



**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday, February 16, 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:** Darius Anthony, Jeanine Boddie-La Van\*, Heidi Browning, Ashley Cooper, Chris Griggs, Dr. Kelly Davidson, Angie Gannon (Proxy-Terence Sullivan), Jennifer Griffin, Julienne Jackson, Obediah Hall, Sheila Hall, 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:** Wendy Byrd, Dr. Richard Carvajal, Beverly Cribbs, Donnell Davis, Ken Gutierrez, Shanika Hezekiah, Selenseia Holmes, Brenda Kelley, Yvonne Le Roy-Landers, Traycee Martin, Laura Pitts, Jeremy Scott, Sophi Stevens, Sherry Turner, Lee Yarbrough.

c) **The following members were absent:** Sue Bailey, Danielle Costello, Bob Lee\*, Hilary Willis. Please **send a proxy if you cannot attend a meeting.**

**3) Communication with Administration**

a) Dr. Carvajal reported the following:

- 1) Dr. Carvajal reported that our COVID numbers remain low. The task force is monitoring the 10-day count which stands at 20 active cases (out of nearly 15G people). Vaccines should be arriving soon. We are still in Phase 1A+ but hopefully will move to 1B soon.
- 2) Enrollment for fall 2021 is still developing and we send weekly reports of our applications/accepts to the USG. We have one more round of no SAT admissions. Overall we are in good shape with our application/admit rate 70% above this time last year. The SAT requirement will be reinstated next year which will likely affect future admit numbers.
- 3) The legislative session is moving forward. The governor signed the supplemental budget which opened up some additional monies for us to use. The formula funding was fully funded this year and based on anticipated enrollment growth, we should see solid budget numbers. The FY 22 budget is also being developed and the governor is requesting full funding again. Good news on our planned performing arts center. We are asking for \$12.4 million in construction costs and are optimistic on it being approved. It was announced recently that all state employees are to receive a \$1000 one-time bonus in their checks. This has now been mirrored for all USG employees as well.
- 4) Changes to Office of Social Equity (OSE) – Jeanine Boddie-La Van reported for Dr. Carvajal that Maggie Viverette as our Title 9 Compliance coordinator and as such partnered on many employee concerns. When she was out last year, many of these responsibilities were taken on by Student Affairs and HR as well as a temporary Title 9 coordinator we hired. Her recent retirement gave us an opportunity to strengthen and broaden our commitment to Diversity, Equity and Inclusion (DEI). This is a charge given by the president and includes areas such as programming, outreach, training, education, surveys, focus groups, alumni & student partnerships, policy development, liaison with USG, COSA, Faculty Senate, SGA, etc. OSE functions are being moved to areas that they were housed in temporarily and should be located in the long-term. Affinity groups on campus such as Pride Connection and MESA will now be housed under Student Diversity & Inclusion.

#### **4) Special Order of the Day**

- a) Yvonne Landers reported on the 2022 to 2024 holiday calendar. The calendars are essentially the same as in past years in terms of holidays and mandatory leave. Once both COSA and Faculty Senate review the calendar will be sent to the president for approval.
- b) Jeanine Boddie-La Van gave an update on the EAP benefit from Kepro. Kepro offers many great services to employees and household members for free or deep discounts. For example; welcome packets for new employees about local services and activities, legal services, financial planning, family care options, pet care services, tutoring, counseling, etc.

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

- a) A motion to approve the January minutes was made by Heidi Browning and seconded by Jenni Shinpaugh. The minutes were approved.

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

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

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

- a) Ashley Cooper encouraged everyone in attendance to consider running for any option COSA representative positions that will be available in their divisions and to current reps to consider running for an open executive committee position.
- b) Ashley Cooper gave a shout-out to the Fundraising committee for the recent "Love is in the Air" fundraiser.
- c) Ashley Cooper reminded everyone about the upcoming "Random Acts of Kindness" day tomorrow. Small acts of kindness are just as welcome as big ones.

