



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

**1) Call to order**

a) Chair Paul Leavy called the meeting to order at 9:01AM 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: Sue Bailey, Jacob Bell\*, Heidi Browning, Ashley Cooper, Donnell Davis, Jennifer Griffin, Chris Griggs, Obediah, Hall, Sheila Hall, Julienne Jackson, Paul Leavy, Catherine McArthur (Julienne Jackson-proxy), Matthew McIntyre, Mark McNalley, Dr. Debbie Paine\*, Laura Pitts, Jessica Queen, Dr. Terence Sullivan (Paul Leavy-proxy), Adrian Taylor, Janet Wade (Paul Leavy-proxy).

b) Guests were: Dr. Richard Carvajal (President), Pepper Croft (IT), Jessica Deal (Fin Aid), Sandra DiPietro (Fin Aid), Tanya Fontaine (Fin Aid), Sandra Freeman (Fin Aid), Tristan Garcia (Athletic Training), Shanika Hezekiah (Fin Svces), Gwen Manning (Fin Aid), Traycee Martin (VPFA), Keith Moten (Fin Aid), Micaela Ward (Student).

c) The following members were absent: Darius Anthony, Jeanine Boddie-La Van\*, Yvonne Landers, Dwayne Trouille, Bob Lee\*. Please **send a proxy if you cannot attend a meeting.**

**3) Communication with Administration**

a) Dr. Carvajal indicated that a So Ga delegation will be at VSU in early December to make a visit and discuss VSU Day at the Capital, highlight the Ashley Cinemas project and discuss VSU's impact on the So Ga economy.

b) Dr. Carvajal discussed the Ashley Cinemas project indicating it will cost \$18M of which VSU has to provide \$5M. The rest will hopefully come from the state.

c) There is concern about the upcoming revenue picture as tax receipts are down across the state.

d) VSU football is doing great and will host the playoff game. Dr. Carvajal mentioned the possibility of a game on commencement day.

e) Lighting of the Palms will occur at 5:30pm on Tuesday, December 3, 2019.

f) Volunteers are requested for commencement.

g) Dr. Carvajal thanked the COSA EC for supporting commencement and for planning the Holiday Social.

**4) Special Order of the Day**

**5) Approval of Minutes**

a) Adrian Taylor made a motion to approve the October 2019 minutes which was seconded by Sue Bailey. The minutes were approved unanimously.

**6) Treasurer's Report**

a) No treasurer's report was given as Yvonne was unable to attend the meeting.

**7) Report from the Chair**

a) Ashley and Paul updated everyone on the Holiday Social which will occur on Friday, December 6, 2019 from 1-3pm in the UC Magnolia Room. Please join us for food, fun and friendship! We also need volunteers to set up on Thursday of that week.

b) Paul stressed the importance of having volunteers at our Commencement events in December – 13<sup>th</sup> and 14<sup>th</sup>

c) Paul recognized Yvonne Landers as the incoming Chair of the USGSC beginning July 1, 2020. Congratulations Yvonne!

- d) Paul discussed the idea of changing the December meeting from the 17<sup>th</sup> to the 10<sup>th</sup>. He considered cancelling it but can't due to Employee of the Semester. The decision was made to change the date and Terence will secure a room and catering.

#### **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 a vote on the proposed changes to the Bylaws (See attachment). Jennifer Griffin made a motion to pass Part A seconded by Sue Bailey. Part A change passed. Jennifer Griffin made a motion to pass Part B seconded by Matt McIntyre. Part B change passed.
- 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 – Sue Bailey requested that more people like the COSA Facebook page and requested more likes, etc.

#### **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.
- 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 – Paul Leavy reported for Terence Sullivan that Alex Daman gave the CVIOG report to Senate like he did with COSA. Dr. Paine gave a brief update on the other items of discussion.
- i) Institutional Planning – Darius Anthony – No report
- j) Internationalization & Globalization – Paul Leavy reported for Terence Sullivan that the committee discussed
  - 1) Ways to offer virtual conversation partners for students unable to travel overseas.
  - 2) Ways to increase funding for international travel
  - 3) Updates to the committee bylaws.
- 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 began ranking one-time and continuing projects for funding.
- b) Campus Safety – Heidi Browning – No report
- c) Campus Wellness – Jennifer Griffin reported
  - 1) Benefits & Wellness Fair was very successful with more than 60 vendors in attendance
  - 2) Chili Cook was very successful.
  - 3) At the October meeting ideas for Dine and Discover.
- d) Conflict Management – Terence Sullivan – No report

