



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday December 10, 2019

1) Call to order

a) Chair Paul Leavy called the meeting to order at 9:06AM 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: Darius Anthony, Sue Bailey (Paul Leavy-proxy), Jacob Bell*, Jeanine Boddie-La Van*, Heidi Browning, Ashley Cooper, Donnell Davis, Jennifer Griffin, Chris Griggs, Obediah, Hall, Julienne Jackson, Yvonne Landers, Paul Leavy, Catherine McArthur (Julienne Jackson-proxy), Matthew McIntyre, Mark McNalley, Dr. Debbie Paine*, Laura Pitts, Jessica Queen, Samantha Rountree (Paul Leavy-proxy), Dr. Terence Sullivan, Adrian Taylor, Dwayne Trouille, Janet Wade.

b) Guests were: Dr. Beverly Blake (Advising), Laura Byers (Access), Dr. Richard Carvajal (President), Danielle Costello (Library), Bob Cutlip (Plant), Jessica Deal (Fin Aid), Alison Downey (eLearning), Margaret Duncan (Access), Sierra Freeman (Fin Aid), Grace Goehring (Comp Sci), Shanika Hezekiah (Fin Svces), Jody Hudnall (IT), Dana Jack (Library), Vanessa Johnson (Plant), Susan Jones (Plant), Dr. Jennifer Lambert-Shute (MFT), Dr. Martha Laughlin (MFT), Lori Lovell (Advising), Gwen Manning (Fin Aid), Traycee Martin (VPFA), Tabitha McCoy (MFT), Dr. Hoa Nguyen (MFT), Bailey Raffield (IT), Ray Sable (Plant), Dr. Robert Smith (Provost), Kelly Spell (Access), Leroy Trower (Fin Aid), Niki Turley (Leadership & Service), Madison Whitehead (Athletics), Laura Wright (Library), Lee Yarbrough (Public Admin)

c) The following members were absent: Sheila Hall, Bob Lee*. Please **send a proxy if you cannot attend a meeting.**

3) Communication with Administration

a) Dr. Carvajal said we are watching the state budget closely as the tax revenues are down more than earlier. The governor has asked for state agencies to plan for a 4% mid-year reduction this year (8% over the year) and a 6% mid-year reduction for next year. As of now USG institutions are exempt but talk is that if the budget picture continues to deteriorate that may change. If it does, we may have to cut into our end of the year funds to cover the cuts reducing the projects we can pay for.

b) Dr. Carvajal thanked COSA/Faculty Senate and in particular Ashley Cooper for a very successful holiday party that was sponsored last Friday afternoon.

c) Dr. Carvajal thanked COSA for securing Commencement volunteers and thanked everyone assembled for the work they do every day to assist students to make it to this point.

4) Special Order of the Day

a) The fall 2019 Employee of the Semester recognition ceremony was held and the following employees were nominated.

- 1) Margaret Duncan
- 2) Angie Gannon
- 3) Susan Jones
- 4) Bailey Raffield
- 5) Beverly Blake
- 6) Howard Darby Edmondson – 2nd runner up
- 7) Tabitha McCoy – 1st runner up
- 8) Danielle Costello – Winner

Congratulations to our nominees and our winner!

- b) Niki Turley from Student Leadership and Volunteer Services presented
 - a. Niki reminded everyone about the VSU Drop & Shop in the Student Union for students who are food insecure. This semester it served 263 students with food and professional attire. The hours are TR 11am-7pm, F 10am-6pm and by request. The shop is run by student volunteers who early community service hours.
 - b. Nike also reminded everyone that VSU is offering a giving tree again this year for needy children. There are 23 ornaments on the tree for children that need to be taken if anyone wishes to contribute. The deadline to purchase and deliver the unwrapped gifts on a child's list is Friday, December 13, 2019.

5) Approval of Minutes

- a) Yvonne Landers made a motion to approve the November 2019 minutes which was seconded by Adrian Taylor. The minutes were approved unanimously.

6) Treasurer's Report

- a) Ashley Cooper made a motion to approve the November/December 2019 Treasurer's Report which was seconded by Adrian Taylor. The report was approved unanimously. **(see attachment 1)**

7) Report from the Chair

- a) Paul updated everyone on the recent Holiday Social indicating how successful it was for everyone and gave a special thank you to Ashley Cooper for the incredible job she did putting it together and her team of volunteers as well as to Terence Sullivan for his turn as the Grinch.
- b) Paul made one last request for any additional Commencement volunteers to help at either or both the Graduate and Undergraduate ceremonies taking place this weekend.
- c) Paul wants COSA to establish a service project this spring 2020 in conjunction with the Drop & Shop to collect food and clothing items for our students who are struggling.
- d) Paul will work with COSA to plan a retreat in late January/early February to discuss goals and to have some time for team building.

8) Attendance and Participation

- a) Paul Leavy 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 and recognized new members and their committee assignments.

9) COSA Committee Reports

- a) Policy Committee – Mark McNalley discussed two proposals to amend the COSA Bylaws. **(see attachment 2)**
 - 1) The first is a statement about serving on committees in way that prevents conflicts of interest
 - 2) The second is an update to the Secretary responsibilities.Mark will ask for a vote on these proposals at the January 2020 meeting
- b) Elections Committee – Mark McNalley – No report.
- c) Social Recognition & Professional Development Committee – Adrian Taylor – No report.
- d) Budget & Finance/Fundraising Committee – Yvonne Landers – No report.
- e) Community Outreach – Paul Leavy – No report.
- f) Publicity – Paul Leavy reported for Sue Bailey for everyone to like our Facebook page and follow our events.

