



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday October 15, 2019

1) Call to order

a) Chair Paul Leavy called the meeting to order at 9:04AM in the University Center, Magnolia 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), Jeanine Boddie-La Van*, Heidi Browning, Ashley Cooper, Donnell Davis, Jennifer Griffin, Chris Griggs, Obediah, Hall, Sheila Hall, Julienne Jackson, Yvonne Landers, Paul Leavy, Catherine McArthur (Heidi Browning-proxy), Matthew McIntyre, Mark McNalley, Dr. Debbie Paine*, Laura Pitts, Jessica Queen, Dr. Terence Sullivan (Yvonne Landers-proxy), Adrian Taylor, Dwayne Trouille, Janet Wade.

b) Guests were: Ike Barton (IT), Dr. Michael Black (Academic Affairs), Sarah Bring (IT), Carl Brown (IT), Shonda Bryant (HR), Veronica Canada (Std Health), Dr. Rodney Carr (Student Success), Carla Carter Jordan (Career Ops), Dr. Richard Carvajal (President), Dan Coody (Facilities), Honey Coppage (Academic Affairs), Heidi Cox (IA), Christy Croft (Admissions), Pepper Croft (IT), Neal Culbreth (Bursary), Melinda Cutchens (President), Loretha Copeland (Career Ops), Dr. Becky da Cruz (Academic Affairs), Emily Day (IT), Darli Devane (Hsg), Jessica Deal (Fin Aid), Alison Downey (eLearning), Margaret Duncan (Access), Wes Duke (IT), Melissa Dunn (Fin Svcs), Ann Farmer (UPD), Paula Fender (Math), Michael Fontaine (Environ Safety), Tanya Fontaine (Fin Aid), Nicole Foster (Std Health), Nicole Freeman (Fin Aid), Rob Freidhoff (UAST), Jason Gaskins (IT), Shawn Gibbons (IT), Grace Goehring (CS), Kenneth Gutierrez (IT), Shanika Hezekiah (Fin Svcs), Jody Hudnall (IT), Dana Jack (Library), Doug Jordan (IT), Michelle Jordan (HR), Dr. Natalie Kuhlmann (COEHS), Gwen Kyles (IT), Shelby Lamar (HR), Regina Lee (HR), Benjamin Li (IT), Pamela Lisane (AMP), Lisa Long (Admissions), Gwen Manning (Fin Aid), Traycee Martin (VPFA), Shannon McGee (Auxiliary), Leo Melody (AMP), Gary Miller (IT), Louise Nathan (Hsg), Joe Newton (IT), Aimee Nicolosi (Advancement), Dr. Ivan Nikolov (CIP), Travis Nolley (IT), Dr. Bernard Oliver (COEHS), Elizabeth Olphie (OSPRA), Sheila Peacock (MLIS), Shawn Phippen (Campus Rec), Jessica Powers (Grad School), Bailey Raffield (IT), Alicia Roberson (Advising), Markaysa Robinson (IT), Tanya Rouse (Fin Aid), Alan Rowe (UPD), Jeremy Scott (IT), Emily Seckinger (Hsg), Davy Shaw (Campus Rec), Sheri Shaw (IA), Kanan Simpson (IT), Dr. Robert Smith (Provost), Lisa Snipes (President), Cathy Soma (IT), Ashleigh Stevens (Advising), Quincy Thomas (IT), Jordan Thompson (Bursary), Leroy Trower (Fin Aid), Dr. Keith Warburg (OCM), Monica Waskosky (Bookstore), Tina Wright (OSPRA), Lee Yarbrough (Public Admin), Melissa Zeck (Alumni)

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

3) Communication with Administration

a) Dr. Carvajal discussed the increase in healthcare costs for 2020 reminding everyone that the overall cost of healthcare has risen 29% over the past three years. The spousal surcharge is becoming more common and higher ed has been late to requiring this. This surcharge will save the USG \$5M/year.

b) A new task force has been charged with preparing for the SACSCOC 5-year reaffirmation under the direction of Dr. Michael Black. The task force will likely reach out to faculty and staff for information.

c) The VSU football team has won its 300th game and 22nd in a row. We are first in the nation in the Division II rankings. We are 6-0 on the season. Homecoming is this weekend so make efforts to attend the game.

4) **Special Order of the Day**

- a) Alex Daman from the CVIOG at UGA presented on the results of the Classification & Compensation Study that took place over the last number of years. Alex provided details on the process and general information on the results that were found.
 - 1) Classifications went from 1200 plus to 175. Job profiles will be standardized across departments.
 - 2) Compensation for all f/t VSU employees will be raised to 95% of CUPA-HR minimums. Overall we are at approximately 93% of minimum with some differences across employee groups. About ½ of academic faculty are below minimum and 2/3 of admin faculty and staff are below. The cost to the university to bring us up to 95% is approximately \$4.5M. Info on the study is available through MyVSU.
- b) Heidi Cox reminded everyone about National Ethics Week taking place from November 11-17, 2019. Her office is asking for nominations for the “Blazer Creed Award”. Virtual reality labs will be used to assist in this effort.

5) **Approval of Minutes**

- a) Julienne Jackson made a motion to approve the September 2019 minutes which was seconded by Yvonne Landers. The minutes were approved unanimously.

