



COUNCIL ON STAFF AFFAIRS

Minutes of Tuesday, September 15, 2020

1) Call to order

a) Chair Ashley Cooper called the meeting to order at 9:02AM on Teams.

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

- a) Members present: Darius Anthony, Sue Bailey, Jeanine Boddie-La Van*, Heidi Browning, Ashley Cooper, Danielle Costello, Chris Griggs, Angie Gannon, Jennifer Griffin, Obediah Hall, Sheila Hall, Julienne Jackson, Paul Leavy, Matthew McIntyre, Mark McNalley, Dr. Kelly Davidson*, Jessica Queen, Jennifer Shinpaugh, Dr. Terence Sullivan, Adrian Taylor, Jordan Thompson, Dwayne Trouille (Proxy-Jeremy Scott), Melissa Wolfe* Melissa Zeck
- b) Guests were: Dr. Richard Carvajal, Donnell Davis, Shanika Hezekiah, Lisa Snipes, Sherry Turner, Lee Yarbrough.
- c) The following members were absent: Bob Lee*, Hilary Willis. Please **send a proxy if you cannot attend a meeting.**

3) Communication with Administration

a) Richard Carvajal updated everyone on the following.

- 1) Dr. Carvajal noted that one month into the semester and since residence hall move-in, the university COVID plan seems to be working. This is due to the tremendous efforts of many members of the VSU community. Not too many changes need to be made as overall positivity rates are low here, especially in comparison to the overall system.
- 2) Dr. Carvajal reminded everyone that the first BAC meeting of the year will be held next Thursday to begin developing next year's budget for the university. In addition, there will be preliminary discussion about requesting both one-time and continuing budget requests.
- 3) The Celebration of Inclusion Day will take place on Friday, September 18, 2020 celebrating 57 years of integration at VSU. It will include the following events.
 - (1) 11am – opening ceremony will be held near West Hall including speakers and a proclamation
 - (2) Noon or so – unity lunch will be provided in Palms Quad – cookout
 - (3) 2pm – the NAACP state president will be on campus to meet and greet in the SU ballrooms
 - (4) After that will be unity walk around campus

4) Special Order of the Day

5) Approval of Minutes

a) Heidi Browning made a motion to approve the August 2020 minutes which was seconded by Jenni Shinpaugh. The minutes were approved unanimously.

6) Treasurer's Report

a) Jennifer Griffin gave the September 2020 treasurer's report. The report was approved unanimously. (See attached)

7) Report from the Chair

a) Ashley Cooper reminded everyone that the COVID-19 task force meets regularly to address issues related to our response and needs around the pandemic.

8) Attendance and Participation

- a) Reminder to send in committee reports before Exec Committee meeting

9) COSA Committee Reports

- a) Policy Committee – Obie Hall reported the following
 - 1) Employee appreciation committee may need a rename due to a change in its mission
 - 2) Social recognition/professional development committee should be divided into 2 committees
 - (1) Social Recognition & Publicity as one committee chaired by Publicity Chair
 - (2) Professional Development as a separate committee chaired by the Chair-Elect
 - 3) These will be brought for a vote at the September meeting
- b) Elections Committee – Obie Hall – No report
- c) Social Recognition & Professional Development Committee – Sheila Hall – No report
- d) Budget & Finance/Fundraising Committee – Jennifer Griffin reported the following
 - 1) Tomorrow September 16 is the next Pizza Hut fundraiser – new promo code been sent out is 1005
 - 2) Working with Pizza Hut to get checks for June July and August events
 - 3) Jennifer is still looking for members to join committee
- e) Community Outreach – Paul Leavy – No report
- f) Publicity – Sheila Hall – No report

10) Faculty Senate Committees

- a) Academic Honors & Scholarship – Angie Gannon – No report
- b) Academic Scheduling and Procedures – Terence Sullivan – No report
- c) Athletics – Eric Callaway – No report
- d) Diversity & Equity – Chris Griggs – No report
- e) Educational Policies – Angie Gannon – No report
- f) Environmental Issues – Dwayne Trouille – Jeremy Scott reported for Dwayne on the following
 - 1) Jeremy reported the first meeting was held on August 21 to discuss the one-mile branch litter issue. The committee is working on an anti-litter campaign. A new subcommittee will be created which will have students staff and faculty to educate all on litter and recycling issues. Some mature trees near the area will be removed by city. Concerns were raised on this but they will allow us to move them to better locations.
- g) Faculty Scholarship – Darius Anthony – No report
- h) Faculty Senate – Paul Leavy – No report
- i) Internationalization & Globalization – Jordan Thompson – No report
- j) Library Affairs – Matt McIntyre – No report
- k) Student Affairs – Paul Leavy – No report
- l) Technology – Dwayne Trouille – No report