#### **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 Bylaws amendment to add a voting representative for Athletics forward for a vote. Based on numbers of staff, they would have one voting representative. Terence made a motion to accept the amendment which was seconded by Jenni Shinpaugh. The motion was approved unanimously. (see attachment)
- b) Elections Committee – Obie Hall reported on what the changes to the representative structure will be in FY22 due to the addition of one Athletics representative and the changes in the number of staff in the other divisions. We will have two less representatives in both Finance & Admin and Student Success. However, two reps in each of these areas are rolling off in June so they will not be replaced. There are two additional positions in FY22 in Academic Affairs and one in Athletics that will be open for elections this spring. (see attachment)
- c) Professional Development Committee – Mark McNalley – No report
- d) Budget & Finance/Fundraising Committee – Jennifer Griffin reported the following.
  - 1) For the "Love is in the Air" fundraiser, a total of 180 balloons were delivered across campus (combo of single ones and bouquets) for a profit of \$710 after expenses. Big shout out to Wendy Byrd of EOD for the great idea. We hope to continue this in some form. Thanks also to all the volunteers, Event Services, Amelia Reams, IT, Campus Wellness for their help. Thank you to Sheila Hall for getting the word out.
  - 2) The delayed Boston Butt fundraiser is planned again for Easter time or so. More information will be coming out soon.
- e) Community Outreach – Paul Leavy – No report
- f) Social Recognition & Publicity – Sheila Hall – No report

## **10) Faculty Senate Committees**

- a) Academic Honors & Scholarship – Terence Sullivan reported for Angie Gannon that the committee voted unanimously to have the Honors Recognition Dinner virtually since the COVID situation is still uncertain (this has yet to be confirmed by upper administration).
- b) Academic Scheduling and Procedures – Terence Sullivan – No report
- c) Athletics – Open – No report
- d) Diversity & Equity – Chris Griggs – No report
- e) Educational Policies – Terence Sullivan reported for Angie Gannon that SGA asked for an updated withdrawal policy for VSU. Two Town Hall meetings are being conducted this week to get feedback from faculty, staff, and students. The information will be discussed and voted on at February's Faculty Senate meeting and presented to administration.
- 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 reported the following
  - 1) Contact tracing protocols – what are they, concern about student in class with covid – Dr. Miller is researching
  - 2) Diversity, Equity & Inclusion (DEI) – two task forces working to improve our commitment to DEI internally and with external constituencies.
  - 3) Mental health – Hope connect – 24/7 online mental health services to all VSU members.
- 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) Feb 24 is Self-Love and Compassion festival - 11am- 2pm on Palms Qual – lots of fun stuff available during the day.
  - 2) Step challenge – Food Around the Globe – can still join – wellbeing credit available for participants.
  - 3) Water aerobics every Thursday at Rec Center thru April 2021.
  - 4) Free diabetes prevention program thru USG – different than Livongo one
  - 5) Check campus wellness agenda for upcoming week events
- d) Conflict Management – Terence Sullivan reported the following.
  - 1) The committee is holding off on offering any listening circle for now as there is no pressing issues to be talked about. We will definitely continue these as issues come up. One possible area of discussion would be academic freedom in the time of COVID delivery method of instruction. Wendy Byrd and Bruce Mackh are offering listening circles around the topic of “Restorative Practices in the Classroom and Workplace”. Two dates are being offered and can be signed up using the EOD portal.
  - 2) The committee is looking to partner with SGA to set up and associate committee run by students who can be trained in mediation to offer this service to students. This is being considered as our charge does not allow us to provide this service to students.
- e) Dining Advisory – Jenni Shinpaugh – No report
- f) Parking Advisory – Jennifer Griffin – No report
- g) Parking Appeals – Paul Leavy – No report
- h) Retiree Association – Jennifer Griffin reported an update on retirement bricks. Retirement bricks – She found a company in Naples, FL, to make our bricks. We will go with them likely based on price and

other costs and look etc. Nineteen bricks need to be ordered, hopefully by end of week. It will take about 4-6 weeks for delivery and then she'll get with plant to install them in the walkway.

