



COUNCIL ON STAFF AFFAIRS

Minutes of Tuesday, October 20, 2020

1) Call to order

a) Chair Ashley Cooper called the meeting to order at 9AM 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*, Heidi Browning, Ashley Cooper, Danielle Costello, Chris Griggs, Angie Gannon, Jennifer Griffin, Obediah Hall, Sheila Hall, Julienne Jackson, Paul Leavy, Matthew McIntyre, Mark McNalley, Jessica Queen, Jennifer Shinpaugh, Dr. Terence Sullivan, Adrian Taylor, Jordan Thompson, Dwayne Trouille, Melissa Wolfe* Melissa Zeck

b) Guests were: Terrie Adrian, Diane Bellflowers, Ashley Braswell, Wendy Byrd, Dr. Richard Carvajal, Dr. Becky da Cruz, Donnell Davis, Shanika Hezekiah, Brenda Kelley, Yvonne Le Roy-Landers, Dr. James Pace, Hillary Perry, Laura Pitts, Tanja Rouse, Sheri Shaw, Dr. Robert Smith, Lisa Snipes, Lee Yarbrough, Elise Zeigler.

c) The following members were absent: Sue Bailey, Dr. Kelly Davidson*, 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 discussed the expected second wave of COVID that is now seeming to spread around the country. So far it is lagging some in Georgia but that may change. Our plans are working well to keep our institutional numbers low. Dr. Carvajal reminded everyone to remain diligent and continue using all the safety protocols recommended.

2) VSU Global, our eDegree initiative, is on track to cater to the nearly 65,000 adult students in Georgia not attending USG schools. Instead of having a pilot program with four degree programs in spring 2021, we will now begin the program in fall 2021 with all seven programs that have been developed including Criminal Justice, General Business, Education, Organizational Leadership. VSU will also be the only USG school to offer the eDegree program initially.

3) COVID has impacted our revenues and as such continued strong enrollment is crucial. We had a big jump in fall 2020 but that may or may not continue into spring 2021. Based on information collected, students really want more in person classes in spring 2021 and on campus engagement activities. As such, our spring 2021 schedule is more face to face driven than fall 2020 broadening the times classes are being offered from 8am to late evening and Saturdays to accommodate the need to socially distance. VSU is continuing to explore ways to engage students outside the classroom.

4) Dr. Carvajal announced that after much discussion with students, families and others, VSU will be offering commencement for fall 2020 in person. The multiple ceremonies will be held throughout the day on Monday, December 14, 2020 in Bazemore-Hyder stadium to allow for social distancing.

4) Special Order of the Day

a) College of Business Administration Dean search – Ashley Braswell reported that the committee for the search has been called together with the first meeting scheduled for Friday of this week. At that time, the committee's charge will be given. The position is posted already.

- b) College of Science & Math Dean search – Dr. Robert Smith reported that the committee has been called together and is working on scheduling the first meeting. The position has been posted.

5) Approval of Minutes

- a) Julienne Jackson made a motion to approve the September 2020 minutes which was seconded by Obie Hall. The minutes were approved unanimously.

6) Treasurer's Report

- a) Jennifer Griffin gave the October 2020 Treasurer's report. The report was approved unanimously. (See attached)

7) Report from the Chair

- a) Ashley Cooper reported that the attendance at the recent Blood Drive was steady and that COSA assisted with check in and had an information table set up.
- b) Ashley reminded everyone that the IT Compliance training is due for all employees by October 31, 2020. Annual compliance training will be coming up soon.
- c) Ashley briefly mentioned the new employee mentoring program being developed but tabled it until a future meeting so that Carmen James can report.