11) University Wide Committees

- a) Budget Advisory Committee – Mark McNalley – No report
- b) Campus Safety – Hilary Willis – No report
- c) Campus Wellness – Jordan Thompson reported the following –
 - 1) Tomorrow there will be a Dine & Discover event – 5 spots left to listen to the talk
 - 2) Fall college tour challenge continuing
 - 3) Fall fitness classes ongoing
 - 4) Finish your \$100 wellness credit – flu shots, USG events, etc.
- d) Conflict Management – Terence Sullivan reported that the CMRP met and is working on organizing additional Listening Circles for fall 2020. The plan is to offer some for faculty and some for staff hopefully in late September or early October. The dates/times and topics are being decided now and more info will be sent out soon.
- e) Dining Advisory – Jenni Shinpaugh – No report
- f) Parking Appeals – Paul Leavy – No report

g) Retiree Association – Julienne Jackson – No report

12) Old Business

13) New Business

- a) The group was informed about the upcoming USG Staff Council virtual conference being held on October 8 and 9, 2020. More info and registration links will be sent soon.
- b) Julienne Jackson made a motion to adjourn the meeting which was seconded by Yvonne Landers. Ashley Cooper adjourned the meeting at 9:36am.

Respectfully submitted,

A handwritten signature in black ink that reads "Terence Sullivan" with a decorative flourish at the end.

Dr. Terence Sullivan, COSA Secretary 2020-2021

-

Month of: 9/15/20	Description	Deposits	Expenditures	Current Balance
FUND 10 COSA 1481060				
	Financial Activities			
	Beginning Balance			2,082.00
	COSA Annual Dues		50.00	
	Pending Financial Activities			
(Note: Pending Financial activities are estimated costs only.)				
	Est. Balance after Pending Activities			2,032.00
90109 VSU Foundation - Discretionary				
	Financial Activities			
	Beginning Balance			1,819.09
	Fund raising revenue & Gifts	1655.92		
	Fees		5.03	
	Books		450.00	
	Est. Balance after Pending Activities			3,019.98
90303 VSU Fdn - Retirement Walkway				
	Financial Activities			
	Beginning Balance			14,036.23
	Brick Revenue	300.00		
	Admin Fee		1.00	
	Pending Financial Activities			
	Est. Balance after Pending Activities			14,335.23
90110 VSU Foundation - Books (Tuition Assistance Program)				
	Financial Activities			
	Beginning Balance			184.00
	Gift	38.28		
	Management Fees		0.58	
	Pending Financial Activities			
	Est. Balance after Pending Activities			221.70

Submitted by
Jennifer Griffin, Treasurer

Proposal I <1>: <Committee Name Change>

Submitted by: Obediah Hall

Proposed and Voted on by Policy Committee on: August 21, 2020

Presented to and Approved by the COSA Executive Committee on: September 1, 2020

Presented to COSA General Body on: September 15, 2020

Background

While reviewing the current committees the COSA President and Secretary suggested changing the Employee Appreciation committee from its current name to that of the Holiday Social committee. This is being suggested because COSA no longer officially oversees the appreciation event.

Proposal I-1 <Committee Name Change>. Current By-Laws

Only current mention of the name is Section III Part 2 iii Serves as Chair of the Employee Appreciation Day Committee

Proposal I-1<Committee Name Change>. Change to By-Laws

~~Here by propose changing the VSU committee formally known as the Employee Appreciation committee to the Holiday Social committee, and so doing change the name of said committee in all locations or mentions.~~

Here by proposing splitting the current VSU committee Social Recognition and Professional Development into two committees: 1) Social Recognition & Public Relations Committee and 2) Professional Development Committee. The Public Relations Officer will serve as the chair for the Social Recognition Committee. The Chair Elect will serve as the chair for the Professional Development Committee.

The Social Recognition & Public Relations Committee: Chaired by the Public Relations Officer,

will act as a liaison between the Council of Staff Affairs and the campus community. This committee is responsible for planning and/or supporting staff appreciation events and social events on an annual basis.

The committee is responsible for publicizing all events for the Council on Staff Affairs

as well as providing information and resolutions made by the Council on Staff Affairs to the campus.

The Professional Development Committee: Chaired by the Chair Elect, is responsible for providing forums for recognizing the contribution of full-time employees to the University as well as to promote the professional development of full-time employees by providing programs and services designed to recognize the dedication of University employees. The committee is also responsible for coordinating, reviewing, and selecting recipients for the Staff Excellence Awards and the Blazer Book Awards.