



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday, May 19, 2020

1) Call to order

a) Chair Paul Leavy called the meeting to order at 9AM on Blue Jeans.

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

a) Members present: Darius Anthony, Sue Bailey, Jeanine Boddie-La Van*, Heidi Browning, Ashley Cooper, Donnell Davis, Angie Gannon, Jennifer Griffin, Chris Griggs, Obediah Hall, Sheila Hall, Julienne Jackson, Yvonne Landers, Paul Leavy, Matthew McIntyre, Mark McNalley, Dr. Debbie Paine*, Laura Pitts, Jessica Queen, Samantha Rountree, Dr. Terence Sullivan, Adrian Taylor, Dwayne Trouille, Janet Wade.

b) Guests were: Jennifer Crane, Pepper Croft, Margaret Duncan, Traycee Martin, Joseph Newton, Tanja Rouse, Emily Seckinger, Sheri Shaw, Jordan Thompson, Shannon Zapf

c) The following members were absent: Jacob Bell*, Bob Lee*, Catherine McArthur. Please **send a proxy if you cannot attend a meeting.**

3) Communication with Administration

4) Special Order of the Day

a) Paul Leavy recognized three COSA reps who received I Caught You Caring cards this month. Ashley Cooper, Jennifer Griffin and Obi Hall. Congrats and thank you to all three recipients!

5) Approval of Minutes

a) Yvonne Landers made a motion to approve the April 2020 minutes which was seconded by Sue Bailey. The minutes were approved unanimously.

6) Treasurer's Report

a) Jennifer Griffin made a motion to approve the May 2020 treasurer's reports which was seconded by Obi Hall. The report was approved unanimously.

7) Report from the Chair

a) Paul Leavy reported the following –

1) Return to work plan for staff.

1. Summer staff return plan due this Friday

a. Done in stages

b. Cabinet return June 15

c. Other leadership return June 22

d. Remaining staff return in weekly shifts from June 29 – July 31

i. 125 to 150 person groups

ii. Hopefully all will be tested before returning

iii. All PPE, social distancing, cleaning protocols will be planned for as possible

e. Contingency plans will be considered based on how virus acts over the summer

f. Modified work schedule will be maintained through August 3 at least (less open days/less open hours)

g. High risk individuals will be assessed case by case

h. Work travel will be mostly prohibited. Anyone doing personal travel to high risk areas will be asked to self-quarantine when returning.

2. F2f instructional plan for fall 2020 due May 25

a. We need steps in place this summer to plan for fall f2f return of instruction

2) Budget

1. All agencies need a 14% budget reduction plan in place for July 2020 based on July 2019 allocation – just a plan, not a budget. Hope is that it will be less than this, maybe a good bit less.
 - i. For VSU this means 7.5 million dollars.
 2. Enrollment for fall 2020
 - i. Returning students down about 6% (possibly due to leaving campus during registration)
 - ii. New students currently up a lot (for now)
 3. Looking at two main driving ideas on the reduction
 - i. Preserve core mission
 - ii. Protect people (health and financial)
 4. We will look at things like
 - i. Reduce travel for a year or two
 - ii. Cut operating budgets as much as we can
 - iii. Offer incentives for early retirement where possible
 - iv. Leave positions open where we can and fill those deemed critical
 - v. Furlough plan is just a draft but thankfully in a tiered format. We will know more on this soon hopefully.
 - vi. RIFs will be last resort although to reach 14% there may some limited RIFs.
 - vii. Student assistant and graduate assistant cuts are also possible in a strategic manner
 - viii. CVIOG is possibly delayed for a year or more but not scrapped.
- 3) Employee of the Semester update – we have 9 to 10 nominees to date with Friday, May 22, 2020 as the deadline to submit. There will be one winner with two runners up. The announcement of the winners will take place in approximately one month.

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 and recognized new members and their committee assignments.

9) COSA Committee Reports

- a) Policy Committee – Mark McNalley reported that he will send out an email with three proposals on Bylaws changes. 1. On absences. 2. On Terms of Service. 3. On layout of the document. Review the proposals this month for a planned vote to enact changes at May meeting.
- b) Elections Committee – Mark McNalley gave an update on the open positions for COSA Reps for July 2020 including those ending their full term and those appointed who are ending the fiscal year. Openings are 1 AA, 2 FA, 3 SS, 1 SA, 1 At-Large, 1 UA. Few nominations so far so talk it up. Deadline is the May 19, 2020 meeting. Nominations/elections of officer positions will take place at June 2020 meeting.
- c) Social Recognition & Professional Development Committee – Sue Bailey – No report.
- d) Budget & Finance/Fundraising Committee – Paul Leavy reported on Boston Butt fundraiser. We will hope to reschedule it for a Thanksgiving delivery. Offering those who participated a refund or hold the money and deliver to them in November. Need to update info on webpage.
- e) Community Outreach – Paul Leavy – No report.
- f) Publicity – Sue Bailey – No 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 – 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 – Debbie Paine reported that Dr. Kelly Davidson will take over in July as Faculty Senate president. She thanked COSA and staff in general for what we do to serve VSU.
- 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 – Mark McNalley – No report
- b) Campus Safety – Heidi Browning – No report
- c) Campus Wellness – Jennifer Griffin reported that they met but events they planned have been postponed. Sending emails on strategies to stay physically and mentally healthy.
- 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

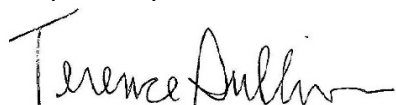
12) Old Business

13) New Business

14) Adjournment

- a) Terence Sullivan made a motion to adjourn the meeting which was seconded by Mark McNalley. Paul Leavy adjourned the meeting at 9:54am.

Respectfully submitted,



Dr. Terence Sullivan, COSA Secretary 2019-2020