



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday August 20, 2019

1) Call to order

a) Chair Paul Leavy called the meeting to order at 9:02AM in the University Center, Cypress 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* (Amea Thompson-proxy), Heidi Browning, Ashley Cooper, Donnell Davis (Paul Leavy-proxy), Jennifer Griffin, Chris Griggs, Obediah, Hall, Sheila Hall, Julienne Jackson, Yvonne Landers, Paul Leavy, Mark McNalley, Laura Pitts, Jessica Queen, Dr. Terence Sullivan, Adrian Taylor, Dwayne Trouille, Janet Wade.

b) Guests were: Ali Bridges (OCM), Anita Bosch (President), Dr. Richard Carvajal (President), Pepper Croft (IT), Melinda Cutchens (President), Jason Gaskins (IT), Brian Haugabrook (IT), Shanika Hezekiah (Fin Svces), Selenseia Holmes (OSE), Traycee Martin (VPFA), Rebecca Murphy (EOD), Jeremy Scott (IT), Kanan Simpson (IT), December Storey (Dining), Chardonnay Watson (OSE), Lee Yarbrough (Public Admin)

c) The following members were absent: Jeanine Boddie-La Van*, Bob Lee*, Catherine McArthur, Matthew McIntyre, Dr. Debbie Paine*. Please **send a proxy if you cannot attend a meeting.**

3) Communication with Administration

a) Dr. Carvajal reported that enrollment numbers for fall 2019 are still open. Graduate numbers are up about 10% (not 20%). Overall undergrad application/accept numbers are up but we are finding that students are attending multiple Orientations and possibly choosing to attend elsewhere. (whereas in the past if they attended Orientation they enrolled). We still expect our overall numbers to be up some.

b) Dr. Carvajal was one of four USG presidents to craft the new Strategic Plan. The committee will be soliciting feedback on goals, etc. and VSU will host a regional forum on September 5, 2019 with reps from the USG. More info coming soon.

c) The Carl Vincent study indicates that VSU is significantly lagging behind like institutions in employee salaries. It will take just over \$4M to bring us to where we need to be. The full report should be available in October 2019.

d) Dr. Carvajal and his staff brought donuts to share with everyone.

4) Special Order of the Day

a) Becky Murphy from EOD reminded everyone of the Wellbeing initiative within the USG and that we should work towards our \$100 in credits.

b) Aly Bridges from OCM is conducting a branding study in conjunction with an outside agency and requests volunteers for a focus group to solicit ideas.

c) December Storey from Aramark gave a report on dining initiatives including a Sushi option, an update to Chick-Fil-A and events in the Dining Halls – Sept 12 Tailgate and Sept 13 Fit Day.

5) Approval of Minutes

a) Yvonne Landers made a motion to approve the July 2019 minutes which was seconded by Ashley Cooper. The minutes were approved unanimously.

6) Treasurer's Report

- a) Matt McIntyre made a motion to approve the Treasurer's Report for July/August which was seconded by Obie Hall. The report was approved unanimously. (See Attachment)

7) Report from the Chair

- a) Paul Leavy reviewed open seats on committees as we have had some changes to the voting reps on COSA. Paul welcomed Chris Griggs and Darius Anthony as reps. (See Attachment)
- b) Paul Leavy reminded everyone of the Employee Appreciation/Holiday Social COSA will host on December 6, 2019.
- c) Paul Leavy discussed the plan to offer several Spirit Nights this year.
- d) Paul Leavy indicated that we hope to have a guest speaker at each monthly meeting. This month was Aramark and we plan to have a representative from the Bookstore in September.

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.

9) COSA Committee Reports

- a) Policy Committee – Mark McNalley – No report.
- b) Elections Committee – Mark McNalley – No report.
- c) Social Recognition & Professional Development Committee – Adrian Taylor – No report.
- d) Budget & Finance/Fundraising Committee – Yvonne Landers reminded everyone of the ongoing Boston Butt fundraiser. Tickets are on sale through August 29, 2019 with pickup on September 5, 2019.
- e) Community Outreach – Paul Leavy – No report.
- f) Publicity – Adrian Taylor reported that we have control of our Facebook page again and to send him any info you wish to have posted on it.

