



**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday February 19, 2019**

**1) Call to order**

a) Chair Sterlin Sanders called the meeting to order at 9:02AM in the University Center, Rose Room.

2) **Roll call:** All representatives must sign/initial the attendance roster to be counted as present.

Mark McN

Terence Sullivan, Adr

b) Guests were: Jessica  
Hall (CELT), Gwen Ma

c) The following members were absent: Haley Chaney, Selenseia Holmes, Dr. Eric Howington\*, Bob Lee\*.  
Please **send a proxy if you cannot attend a meeting.**

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a) Matt McIntyre made a motion to approve the February 2019 minutes which was seconded by Adrian Taylor. The report was approved unanimously.

**6) Treasurer's Report**

a) No report as Yvonne was unable to attend the meeting.

**7) Report from the Chair**

a) Sterlin Sanders reported that the Employee Appreciation Luncheon was a great success thanks to our partners in EOD, Campus Wellness and Faculty Senate. We had 275+ guests throughout the event.

b) Sterlin Sanders reported that the Merit Raise process is largely complete for this year. All employees are eligible for a merit increase of up to 2% based on performance.

c) Sterlin Sanders reported that the response to his call for Commencement volunteers was very successful and he has a large pool from which to pull for this and future semesters. We have 10 volunteers lined up for this May.

d) Sterlin Sanders reported that the annual Wine & Swine fundraiser was the largest ever and seemed very successful.

e) Sterlin Sanders reported that the CAR team completed an initial review of all VSU departments and reported to the President.

**8) Attendance and Participation**

a) Sterlin Sanders reminded all COSA representatives to send in their committee reports to Terence Sullivan each month before the Executive Committee meeting so they can be discussed and added to that month's full meeting.

**9) COSA Committee Reports**

a) Policy Committee – Pepper Croft – No report

- b) Elections Committee – Pepper Croft reported that that there are eight representative openings that will be posted for the upcoming election cycle due to those rolling off and positions which were appointed or are vacant. More information and nomination forms will be coming soon.

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Respectfully submitted,

A handwritten signature in black ink on a white background. The signature is cursive and appears to read "Terence Sullivan". The signature is written on a white rectangular background that is slightly offset to the right of the text above it.

Dr. Terence Sullivan, COSA Secretary 2018-2019