



**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday, January 17, 2017**

**1) Call to order**

a) Chair Donnell Davis called the meeting to order at 9:04 AM 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: ShanTina Adams, Sue Bailey, Denise Bogart\*, Pepper Croft, Sabrina Daniels (Proxy-Veronica Graham), Donnell Davis, Angelica Gannon, Chasity Gill, Veronica Graham, Sandra Griffin, Selenseia Holmes, Michael Kitchens (Proxy-Brandon Mainer), Yvonne Landers, Brandon Mainer, Gwen Manning, Sterlin Sanders, Michael Smith (Proxy-Denise Bogart), Terence Sullivan, Tiffany Soma, Keith Warburg, and Shannon Zapf.. Guests were: Nick Clinite (IT), Dr. Richard Carvajal (President's Office), Traycee Martin (VPFA), Tyler Martin (Registrar). The following members were absent: Bob DeLong\*, Tim Brunt, Nicole Gunn, Michael Holt\*, Maya Mapp\*, Marlene Marlow, Janet Wade. **Please send a proxy if you cannot attend a meeting.**

**3) Communication with Administration**

a) Dr. Carvajal attended his first COSA meeting as VSU's new president. Welcome Dr. Carvajal!

- 1) Dr. Carvajal expressed his excitement at being at VSU and his appreciation for the warm welcome he has received thus far. He also mentioned the great response he got to "Donut Day".
- 2) He discussed some of the activities he has engaged in the first few weeks since his arrival including:
  - (1) The three question assignment. He promised us that he reads all the emails but it will take time to put together responses and themes that emerge.
  - (2) The listening sessions. He has offered three listening sessions for employees to voice what works, what they are concerned about and their vision for the university.
  - (3) Requests from some staff/faculty to offer faculty and staff specific listening sessions.
  - (4) Enrollment for spring 2017 is essentially flat. However, applications for fall 2017 are way up, especially from Jacksonville and Orlando, FL as well as Atlanta. This is a very hopeful sign. It also seems that we have a small budget increase for the first time in many years.
  - (5) The legislative session recently in Atlanta seemed to have a new focus on South Georgia. Additionally, the Georgia Chamber of Commerce is opening a regional office in Tifton to address the needs of our region.
  - (6) Governor Deal has proposed a 2% merit raise for state employees. This needs to be reviewed by the legislature.

**4) Special Order of the Day**

**5) Approval of Minutes**

a) Chasity Gill made a motion to approve the minutes of December 13, 2016. It was seconded by Keith Warburg. The motion was approved unanimously.

**6) Treasurer's Report**

- a) State - \$1,356.49
  - b) Discretionary - \$1,356.49
  - c) Retirement - \$11,310.78
  - d) Blazer Books - \$1,086.80
- e) Shannon Zapf made a motion to approve the Treasurer's Report. It was seconded by Terence Sullivan. The motion was approved unanimously.

**7) Report from the Chair**

- a) The Dessert Social will take place on Friday, January 27, 2017 from 12-2pm in the Student Union, Meeting Room 1A/B. Email notification will be sent this week to encourage all employees to attend this fun event.
- b) There is a possible issue with funding for the Wild Adventures Day for employees this semester. Donnell Davis is working with the President's Office to see if it can be funded again.
- c) The Employee Appreciation event is slated to occur in March/April. Donnell Davis will be working with Michael Holt to arrange this.

**8) Staff Attendance and Participation**

**9) Committee Reports**

- a) Policy Committee – Tiffany Soma – The committee will meet on Wednesday, January 18, 2017 to continue the work of combining and cleaning up our policy documents. They are about halfway through the process and hope to have it complete and ready for review by the end of the semester.
- b) Social Recognition Committee – Brandon Mainer – No report
- c) Professional Development Committee – Pepper Croft – The Blazer Books award email will be sent out very soon for the spring 2017 awards. The award ceremony will take place earlier in the semester, during the February, 2017 meeting.
- d) Budget & Finance – Angie Gannon – The committee will meet on Thursday, January 19, 2017 to discuss the silent auction planned for the Dessert Social.
- e) Elections – Tiffany Soma – No report.

**10) University Wide Committees**

- a) Academic Scheduling and Procedures – Donnell Davis/Keith Warburg – No report.
- b) Faculty Scholarship – Angie Gannon – No report.
- c) Student Affairs – Selenseia Holmes/Keith Warburg – No report.
- d) Internationalization & Globalization – Terence Sullivan – No report.
- e) Library Affairs – Sue Bailey – No report.
- f) Technology – Sterlin Sanders – No report.
- g) Academic Honors & Scholarship – Donnell Davis – No report.
- h) Environmental Issues – Vacant – No report.
- i) Diversity & Equity – Sue Bailey/Gwen Manning – Sue Bailey reported that the committee will meet on Thursday, January 19, 2017.
- j) Athletics – Sterlin Sanders – No report.
- k) Educational Policies – Veronica Graham – No report.
- l) Strategic Planning – Sterlin Sanders – No report.
- m) Institutional Planning - Selenseia Holmes/Pepper Croft – No report.
- n) Dining Advisory – Shannon Zapf – No report.
- o) Planning & Budget – Donnell Davis/Pepper Croft/Brandon Mainer – No report.
- p) Retiree Association – Sandra Griffin – No report.
- q) Campus Safety – Shannon Zapf – No report.
- r) Wellness – Sandra Griffin – No report.
- s) Traditions & Spirit – Keith Warburg/Pepper Croft – Pepper reported that the committee met last week to set the plan for the upcoming semester. The mentioned that they are working with the Retiree Association to consider erecting a gazebo at the Retirement Walkway and to establish traditions based around the gazebo.

**11) New Business**

**12) Adjournment**

- a) Donnell Davis adjourned the meeting at 9:43am.

Respectfully submitted,

Dr.Terence Sullivan, COSA Secretary