



**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday, May 18, 2021**

**1) Call to order**

a) Chair Ashley Cooper called the meeting to order at 9:03AM on Teams.

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

a) **Members present:** Darius Anthony, Jeanine Boddie-La Van\*, Ashley Cooper, Danielle Costello, Chris Griggs, Angie Gannon (Terence Sullivan-proxy), Jennifer Griffin, Julienne Jackson, Paul Leavy (Mark McNalley-proxy), Matthew McIntyre, Mark McNalley, Jessica Queen, Jennifer Shinpaugh, Dr. Terence Sullivan, Adrian Taylor, Jordan Thompson, Dwayne Trouille, Melissa Zeck.

b) **Guests were:** Wendy Byrd, Beverly Cribbs, Donnell Davis, Ken Gutierrez, Shanika Hezekiah, Charity Lumpkin, Laura Pitts, Sophi Stevens, Brian Truter, Merritt Wall.

c) **The following members were absent:** Heidi Browning, Dr. Kelly Davidson\*, Bob Lee\*, Sheila Hall, Hilary Willis, Melissa Wolfe\*. Please **send a proxy if you cannot attend a meeting.**

**3) Communication with Administration**

a) Dr. Carvajal – No report

**4) Special Order of the Day**

a) Jeanine Boddie-La Van, CHRO reminded everyone to keep submitting nominations for Employee of the Semester. So far a handful of nominations have been received but she would love lots more. The deadline to submit is extended to May 28, 2021

**5) Approval of Minutes**

a) A motion to approve the March minutes was made by Jenni Shinpaugh and seconded by Jennifer Griffin. The minutes were approved.

**6) Treasurer's Report**

a) Jennifer Griffin gave the May 2021 Treasurer's report. A motion to approve was made by Danielle Costello and seconded by Dwayne Trouille. The report was approved unanimously. (see attachment)

**7) Report from the Chair**

a) Ashley Cooper reminded everyone about the upcoming elections for Executive Committee positions – Chair Elect, Treasurer, Parliamentarian, Secretary, Publicity and reviewed the responsibilities of each.

b) Ashley reminded everyone about what committees they want to be on in the upcoming fiscal year. Do they want to stay on the same committees or switch to new ones, allowing newly elected reps opportunities to serve on different committees.

c) Ashley reminded everyone that Skillport is now fully migrated to Percipio. Direct questions to EOD but allow time for response.

**8) Attendance and Participation**

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

**9) COSA Committee Reports**

a) Policy Committee – Open– No report.

b) Elections Committee – Mark McNalley reported the following

- 1) Nominations will open at the June meeting for Exec Committee positions. Each candidate will be given one minute to present their platform and a virtual voting process will occur. The Chair and Chair Elect will tabulate votes.
  - 2) New rep positions for FY 22 – two in Academic Affairs and one in Athletics. Voting info is being sent today to staff in those areas and voting will take place for a week. Announcement of the winners will be made before the June meeting to which they will be invited as a courtesy.
- c) Professional Development Committee – Mark McNalley – No report
- d) Budget & Finance/Fundraising Committee – Jennifer Griffin reported the following.
- 1) The BBQ fundraising event was super successful. We sold a total of 62 items for \$1840. Since we didn't make the 75 item minimum, we had to pay delivery which gave us a total profit of \$587 for the event. We have made a profit of over \$2000 in the past few months and will be having one more fundraiser, an auction for a swag basket, soon. Thanks to everyone who helped on these and those that participated.
- 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 – Hilary Willis – No report
- c) Campus Wellness – Jordan Thompson reported the following
  - 1) Summer activities include - Ignite your wellbeing challenge – 6 weeks of holistic/personalized wellness challenges running from June 7 to July 18 with an in person celebration at the end.
  - 2) Free summer fitness classes – water aerobics, yoga, sunrise yoga
  - 3) Biometrics screening will be offered – info coming soon
  - 4) Classes on caring for others – e.g. children, parents, etc.
- d) Conflict Management – Terence Sullivan – No report
- e) Dining Advisory – Jenni Shinpaugh – No report
- f) Parking Advisory – Jennifer Griffin reported that Shannon McGee will attend the June meeting to discuss the rollout of the License Plate Recognition (LPR) program. A soft rollout is planned for summer with full rollout in fall.
- g) Parking Appeals – Paul Leavy – No report
- h) Retiree Association – Julienne Jackson – No report

#### **12) Old Business**

- a) Terence Sullivan asked about how retiree monies are used (for Paul Leavy) and indicated he has an extensive folder of materials related to the retiree tribute area, walkway. Ashley would like to continue this discussion.

