



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday, December 15, 2020

1) Call to order

a) Chair Ashley Cooper called the meeting to order at 9:05AM on Teams.

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

a) **Members present:** Jeanine Boddie-La-Van*, Heidi Browning, Ashley Cooper, Danielle Costello, Chris Griggs, Angie Gannon, Jennifer Griffin, Obediah Hall, Sheila Hall, Paul Leavy, Mark McNalley, Jennifer Shinpaugh, Dr. Terence Sullivan, Adrian Taylor, Jordan Thompson, Dwayne Trouille, Melissa Wolfe*.

b) **Guests were:** Ashley Braswell, Wendy Byrd, Dr. Richard Carvajal, Donnell Davis, Darli Devane, Charles Ellis, Lynette Hepburn-Richardson, Shanika Hezekiah, Brenda Kelley, Yvonne Le Roy-Landers, Wilburn Leschber, Traycee Martin, Dr. Vince Miller, Shannon McGee, Sarah-Jane McNalley, Laura Pitts, Brent Pickard, Demetress Rozier, Michael Schmidt, Emily Seckinger, Dr. Bob Smith, Lisa Snipes, Amanda Thompson, Lee Yarbrough.

c) **The following members were absent:** Darius Anthony, Sue Bailey, Dr. Kelly Davidson*, Julienne Jackson, Matthew McIntyre, Jessica Queen, Hilary Willis, Melissa Zeck, Bob Lee*. Please **send a proxy if you cannot attend a meeting.**

3) Communication with Administration

a) Dr. Carvajal updated everyone on the following.

1) Dr. Carvajal indicated that our fall in person commencement ceremonies were extremely successful and thanked everyone who worked to put them together and volunteered to assist. The gratitude shown by the graduates was extremely powerful.

2) Dr. Carvajal thanked everyone for getting through a very stressful and unusual semester. Overall VSU emerged largely unscathed and will few disruptions.

4) Special Order of the Day

a) Employee of the Semester. Jeanine Boddie La-Van announced the nominees and winners of this semester's awards. Nominees include Erica Chaviano, Lance Cruz, Darli Devane, Nicole Foster, Julienne Jackson, Sandra Jones, Brenda Kelley, Mark McNalley, Louise Nathan, Jichelle Oglesby, Brant Pickard, Joe Ritter, Emily Seckinger, Amanda Thompson and Carrie Yarbrough. Winners were Katrina Crumpton as 2nd runner up, Sarah-Jane McNalley as 1st runner up and Jenni Shinpaugh as winner. Congratulations to all on a job well done!

b) UC Vending Proposal – Shannon McGee reported that Valdosta Bread Co in the UC has had declining sales semester over semester for some time even before the pandemic. In addition, there is equipment that is very old and needing replacement. The proposal is to close the Valdosta Bread venue and replace it with a vendeteria which would include snacks, soft drinks, coffee (single cup pods), hot and cold food such as pizza, sandwiches, soup. Microwaves and other set up facilities would be provided. The wings that had been sold at Valdosta Bread would be moved to Blazer Grille. The plan is the make the change in mid-January 2021. (see attachment)

c) COEHS Dean Search – Ashley Cooper reported for Lori Lovell that 12 candidates applied and the committee is whittling down the list to bring candidates to campus

d) LCOBA Dean search. Ashley Braswell reported that references have been checked for the interviewees which will take place on campus in mid-January with a planned hire date for February 2020.

5) Approval of Minutes

a) The November minutes were not completed in time for review and approval so they will be reviewed at the January 2021 meeting.

6) Treasurer's Report

a) Jennifer Griffin gave the December 2020 Treasurer's report. The report was approved unanimously. (see attachment)

7) Report from the Chair

a) Ashley Cooper reported on the results of the Virtual Door Decorating contest. A total of 11 doors were decorated and submitted. The winners are Christy Yates and Lisa Wagner. Congrats to everyone. Thanks to the committee members: Sheila Hall, Wendy Byrd, Jennifer Griffin, Obi Hall and Matt McIntyre.

b) Thank you to all the staff who volunteered to assist with our fall commencement ceremonies.

c) Darius Anthony expressed his thanks to all who participated in the Giving Tree. All the children received gifts.

