COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday September 17, 2019

1) **Call to order**
   a) Chair Paul Leavy called the meeting to order at 9:02AM 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: Darius Anthony, Sue Bailey, Heidi Browning, Ashley Cooper, Donnell Davis, Jennifer Griffin, Chris Griggs, Obediah, Hall, Sheila Hall, Julienne Jackson, Yvonne Landers, Paul Leavy, Catherine McArthur (Heidi Browning-proxy), Matthew McIntyre, Mark McNalley, Dr. Debbie Paine*, Laura Pitts, Jessica Queen, Dr. Terence Sullivan (Yvonne Landers-proxy), Adrian Taylor, Dwayne Trouille, Janet Wade.
   b) Guests were: Dr. Michael Black (Provost), Dr. Richard Carvajal (President), Melinda Cutchens (President), Loretha Copeland (Career Ops), Ann Farmer (UPD), Shanika Hezekiah (Fin Svces), Traycee Martin (VPFA), Matt McGuire (Campus Rec), Justin Sanchez (HRL), Jeremy Scott (IT), Lee Yarbrough (Public Admin), Kameron Zimmer (HRL)
   c) The following members were absent: Jacob Bell*, Jeanine Boddie-La Van*, Bob Lee*. Please **send a proxy if you cannot attend a meeting.**
3) **Communication with Administration**
   a) Dr. Carvajal reminded everyone the year, including the athletic year is off and running. Tonight is the home opener for the Volleyball team. The football team is 2-0 thus far. Please support our teams. Winning teams bring positive light to VSU. Dr. Carvajal was on ESPN touting our football program.
   b) Enrollment numbers for fall have been erratic but should be up by 1% or so. Although not a great increase, we are one of the few USG schools up for fall. This, in addition to being up for spring and summer is good.
   c) USG Strategic Plan being worked out. Dr. Carvajal is on the USG team. Our new VSU plan will align to the system plan. The regional forum being held at VSU to discuss the plan is rescheduled for Wednesday, October 25, 2019.
   d) CVIOG study is done. We have only high level into so far. We are approximately $4.5 million short on salaries. We should have more detail on the study at the October meeting. Not everyone should expect a raise but the university will enact a plan to address the salaries of those below in the best possible way. Dr. Carvajal reminded everyone that salaries have to come from continuing funds, not end of year one-time funds.
   e) Dr. Black reported that the 5 year SACSCOC reaffirmation study is due in September 2020 and will begin in October 2019. The report will end up being approximately 600 pages with over 1000 pieces of evidence included. A new QEP will be included as part of it. A site visit will occur in March 2021.
   f) Dr. Black reported that the 3rd cohort of the VSU Leadership Academy is open for applications until Monday, October 14, 2019. There is space for 36 participants this year. VSU is committed to professional development so consider applying.
4) **Special Order of the Day**
   a) Keith Kupets, VSU Bookstore General Manager, reported on the continued success of the "Day One" program. This is where students get access to digital textbooks on day one of classes for the lowest possible cost. This program was piloted in LCOBA and CONHS very successfully and is about to be

implemented campus-wide. The program has saved students around $250G to data. 95% of students in the program remained with it.