8) Attendance and Participation

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

9) COSA Committee Reports

- a) Policy Committee – Obie Hall brought the following Bylaw amendments to the body for a vote.
 - 1) Employee appreciation committee rename to Holiday Social committee due to a change in its mission
 - 2) Social recognition/professional development committee division 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) Both proposals were voted on and approved unanimously. Obie will update the Bylaws to reflect the changes.
- 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) We received July Pizza Hut check last week and just got the June check. The August check is still on its way as is the September check. Tomorrow is our October fundraiser day – please eat pizza using code 1005.
 - 2) Melissa Zeck has great swag for a basket to raffle off. We will announce more about this soon
 - 3) Boston butt fundraiser will likely be moved to Easter time 2021.
 - 4) Jennifer will look at local restaurants for ideas for additional fundraisers.
- 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 – Open – No report
- d) Diversity & Equity – Chris Griggs – No report
- e) Educational Policies – Angie Gannon reported the following
 - 1) The first meeting was held on September 28 and the committee updated ex officio members to include reps from the following offices – Registrar, Admissions and Academic Affairs.
 - 2) On September 29, 2020 SGA requested increasing the 5 withdrawal limit. The committee is taking the request under consideration.
- 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 – Terence Sullivan reported (see attachment)
- b) Campus Safety – Hilary Willis – No report
- c) Campus Wellness – Jordan Thompson reported the following –
 - 1) The blood drive numbers from the other day were 22 participants.
 - 2) Wellness schedule – Family Day that was scheduled for October 24, 2020 is postponed until spring 2021.
 - 3) Destress fest will take place on November 17, 2020 on the front lawn.
 - 4) Fitness classes both virtual and f2f continue with protocols.
 - 5) Biometric screening sign-up is ongoing.
 - 6) Flu shot reminder for all employees.
 - 7) Work of art challenge is a new event scheduled for January 2021.
 - 8) Starting in January 2021 a new program called Livongo, a holistic health program, will be offered to all employees free of charge.
- d) Conflict Management – Terence Sullivan reported that the CMRP Listening Circles scheduled for early October didn't get much registration. We realized that the timing of the announcement was not great and the sign up program needs to be anonymous. The committee plans to offer the circles again in early December and will roll out information in a better and more timely manner.
- e) Dining Advisory – Jenni Shinpaugh – No report
- f) Parking Appeals – Paul Leavy – No report
- g) Retiree Association – Terence Sullivan reported (see attachment)

12) Old Business

13) New Business

- a) Jenni Shinpaugh announced that the residence halls will remain open after we pivot to online only instruction after Thanksgiving. Students in the halls will have the option to go home for the holiday and return or stay on campus. The halls will also remain open during winter break. Surveys are going out to all resident students requesting their plans.

14) Adjournment

- a) Jenni Shinpaugh made a motion to adjourn which was seconded by Heidi Browning. Ashley Cooper adjourned the meeting at 9:43am.

Respectfully submitted,



Dr. Terence Sullivan, COSA Secretary 2020-2021

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Month of: 10/20/20	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	1685.37		
	Fees		5.03	
	Books		450.00	
	Est. Balance after Pending Activities			3,049.43
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	42.44		
	Management Fees		0.74	
	Pending Financial Activities			
	Est. Balance after Pending Activities			225.70

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.

BAC Meeting, 09/22/20, COSA Report

The meeting began with the purpose of the meeting stated and to request BAC members to review and consider the critical needs for the university as they complete the priority recommendation forms which are to go out shortly.

A process and timeline were discussed and the following was presented:

September 22, 2020 – BAC meeting - the forms are to be made available, October 15 is to be the deadline for submission of Divisional prioritized one time and permanent funding requests vial email to Budget Services.

October 22, 2020 – BAC Meeting - Divisional representatives will present 3 divisional requests with discussion to follow. Non-Cabinet BAC will prioritize the list and make recommendation to Cabinet by October 30, 2020 and Cabinet will review and make recommendation to the President on November 9, 2020.

November 19, 2020 – BAC Meeting – Update on FY21 and FY22

Spring of 2021 – There will be an institutional budget hearing with USG. The President will hold budget forums to give final updates on the FY 22 budget after the USG releases tuition and other rates. As of now, VSU has 760 applications and 389 admissions.

Next on the agenda was an update for FY20 where the Cares Act Funding, which consists of two parts, 1) student aid - where the student portion was \$4,665,669 and was distributed directly to students as FA in April of 2020 and 2) institutional aid - which was \$5,119,769 and was direct aid to Institutions for use to offset housing, dining, and fee refunds to students, was discussed and how it didn't cover all the refunds made. Also discussed was the FY20 closing as it relates to spending.

