



COUNCIL ON STAFF AFFAIRS

Minutes of Tuesday, November 17, 2015

1. **Call to order**
 - a. Chair Keith Warburg called the meeting to order at 9:02 AM in the UC Rose Room.
2. **Roll call:** All representatives must sign/initial the attendance roster to be counted as present.
 - a. Members present: ShaTina Adams, Sue Bailey, Sabrina Daniels, Donnell Davis, Meagan Ellis, Angelica Gannon, Chasity Gill, Veronica Graham, Sandra Griffin, Anthony Howard*, Selenseia Holmes, Yvonne Landers, Brandon Mainer, Gwen Manning, Laura Neely, Sterlin Sanders, Tiffany Soma, Keith Warburg, and Shannon Zapf. Guests were: Rebecca Murphy (EOD), Sherri Adams (HR), Penelope Croft (IT), Dr. Staton (President), Olivia Blakely (F&A). The following members were absent: Denise Bogart*, Tim Brunt, David Burdette*, Derrick Carter, Sandra Griffin (Proxy-Jessica Deal), Nicole Gunn, Pete Harkness*, Marlene Marlow, Michael Noll*. **Please send a proxy if you cannot attend a meeting.**
3. **SPECIAL ORDER OF THE DAY**
 - a. Dr. Staton discussed the Blazers' win of the Homecoming Game and their move to the playoffs. It will be a home game on Saturday, November 21 at noon. He has asked that everyone wear red on Fridays as one way to increase school spirit. This is to be a year round thing and not just during football season. Friday night there will be a pep rally to build spirit and bond students. This all goes toward the goal of encouraging student success. Dr. Staton said that the searches for University Attorney and VP of Student Affairs are at the point of scheduling and holding interviews. The year is going well and there is encouraging progress in the marketing campaign. A very positive leading indicator that marketing is working is that applications are up 107 – 108% since this same time last year. Dr. Staton expressed optimism that this is the year we will turn enrollment around. He also reviewed the Capital Campaign. The goal is \$52.25 million. We have hit \$45.8 million in pledges and gifts putting us at 86% of our goal in only 25% of the time (5years). We have about \$36 million in endowments. We need to get \$100 million in endowment which is the level that a public university needs. If we reach our current goal next year, we need to immediately embark on the next big Capital Campaign to continue fundraising.
 - b. Sherri Adams reported for Denise Bogart:
 - i. Education Support Leave – 8 hours per calendar year (does not roll over) for full-time benefited employees for anything that supports academic success.
 - ii. Compliance must be completed by November 30.
 - iii. Retiree Walkway – the grid will be updated in December; new bricks have been laid.
 - iv. Employee of the Semester – nomination deadline is Friday, November 20; ceremony is December 15.
 - c. Becky Murphy gave an update on the health and benefits fair. There were 387 attendees – attendance was down from last year. May have been due to the very bad, rainy weather. Of the 70 confirmed vendors, 63 attended. High ratings on the evaluations were received for the information received, demonstrations, health screenings, and number of vendors. Looking at a possible change of location. Becky also asked for suggestions on the types of health and wellness classes people would like to see offered.
4. **Approval of Minutes**
 - a. A motion was made by Yvonne Landers and seconded by Meagan Ellis to approve the minutes of October 20, 2015. The votes were unanimous in favor of the motion.

5. Treasurer's Report

- a. State \$1982.00
- b. Discretionary \$699.22
- c. Blazer Books \$1349.10
- d. Retirement \$10,719.78

Yvonne Landers reported on all accounts. Continuing to look for donors outside of VSU for Blazer Books. We need to determine ways to spend state allocation funds. Approximately \$300 is earmarked for a spring retiree mailing. Another idea for using the funds may be to purchase a COSA banner for use at events.

6. Communication with Administration

- a. Chartwells – Anthony Howard
Anthony reviewed the specials for the rest of November and December. The next \$5 Wednesday is November 18. Information about specials can be found on the Dining Services website.
- b. Report from the Chair – Keith Warburg
 - i. Vacancies on COSA are a concern. Tiffany Soma is now in Student Affairs which fills a vacant spot. Interest has been expressed from someone in Advancement. Work is continuing to fill vacant positions. Pepper Croft will replace Meagan Ellis effective January 2016.
 - ii. Graduation is December 11 & 12. There will be a call for volunteers to sign up.

7. Staff Attendance and Participation

8. Employee Morale

- a. A dessert social is planned for December 4 from 12 – 2 pm in Meeting Rooms 1 & 2 at the Student Union. COSA will serve the employees. Volunteers are requested for a minimum of 30 minute shifts.

9. Representation on Committees

- a. VP Student Affairs Search Committee – Keith reported candidates will be on campus Dec 3, 4, 10. A schedule will be posted so people can attend their presentations and meet them at receptions.
- b. University Attorney Search Committee – Brandon Mainer reported there will be Skype interviews tomorrow (Nov 18) with four candidates. Campus interviews are to be scheduled before the holiday break.
- c. Tiffany Soma – Education Policies Committee – The committee voted to move the policy changes document (in SOIs) on to Faculty Senate.
- d. Donnell Davis Jr. – Academic Honors and Scholarships Committee – the award recipients will be decided in December.
- e. Angie Gannon – Curriculum, Instruction & Research Committee – 16 proposals were read and voted on; three proposals go on to the Graduate School for final approval.
- f. Sterlin Sanders – Technology Committee – reported on new technologies for VSU.
- g. Keith Warburg – Faculty Senate – meeting is Thursday, November 19.

10. New Business

- a. Brandon Mainer reminded everyone of the events happening for International Fraud Awareness Week.

11. Adjournment

Meeting adjourned 10:52 am.

Respectfully submitted,

Sue Bailey, COSA Secretary