5) **Approval of Minutes**
   a) Julienne Jackson made a motion to approve the August 2019 minutes which was seconded by Yvonne Landers. The minutes were approved unanimously.
6) **Treasurer's Report**
   a) Ashley Cooper made a motion to approve the Treasurer's Report for September which was seconded by Heidi Browning. The report was approved unanimously. (See Attachment)
7) **Report from the Chair**
   a) Paul Leavy discussed decorum for speaking at meetings. To better serve all people, guests/reps will have to raise their hand to be recognized and give their name/department before speaking. This will allow for more organization and allow everyone to know who is speaking and why.
   b) Paul reminded everyone that COSA has an email alias – cosa@valdosta.edu. This goes to all Exec Committee members so if someone has a question/idea, please email the alias. Our website also has a contact form.
   c) Paul reminded all reps to be sure they know what committees they serve on, contact the respective committee chairs and attend the meetings to provide reports.
   d) Paul asked everyone to make an effort to participate in outreach opportunities on and off campus. Attend athletic events, wear VSU branded clothing, etc.
   e) Paul indicated that COSA information folders are being put together for all reps and will be ready to give out in October.
   f) Paul welcomed Angie Gannon back to COSA as a rep for Academic Affairs. Welcome Angie!!
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.
9) **COSA Committee Reports**
   a) Policy Committee – Mark McNalley reported that the Policy Committee is reviewing three areas of the Bylaws for possible updates/language changes and he will have more info soon.
   b) Elections Committee – Mark McNalley reported that the Elections Committee is reviewing the Bylaws sections on elections and will make some suggestions for updates on the process soon.
   c) Social Recognition & Professional Development Committee – Paul Leavy reported that the COSA Facebook page is up and active. Adrian Taylor currently does not have update access to it so Sue Bailey has agreed to update it until we can get Adrian on it.
   d) Budget & Finance/Fundraising Committee – Yvonne Landers reported that the Boston Butt sales was very successful. We sold 90 butts and raised approximately $1100. Thank you everyone.
   e) Community Outreach – Paul Leavy – see above.
   f) Publicity – Adrian Taylor – see above.
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 – No report
   d) Diversity & Equity – Yvonne Landers – No report
   e) Educational Policies – Mark McNalley – No report
   f) Environmental Issues – Dwayne Trouille reported that the first meeting is scheduled and will occur soon.
   g) Faculty Scholarship – Darius Anthony – No report
   h) Faculty Senate – Paul Leavy reminded everyone the next Faculty Senate meeting is on Thursday, September 19, 2019 at 3:30pm in UC Magnolia Room.

i) Institutional Planning – Darius Anthony – No report
j) Internationalization & Globalization – Terence Sullivan – No report
k) Library Affairs – Matt McIntyre reported that the renovations to the 2nd floor should be completed by late October/early November
l) Student Affairs – Catherine McArthur– No report
m) Technology – Dwayne Trouille – No report

11) <u>University Wide Committees</u>

a) Budget Advisory Committee – Julienne Jackson reported that the next meeting will be on Friday, September 30, 2019.
b) Campus Safety – Heidi Browning – No report
c) Campus Wellness – Jennifer Griffin reported
  1) The Keep America Active Challenge is open now. Info is available on the webpage.
  2) The Chili Cook-off is scheduled for November 12, 2019 from 6-8pm.
  3) VSU Family Day is being held on Friday, September 20, 2019 as a free event.
  4) The Well Being credit for this year for $100 expires on September 30, 2019.
d) Conflict Management – Terence Sullivan – No report
e) Dining Advisory – Sue Bailey reported that Shannon McGee indicated this committee only meets once or twice a year. If anyone has question/comments/concerns about any Dining facility (good or bad), please contact COSA.
f) Parking Advisory – Jennifer Griffin – No report
g) Parking Appeals – Paul Leavy reminded everyone to be sure their parking permits are up to date.
h) Retiree Association – Dr. Michael Black reported that the committee will be offering two events yearly from this point forward. One in fall for past retirees and one in spring for current retirees. This will make the events much more engaging and manageable.

12) <u>Old Business</u>

13) <u>New Business</u>

14) <u>Adjournment</u>

a) Julienne Jackson made a motion to adjourn the meeting which was seconded by Jennifer Griffin. Paul Leavy adjourned the meeting at 9:58am.

Respectfully submitted,

Terence Sullivan

Dr. Terence Sullivan, COSA Secretary 2019-2020

Column1	Column2	Column3	Column4	Column5
Month of:	**Description**	**Deposits**	**Expenditures**	**Current Balance**
9/16/2019				
FUND 10 COSA 1481060	**Financial Activities**			
	Beginning Balance			**2,082.00**
	Notebooks		-97.18	
	Pending Financial Activities			
(Note: Pending Financial activities are				
estimated costs only.)				
	Est. Balance after Pending Activities			**-**
				1984.82
VSU Foundation - Discretionary 90109	**Financial Activities**			
	Beginning Balance			**1,735.93**
	Boston Sales	2800.00		
	Fees		-20.84	
	Johnsons Family Boston Butt		-1350.00	
	Dues		-50.00	
	Gift auto	5.00		
				3,120.09
VSU Fdn - Retirement Walkway	**Financial Activities**			
				13,723.23
				13,723.23
	Pending Financial Activities			
	Est. Balance after Pending Activities			**13,723.23**

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