



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday, October 17, 2017

1) Call to order

a) Chair Brandon Mainer called the meeting to order at 9:05 AM 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 Bertsch, Donnell Davis, Philip Foster, Angelica Gannon, Selenseia Holmes, Julienne Jackson, Kirk Johnson, Michael Kitchens, Yvonne Landers, Paul Leavy, Brandon Mainer, Matthew McIntyre, Brian Ring*, Sterlin Sanders, Terence Sullivan, Tiffany Soma, Janet Wade, Chasity Wood, and Shannon Zapf.
- b) Guests were: Bradford Coleman (Counseling Center), Jessica Deal (Financial Aid), Shanika Hezekiah (Financial Services), Gwen Manning (Financial Aid), Traycee Martin (Fin & Admin), Pat Rozier (Academic Affairs), Dr. Robert Smith (Academic Affairs), Leroy Trower (Financial Aid)
- c) The following members were absent: ShanTina Adams, Denise Bogart*, Pepper Croft, Philip Foster, and Maya Mapp*, Please **send a proxy if you cannot attend a meeting.**

3) Communication with Administration

a) A new vision statement for the university is being developed as part of the new leadership structure. The University Council was relaunched and tasked with developing the statement. The statement was developed and is being tweaked based on university and community feedback. The community particularly wants to see the university truly step up as a regional leader. There will be additional opportunity campus wide for input into this shared vision.

4) Special Order of the Day

- a) The Blazer Books Awards winners were announced. The winners are as follows. Congratulations to all our winners.
- 1) Keith Warburg
 - 2) Catherine Story
 - 3) Rachel Martin

5) Approval of Minutes

a) Terence Sullivan made a motion to approve the minutes of September 19, 2017. It was seconded by Tiffany Soma. The motion was approved unanimously.

6) Treasurer's Report

- a) State - \$1,707.00
 - b) Foundation - \$1,295.13
 - c) Retirement - \$12,131.85
 - d) Blazer Books - \$1,534.30
- e) Tiffany Soma made a motion to approve the Treasurer's Report. It was seconded by Donnell Davis. The motion was approved unanimously.

7) Report from the Chair

- a) Brandon Mainer reminded all present that the current Faculty/Staff Campaign is underway and encouraged everyone to consider contributing to the COSA book fund. This will help keep the fund solvent for future TAP participants to defray the cost of books.
- b) Brandon Mainer brought up the recent issue about sheltering on campus during severe weather. This came up due to several faculty who wished to shelter in their offices during Irma but were told to leave. Dr. Carvajal has asked Ms. Martin to convene a committee made up of staff and faculty to review the feasibility of allowing employees to shelter on campus in future. The committee will look at all issues including safety, locations that would be open, issues with water/food/bedding/bathrooms/showers, etc. to weigh the benefits of allowing our university community to feel welcome with the potential issues that arise from allowing this to occur. Dr. Carvajal concurred with this and asked COSA to consider this issue with all seriousness.
- c) Brandon Mainer discussed that COSA plans to have a tailgate at Homecoming in early November. We plan to sell hotdogs and hamburgers as a fundraising event.

- d) Paul Leavy indicated that he has been in contact with Habitat for Humanity to find out how COSA and VSU can sponsor a home build. He is continuing to investigate how this works with the hope we can do this as a university in spring 2018. Paul also indicated that faculty and staff leadership are supportive of the idea.
- e) Brandon Mainer reminded everyone that the USGSC Annual Conference is this week at Georgia Southern University and several representatives are attending. They will bring back information and ideas.

8) Staff Attendance and Participation

9) COSA Committee Reports

- a) Policy Committee – Sterlin Sanders reported that the committee has made some additional updates to the bylaws document.
 - 1) Section II – Membership/Representation – External Affairs was removed and Student Success was added. Donnell Davis made a motion to approve the change which was seconded by Janet Wade. The motion carried unanimously.
 - 2) Section IV – Elections – Replaced voting with electronic voting. Tiffany Soma made a motion to approve the change which was seconded by Michael Kitchens. The motion carried unanimously.
 - 3) Section V – Committees – Budget & Finance/Fundraising committee was removed as this is largely completed by the Treasurer with assistance as needed. Tiffany Soma made a motion to approve the change which was seconded by Michael Kitchens. The motion carried unanimously.
 - 4) Dr. Carvajal mentioned at this point that VSU has hundreds of committees listed as active. Leadership is looking at this list to see how many of these are obsolete or redundant to reduce the list and focus on those committees which are moving the university forward.
- b) Elections – Sterlin Sanders – No report
- c) Social Recognition Committee – Tiffany Soma – No report
- d) Professional Development Committee – Pepper – See above to Special Order of the Day.
- e) Budget & Finance/Fundraising – Yvonne Landers – No report

