

**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday, May 16, 2017**

1) **Call to order**

a) Chair Donnell Davis called the meeting to order at 9:05 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 (Proxy Chasity Wood), Sue Bailey, Denise Bogart\*, Pepper Croft, Sabrina Daniels (Proxy Brandon Mainer), Donnell Davis, Angelica Gannon, Veronica Graham (Proxy Tyler Martin), Sandra Griffin, Selenseia Holmes (Proxy Tiffany Soma), Michael Kitchens, Yvonne Landers, Brandon Mainer, Gwen Manning, Sterlin Sanders, Michael Smith (Proxy Terence Sullivan), Terence Sullivan, Tiffany Soma, Janet Wade, Keith Warburg (Proxy Donnell Davie), Chasity Wood, and Shannon Zapf.

b) Guests were: Marty Spells (Rec Ctr), Chelsea Holcomb (Rec Ctr), Matthew McIntyre (Centralized Advising), Chandler Day (Student Union), Adrian Taylor (IT), Bradford Coleman (Counseling Ctr), Tricia Hale (Counseling Ctr), Caitlin Connolly (Counseling Ctr), Holly Wright (Counseling Ctr), Becca Smith (Counseling Ctr), Heidi O'Giggs

(Warehouse), Sergio Brown (Warehouse), Sonya Sanderson (KSPE), Karen Jarvis (KSPE), Quincy Thomas (IT), Joy Bray (CS), Barbara Garland (Comm Arts), Hazel McCoggle (Campus Rec), Shawn Phippen (Campus Rec), Sheila Peacock (MLIS), Shanika Hezekiah (Fin Services) and many other guests.

c) The following members

were absent: Nicole Gunn, Michael Holt\*,

- d) USGSC Quarterly meeting update
  - 1) TAP USG is still investigating the impact of online fees on campuses. Apparently, some institutions had courses that were totally or majority TAP participants and those courses should have been canceled.
  - 2) Inclusion of a USGSC member on benefits board still undecided
  - 3) Advice USGSC need to collectively decide on what issues to take to Vice Chancellor.
  - 4) Apparently, the ex Officio that was designated as an "advisor" by COSA for VSU was the HR director. Any administrator can serve as an advisor.
  - 5) Elections were held for the new officers for the new fiscal year—after much debate regarding Bylaws.
  - 6) USG is reviewing the HR policies and updating how things are done; specifically, background checks, and the HR policy manual.
  - 7) USG is considering reopening HealthTrails and the Fitbit incentives; this is separate from the Summer HealthTrails that VSU is continuing.

**8) Staff Attendance and Participation**

**9) Committee Reports**

- a) Policy Committee – Tiffany Soma – Policy committee met May 4, 2017 to finalize updates to Bylaws document. Tiffany gave out draft of new document and old Bylaws and Policies documents to all representatives. She explained what the major changes are between the old and new documents and reminded all representatives that a vote will be taken at the June meeting to approve the changes.
- b) Elections – Tiffany announced the winners of the recent election for new representatives.
  - 1) Academic Affairs – Kirklyn Johnson, Matthew McIntyre
  - 2) Finance & Admin – Heidi Bertsch, Philip Foster, Julienne Jackson
  - 3) External Affairs – Paul Leavy
 Congratulations to all the winners! Tiffany also reminded all representatives that elections for Executive Committee positions will take place at the June meeting. She also noted that new representatives are invited to the June meeting as a courtesy.
- c) Social Recognition Committee – Brandon Mainer – No report
- d) Professional Development Committee – Pepper Croft – No report.
- e) Budget & Finance/Fundraising – Angie Gannon – No report

**10) University Wide Committees**

- a) Academic Honors & Scholarship – Donnell Davis – No report
- b) Academic Scheduling and Procedures – Keith Warburg – No report
- c) Athletics – Sterlin Sanders – No report
- d) Campus Safety – Shannon Zapf – No report
- e) Campus Wellness – Brandon Mainer – No report
- f) Dining Advisory – Shannon Zapf reported that Palms Dining is closed for the summer for renovations and new features including a rotisserie station, new omelet station and sushi bar. No stations are being eliminated. The Mongolian Grill will reopen in the Blazer Grille.
- g) Diversity & Equity – Sue Bailey/Gwen Manning – No report
- h) Educational Policies – Veronica Graham – No report
- i) Environmental Issues – Vacant – No report
- j) Faculty Scholarship – Angie Gannon – No report
- k) Institutional Planning – Selenseia Holmes – No report
- l) Internationalization & Globalization – Terence Sullivan – No report
- m) Library Affairs – Sue Bailey reported that two submissions for funding were accepted. They are Drs. Viki Soady Ofelia Nikolova from MCL and Dr. Chao Meng from International Business/LCOBA.
- n) Parking Advisory – Shannon Zapf reported the committee held its first meeting. It is looking at new parking structure such as zoned parking areas with differential pricing. In addition, buses will continue to run during the day but from 11pm 7am, they will be replaced by golf carts,
- o) Parking Appeals – Pepper Croft/Gwen Manning/Terence Sullivan – No report
- p) Planning & Budget – Donnell Davis/Pepper Planning Appeals

**11) New Business**

- a) Dr. Denise Bogart updated everyone on the situation with the Credit Union and some of the history behind it.
- b) Sterlin Sanders discussed the WannaCry Ransomware attack and stated that VSU has put in several patches to protect us but that no protection is absolute so we must all be vigilant.
- c) Sterlin Sanders reported that Mr. Gary Miller from Fort Valley State University has accepted the position of Chief Information Security Officer (CISO) for VSU. Welcome Mr. Miller!
- d) Sterlin Sanders reported that IT will be moving temporarily to Powell Hall West (both floors) until May 2018 while their current offices in Pine Hall are renovated. The IT offices in the Oak Street Parking Deck are not affected by the move.
- e) Terence Sullivan made postcards available with information on the current Peach State Summer Theatre (PSST) season.

**12) Adjournment**

- a) Terence Sullivan made a motion to adjourn the meeting which was seconded by Yvonne Landers. Donnell Davis adjourned the meeting at 10:17am.

Respectfully submitted,

Dr. Terence Sullivan, COSA Secretary