

**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday, December 15, 2015**

1. **Call to order**
  - a. Chair Keith Warburg called the meeting to order at 9:07 AM in the Student Union Ballroom C.
2. **Roll call:** All representatives must sign/initial the attendance roster to be counted as present.
  - a. Members present: ShaTina Adams, Sue Bailey, Denise Bogart\*, Tim Brunt, Derrick Carter, Donnell Davis, Meagan Ellis, Angelica Gannon, Chasity Gill, Sandra Griffin, Selenseia Holmes, Yvonne Landers, Brandon Mainer, Gwen Manning, Michael Noll\*, Laura Neely, Sterlin Sanders, Tiffany Soma, and Keith Warburg. Guests were: Traycee Martin (F&A), Jessica Deal (Financial Aid), Penelope Croft (IT), Benjamin Li (IT), Edward E. Chatelain (Physics, Astron. & Geosciences), Alan Rowe (Public Safety), Niki Turley (Student Affairs) and other guests for Employee of the Semester. The following members were absent: David Burdette\*, Sabrina Daniels (Proxy-Sue Bailey), Veronica Graham (Proxy-Laura Neely), Nicole Gunn, Marlene Marlow, and Shannon Zapf (Proxy-Deidra DiPietus). **Please send a proxy if you cannot attend a meeting.**
3. **SPECIAL ORDER OF THE DAY**
  - a. Dr. Staton reported that he anticipates an announcement about personnel matters before we break for the holiday. The titles of Interim will be removed and Michael Savoie will be Dean of Honors College, James LaPlant will be Dean of the Graduate School, and Sherri Noviello will be Dean of the College of Nursing and Health Sciences. Dr. Staton hopes to announce the decisions for University Attorney and VP of Student Affairs on Friday also. Applications to VSU are encouraging – 1400 to 1500 more than this time last year. Will take several years to catch up financially, but we may have turned the corner.
  - b. Employee of the Semester – Dr. Denise Bogart read the purpose of and criteria for EOS. She and Dr. Staton presented certificates to the nominees and the awards to the winner and two runners up. The winner for fall 2015 is Michael Bauer, Physical Plant. Runners up are Heidi Duthoy-O'Connor, Counseling Center and Jessica Taylor, Physics, Astronomy & Geology. Congratulations!
  - c. Lt. Alan Rowe presented two initiatives from the Campus Safety & Security Committee. The first is a Mobile Phone App for emergency calls. This will expand the ability for people to contact UPD in an emergency and eliminate some of the analog phones. Data shows that very few real emergencies are called in on the analog phones around campus. On average, 5 calls a day come in that are false alarms – students or others walk by a phone and hit the call button. The second initiative is ALERTUS, a campus alert system that will take over computer screens on campus in the event of an emergency to let everyone know what is going on. This includes the option of a desktop panic button. These two initiatives will also provide a cost savings for the university. Lt. Rowe requested COSA's support of the two initiatives in anticipation of presenting to VP Martin. He answered questions regarding the projected implementation date, privacy, and other issues.
4. **Approval of Minutes**
  - a. A motion was made by Sterlin Sanders

- d. Retirement \$10,719.78
- 6. **Report from the Chair**
  - a. Keith explained the change in timing of the dessert social; due to the conflict with the President's holiday social and other events going on at the end of fall semester, it was decided to make the dessert social a welcome back event in January.
- 7. **Staff Attendance and Participation**
- 8. **Employee Morale**
- 9. **Representation on Committees**
  - a. VP Student Affairs Search Committee – See Dr. Staton's comments above in Special Order of the Day.
  - b. University Attorney Search Committee – Brandon Mainer reported that the committee is meeting with the final candidate tonight and he will present on campus on Wednesday.
- 10. **New Business**
  - a. Michael Noll recommended opportunities for socialization among VSU employees to foster teamwork and give people a chance to get to know one another beyond as faculty and staff members.
  - b. Yvonne Landers gave the details of the Dessert Social – Friday, January 29, 12 – 2 PM in the UC Cypress Room.
  - c. Keith Warburg thanked everyone who volunteered to help at Graduation. He said all went very smoothly.
- 11. **Adjournment**

Meeting adjourned 9:56 am.

Respectfully submitted,

Sue Bailey, COSA Secretary