

**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday October 16, 2018**

1) **Call to order**

a) Chair Sterlin Sanders called the meeting to order at 9:02AM 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: Jacob Bell\*, Jeanine Boddie-La Van\*, Heidi Browning, Ashley Cooper, Pepper Croft, Donnell Davis, Angelica Gannon (Donnell Davis-proxy), Selenseia Holmes, Michael Kitchens, Yvonne Landers, Paul Leavy, Matthew McIntyre, Mark McNalley, Catherine Nordin, Sterlin Sanders, Dr. Terence Sullivan, Adrian Taylor, Janet Wade, Dr. Gerald Williams, Shannon Zapf.

b) Guests were: Dr. Richard Carvajal (President's Office), Jessica Deal (Financial Aid), Obediah Hall (CELT), Shanika Hezekiah (Fin Svces), Shelby Lamar (HR), Gwen Manning (Financial Aid), Adrianna Small (English), and Leroy Trower (Financial Aid).

c) The following members were absent: Philip Foster, Dr. Eric Howington\*, Julienne Jackson, and Bob Lee\*. Please **send a proxy if you cannot attend a meeting.**

3) **Communication with Administration**

a) Report from the President

1) Homecoming Week – Dr. Carvajal reported that there is much preparation and excitement for Homecoming Week.

2) Hurricane Michael – Dr. Carvajal reported the impact to VSU from the storm. The university was closed for two additional days immediately following Fall Break. Dr. Carvajal expressed his thanks we can.

4) Center for South Georgia Regional Impact - Georgia summit recently. He mentioned Dr. Moore would like to lead the participation underreports its population.

4) **Special Order of the Day**

a) Shelby Lamar from Human Resources reminded everyone about the current Annual Giving Campaign occurring from October 1-31, 2018. She indicated that we can donate to local or national charities online on either a one-time or monthly basis.

5) **Approval of Minutes**

a) Yvonne Landers made a motion to approve the September 2018 minutes



The next meeting will not be until late January or early February.

n) Technology – Sterlin reported that the committee discussed ways to prevent online cheating.

**11) University Wide Committees**

a) Budget Advisory Committee – Pepper Croft reported that the committee met yesterday and listened to presentations by each division for one-time and continuing funds. The BAC ranked the requested in order of university priority. There is \$4 million for one-time requests and we will spend about \$3.2 million of that. We will also spend \$1.5 million in continuing for recruitment purposes.

b) Campus Safety – Shannon Zapf – No report

c) Campus Wellness – Heidi Browning – No report

d) Dining Advisory – Shannon Zapf – No report

e) Parking Advisory – Donnell Davis – No report

f) Parking Appeals – Heidi Browning/Pepper Croft/Donnell Davis/Phil Foster/Paul Leavy/Terence Sullivan – No report

g) Retiree Association – Yvonne Landers - No report

**12) Old Business**

a) Donnell Davis reminded all the representatives to get the word out to staff in their areas about what is going on at COSA and around campus.

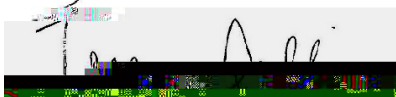
**13) New Business**

a) Sterlin Sanders indicated that the Executive Committee is interested in offering a donut day at the end of each semester. This would complement the President's donut day that occurs at the start of the semester and would be more for employees than students.

**14) Adjournment**

a) Ashley Cooper made a motion to adjourn the meeting which was seconded by Michael Kitchens. Sterlin Sanders adjourned the meeting at 9:47am.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Terence Sullivan', is written over a grey rectangular background. The signature is cursive and somewhat stylized.

Dr. Terence Sullivan, COSA Secretary 2018-2019

10/1/2018	Beginning Balance			
(Note: Pending Financial activities are	USGSC Registrations		-450.00	

	Beginning Balance			
	Est. Balance after Pending Activities			