



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday February 20, 2020

1) Call to order

a) Chair Paul Leavy called the meeting to order at 9:02AM in the University Center, Rose Room.

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: Dr. LaGary Carter (CONHS), Dr. Richard Carvajal (President), Heidi Cox, (IA), Abbie Hancock (Comm/Mktg), Shanika Hezekiah (Fin Svces), Traycee Martin (VPFA), Taylor Powell (Comm/Mktg), Sheri Shaw (IA), Jennifer Shinpaugh (Housing), Lee Yarbrough (Public Admin)

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 recent issue with the suspension of former COSM Dean. Dr. Keith Walters and thanked the staff and faculty for our overall response to the situation.

b) Dr. Carvajal reminded everyone that the Georgia Legislative season is in full swing. There will be both a Comprehensive University and VSU day at the capital soon. Based on his read of things, Dr. Carvajal is optimistic that the university will receive the design funding we requested for Ashley Cinema.

c) Dr. Carvajal indicated that the Center for South Georgia Regional Impact has been extremely active in representing our region's needs. It is especially focused on ensuring our area is fully represented in the US Census. This will impact representation and funding for the southern part of the state.

d) Dr. Carvajal indicated that the men's basketball team is currently in 1st place in the Gulf South Conference and 12th place nationally. Congratulations!

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

4) Special Order of the Day

a) Dr. LaGary Carter, Interim Dean of CONHS, and Jenni Shinpaugh, Associate Director of Housing discussed the upcoming Diabetes Prevention program being offered by the university. The program is designed for employees who have been diagnosed as pre-diabetes or have a high risk of getting diabetes. There are several USG institutions with a similar program currently. Our program is planned to start in March 2020 and run for one year. For the first 16 weeks, the group would meet weekly either at lunch or immediately after work and for the second 16 weeks, the meetings would be held once or twice a month.

1) The program is not a weight loss program but is more focused on behavior modification strategies including a change in diet and exercise.

2) The plan is to have a cohort of between 15 and 18 participants. If demand is high enough, we would consider offering several cohorts.

3) More information will be sent to all VSU employees very soon via email.

5) Approval of Minutes

- a) Yvonne Landers made a motion to approve the January 2020 minutes which was seconded by Janet Wade. The minutes were approved unanimously.

6) Treasurer's Report

- a) Heidi Browning made a motion to approve the January and February 2020 treasurer's reports which was seconded by Donnell Davis. The reports were approved unanimously. **(see attachments 1 and 2)**

7) Report from the Chair

- a) Paul reminded everyone of COSA's service project to collect professional clothing, non-perishable food items and grooming items for the Drop & Shop to support our students. Boxes were placed in the room for anyone who brought something and will be left in Terence's office afterward for any additional donations.
- b) Paul gave a review of the recent Team Building retreat moderated by Ashley. Attendance was very good and resulted in some concrete plans and outcomes for this year and next year.

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 – No report
- 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. More info will be forthcoming regarding nomination forms, announcements and voting.
- c) Social Recognition & Professional Development Committee – Sue Bailey – No report.
- d) Budget & Finance/Fundraising Committee – Terence Sullivan reported for Yvonne Landers.
 - 1) The recent drawing for a season ticket to the VSU Theatre program was won by Jeanine Boddie-La Van. COSA made about \$100 on this endeavor.
 - 2) The website for the upcoming Boston butt, ham, sausage, donut fundraiser for Easter is being finalized. Once the site is ready for people to order, a link will be sent out to all employees. Ordering will be allowed until about a week or so prior to Easter, with pick up scheduled to take place in the University Center, Executive Dining Room around Easter.
 - 3) Yvonne has been working with Pizza Hut to offer monthly spirit nights starting in March through July. On each of the participating nights, one can enter any Pizza Hut anywhere or order online using the codes we received and COSA will receive a portion of the proceeds. This will allow not only local people but friends and family across the country to participate. Yvonne will send more info soon.
- e) Community Outreach – Paul Leavy – No report.
- f) Publicity – Sue Bailey reported that she is finalizing some important updates to the COSA website and sending announcements about COSA via social media.

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 – No report
- g) Faculty Scholarship – Darius Anthony – No report
- h) Faculty Senate – Paul Leavy reported for Terence Sullivan that the main topic of discussion was the Student Opinion of Instruction (SOI) changes. Faculty were discussing changes to several questions on the survey and the discussion was extensive on this topic.
- 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 – No report
- d) Conflict Management – Terence Sullivan – No report
- e) Dining Advisory – Sue Bailey – No report
- f) Parking Advisory – Jennifer Griffin – No report
- g) Parking Appeals – Paul Leavy – No report
- h) Retiree Association – Yvonne Landers – No report

12) Old Business

13) New Business

14) Adjournment

- a) Yvonne Landers made a motion to adjourn the meeting which was seconded by Heidi Browning. Paul Leavy adjourned the meeting at 9:57am.

Respectfully submitted,

A handwritten signature in black ink that reads "Terence Sullivan". The signature is written in a cursive, flowing style.

Dr. Terence Sullivan, COSA Secretary 2019-2020

Column1	Column2	Column3	Column4	Column5	Column6	Column7
Month of:	Description	Deposits	Expenditures	Current Balance		
1/21/2020						
FUND 10 COSA 1481060	Financial Activities					
	Beginning Balance			1,585.82		
	Pending Financial Activities					
(Note: Pending Financial activities are estimated costs only.)						
	Est. Balance after Pending Activities			-		
				1585.82		
VSU Foundation - Discretionary 90109	Financial Activities					
	Beginning Balance			2,643.78		
	Aramark Dining		-120.03			
	Zaxby's to Athletics		-700.00			
	Admin Fee		-9.46			
	Gift	5.00				
	Chili Baskets Fundraiser					
				1,819.29		
VSU Fdn - Retirement Walkway	Financial Activities					
				13,888.23		
	Admin Fee		-1.00			
				13,887.23		
	Pending Financial Activities					
	Est. Balance after Pending Activities			13,887.23		
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

Column1	Column2	Column3	Column4	Column5	Column6	Column7
Month of:	Description	Deposits	Expenditures	Current Balance		
2/17/2020						
FUND 10 COSA 1481060	Financial Activities					
	Beginning Balance			1,585.82		
	Pending Financial Activities					
(Note: Pending Financial activities are estimated costs only.)						
	Est. Balance after Pending Activities			-		
				1585.82		
VSU Foundation - Discretionary 90109	Financial Activities					
	Beginning Balance			1,819.29		
	Brick	50.00				
				1,869.29		
VSU Fdn - Retirement Walkway	Financial Activities					
				13,887.23		
	Admin Fee		-1.00			
	Bricks	150.00		13,886.23		
	Pending Financial Activities					
	Est. Balance after Pending Activities			14,036.23		
90110 VSU Foundation - Books (Tuition Assistance Program)	Financial Activities					
	Beginning Balance			184.00		
	Deposit			9.16		
	Pending Financial Activities					
	Est. Balance after Pending Activities			193.16		

1819.29

Submitted by
Yvonne Le Roy-Landers, Treasurer