fonseca Barber

2) 1st Runner Up – Dr. Cheri Tillman

3) Winner – Caitlin Connelly

Congratulations to all our nominees and thank you for all you do for VSU!

5) Approval of Minutes

a) Yvonne Landers made a motion to approve the May 2019 minutes which was seconded by Adrian Taylor. The minutes were approved unanimously.

6) Treasurer's Report

a) Janet Wade made a motion to approve the May and June 2019 Treasurer's reports which was seconded by Laura Pitts. The reports were approved unanimously.

7) Report from the Chair

- a) Paul Leavy opened the floor to currently seated and newly elected representatives to fill open committee positions. The following committee positions were filled.
 - 1) Academic Scheduling & Procedures – Obediah Hall
 - 2) Athletics – Obediah Hall
 - 3) Student Affairs – Janet Wade
 - 4) Technology – Dwayne Trouille
 - 5) Budget Advisory Council – Haley Chaney
 - 6) Campus Safety – Heidi Browning
 - 7) Campus Wellness – Jennifer Griffin
 - 8) Parking Advisory – Jennifer Griffin
- b) Paul Leavy reminded all the representatives of the importance of attending monthly meetings, committee meetings and being involved in COSA activities and events.
- c) Paul Leavy reminded all representatives to wear red for the July meeting for group photos.

8) Attendance and Participation

- a) Paul Leavy 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 opened the floor for election of the new officers of COSA for 2019-2020. The following positions for voted on and elected.
 - 1) Chair-Elect – Ashley Cooper was the only nominee and was elected by acclamation.
 - 2) Parliamentarian – Mark McNalley was the only nominee and was elected by acclamation.
 - 3) Secretary – Terence Sullivan was the only nominee and was elected by acclamation.
 - 4) Treasurer – Yvonne Landers was the only nominee and was elected by acclamation.
 - 5) Publicity – Haley Chaney and Adrian Taylor were nominated. Voting occurred and the results were a tie. After discussion about the position and its responsibilities and with the agreement of both nominees, it was decided to elect both Haley and Adrian as co-chairs.
Congratulations to our new Executive Committee.
- c) Social Recognition & Professional Development Committee – Ashley Cooper reported that 9 nominations for Staff Excellence have been received. Two names were submitted to the President who will select the winner(s). The honoree(s) will be recognized at Fall Convocation on August 12, 2019 at 8:15am.
- d) Budget & Finance/Fundraising Committee – Yvonne Landers – No report
- e) Community Outreach – Paul Leavy – No report
- f) Publicity – Ashley Cooper – No report

10) Faculty Senate Committees

- a) Academic Honors & Scholarship – Donnell Davis reported that winner of the Annie Powe Hopper Award was Ianmichael Brooks. Ianmichael was recognized at the Awards Dinner held on April 25, 2019 at 6pm in the University Center, Magnolia Room.
- b) Academic Scheduling and Procedures – Donnell Davis – No report
- c) Athletics – Open – No report
- d) Diversity & Equity – Yvonne Landers – No report
- e) Educational Policies – Mark McNalley – No report
- f) Environmental Issues – Phil Foster – No report

- g) Faculty Senate – Terence Sullivan – No report
- h) Faculty Scholarship – Angie Gannon reported FRSG voted in person for 8 Research Seed Grant proposals in April.
- i) Institutional Planning – Selenseia Holmes/Gerald Williams – See below
 - 1) Dr. Debbie Paine indicated that Institutional Planning may be disbanded as it is redundant to another committee and so we may not fill the opening. All other open positions will be discussed at the July meeting.
- j) Internationalization & Globalization – Terence Sullivan – No report
- k) Library Affairs – Matt McIntyre – No report
- l) Student Affairs – Selenseia Holmes – No report
- m) Technology – Open – 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 – Shannon Zapf – No report
- e) Parking Appeals – Paul Leavy – No report
- f) Retiree Association – Yvonne Landers reported that several bricks are waiting to be placed on the Retirement Walkway. Once the date for the placement is set, the retirees and those who purchase the bricks will be invited to the brick laying.

12) Old Business

13) New Business

14) Adjournment

- a) Yvonne Landers made a motion to adjourn the meeting which was seconded by Terence Sullivan. Paul Leavy adjourned the meeting at 9:48am.

Respectfully submitted,



Dr. Terence Sullivan, COSA Secretary 2018-2019

Column1	Column2	Column3	Column4	Column5
Month of:	Description	Deposits	Expenditures	Current Balance
5/20/2019				
FUND 10 COSA 1481060	Financial Activities			
	Beginning Balance			107.48
	Mail		-3.05	
	Pending Financial Activities			
(Note: Pending Financial activities are estimated costs only.)				
	Deposit Faculty Senate			
	Est. Balance after Pending Activities			-
	104.43 COSA postcards---\$0			104.43
VSU Foundation - Discretionary 90109	Financial Activities			
	Beginning Balance			2,104.23
	Retirement Lunch cost for volunteers		-128.00	
	Harmons -Sanders		-83.00	
	Deposit Gift	5.00		
	Aramark Linens			
				1,898.23
	EOS \$176.90===\$1721.33			
VSU Fdn - Retirement Walkway	Financial Activities			
				13,226.23
	Deposit -Bricks	350.00		
				13,576.23
	Pending Financial Activities			
	Est. Balance after Pending Activities			13,576.23
90110 VSU Foundation - Books (Tuition Assistance Program)	Financial Activities			
	Beginning Balance			484.00

	Pending Financial Activities			
	Est. Balance after Pending Activities			484.00

Submitted by
Yvonne Le Roy-Landers, Treasurer

Column1	Column2	Column3	Column4	Column5
Month of:	Description	Deposits	Expenditures	Current Balance
6/18/2019				
FUND 10 COSA 1481060	Financial Activities			
	Beginning Balance			104.43
	Printing COSA cards		-104.43	
	Pending Financial Activities			
(Note: Pending Financial activities are estimated costs only.)				
	Est. Balance after Pending Activities			-
				0.00
VSU Foundation - Discretionary 90109	Financial Activities			
	Beginning Balance			1,898.23
	Breakfast for 5/21		-176.90	
	Admin Fees		-0.30	
	Deposit Gift	5.00		
				1,726.03
VSU Fdn - Retirement Walkway	Financial Activities			
				13,576.23
	Deposit -Bricks			
	Admin Fee		-3.00	
				13,573.23
	Pending Financial Activities			
	Est. Balance after Pending Activities			13,573.23
90110 VSU Foundation - Books (Tuition Assistance Program)	Financial Activities			
	Beginning Balance			484.00
	Summer Scholarships		-300.00	

	Pending Financial Activities			
	Est. Balance after Pending Activities			184.00

*Submitted by
Yvonne Le Roy-Landers, Treasurer*