10) Faculty Senate Committees

- a) Academic Honors & Scholarship – Donnell Davis – No report
- b) Academic Scheduling and Procedures – Yvonne Landers – No report
- c) Athletics – Sterlin Sanders reported that the committee is discussing the student athlete award. This is given to a student athlete who is academically strong but who also shows commitment and service to the university.
- d) Diversity & Equity – Terence Sullivan – No report
- e) Educational Policies – Kirk Johnson reported that the committee met recently to discuss the final grade appeal policy and OER.
- f) Environmental Issues – Phil Foster – No report
- g) Faculty Senate – Brian Ring reported that the issue of sheltering on campus was discussed as well as the OER. The upcoming FS meeting will focus on the process for emeritus (a) status.
- h) Faculty Scholarship – Angie Gannon reported that
 - 1) October 25 (in person vote) – for 7 Research Seed Grant Proposals
 - 2) October (electronic vote) – for 5 Instructional Improvement Proposals & 1 Curriculum Development Proposal
- 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/Michael Kitchens – No report
- n) Technology – Sterlin Sanders – No report

11) University Wide Committees

- a) Budget Advisory Committee – ShanTina Adams/Heidi Bertsch/Pepper Croft/Donnell Davis/Phil Foster/Paul Leavy – No report
- b) Campus Safety – Shannon Zapf – No report
- c) Campus Wellness – Brandon Mainer – No report
- d) Dining Advisory – Shannon Zapf reported the following.
 - 1) Faculty/Staff Dining Room Issue: The room is now used as a training/conference area for Aramark; however, it is still available for group meetings upon request.
 - 2) Valdosta Bread Company: The price point for VBC was lowered at the beginning of fall semester. The menu was re-worked, adding a lunch combo (approximately \$6) and items that were best-sellers last year.
 - 3) Renovations:
 - (1) **Blazer Sports Grille** was changed from retail to a premium dining facility. Students are allowed to use their meal swipes. The Mongolian grill has been added back to that location. Open from 5 pm until midnight.
 - (2) **Palms** had a full overhaul during the summer.
 - (a) The dishwasher was replaced

- (b) The roof over the kitchen was replaced
- (c) A new a/c unit was put in the north wing of the building.
- (d) The vegan and omelet stations were added.
- (e) The main station was completely re-worked: sushi station during lunch; rotisserie station; meat-carving station; and the “home” station are located there.
- (f) The deli moved to the south wing next to the vegan station.
- (g) New paint and better signage were put in place.
- (h) There are new plates on order and should arrive soon.

4) Upcoming Events:

- (1) ☑ *Plant Forward in Palms*: 10/17 from 11:30 am until 2 pm. Plant-based diets will be discussed and samples will be available. Participants will receive a small basil plant.
- (2) ☑ The “Dining Style Survey” ends on 10/27. An email was sent to campus on 10/03 from Auxiliary Services. Everyone is invited to participate, and you have a chance to win a \$150 in VISA gift cards.
- (3) ☑ Which Wich bag decorating contest: 10/27 from 1 pm until 3 pm.
- (4) ☑ *Trick-or-Treating*: 10/30 in Palms at dinner service.
- (5) ☑ A new manager will take over in Palms and Blazer on 10/30.
- (6) ☑ *Midnight Breakfast*: 12/04 from 10:30 pm until midnight. Anyone interested in volunteering should contact Kate Clubb in Dining Services.
- (7) ☑ Join Athletics for “*Lunch with the Blazers*” in Blazer Sports Grille each Tuesday at lunch. Everyone is invited to participate. The grille is open from 11 am until 1 pm, and the show is from 12 pm until 1 pm.
- (8) ☑ Every Wednesday from 11:30 am until 2 pm in Palms, there is a “taste cart.” They will have samples of potential menu items for people to try.

- e) Parking Advisory – Shannon Zapf – No report
- f) Parking Appeals – Pepper Croft/Gwen Manning/Terence Sullivan – No report
- g) Retiree Association – Yvonne Landers – No report
- h) Traditions & Spirit – Pepper Croft – No report

12) **New Business**

- a) Kirk Johnson reported that the search for the Dean of Education & Human Services position is moving along briskly. 10 candidates were interviewed via Skype of which 5 are having references checked. Finalists will be invited for campus interviews for late October to early November. The incumbent will hopefully start in January 2018.
- b) Terence Sullivan reported that the search for the Executive Director of Advising position is moving to its final stages. 20+ candidates applied. 7 were Skype interviewed and 3 finalists are coming to campus this week and next week for interviews. The incumbent will start no later than January 2018.
- c) Brian Ring reminded everyone the Dr. Carvajal’s Investiture will take place all next week.
- d) Traycee Martin reminded everyone that Open Enrolment for the USG is coming up. We will all receive email and postcard reminders over the coming days.
- e) Brandon Mainer reminded everyone that Ethics Week will take place the week of November 12-17, 2017.

13) **Adjournment**

- a) Brandon Mainer adjourned the meeting at 9:55am.

Respectfully submitted,

Dr. Terence Sullivan, COSA Secretary