8) Attendance and Participation

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

9) COSA Committee Reports

a) Policy Committee – Obie Hall – No report

b) Elections Committee – Obie Hall – No report

c) Professional Development Committee – Mark McNalley – No report

d) Budget & Finance/Fundraising Committee – Jennifer Griffin reminded everyone that the final Pizza Hut fundraiser day will take place tomorrow. We hope to continue it or something similar into spring 21.

e) Community Outreach – Paul Leavy – No report

f) Social Recognition & 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 – Open – No report

d) Diversity & Equity – Chris Griggs – No report

e) Educational Policies – Angie Gannon – No report

f) Environmental Issues – Dwayne Trouille – No report

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 – Dwayne Trouille – No report

b) Campus Safety – Ashley Cooper reported for Hilary Willis the following.

1) The campus lighting walk was completed recently and some repairs are needed as well as additional lighting in Palms Quad, Hopper Circle and the Gazebo

2) There was a discussion about offering campus safety walkthroughs for departments. UPD will conduct them if you wish.

c) Campus Wellness – Jordan Thompson reported the following –

- 1) January 21 events include Resolution Revolution on January 21, 2021 from 4-8pm. Activities include fitness expo, demos/classes, biometric screenings, \$50 wellness credit, Livongo programs. More info will come from the USG around January 4, 2021.
 - 2) The recent blood drive has 28 participants. COSA will plan to cosponsor these going forward.
- d) Conflict Management – Terence Sullivan – No report
 - e) Dining Advisory – Jenni Shinpaugh – No report
 - f) Parking Advisor – Jennifer Griffin – No report
 - g) Parking Appeals – Paul Leavy – No report
 - h) Retiree Association – Julienne Jackson – No report

12) Old Business

13) New Business

- a) Terence Sullivan reported that MESA is developing a mentor program to match MESA members (staff and faculty) with LatinX students to help them create connections. Also, MESA worked with Lowndes schools to provide holiday gifts for 13 children this year.
- b) Danielle Costello reported that the Diversity & Inclusion task force met and is setting up small groups – one for each of faculty, staff and students to discuss what we do well and not so well for diversity/inclusion. During spring 21, the committee will collect ideas and recommendations to submit to the president. They will look at policies and procedures, etc. at peer institutions and develop a survey around that to send out to all VSU groups.
- c) Chris Griggs reminded everyone that Music is slated to move to Powell Hall some time in spring 21.
- d) Jenni Shinpaugh reminded everyone that campus move in day for spring is January 8, 2021.

14) Adjournment

- a) Danielle Costello made a motion to adjourn which was seconded by Heidi Browning. Ashley Cooper adjourned the meeting at 10:12am.

Respectfully submitted,



Dr. Terence Sullivan, COSA Secretary 2020-2021

| Month of: 12/15/20 | 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 | 2047.82 | | |
| | Fees | | 5.03 | |
| | Books | | 450.00 | |
| | Door contest | | 100.00 | |
| | Est. Balance after Pending Activities | | | 3,311.88 |
| 90303 VSU Fdn - Retirement Walkway | | | | |
| | Financial Activities | | | |
| | Beginning Balance | | | 14,036.23 |
| | Brick Revenue | 400.00 | | |
| | Admin Fee | | 1.00 | |
| | Pending Financial Activities | | | |
| | Est. Balance after Pending Activities | | | 14,435.23 |
| 90110 VSU Foundation - Books (Tuition Assistance Program) | | | | |
| | Financial Activities | | | |
| | Beginning Balance | | | 184.00 |
| | Gift | 50.76 | | |
| | Management Fees | | 0.82 | |
| | Pending Financial Activities | | | |
| | Est. Balance after Pending Activities | | | 233.94 |

Changes:

None

Changes:

Pizza hut checks for October \$ 24.56
\$100 for the Door contest winners taken out

Changes:

None

Changes:

Donation- \$4.16

Submitted by
Jennifer Griffin, Treasurer

Project Proposal: University Center Food Service Transition to Vending

Valdosta Bread Company in the University Center is currently operated as a retail unit Monday through Thursday from 11:00 AM until 2:30 PM. Sales declined prior to the pandemic, but have continued to decline during the pandemic, despite strong marketing efforts **and** more classes being offered in the University Center Fall 2020 (See Attachment A – Sales).