Another discussion was in reference to the reductions which were taken in an effort to offset \$12.1 million and consisted of captured funds held back to pay for VSU's portion of merit; reduced overall operating, travel, and equipment budgets; deferment of CVIOG, phase 2; reduced PT and student funding; elimination of 88 vacant positions; 7 reductions in force; and the offering of a one-time retirement incentive. It was also stated that it was unlikely to see any increase in tuitions so we will need to work on increasing our enrollment. With the SAT and ACT scores being waived our enrollment teams have gone through and encouraged previous students to apply again. The enrollment teams just produced the largest year ever. VSU has increased the number of sessions offered and will track retention and success rates on the students with waived scores to ensure they are doing well with a plan to intervene if needed as well as to see if the process of waived scores can continue but it will probably end when COVID does and we will probably see a decrease in enrollment at that time.

The meeting moved on to FY21 revenue (*\$105 M generated by state appropriations at \$46,482,215 or 43.94%, tuition at \$48,999,695 or 46.32% and other general funds at \$10,306,873 or 9.74%*), expenses (*\$105 M due to personal services at \$88,158,421 or 83%, operating at \$16,409,148 or 16%, equipment/capital lease at \$829,178 or 0.7%, and travel at \$392,036 or 0.3%*), and expenses by function which is broken down to *instruction at \$50,084,629 or 47.34%, institutional support at \$20,186,280 or 19.08%, academic support at \$11,590,9405 or 10.96%, student services at \$11,520,960 or 10.89%, operations and maintenance of plant at \$9,469,062 or 8.95%, safety and security at \$2,856,147 or 2.70%, and public services at \$81,300 or >1%* with charts to help explain the state appropriations and tuition revenues over a 20-year time span. FY21 Allocation by Cabinet area and fall enrollment which is up for undergraduate by 11.2% and graduate by 1.9% were also detailed.

FY22 was last on the agenda where it was announced that no reduction plan was scheduled due to strong enrollment. State allocation, tuition revenues, expense increases/decreases, and other unknowns were covered as well as permanent funding requests for FY22 with an allocation of <\$500,000 and includes the possibility of additional funds from spring if enrollment stays up. The requests for permanent funding are to be limited to \$15,000 and above and F&A will submit CVIOG phase 2 as a project (\$800,000).

The question on income tax deferral was broached to which the answer was that it was still being analyzed.

VSURA Meeting, 10/13/20, COSA Report

This month's VSURA meeting reflected on insurance health care information and choices and featured Catherine Wills as guest speaker. Many topics were covered such as HRAs (health reimbursement accounts), Medicare and Medicare supplements, open enrollment for VSU, & open enrollment for Medicare.

Some key dates of interest are:

October 21 – November 6 – USG open enrollment for pre-65 retirees and all retirees for dental / vision.

October 19 – October 23 - USG system wide virtual benefits fair online.

October 15 – December 7 – Medicare Advantage & Rx open enrollment

October 15 – December 31 – Medicare supplemental insurance open enrollment

If you do not want to make changes for 2021, no action is required.

You must remain enrolled in at least one plan, any plan (Medicare supplement, Medicare Advantage or Prescription Part D through the AON Retiree Health Exchange to be eligible for USG's annual HRA contribution for reimbursement. If you do not, then you will lose this reimbursement contribution and will not be able to get it back. If you drop USG dental, vision, or life insurance coverage, you will not be able to re-enroll in the future.

If you are enrolled in the AON Retiree Health Exchange, you can use the Your Spending Account (YSA) website to manage your HRA. It is advised to make sure you spend your HRA completely even though it can roll over into the next year. The reasoning here is to try to get the reimbursement funding increased. If you have medical expenses which are not covered, you can contact AON to get reimbursed. You can also have your doctor write a note which can then be submitted.

One point which was mentioned on several occasions was that if you drop any USG plan after you retire you cannot re-enroll for that plan at a later date. Also, you must have USG coverage before you retire to be able to have it when you retire. If you cancel anything and do not reinstate it before you retire then you cannot add it back after retirement.