COUNCIL ON STAFF AFFAIRS MEETING AGENDA 9:00 a.m.

December 10, 2019, University Center, Magnolia Room 1

- 1. Call to order
- 2. Roll call: All representatives must sign/initial the attendance roster to be counted as present.
- 3. Communication with Administration
 - A. President's report

4. SPECIAL ORDER OF THE DAY

- A. Employee of the Semester recognition Jeanine Boddie-La Van
- 5. Approval of the Minutes of November 19, 2019 meeting of the Council on Staff Affairs
- 6. Treasurer's Report Yvonne Landers
 - A. December 2019

7. Report from the Chair

- A. Employee Holiday Social follow-up
- B. Commencement volunteers final request
- C. COSA service project for spring 2020
- D. COSA retreat/planning meeting

8. Staff Attendance and Participation

A. Reminder to send in committee reports before Exec Committee meeting

9. COSA Committees

- A. Policy Mark McNalley will report (see Attachment 1)
- B. Elections Mark McNalley No report
- C. Social Recognition/Professional Development Adrian Taylor No report
- D. Budget & Finance/Fundraising Yvonne Landers No report
- E. Community Outreach Paul Leavy No report
- F. Publicity Sue Bailey will report

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 will 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. <u>University Wide Committees</u>

- A. Budget Advisory Council Mark McNalley will report (see Attachment 2)
- B. Campus Safety Heidi Browning No report
- C. Campus Wellness Jennifer Griffin No report
- D. Conflict Management Terence Sullivan will report
- E. Dining Advisory Sue Bailey No report
- F. Parking Advisory Jennifer Griffin will report
- G. Parking Appeals Paul Leavy No report

- H. Retiree Association Yvonne Landers No report
- 12. Old Business
- 13. New Business
- 14. Adjournment

Proposal D: Conflict of Interest Statement on Committees Proposal E: Committee on Committees statement

Submitted by: Mark McNalley
Proposed and Voted on by Policy Committee Electronically on 11/21/19-12/2/19
Presented to and Approved by the COSA Executive Committee on 12/3/19

Background on Proposal D

In a discussion with a committee chair, it was brought to my attention that the COSA representative on the committee is also an employee that receives recommendations from said committee. The committee chair encouraged us to look at our committee representation to avoid a conflict of interest.

Proposal D. Current By-Laws

No Statement regarding this topic

Proposal D. Change to By-Laws

Section VII: COSA Committees (skip A-F)

- G. University-wide and Faculty Senate Committees: COSA shall have representation on University-Wide and Faculty Senate committees as set forth in the University Statutes and Faculty Senate Bylaws.
 - a. COSA will appoint members to committees in a way that will prevent potential conflicts of interest occurring when an employee is in a position to influence a decision that may result in direct or indirect personal gain and/or to ensure the transparency of University decisionmaking processes.

Background on Proposal E

In a review of our committee assignments, it was revealed that a University Committee on Committees exists at VSU that is utilized for communication on committee matters. This proposal is to add to the Secretary responsibilities regarding communicating to the Committee on Committees.

Proposal E. Current By-Laws

No Statement regarding this topic

Proposal E. Change to By-Laws

Section VI: Executive Committee

B. Executive Committee Officer Responsibilities and Duties

3. Secretary

(skip i.-vi.)

vii. Communicates COSA Committee appointments to the Faculty Senate through the Faculty Senate Committee on Committees after the first COSA meeting that new representatives attend and as changes to the COSA representatives take place.

VALDOSTA	FY 2021 Budget Permanent (Recurring) Funding Request									
Division	Description of Initiative or Item Requested	Department Name	Faculty/Staf f Personal Services	Fringe Benefits (Faculty / Staff only) - FY21 Rates	Operating	Travel	Equipment	Total FY 2020 new funding requested	Point total	Cabinet notes November 2019
University Wide	2/5 CVIOG Proposed Implementation	University Wide	730,330	195,071				925,401	30	Considered in reduction total already to build into original budget
Academics	Additional Marching Band Stipends	COA		-	25,000			25,000		Cabinet moved up and recommends funding to increase band size
Academics	Annual software licenses (APL, PolicyTech, BB, SPARTAN)	Academic Affairs		1	86,419			86,419		Cabinet: Leave on one-time
Academics	Dental Hygiene MOU with Wiregrass	CONHS		-	400,000			400,000	68	Cabinet: Leave on one-time
Athletics	Video and statistical software that has been funded continuously for the last four years from "end of year funds" - DV Sport Video, Sidearem Sports (Website), Synergy scouting video, Stat Crew and State Broadcast software	Athletics		-			29,900	29,900	81	Cabinet: Leave on one-time
Athletics	Move police expense for home football and basketball games from athletic expense to general university expense	Athletics		-	13,500			13,500	84	
S Affairs	Move 3 of 9 positions from Activity Fees to E&G	Student Affairs	142,572	87,548				230,120	89	
Advance	Hire Administrative Coordinator	CSGRI	35,222	25,897	·			61,119	97	
Advance	Travel Budget for Executive Director of External Affairs	Advancement		-		25,000		25,000	110	
TOTALS for University			908,124	308,516	524,919	25,000	29,900	1,796,459	_	

Reduction Plans Submitted: