



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday, April 20, 2021

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:** Jeanine Boddie-La Van*, Heidi Browning, Ashley Cooper, Danielle Costello, Chris Griggs, Angie Gannon, Jennifer Griffin, Julienne Jackson, Sheila Hall, Paul Leavy, Matthew McIntyre, Mark McNalley, Jennifer Shinpaugh, Dr. Terence Sullivan, Adrian Taylor, Jordan Thompson, Dwayne Trouille, Melissa Wolfe*, Hilary Willis, Melissa Zeck.

b) **Guests were:** Carlotta Braswell, Dr. Richard Carvajal, Donnell Davis, Paula Fender, Robbyn DeSpain, Tristan Garcia, Shanika Hezekiah, Jay Johnson, Yvonne Le Roy-Landers, Traycee Martin, Matt McGuier, Laura Pitts, Nick Rosatti, Alice Smoot, Lori Overlaur, Sheri Shaw, Lisa Snipes, Sophi Stevens, Brian Truter.

c) **The following members were absent:** Darius Anthony, Dr. Kelly Davidson*, Obediah Hall, Bob Lee*, Jessica Queen. Please **send a proxy if you cannot attend a meeting.**

3) Communication with Administration

a) Dr. Carvajal reported the following:

1) The BOR has approved VSU's Online College for Career Advancement. This is a major milestone for the university and an exciting opportunity for non-traditional students. The college will offer a limited number of fully online bachelor degrees starting in fall 2021 for students with an Associate degree or equivalent. Initially, the courses will be taught by existing faculty with some additional part-time faculty and non-traditional Graduate Assistants being hired. As the program grows, additional faculty and staff will be hired based on need.

2) As vaccine distribution continues, we are seeing the light at the end of the tunnel of COVID. VSU is committed to having all members of the community fully vaccinated as quickly as possible. As for the likely need for boosters, discussions will occur on this, but will likely be administered by individual health providers as needed.

3) Some changes that are expected in terms of COVID protocols will take place in fall 2021. We will continue to require social distancing in building but at 3 feet apart, probably loosening of outdoor activities as we move back toward a new normal. There is no guidance yet on ending a mask mandate or a vaccine requirement.

4) The chief officer for the President candidates presented this past week. There were five candidates in total and the search should be wrapped up and an announcement made within a few weeks.

5) VSU will celebrate a week long Faculty and Staff employee appreciation week next week. Announcements about what will take place coming out very soon.

4) Special Order of the Day

a) Jeanine Boddie-La Van, CHRO, announced new guidance from the USG regarding COVID vaccine leave policy. As of March 31, 2021, all USG employees will be allowed up to 8 hours of non-closure emergency leave to take the vaccine and up to 16 hours of the same leave to recover from any side effects. This will be available to all full-time employees and a pro-rated leave policy will be available for regular part-time

employees. No retroactive leave time can be used and proof of vaccine will be required to use the leave.

- b) Melissa Wolfe, SGA president, read SGA Resolution 21-04 honoring all VSU faculty and staff for their continued commitment to the success of our top flight students. Thank you SGA!

5) Approval of Minutes

- a) A motion to approve the February minutes was made by Jennifer Griffin and seconded by Danielle Costello. The minutes were approved.

6) Treasurer's Report

- a) Jennifer Griffin gave the April 2021 Treasurer's report. The report was approved unanimously. (see attachment)

7) Report from the Chair

- a) Ashley Cooper updated everyone on the migration of the Skillport training portal to Percipio. Additional info and training opportunities will be forthcoming.
- b) Shout out to everyone who helped make the recent Wellness Extravaganza a great success.

8) Attendance and Participation

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

9) COSA Committee Reports

- a) Policy Committee – Obi Hall – No report.
- b) Elections Committee – Mark McNalley reported for Obi Hall that emails about the rep position opening have been sent out and applications are being received. The positions are two in AA and one in Athletics. The Exec Committee position openings will be announced soon via email.
- 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 reported that three students were interviewed for the Annie Powe Hopper award and a winner will be announced very soon.
- b) Academic Scheduling and Procedures – Terence Sullivan – the committee has had email meetings and has created a draft for the academic calendars for 2021-22 to 2025-26 and a new plan for final exams scheduling. These will be presented at this month's Faculty Senate meeting.
- 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
- 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) April is Sexual Assault Awareness month with SAFE training for women on April 28th, from 6:30-8:30pm in the SU ballrooms as well as many other great events.
 - 2) The De-Stress event will occur on Tuesday, April 27, 2021 from 1-4pm on the Front Lawn with lots of fun activities and food items.
 - 3) Other events will be forthcoming via email announcement.
- d) Conflict Management – Terence Sullivan – No report
- e) Dining Advisory – Jenni Shinpaugh – No report
- f) Parking Advisory – Jennifer Griffin reported that Shannon McGee indicated that a soft rollout for the LPR (License Plate Recognition) will take place this summer with full implementation this fall 2021. No change in price for parking is expected.
- g) Parking Appeals – Paul Leavy – No report
- h) Retiree Association – Julianne Jackson – No report

12) Old Business

- a) Terence Sullivan asked about the status of the Vendeteria in the UC. It doesn't seem to have all the options/items that it was listed to have. Traycee Martin indicated that it's still a work in progress and that Shannon McGee will follow up with more info.

13) New Business

- a) Jenni Shinpaugh asked everyone to mark their calendars for fall move-in taking place on August 9, 10, 11, 2021. We will use the very successful drive through model again.

14) Adjournment

- a) Jenni Shinpaugh made a motion to adjourn the meeting which was seconded by Danielle Costello. Ashley Cooper adjourned the meeting at 9:52am.

Respectfully submitted,



Dr. Terence Sullivan, COSA Secretary 2020-2021

Month of: 04/20/21	Description	Deposits	Expenditures	Current Balance
FUND 10 COSA 1481060				
	Financial Activities			
	Beginning Balance			2,082.00
	COSA Annual Dues		50.00	
	Swag items purchased		1988.79	
	Campus Mail		9.69	
	Pending Financial Activities			
(Note: Pending Financial activities are estimated costs only.)				
	Est. Balance after Pending Activities			33.52
90109 VSU Foundation - Discretionary				
	Financial Activities			
	Beginning Balance			1,819.09
	Fund raising revenue & Gifts	3306.82		
	Fees		41.11	
	Books		450.00	
	Door contest		100.00	
	Est. Balance after Pending Activities			4,534.80
90303 VSU Fdn - Retirement Walkway				
	Financial Activities			
	Beginning Balance			14,036.23
	Brick Revenue	500.00		
	Brick Expense	351.50		
	Admin Fee		1.00	
	Pending Financial Activities			
	Est. Balance after Pending Activities			14,183.73
90110 VSU Foundation - Books (Tuition Assistance Program)				
	Financial Activities			
	Beginning Balance			184.00
	Gift	63.62		
	Management Fees		1.08	
	Pending Financial Activities			
	Est. Balance after Pending Activities			246.56

Changes:
None

Changes:
BBQ fundraiser
sells - expense = profit
1840 - 1253 = 587

32.96 in Admin fees and bank charges

Changes:

None
\$100

Changes:

None
\$8.70 in Gifts

Submitted by
Jennifer Griffin, Treasurer