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 – Terence Sullivan – No report
- 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 – Julienne Jackson – No report
- b) Campus Safety – Heidi Browning – No report
- c) Campus Wellness – Jennifer Griffin reported that the annual Chili Cook-off will take place on November 12, 2019. (See attachment)
- 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

- a) Paul Leavy reminded everyone again about the Holiday Social being held on December 6, 2019.

13) New Business

- a) Questions were raised about the status of the Oak Street parking deck. This brought up a somewhat lengthy discussion about how the changes were rolled out.

14) Adjournment

- a) Adrian Taylor made a motion to adjourn the meeting which was seconded by Julienne Jackson. Paul Leavy adjourned the meeting at 9:55am.

Respectfully submitted,

A handwritten signature in black ink that reads "Terence Sullivan". The signature is written in a cursive style with a long horizontal flourish at the end.

Dr. Terence Sullivan, COSA Secretary 2019-2020

Column1	Column2	Column3	Column4	Column5
Month of:	Description	Deposits	Expenditures	Current Balance
8/19/2019				
FUND 10 COSA 1481060	Financial Activities			
	Beginning Balance			2,082.00
	Pending Financial Activities			
(Note: Pending Financial activities are estimated costs only.)				
	Est. Balance after Pending Activities			-
				2082.00
VSU Foundation - Discretionary 90109	Financial Activities			
	Beginning Balance			1,735.93
				1,735.93
VSU Fdn - Retirement Walkway	Financial Activities			
				13,723.23
				13,723.23
	Pending Financial Activities			
	Est. Balance after Pending Activities			13,723.23
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

CAMPUS WELLNESS EVENTS – FALL 2019

Event Type	Title	When	Where
AUGUST			
Webinar	Organize, Plan, and Own Your Future	Monday, August 26, Noon	Online
Webinar	Sleep for Optimal Well-being	Wednesday, August 14, 12:30 PM	Online
Fitness Class	Zumba	Tuesday, August 26, 6:00 PM	CE Auditorium
Fitness Class	Body Conditioning	Thursday, August 29, 6:00 PM	University Center - North
Open Lab	Well-being Portal	Friday, August 23, 10-1:00	New Media, 1370
SEPTEMBER			
Challenge	Keep America Active (physical, mindful eating, meditation)	9/3-9/22- Register; 9/16-10/27 - Challenge	Online
Fitness Class	Yoga	Monday, 9/9, 9/16, 9/23, 9/30 6-7 PM	University Center - North
Fitness Class	Body Conditioning	Thursday, 9/5, 9/12, 9/19, 9/26 - 6-7PM	University Center - North
Fitness Class	Zumba	Tuesday, 9/3, 9/10, 9/17, 9/24 6-7PM	CE Auditorium
Educational	Dine-N-Discover	Wednesday, Sept. 18, 12-1	SU Meeting RM IA/B
Webinar	Tomorrow in Focus: Saving for your ideal retirement	Monday, September 30, 11:30	Online
Webinar	The Mood-Food Connection	Wednesday, September 11, 12:30 PM	Online
OCTOBER			
Educational	Dine -N-D iscover	Wednesday, 10/16-12-1Pm	SU Meeting RM IA/B
Fitness Class	Yoga	Monday, 10/7, 10/14, 10/21, 10/28- 6-7 PM	University Center - North
Fitness Class	Body Conditioning	Thursday, 10/3, 10/10, 10/17, 10/24, 10/31-6-7PM	University Center - North
Fitness Class	Zumba	Tuesday, 10/1, 10/8, 10/15, 10/22, 10/29 - 6-7PM	CE Auditorium
Webinar	The Purpose of Estate Planning- Is My Family's Legacy Protected?	Monday, October 28, Noon	Online
Webinar	Blood Pressure	Wednesday, October 9, 1:00	Online
Fair	Benefits and Wellness	Wednesday, October 30, 8:30 AM-1:30 PM	Student Union Third Floor
NOVEMBER			
Webinar	Make the Most of Your Retirement Savings	Monday, November 18, Noon	Online
Webinar	Diabetes	Wednesday, November 13, 1:00	Online
Educational	Great American Smoke out	Thursday, November 21, TBD	TBD
Educational	Dine-N-Discover	Wednesday, 11/20- 12-1 PM	SU Meeting RM IA/B
DECEMBER			
TBD	World Aids Day	TBD	TBD
Fair	Destress Fest	Wednesday, December 4, 1-4	TBD
Webinar	Building Resilience	Wednesday, December 4, 11:30	Online
Webinar	Half Way There: A retirement checkup	Monday, December 9, Noon	Online