- e) Dining Advisory – Sue Bailey reported that Aramark encourages staff/faculty feedback on their services, welcomed new chef Tim Hurley and updated food service stations at Palms. Next meeting will be early spring 2020.
- f) Parking Advisory – Jennifer Griffin reported the following
  - 1) Parking is working on purchasing a License Plate Recognition (LPR) system for the university. The bids are out on this request. Implementation will be for fall 2020. It was noted that once this system is implemented, backing into parking spaces will be prohibited.
  - 2) Timed parking meters/spaces will be implemented fall 2020 and metering will occur on people's phones.
  - 3) A Food for Fine program is being developed allowing one citation to be excused (no more than \$20) for donation 7 cans of food of 14 oz. or more, hygiene products, etc. One time/semester for faculty, staff and students. Donations will be given to VSU food bank and should be implemented in spring 2020.
- g) Parking Appeals – Paul Leavy mentioned that most cites are for students, not staff/faculty and mostly out of assigned area or timed issues.
- h) Retiree Association – Yvonne Landers – No report

**12) Old Business**

**13) New Business**

- a) Dr. Paine indicated that students with holds on their accounts will not be allowed to register for classes until the holds are satisfied. There is no more amnesty for this situation.
- b) Sue Bailey expressed concern about how temp parking permits will be given to people from different departments such as Learning in Retirement and HR when they host events in light of the new LPR technology being implemented. Jennifer Griffin said she would inquire about this and report.

**14) Adjournment**

- a) Donnell Davis made a motion to adjourn the meeting which was seconded by Jessica Queen. Paul Leavy adjourned the meeting at 9:35am.

Respectfully submitted,



Dr. Terence Sullivan, COSA Secretary 2019-20

## **Proposal A-C: Addressing Minor Errors in COSA By-Laws**

Submitted by: Mark McNalley

Proposed and Voted on by Policy Committee Electronically on 9/25/19

Presented to COSA Executive Committee on October 10/1/19

### **Background**

According to the COSA By-Laws, the Policy Committee is to review our By-Laws on an annual basis. On our first review of the By-Laws I noticed a few numerical and grammatical errors. This proposal is to correct those minor issues.

### **Proposal A. Current By-Laws**

Section V: Meetings

- A. Regular Meetings
  - 1. Regular meetings...
  - 2. The calendar of meetings...
  - 3. Items to be reported...
  - 6. The COSA Chair shall...

### **Proposal A. Change to By-Laws**

Section V: Meetings

- A. Regular Meetings
  - 1. Regular meetings...
  - 2. The calendar of meetings...
  - 3. Items to be reported...
  - 4. The COSA Chair shall...

### **Proposal B. Current By-Laws**

Section I: Purpose and Authority

- B. COSA will participate in the process...

### **Proposal B. Change to By-Laws**

Section I: Purpose and Authority

- B. COSA participates in the process...

### **Proposal C. Current By-Laws**

Section IX: By-Laws

- A. The Parliamentarian shall maintain the Bylaws with the assistance of the Policy Committee and review by the Executive Committee. The Bylaws shall be reviewed as needed and no less than once every three (3) years.
- B. Any proposed amendments will be read at the next COSA monthly meeting, and voted on by the elected Representatives at the following COSA monthly meeting. Actions are posted on the COSA website. Changes to the Bylaws require a two-thirds vote of the COSA elected Representatives.

### **Proposal C. Change to By-Laws**

-Rename Section IX to Amendments. Strike portions of Section A. as it is already stated in the Policy Committee section of the By-Laws. Add clarifying statements regarding posting of Amendments in By-Laws and on website.

Section IX: By-Laws Amendment to the By-Laws

- A. ~~The Parliamentarian shall maintain the Bylaws with the assistance of the Policy Committee and review by the Executive Committee. The Bylaws shall be reviewed as needed and no less than once every three (3) years.~~ Any proposed amendments will be read at the next COSA monthly meeting, and voted on by the elected Representatives at the following COSA monthly meeting.
- B. Amendments to the Bylaws require a two-thirds vote of the COSA elected Representatives.
- C. Amendments are listed chronologically in the Amendments section of the COSA By-Laws and posted on the COSA