



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday February 19, 2019

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* (proxy-Rachel Tessin), Jeanine Boddie-La Van*, Heidi Browning, Ashley Cooper, Pepper Croft, Donnell Davis, Philip Foster, Angelica Gannon, Julienne Jackson, Michael Kitchens (Matt McIntyre-proxy), Yvonne Landers (proxy-Terence Sullivan), Paul Leavy, Matthew McIntyre, Mark McNalley, Catherine Nordin (proxy-Heidi Browning), Laura Pitts, Sterlin Sanders, Dr. Terence Sullivan, Adrian Taylor, Janet Wade, Dr. Gerald Williams, and Shannon Zapf.

b) Guests were: Jessica Deal (Fin Aid), Shanika Hezekiah (Fin Svces), Melissa Dunn (Fin Svces), Obediah Hall (CELT), Gwen Manning (Fin Aid), Traycee Martin (Fin/Admin), Leroy Trower (Fin Aid).

c) The following members were absent: Haley Chaney, Selenseia Holmes, Dr. Eric Howington*, Bob Lee*. Please **send a proxy if you cannot attend a meeting.**

3) Communication with Administration

a) No report from the President (due to office move this week).

4) Special Order of the Day

5) Approval of Minutes

a) Matt McIntyre made a motion to approve the February 2019 minutes which was seconded by Adrian Taylor. The report was approved unanimously.

6) Treasurer's Report

a) No report as Yvonne was unable to attend the meeting.

7) Report from the Chair

a) Sterlin Sanders reported that the Employee Appreciation Luncheon was a great success thanks to our partners in EOD, Campus Wellness and Faculty Senate. We had 275+ guests throughout the event.

b) Sterlin Sanders reported that the Merit Raise process is largely complete for this year. All employees are eligible for a merit increase of up to 2% based on performance.

c) Sterlin Sanders reported that the response to his call for Commencement volunteers was very successful and he has a large pool from which to pull for this and future semesters. We have 10 volunteers lined up for this May.

d) Sterlin Sanders reported that the annual Wine & Swine fundraiser was the largest ever and seemed very successful.

e) Sterlin Sanders reported that the CAR team completed an initial review of all VSU departments and reported to the President.

8) 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 reported that there are eight representative openings that will be posted for the upcoming election cycle due to those rolling off and positions which were appointed or are vacant. More information and nomination forms will be coming soon.
- c) Social Recognition & Professional Development Committee – Matt McIntyre reported that the first meeting of the Professional Development group met for lunch on March 1, 2019 in the Executive Dining Room. It was small due to a sudden downpour of rain that day. The hope is to continue the event on each First Friday of the month, perhaps in Palms Dining or off campus.
- d) Budget & Finance/Fundraising Committee – Yvonne Landers – No report
- e) Community Outreach – Paul Leavy – No report
- f) Publicity – Ashley Cooper asked for anyone who had pictures/videos from the Employee Appreciation Luncheon to send them to her so she can upload them to the COSA webpage.

10) Faculty Senate Committees

- a) Academic Honors & Scholarship – Donnell Davis reported that the committee met about the Academic Honors and Scholarships on February 25th. We are charged with selecting the recipient of the GLARDA Award and the Annie Powe Hopper Award as well as the keynote speaker for the annual dinner recognizing all academic university award recipients. We voted for the keynote speaker, but are awaiting confirmation from the speaker for the ceremony that will be held on April 25th. We will conduct interviews for the Annie Powe Hopper Award next month. The final meeting for the semester is scheduled for March 29, 2019.
- b) Academic Scheduling and Procedures – Donnell Davis – No report
- c) Athletics – Sterlin Sanders reported that nominations for Student Athlete of the Year are now open.
- d) Diversity & Equity – Terence Sullivan – 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 online for 1 Curriculum Development and 1 Instructional Improvement proposals in February.
- i) Institutional Planning – Selenseia Holmes/Yvonne Landers – No report
- j) Internationalization & Globalization – Terence Sullivan – No report
- k) Library Affairs – Matt McIntyre – No report
- l) Student Affairs – Selenseia Holmes – No report
- m) 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 – Paul Leavy – No report
- f) Retiree Association – Yvonne Landers – No report

12) Old Business

13) New Business

- a) Jeanine Boddie-La Van indicated that she will see what information has been disseminated about the new retirement funds and if needed will invite Catherine Willis to speak at the April COSA meeting.
- b) Sterlin Sanders announced that he has accepted a position at Tennessee State University with Ellucian and will be leaving VSU in early May.

14) Adjournment

- a) Sterlin Sanders adjourned the meeting at 9:31am.

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 2018-2019