



**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday, July 18, 2017**

1) **Call to order**

a) Chair Brandon Mainer called the meeting to order at 9:02 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: ShanTina Adams, Heidi Bertsch, Pepper Croft, Donnell Davis, Bob DeLong\* (Proxy Terence Sullivan), Philip Foster, Angelica Gannon, Selenseia Holmes, Julienne Jackson, Kirk Johnson, Michael Kitchens, Yvonne Landers, Paul Leavy (Proxy Terence Sullivan), Brandon Mainer, Matthew McIntyre, Brian Ring\*, Sterlin Sanders, Terence Sullivan, Tiffany Soma, Janet Wade, Chasity Wood, and Shannon Zapf.

b) Guests were: Andrew Altman (Emergency Management), Beverly Amiot (Procurement), Chandler Day (Creative Services), Jessica Deal (Financial Aid), Shanika Hezekiah (Financial Services), Lorrie Proal (Financial Services), Adrian Taylor (IT), Leroy Trower (Financial Aid)

c) The following members were absent: Denise Bogart\*, and Maya Mapp\*. Please **send a proxy if you cannot attend a meeting.**

3) **Communication with Administration**

a) Dr. Carvajal was unable to attend the meeting as he was out of town. Brandon Mainer reported that an email update should be forthcoming from the President of the a motion to approve the Treasurer's Report. It was seconded by Chasity Wood(?).  
approved unanimously.

7) **Report from the Chair**

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a) Brandon Mainer reported that the FY18 COSA Orientation workshop for new and continuing COSA representatives will take place on Friday, July 21, 2017 from 11am 2pm in the University Center, Rose Room.

1) Dr. Carvajal will stop by around 11:15am to bring greetings to the new representatives.

2) Topics to be covered will include the role of COSA at VSU and the role of each representative, discussion of the Bylaws, review of last year's goals and discussion of the goals for the upcoming year, reminders about committee representation and accountability for all representatives. Lunch will be served.

b) Brandon Mainer reported that nominations for the Staff Excellence Awards are being accepted through this week and the committee will vote on those nominations next week. After that, the results will be forwarded to the President for a final decision. The winner will be announced at the Fall Convocation in August.

c) Brandon Mainer reminded all representatives again of the requirement to sit on at least two committees, attend those committee meetings and report and business to the Executive Committee by their monthly meeting if they want to report at the regular COSA meeting. Brandon indicated that the committee list will be reviewed at the upcoming Orientation meeting.

8) **Staff Attendance and Participation**

9) **Committee Reports**

a) Policy Committee – Tiffany Soma reported that the committee met last week and discussed some minor tweaks and updates to the Bylaws document.

- 1) The committee discussed the need to update the Bylaws more fully once we get the corrected organizational chart and the staff by division lists from HR. This will allow us to determine the number of representatives to COSA per each of the current (as of FY18) divisions of VSU.
- 2) The committee has set a schedule to meet approximately twice a month throughout the fall 2017 semester (generally the meetings will occur directly after Executive Committee or