10) Faculty Senate Committees

- a) Academic Honors & Scholarship – Donnell Davis – No report
- b) Academic Scheduling and Procedures – Terence Sullivan – No report
- c) Athletics – Obediah Hall reported that nominations are being taken for Student Athlete Academic Spotlight award and the deadline for submission is December 18, 2019.
- d) Diversity & Equity – Yvonne Landers – No report
- e) Educational Policies – Mark McNalley – No report

- f) Environmental Issues – Dwayne Trouille – No report
- g) Faculty Scholarship – Darius Anthony – No report
- h) Faculty Senate – Terence Sullivan – No report
- i) Institutional Planning – Darius Anthony – No report
- j) Internationalization & Globalization – Terence Sullivan – No report
- k) Library Affairs – Matt McIntyre – No report
- l) Student Affairs – Catherine McArthur– No report
- m) Technology – Dwayne Trouille – No report

11) University Wide Committees

- a) Budget Advisory Committee – Mark McNalley reported that the committee has completed is ranking of one time and continuing funds project requests with some changes. The awarding of money to those approved should begin soon. Mark said that some additional changes may occur based on the new information about the state revenues.
- b) Campus Safety – Heidi Browning – No report
- c) Campus Wellness – Jennifer Griffin – No report
- d) Conflict Management – Terence Sullivan reported
 - 1) The CMRP continues to be updated to better reflect the mission of the group
 - 2) Terence reminded everyone about the services provided by the committee, particularly to employees.
 - 3) Terence asked if anyone is interested in joining the committee as the core membership as shrunk recently. We are particularly looking for increased faculty participation.
- e) Dining Advisory – Sue Bailey – No report
- f) Parking Advisory – Jennifer Griffin reported the following
 - 1) The bid for the License Plate Recognition technology is still out as there were some issues with the process.
 - 2) Jennifer reported that temp passes will continue to be issued to those departments that need them but the process is likely to be different. More info on this will be forthcoming once we the bidding process is complete.
- g) Parking Appeals – Paul Leavy – No report
- h) Retiree Association – Yvonne Landers – No report

12) Old Business

13) New Business

14) Adjournment

- a) Ashley Cooper made a motion to adjourn the meeting which was seconded by Obediah Hall. Paul Leavy adjourned the meeting at 9:55am.

Respectfully submitted,



Dr. Terence Sullivan, COSA Secretary 2019-20

Column1	Column2	Column3	Column4	Column5
Month of:	Description	Deposits	Expenditures	Current Balance
12/9/2019				
FUND 10 COSA 1481060	Financial Activities			
	Beginning Balance			1,684.82
	Leavy Hotel		-99.00	
	Pending Financial Activities			
(Note: Pending Financial activities are estimated costs only.)				
	Est. Balance after Pending Activities			-
				1585.82
VSU Foundation - Discretionary 90109	Financial Activities			
	Beginning Balance			3,805.05
	Johnston's Family Boston Butts		-270.00	
	Refund for Butt		-30.00	
	Oriental trading - Holiday Social		-1023.29	
	Admin Fee		-2.98	
	Gift	35.00		
	Chili Baskets Fundraiser	130.00		
				2,643.78
VSU Fdn - Retirement Walkway	Financial Activities			
				13,723.23
	Deposit	200.00		
	Brick Fee		-35.00	
				13,888.23
	Pending Financial Activities			
	Est. Balance after Pending Activities			13,888.23
90110 VSU Foundation - Books (Tuition Assistance Program)	Financial Activities			
	Beginning Balance			184.00

	Pending Financial Activities			
	Est. Balance after Pending Activities			184.00

*Submitted by
Yvonne Le Roy-Landers, Treasurer*

Proposal D: Conflict of Interest Statement on Committees
Proposal E: Committee on Committees statement

Submitted by: Mark McNalley

Proposed and Voted on by Policy Committee Electronically on 11/21/19-12/2/19

Presented to and Approved by the COSA Executive Committee on 12/3/19

Background on Proposal D

In a discussion with a committee chair, it was brought to my attention that the COSA representative on the committee is also an employee that receives recommendations from said committee. The committee chair encouraged us to look at our committee representation to avoid a conflict of interest.

Proposal D. Current By-Laws

No Statement regarding this topic

Proposal D. Change to By-Laws

Section VII: COSA Committees

(skip A-F)

G. University-wide and Faculty Senate Committees: COSA shall have representation on University-Wide and Faculty Senate committees as set forth in the University Statutes and Faculty Senate Bylaws.

- a. COSA will appoint members to committees in a way that will prevent potential conflicts of interest occurring when an employee is in a position to influence a decision that may result in direct or indirect personal gain and/or to ensure the transparency of University decision-making processes.

Background on Proposal E

In a review of our committee assignments, it was revealed that a University Committee on Committees exists at VSU that is utilized for communication on committee matters. This proposal is to add to the Secretary responsibilities regarding communicating to the Committee on Committees.

Proposal E. Current By-Laws

No Statement regarding this topic

Proposal E. Change to By-Laws

Section VI: Executive Committee

B. Executive Committee Officer Responsibilities and Duties

3. Secretary

(skip i.-vi.)

- vii. Communicates COSA Committee appointments to the Faculty Senate through the Faculty Senate Committee on Committees after the first COSA meeting that new representatives attend and as changes to the COSA representatives take place.