



COUNCIL ON STAFF AFFAIRS
Minutes of Thursday, April 23, 2020

1) Call to order

a) Chair Paul Leavy called the meeting to order at 10AM on Blue Jeans.

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

a) Members present: Darius Anthony, Sue Bailey, Jacob Bell*, Jeanine Boddie-La Van*, Heidi Browning, Ashley Cooper (Paul Leavy-proxy), Donnell Davis, Angie Gannon, Jennifer Griffin, Chris Griggs, Obediah Hall, Sheila Hall, Julienne Jackson, Yvonne Landers, Paul Leavy, Catherine McArthur, Matthew McIntyre, Mark McNalley, Dr. Debbie Paine*, Laura Pitts (Terence Sullivan-proxy), Jessica Queen, Samantha Rountree, Dr. Terence Sullivan, Adrian Taylor, Dwayne Trouille, Janet Wade.

b) Guests were: Grace Goehring, Lisa Snipes, Melinda Cutchens, Dr. Richard Carvajal, Margaret Duncan, Dr. Becky da Cruz, Shanika Hezekiah, Shannon Zapf, Traycee Martin, Dr. Robert Smith, Jennifer Carter, Jennifer Crane

c) The following members were absent: Bob Lee*. Please **send a proxy if you cannot attend a meeting.**

3) Communication with Administration

a) Dr. Carvajal discussed the impacts of COVID-19 both short-term and long-term impacts.

1) Short-term

(1) Based on Gov. Kemp's announcement are we back on campus on Monday? No, the order does not affect VSU or USG for now. However, a plan is being worked on across campus to develop a return to work process over the summer to prepare for fall 2020. Timeline on this is open but the plan is due to board office by mid-May.

2) Long-term

(1) Maymester and summer fully online instruction. Not necessarily fully online operations. Still working on that piece. Many unknowns still but several committees are being formed to review all of these pieces. Will we be back face to face, hybrid, online, what about sports, etc.?

(2) Enrollment – returning students down from this time last year around 6% (partly due to them leaving campus during registration. New students are way up however. This may be due to students not finalizing decisions until last minute but is hopeful info.

(3) Budget – still unclear what the rest of FY20 will look like and legislature left session before finalizing an FY21 budget. Congress is finalizing a stimulus 3.5 but little money directed to higher ed so far. Hopefully a stimulus

b) Dr. Carvajal announced that our MPA program is currently ranked #1 in the nation. Congratulations!!

4) Special Order of the Day

5) Approval of Minutes

a) Ashley Cooper made a motion to approve the February 2020 minutes which was seconded by Obediah Hall. The minutes were approved unanimously. No March 2020 meeting due to COVID-19.

6) Treasurer's Report

a) Heidi Browning made a motion to approve the April 2020 treasurer's reports which was seconded by Donnell Davis. The report was approved unanimously.

7) Report from the Chair

- a) Employee of the Semester nomination email info being sent tomorrow. Deadline to nominate will be May 9, 2020. Please consider nominating those who went above and beyond.
- b) Staff Excellence nominations are also open. Please consider nominating someone. These go through the President's office. We have two winners each year.
- c) Blazer Books will be pushed to fall 2020. More info will be sent out then. All nominees must be eligible – VSU employee and enrolled in USG TAP program.

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 reported that he will send out an email with three proposals on Bylaws changes. 1. On absences. 2. On Terms of Service. 3. On layout of the document. Review the proposals this month for a planned vote to enact changes at May meeting.
- b) Elections Committee – Mark McNalley gave an update on the open positions for COSA Reps for July 2020 including those ending their full term and those appointed who are ending the fiscal year. Openings are 1 AA, 2 FA, 3 SS, 1 SA, 1 At-Large, 1 UA. Few nominations so far so talk it up. Deadline is the May 19, 2020 meeting. Nominations/elections of officer positions will take place at June 2020 meeting.
- c) Social Recognition & Professional Development Committee – Sue Bailey – No report.
- d) Budget & Finance/Fundraising Committee – Paul Leavy reported on Boston Butt fundraiser. We will hope to reschedule it for a Thanksgiving delivery. Offering those who participated a refund or hold the money and deliver to them in November. Need to update info on webpage.
- e) Community Outreach – Paul Leavy – No report.
- f) Publicity – Sue Bailey – No report.

10) Faculty Senate Committees

- a) Academic Honors & Scholarship – Donnell Davis reported that Annie Powe Hopper winner has been selected. Not announced yet but coming soon. Might have a virtual awarding ceremony of some type.
- b) Academic Scheduling and Procedures – Terence Sullivan – No report
- c) Athletics – Obediah Hall reported 4 to 5 nominations for Scholar Athlete. Will postpone review to fall 2020.
- 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 – Terence Sullivan – No report
- i) Institutional Planning – Darius Anthony – No report
- j) Internationalization & Globalization – Terence Sullivan – No report
- 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 – No report
- b) Campus Safety – Heidi Browning – No report
- c) Campus Wellness – Jennifer Griffin reported that they met but events they planned have been postponed. Sending emails on strategies to stay physically and mentally healthy.

- d) Conflict Management – Terence Sullivan reported that officer positions are coming open soon and committee is looking at steps to refill these. Also, the mediator training that occurs every summer usually in Savannah is now in May online. We will send Tina Wright and Linda Jurczak to the training.
- e) Dining Advisory – Sue Bailey – No report
- f) Parking Advisory – Jennifer Griffin reported that they met in February.
 - 1) Bids are in VSU admin/procurement for review. Hoping to implement for fall 2020. Parking meters are moving forward. Four areas, Palms, Langdale, Baytree, Union/Hopper – 60 spots total, 30 total metered. \$1/hour for max of 3 hours – M-R 6am-5:30am, F 6am-3pm, weekends/nights are open parking. No staff parking is affected. Just affecting current timed spots. Use mobile app to pay parking fees. Open to faculty, staff, students, community. This will be policed.
 - 2) Chad Daugherty requested two Veteran parking spots. Committee agreed to have one spot at the University Center. No policing of the spot so on the honor system.
- g) Parking Appeals – Paul Leavy – No report
- h) Retiree Association – Yvonne Landers – No report

12) Old Business

13) New Business

14) Adjournment

- a) Paul Leavy adjourned the meeting at 9:54am.

Respectfully submitted,



Dr. Terence Sullivan, COSA Secretary 2019-2020