#### **13) New Business**

**14) Adjournment**

- a) Danielle Costello made a motion to adjourn the meeting which was seconded by Jenni Shinpaugh. Ashley Cooper adjourned the meeting at 9:59am.

Respectfully submitted,

A handwritten signature in black ink that reads "Terence Sullivan". The signature is written in a cursive style with a long horizontal flourish at the end.

Dr. Terence Sullivan, COSA Secretary 2020-2021

1) Month of: 05/17/21	2) Description	3) Deposits	4) Expenses	5) Current Balance	6)
7)	8)	9)	10)	11)	12)
13)	14)	15)	16)	17)	18)
<b>19) FUND 10 COSA 1481060</b>	<b>20) Financial Activities</b>	21)	22)	23)	24)
25)	26) Beginning Balance	27)	28)	<b>29) 2,082.00</b>	30)
31)	32) COSA Annual Dues	33)	34) 50.00	35)	36)
37)	38) Swag items purchased	39)	40) 1988.79	41)	42)
43)	44) Campus Mail	45)	46) 9.69	47)	48)
49)	<b>50) Pending Financial Activities</b>	51)	52)	53)	54)
55) (Note: Pending Financial activities are	56)	57)	58)	59)	60)
61) estimated costs only.)	62)	63)	64)	65)	66)
67)	68) Est. Balance after Pending Activities	69)	70)	<b>71) 33.52</b>	72)
73)	74)	75)	76)	77)	78)
79)	80)	81)	82)	83)	84)
<b>85) 90109 VSU Foundation - Discretionary</b>	<b>86) Financial Activities</b>	87)	88)	89)	90)
91)	92) Beginning Balance	93)	94)	<b>95) 1,819.09</b>	96)
97)	98) Fund raising revenue & Gifts	99)	100) 3306.82	101)	102)
103)	104) Fees	105)	106) 72.77	107)	108)
109)	110) Books	111)	112) 450.00	113)	114)
115)	116) Door contest	117)	118) 100.00	119)	120)
121)	122) Est. Balance after Pending Activities	123)	124)	<b>125) 4,503.14</b>	126)
127)	128)	129)	130)	131)	132)
<b>133) 90303 VSU Fdn - Retirement Walkway</b>	<b>134) Financial Activities</b>	135)	136)	137)	138)
139)	140)	141)	142)	143)	144)
145)	146) Beginning Balance	147)	148)	<b>149) 14,036.23</b>	150)
151)	152) Brick Revenue	153)	154) 750.00	155)	156)
157)	158) Brick Expense	159)	160) 351.50	161)	162)
163)	164) Admin Fee	165)	166) 2.00	167)	168)
169)	<b>170) Pending Financial Activities</b>	171)	172)	173)	174)
175)	176) Est. Balance after Pending Activities	177)	178)	<b>179) 14,432.73</b>	180)
181)	182)	183)	184)	185)	186)
<b>187) 90110 VSU Foundation - Books (Tuition Assistance Program)</b>	<b>188) 190) Financial Activities</b>	189)	191)	192)	193)
196)	197) Beginning Balance	198)	199)	<b>200) 184.00</b>	201)
202)	203) Gift	204)	205) 72.32	206)	207)
208)	209) Management Fees	210)	211) 1.23	212)	213)
214)	<b>215) Pending Financial Activities</b>	216)	217)	218)	219)
220)	221)	222)	223)	224)	225)
226)	227) Est. Balance after Pending Activities	228)	229)	<b>230) 255.09</b>	231)
232)	233)	235)	236)	237)	238)
239)	240)	241)	242)	243)	244)

18) Changes:  
24) None

36) No changes

84) Changes:

114) 31.66 in Admin fees and bank charges

132) Changes:

150) None  
156) \$250 brick requests

186) Changes:  
195) None  
207) \$.17 in fees  
213) \$8.70 in gifts

234) S

240) Jennifer Griffin, Treasurer