



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday January 21, 2020

1) Call to order

a) Chair Paul Leavy 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.

a) Members present: Sue Bailey, Jacob Bell* (Aubrey Cooper-proxy), Jeanine Boddie-La Van*, Heidi Browning, Ashley Cooper, Donnell Davis (Terence Sullivan-proxy), Jennifer Griffin, Chris Griggs, Obediah, Hall, Julienne Jackson, Yvonne Landers, Paul Leavy, Mark McNalley, Laura Pitts, Samantha Rountree, Dr. Terence Sullivan, Dwayne Trouille, Janet Wade.

b) Guests were: Heidi Cox, (IA), Shanika Hezekiah (Fin Svcs), Keith Kupets (VSU Bookstore), Traycee Martin (VPFA), Jeremy Scott (IT), Sheri Shaw (IA), Kanan Simpson), Dr. Robert Smith (Provost), Lee Yarbrough (Public Admin)

c) The following members were absent: Darius Anthony, Sheila Hall, Bob Lee*, Catherine McArthur, Matthew McIntyre, Dr. Debbie Paine*, Jessica Queen, Adrian Taylor. Please **send a proxy if you cannot attend a meeting.**

3) Communication with Administration

4) Special Order of the Day

5) Approval of Minutes

a) Dwayne Trouille made a motion to approve the December 2019 minutes which was seconded by Jennifer Griffin. The minutes were approved unanimously.

6) Treasurer's Report

a) Yvonne Landers was running late to the meeting due to a USG meeting commitment and was unable to give the report. The report will be voted on in February 2020. **(see attachment 1)**

7) Report from the Chair

a) Paul reported that Adrian Taylor stepped down from the Publicity position in the Executive Committee due to work commitments. Sue Bailey has agreed to step up to the position. Thank you Adrian and Sue for your commitment to COSA.

b) Paul reminded everyone that COSA will sponsor a service project this semester to assist the campus Drop & Shop. He wants everyone to contribute professional clothing/food items/grooming items and time as possible. Boxes for donations will be available at our February meeting.

c) Paul reminded all the representatives that our Team Building meeting will occur on February 5, 2020 from 2-5pm in Steam Center, Room 1013. This will be an informal opportunity for us to build community within the elected group. Please make every effort to attend. Later in the summer, we will host a more formal planning retreat. We will also discuss more ways to reach out across campus and around the community to partner more.

d) Ashley and Terence are finalizing a Qualtrics survey to be sent to representatives asking them about their views for COSA and its role at VSU. This will assist Ashley in developing the Team Building meeting agenda.

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 called for votes on 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.
 - (1) Ashley Cooper made a motion to approve the amendment which was seconded by Sue Bailey. The amendment was approved unanimously.
 - 2) The second is an update to the Secretary responsibilities.
 - (1) Ashley Cooper made a motion to approve the amendment which was seconded by Jennifer Griffin. The amendment was approved unanimously.
- b) Elections Committee – Mark McNalley – No report.
- c) Social Recognition & Professional Development Committee – Sue Bailey – No report.
- d) Budget & Finance/Fundraising Committee – Paul Leavy reported for Yvonne Landers that we will have a fundraiser near Easter for Boston butt/ham/sausage purchases. Instead of paper tickets, we will set up an online portal for people to order what they want. We are also working on bringing back Spirit nights.
- e) Community Outreach – Paul Leavy – No report.
- f) Publicity – Sue Bailey requested that everyone 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 the following –
 - 1) There will be 13 SAAS (Student Academic Athlete Spotlight) recipients for Fall 2019, who will be recognized February 6, 2020, during halftime of the home Men's basketball game against Shorter which tips off at 8 PM in the Plex
 - 2) The Spring 2020 nomination email will go out March 13th and the survey will close March 27th
- 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 – No report
- b) Campus Safety – Heidi Browning – No report
- c) Campus Wellness – Jennifer Griffin reported the next meeting will be on February 5, 2020 to discuss the Weight Watchers program.
- d) Conflict Management – Terence Sullivan – No report (meeting was rescheduled for February)
- e) Dining Advisory – Sue Bailey – No report
- f) Parking Advisory – Jennifer Griffin – No report
- 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 9:37am.

Respectfully submitted,

A handwritten signature in cursive script that reads "Terence Sullivan". The signature is written in black ink and includes a horizontal flourish at the end.

Dr. Terence Sullivan, COSA Secretary 2019-20

Column1	Column2	Column3	Column4	Column5
Month of:	Description	Deposits	Expenditures	Current Balance
1/21/2020				
FUND 10 COSA 1481060	Financial Activities			
	Beginning Balance			1,585.82
	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			2,643.78
	Aramark Dining		-120.03	
	Zaxby's to Athletics		-700.00	
	Admin Fee		-9.46	
	Gift	5.00		
	Chili Baskets Fundraiser			
				1,819.29
VSU Fdn - Retirement Walkway	Financial Activities			
				13,888.23
	Admin Fee		-1.00	
				13,887.23
	Pending Financial Activities			
	Est. Balance after Pending Activities			13,887.23
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.