



**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday, August 18, 2020**

**1) Call to order**

a) Chair Ashley Cooper called the meeting to order at 9:02AM on Teams.

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

a) Members present: Darius Anthony, Heidi Browning, Ashley Cooper, Danielle Costello, Angie Gannon, Jennifer Griffin, Obediah Hall, Sheila Hall, Paul Leavy, Matthew McIntyre, Mark McNalley, Dr. Kelly Davidson\*, Jessica Queen, Dr. Terence Sullivan, Adrian Taylor, Jordan Thompson, Dwayne Trouille, Melissa Wolfe\* Melissa Zeck

b) Guests were: Dr. Richard Carvajal, Donnell Davis, Shanika Hezekiah, Laverne Hill, Yvonne Landers, Lisa Snipes, Lee Yarbrough.

c) The following members were absent: Sue Bailey, Jeanine Boddie-La Van\*, Eric Callaway, Chris Griggs, Julienne Jackson, Bob Lee\*, Jennifer Shinpaugh, 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 thanked all the COSA reps who are serving this year. He offered special thanks due to the unusual circumstances we are working under. He challenged everyone to step up more than usual.
- 2) Enrollment continues to track very well. As of this morning, we're up approximately 10%. If the numbers stay at this level, we are on track to have our largest first year class ever. However, we need to remember that we were granted an exemption from requiring standardized tests for this admission cycle. This may not be extended to future cycles so our future plans need to take this into account.
- 3) The Gulf South Conference announced that it will suspend fall 2020 athletics due to covid-19. This includes women's soccer, men's and women's basketball and men's football. We are investigating ways to secure our student athletes eligibility to play.
- 4) Dr. Carvajal send out a State of the University email last week that discussed two major updates.
  - (1) Design funding for the Performing Arts Center was included in this year's budget. We will now work to secure construction funding in next year's budget.
  - (2) A report was given to the BOR at their August meeting to establish an eDegree program for the USG. This is in an effort to capture the 65G Georgia students who choose to attend college online but mostly not within the USG. The structure will allow for ease of admission and registration and a single price structure for tuition, fees, books, supplies. VSU has been selected to be the first USG institution to offer this program. The university intends to have the new eCollege up and running for January 2021 with several online bachelor degree offerings.
  - (3) Dr. Carvajal announced the imminent retirement of Ms. Melinda Cutchens from his office. While we are sad to see Melinda go, we are excited for her to start the next chapter of her life and wish her the best. Ms. Merritt Wall has agreed to temporarily step into her role while continuing in her current role.
  - (4) Dr. Carvajal expressed his thanks to all employees who assisted with student move in last week.

**4) Special Order of the Day**

- 1) Yvonne Landers gave a report from the recent USGSC quarterly meeting held on August 12, 2020.

- (1) Dr. Juanita Hicks gave a brief update on the health plans and benefits for the upcoming calendar year, and provided dates for a system wide virtual benefits fair and open enrollment.
- (2) The USGSC annual conference will be held in October 2020 and will be hosted by Fort Valley State University. Due to covid, it will be held virtually.
- (3) Yvonne provided information on several wellness programs offered by the USG and provided links to them. See below.

#### **USG Well-being Links**

- (a) USG Well-being Platform access for employees OneUSG
  - (i) <https://oneusgconnect.usg.edu/>
- (b) KEPRO – Employee Assistance Program
  - (i) <http://www.eaphelplink.com/> - Company Code: USGcares
- (c) USG Well-being external website
  - (i) <https://www.usg.edu/well-being/>
- (d) USG Well-being events website
  - (i) <https://www.usg.edu/well-being/events>
- (e) Virgin Pulse Resources for anyone
  - (i) <https://yourhomebase.virginpulse.com/coronavirus>
- (f) USG Benefits Coronavirus resources
  - (i) <https://www.usg.edu/hr/benefits/coronavirus>

#### **5) Approval of Minutes**

- a) Yvonne Landers made a motion to approve the July 2020 minutes which was seconded by Adrian Taylor. The minutes were approved unanimously.