Fall semester sales averaged \$356 per day, which is less than half of the prior Fall's sales. Kitchen equipment and walk in coolers (original to the building, purchased used and now 25 years old) now require significant additional maintenance for which the sales do not support. Given these factors, Valdosta Bread Company is no longer financially viable as a retail location.

Proposal

Auxiliary Services would like to propose a financially sustainable food service option for the University Center, providing “grab and go” food options and coffee during **all** University Center operating hours.

The proposed solution is to close Valdosta Bread Company and convert the middle food service “bay” to an upgraded snack and drink vending area (See image below for a similar setup at Georgia Southern).

The proposed vending area would consist of two upgraded drink machines and three upgraded snack machines, including one refrigerated snack machine. Our current snack vendor, Gilly, provides new opportunities for vending fresh food options such as sandwiches, pizzas, and soups (See Attachment B – Fresh Food Examples).

Gilly also offers a coffee vending item consisting of a cup, coffee pod, cream, sugar and stirrer, which can be dispensed from a snack vending machine. The proposal includes installing a counter near the vending area with a microwave for heating food items and a commercial coffee machine with a water line attached for preparing coffee using the vended coffee pods.

We would like to provide an opportunity for input from SGA and COSA before proceeding. The project is estimated to take approximately 2 months to bid and install. Specifically:

- Thoughts and Concerns
- Timing (Starting in December would limit the downtime for customers)
- Food Choices (See Appendix B)



Attachment A - Sales

Valdosta Bread Company

Sales / Transaction Data – 2019 / 2020

| <u>August 2020</u> | Sales | Trans | <u>August 2019</u> | Sales | Trans |
|-----------------------|-----------------------|-------------------|-----------------------|-----------------------|---------------------|
| 8/13-8/19: | \$1,435 | 188 | 8/15-8/21: | \$2,276 | 340 |
| 8/20-8/26: | \$2,397 | 294 | 8/22-8/28: | \$3,925 | 581 |
| 8/27-9/2: | \$2,186 | 289 | 8/29-9/4: | \$3,450 | 497 |
| <u>Totals:</u> | <u>\$6,018</u> | <u>771</u> | <u>Totals:</u> | <u>\$9,651</u> | <u>1,418</u> |

| <u>Sept 2020</u> | Sales | Trans | <u>Sept 2019</u> | Sales | Trans |
|-----------------------|-----------------------|-------------------|-----------------------|------------------------|---------------------|
| 9/3-9/9: | \$1,315 | 160 | 9/5-9/11: | \$4,122 | 610 |
| 9/10-9/16: | \$1,440 | 162 | 9/12-9/18: | \$4,275 | 661 |
| 9/17-9/23: | \$1,315 | 164 | 9/19-9/25: | \$1,624 | 236 |
| 9/24-9/30 | \$1,421 | 155 | 9/26-10/2: | \$4,433 | 629 |
| <u>Totals:</u> | <u>\$5,491</u> | <u>641</u> | <u>Totals:</u> | <u>\$14,454</u> | <u>1,926</u> |

(Hours of operation changed on 9/28/20)

| <u>October 2020</u> | Sales | Trans | October 2019 | Sales | Trans |
|---------------------|---------|-------|--------------|---------|-------|
| 10/1-10/7: | \$1,837 | 195 | 10/3-10/9: | \$2,125 | 306 |
| 10/8-10/14: | \$1,357 | 159 | 10/10-10/16: | \$3,756 | 539 |
| 10/15-10/21: | \$1,365 | 155 | 10/17-10/23: | \$3,253 | 476 |

10/22-10/28: \$1,481 161

Totals: \$6,040 670

Nov 2020 Sales Trans

10/29-11/4: \$1,094 122

11/5-11/11: \$1,277 135

11/12-11/18: \$1,219 136

11/-11/25: \$231 28

Totals: \$3,821 421

10/24-10/30: \$3,256 490

Totals: \$12,390 1,811

Nov 2019 Sales Trans

10/31-11/6: \$3,128 499

11/7-11/13: \$2,624 427

11/14-11/20: \$3,134 518

11/21-11/27: \$1,589 266

Totals: \$10,475 1,710

2020 Total: \$21,370 2,503

15 weeks, 4 days per week: 60 days

$\$21,370 / 60 = \356.16 per Day

2019 Total: \$46,970 6,865

15 weeks, 4 days per week: 60 days

$\$46,970 / 60 = \782.83