**12) Old Business**

**13) New Business**

**14) Adjournment**

- a) Jennifer Griffin made a motion to adjourn the meeting which was seconded by Terence Sullivan. Ashley Cooper adjourned the meeting at 10:09am.

Respectfully submitted,

A handwritten signature in black ink that reads "Terence Sullivan" with a stylized flourish at the end.

Dr. Terence Sullivan, COSA Secretary 2020-2021

Month of: 02/16/21	Description	Deposits	Expenditures	Current Balance
<b>FUND 10 COSA 1481060</b>				
	<b>Financial Activities</b>			
	Beginning Balance			2,082.00
	COSA Annual Dues		50.00	
	<b>Pending Financial Activities</b>			
(Note: Pending Financial activities are estimated costs only.)				
	Est. Balance after Pending Activities			2,032.00
<b>90109 VSU Foundation - Discretionary</b>				
	<b>Financial Activities</b>			
	Beginning Balance			1,819.09
	Fund raising revenue & Gifts	2414.82		
	Fees		5.08	
	Books		450.00	
	Door contest		100.00	
	Est. Balance after Pending Activities			3,678.83
<b>90303 VSU Fdn - Retirement Walkway</b>				
	<b>Financial Activities</b>			
	Beginning Balance			14,036.23
	Brick Revenue	400.00		
	Admin Fee		1.00	
	<b>Pending Financial Activities</b>			
	Est. Balance after Pending Activities			14,435.23
<b>90110 VSU Foundation - Books (Tuition Assistance Program)</b>				
	<b>Financial Activities</b>			
	Beginning Balance			184.00
	Gift	54.92		
	Management Fees		1.06	
	<b>Pending Financial Activities</b>			
	Est. Balance after Pending Activities			237.86

Changes:

None

Changes:

increased \$495 for the Balloon contest  
decrease \$90 for Ashley Cooper, Supplies

Changes:

None

Changes:

Admin fees .24 cent

Submitted by  
Jennifer Griffin, Treasurer

## **Proposal J: Add One (1) Representative Position for Athletics**

Submitted by: Obediah Hall

Proposed and Voted on by Policy Committee on: December 11, 2020

Presented to and Approved by the COSA Executive Committee on:

Presented to COSA General Body on:

### **Background**

While reviewing current representative positions, by department, and comparing them to other USG institutions, it was noted that VSU's Athletics Department currently lacks a representative position. Other USG institutions with Athletic departments have positions for Athletic Department representation among their COSA representatives. Amendment J seeks to establish a representative position to the board for an Athletic Department representative.

### **Proposal J. Current By-Laws**

#### **SECTION II: MEMBERSHIP AND REPRESENTATION**

##### A. Voting Members

1. Voting members of the Council on Staff Affairs consist of elected Representatives.

Only full-time benefited classified employees (as defined by the USG BOR section 8.1.2 Classified Personnel) who have been employed full time for a minimum of six (6) months are eligible for election as a COSA Representative from the following Vice Presidential and Presidential Areas

- Currently there is no representative position for the Athletics Department

### **Proposal J. Change to By-Laws**

If approved; Athletics will be added to Section II: A. 2. List of division/departments with COSA representatives with one (1) representative per 35 staff.

COSA 2021 REP Count

Department	Number of Staff	Rep. (#/35 rounded up)	Currently Serving until 6/30/2020	Positions to be vacant?	Difference
Academic Affairs	175	5	3	0	2
Athletics	30	1	0	0	1*
Finance & Admin	221	6	8	2	-2
Office of Pres.	65	2	3	0 (1 end of next term)	-1
Student Affairs	58	2	2	0	0
Student Success	118	3	5	2	-2
University Adv.	27	1	1	0	0
	(689)				
At Large	679	1 Per 400	2	0	0