#### **6) Treasurer's Report**

- a) Jennifer given gave the August 2020 treasurer's report. The report was approved unanimously. (See attached)

#### **7) Report from the Chair**

- a) Ashley Cooper extended her heartfelt thank you to all staff members who assisted with student move in last week.
- b) Ashley reminded everyone that they need to complete the online training related to returning to campus in the covid situation if they haven't done so yet. All employees have the training in their BlazeVIEW portals.

#### **8) Attendance and Participation**

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

#### **9) COSA Committee Reports**

- a) Policy Committee – Obie Hall – No report
- 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 that she has scheduled the Pizza Hut fundraiser dates for the fall 2020 semester. They will occur every 3<sup>rd</sup> Wednesday of the month through December 2020 and will be available nationwide either in person or online. We haven't gotten our June check yet but she will call about it. We don't yet know our amount from the July event.
- 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 – Eric Callaway – 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 – Mark McNalley – No report
- b) Campus Safety – Hilary Willis – No report
- c) Campus Wellness – Jordan Thompson reported the following –
  - 1) There are several initiatives planned for the fall semester
  - 2) The first will occur on August 22, 2020. It is a 5k and will have \$15 cost to participate
  - 3) Fall challenge opened yesterday and is available on the app through September 27, 2020.
  - 4) Fitness classes will be offered both on campus (limited) and virtual, no membership needed. One example is restorative yoga.
  - 5) Flu shots will be available in September and October 2020.
- d) Conflict Management – Terence Sullivan – No report
- e) Dining Advisory – Jenni Shinpaugh – No report
- f) Parking Advisory – Jennifer Griffin reported the following –
  - 1) License plate recognition – We had hoped to test this technology in summer and implement in fall 2020, but everything is delayed until spring 2021 due to covid.
  - 2) Metered spots – VSU implemented 4 metered spots this semester in the following locations – Langdale, Café, Baytree and Student Union lots. Each spot costs 25 cents for 15 min or \$1/hour. No parking permit is required.
- g) Parking Appeals – Paul Leavy – No report
- h) Retiree Association – Julienne Jackson – No report

**12) Old Business**

**13) New Business**

- a) Ashley introduced Dr. Kelly Davidson as the incoming president for Faculty Senate. Dr. Davidson reminded everyone that the agenda for the Senate meeting on Thursday was sent via email. The meeting will occur at 3:30pm and will be both face to face and via Teams.
- b) Jennifer Griffin requested additional COSA reps to serve on the Fundraising committee. Melissa Zeck stepped up. Anyone else interested, please contact Jennifer.

**14) Adjournment**

- a) Obie Hall made a motion to adjourn the meeting which was seconded by Yvonne Landers. Ashley Cooper adjourned the meeting at 9:41am.

Respectfully submitted,



Dr. Terence Sullivan, COSA Secretary 2020-2021

Column1	Column2	Column3	Column4	Column5
Month of:	Description	Deposits	Expenditures	Current Balance
8/17/2020				
<b>FUND 10 COSA 1481060</b>	<b>Financial Activities</b>			
	Beginning Balance			<b>2,082.00</b>
	<b>Pending Financial Activities</b>			
(Note: Pending Financial activities are estimated costs only.)				
	Est. Balance after Pending Activities			<b>2,082.00</b>
<b>90109 VSU Foundation - Discretionary</b>	<b>Financial Activities</b>			
	Beginning Balance			<b>3,469.98</b>
	Est. Balance after Pending Activities			<b>3,469.98</b>
<b>90303 VSU Fdn - Retirement Walkway</b>	<b>Financial Activities</b>			
				<b>14,285.23</b>
	Brick Revenue	50.00		
	<b>Pending Financial Activities</b>			
	Est. Balance after Pending Activities			<b>14,335.23</b>
<b>90110 VSU Foundation - Books (Tuition Assistance Program)</b>	<b>Financial Activities</b>			
	Beginning Balance			<b>213.46</b>
	Gift	4.16		
	Management Fees		0.08	
	<b>Pending Financial Activities</b>			
	Est. Balance after Pending Activities			<b>217.54</b>

Submitted by  
Jennifer Griffin, Treasurer