Nov. 12th

6-8pm

U.C. magnolia Room - chili cookoff

COMMITTEE ASSIGNMENTS – FY20

COSA COMMITTEES

Executive Committee

- Paul Leavy (Chair)
- Ashley Cooper (Chair-Elect)
- Donnell Davis (Past Chair)
- Mark McNalley (Parliamentarian)
- Adrian Taylor (Publicity)
- Terence Sullivan (Secretary)
- Yvonne Landers (Treasurer)

Budget & Finance/Fundraising

- Yvonne Landers (Chair) FA
- Catherine McArthur FA
- Jessica Queen PA
- Terence Sullivan SS
- Janet Wade UA

Community Outreach

- Paul Leavy (Chair) SS
- Sue Bailey AA
- Heidi Browning FA
- Julienne Jackson FA
- Yvonne Landers At Large
- Catherine McArthur FASGA Representative
- Nikki Turley Student Affairs (Ex Officio)

Policy

- Mark McNalley SA (Chair)
- Darius Anthony (SA)
- Terence Sullivan SS
- Adrian Taylor PA

Social Recognition/Professional Development (includes Staff Excellence and Blazer Books)

- Adrian Taylor PA (Chair)
- Ashley Cooper FA
- Matthew McIntyre SS

Publicity

- Adrian Taylor PA (Chair)
- Sue Bailey AA
- Heidi Browning FA
- Ashley Cooper FA
- Terence Sullivan SS

Elections

- Mark McNalley (Chair) SA
- Donnell Davis SS
- Terence Sullivan SS

FACULTY SENATE COMMITTEES

Statutory

~~Institutional Planning (probably being disbanded)~~

- ~~Gerald Williams~~

Standing

Academic Honors & Scholarship

- Donnell Davis

Academic Scheduling & Procedures

- Obediah Hall
- Terence Sullivan
- Paul Leavy (ex officio)

Athletics

- Obediah Hall

Diversity & Equity

- Yvonne Landers

Educational Policies

- Mark McNalley

Environmental Issues

- Dwayne Trouille

Faculty Senate

- Terence Sullivan
- Paul Leavy (ex officio)

Faculty Scholarship

- Darius Anthony

Internationalization & Globalization

- Terence Sullivan

Library Affairs

- Matthew McIntyre

Student Affairs

- Paul Leavy
- Catherine McArthur
- Janet Wade

Technology

- Dwayne Trouille

VSU COMMITTEES

Budget Advisory Council

- Obediah Hall
- Julienne Jackson
- Mark McNalley
- Dwayne Trouille
- Paul Leavy (ex officio)

Campus Safety

- Heidi Browning

Campus Wellness

- Ashley Cooper
- Jennifer Griffin

Conflict Management & Restorative Practices

- Terence Sullivan

Dining Advisory

- Sue Bailey

Employee Appreciation

- Julienne Jackson (Chair)
- Paul Leavy (Co-Chair)
- Yvonne Landers
- Laura Pitts
- Terence Sullivan

Employee of the Semester

- Jeanine Boddie LaVan (Chair)
- Paul Leavy
- Adrian Taylor
- Janet Wade

Parking Advisory

- Jennifer Griffin
- Julienne Jackson

Parking Appeals

- Heidi Browning
- Donnell Davis
- Paul Leavy
- Laura Pitts
- Jessica Queen
- Terence Sullivan
- Adrian Taylor

Retiree Association

- Julienne Jackson
- Yvonne Landers
- Laura Pitts