6) **Treasurer’s Report**

- a) Sue Bailey made a motion to approve the Treasurer’s Report for October which was seconded by Ashley Cooper. The report was approved unanimously. **(See Attachment)**

7) **Report from the Chair**

- a) Ashley and Paul updated everyone on the Holiday Social which will occur on Friday, December 6, 2019 from 1-3pm in the UC Magnolia Room. Please join us for food, fun and friendship!
- b) Paul welcomed Samantha Rountree to the Council as a representative for Student Success. Welcome Samantha!
- c) Paul gave an update on the recent USGSC Conference he attended. Mainly the discussion was around upcoming state and national enrollment challenges. **(See attachment)**
- d) The University Council met last week to discuss the changes to the Freedom of Expression policy.

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 discussed a few changes to the Bylaws, mostly dealing with language and numbering issues. One dealt with the section on Amendments. He will ask for a vote on the changes at the November meeting
- b) Elections Committee – Mark McNalley – No report.
- c) Social Recognition & Professional Development Committee – Adrian Taylor – No report.
- d) Budget & Finance/Fundraising Committee – Yvonne Landers – No report.
- e) Community Outreach – Paul Leavy – No report.
- f) Publicity – Adrian Taylor – No report.

10) **Faculty Senate Committees**

- a) Academic Honors & Scholarship – Donnell Davis – Terence Sullivan reported for Donnell Davis
 - 1) The committee selects the Georgia Legislative Academic Recognition Day Award (GLARDA) and Annie Powe Hopper Award.
 - 2) The committee discussed increasing the monetary value of Annie Powe Hopper to encourage more applications.
 - 3) They are charged with selecting a speaker for the Academic Honors Dinner
 - 4) GLARDA winner will be selected in November
 - 5) Annie Powe Hopper is selected in March or April

- 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 reported that the first meeting is scheduled and will occur soon.
- g) Faculty Scholarship – Darius Anthony – No report
- h) Faculty Senate – Paul Leavy reminded everyone the next Faculty Senate meeting is on Thursday, September 19, 2019 at 3:30pm in UC Magnolia Room.
- i) Institutional Planning – Darius Anthony – No report
- j) Internationalization & Globalization – Terence Sullivan reported the following
 - 1) Becky Murphy reminded everyone about the Wellness Portal and Leadership Academy
 - 2) Reports were given by Academic Committee, Academic Honors Faculty Scholarship and Student Affairs.
 - 3) Dr. Carvajal gave updates on enrollment numbers, info on the Regional Forum, the CVIOG study, SACSCOC reaffirmation, and Presidential forums
 - 4) Dr. Smith reminded everyone about the BAC meeting being held tomorrow and the creation of a Faculty Success Council.
- k) Library Affairs – Matt McIntyre – No report
- l) Student Affairs – Catherine McArthur – No report
- m) Technology – Dwayne Trouille reported that a survey about IT services will be sent out soon.

11) University Wide Committees

- a) Budget Advisory Committee – Julianne Jackson reported on the September meeting. **(See Attachment)**
- b) Campus Safety – Heidi Browning – No report
- c) Campus Wellness – Jennifer Griffin reported
 - 1) Benefits & Wellness Fair will occur on October 30, 2019 from 9:30am-1:30pm in Student Union Ballrooms. Flu shots will start at 8:30am
 - 2) Chili Cook will occur on November 12, 2019 from 6-8pm in the University Center. \$20 to compete, \$5 to enter.
- 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

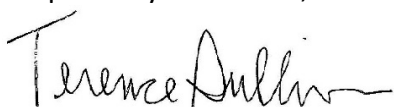
12) Old Business

13) New Business

14) Adjournment

- a) Obediah Hall made a motion to adjourn the meeting which was seconded by Jennifer Griffin. Paul Leavy adjourned the meeting at 10:15am.

Respectfully submitted,



Dr. Terence Sullivan, COSA Secretary 2019-2020

Column1	Column2	Column3	Column4	Column5
Month of:	Description	Deposits	Expenditures	Current Balance
10/15/2019				
FUND 10 COSA 1481060	Financial Activities			
	Beginning Balance			1,984.82
	Registration		-300.00	
	Pending Financial Activities			
(Note: Pending Financial activities are estimated costs only.)				
	Est. Balance after Pending Activities			-
				1684.82
VSU Foundation - Discretionary 90109	Financial Activities			
	Beginning Balance			3,120.09
	Spirit Night	700.00		
	Admin Fee		-15.04	
				3,805.05
VSU Fdn - Retirement Walkway	Financial Activities			
				13,723.23
	Deposit	50.00		
				13,773.23
	Pending Financial Activities			
	Est. Balance after Pending Activities			13,773.23

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*

Notes on the COSA state conference Oct 10-11

Thursday

1. Chancellor Wrigley gave the kick-off address following lunch, and his report was sobering but encouraging, we have some challenges ahead in the coming years.
2. Breakout session by Ms. Candice Griffith, program coordinator for continuing and professional education, lots of discussion on promoting a culture of wellness among employees on a college campus, goals VSU and other institutions should achieve, USG is taking this initiative serious due to the increased health care costs and lot of discussion on campus recreation centers and employee use and the employee cash wellness initiative.
3. Student disclosures of sexual assault and staff responsibilities by Georgia College Women's Center coordinator Ms. Melissa Gerrior, informative session on how staff should respond to sexual assaults.
4. Parent Partnership facilitated by Emily Jarvis, Director of Parent and Family Programs at GCSU. This position is new at the university and is the primary contact for parents. The office screens parent calls, etc. and sends monthly newsletters/e-mails to parents keeping them informed of activities on campus. They also have created a Parent Leadership Board with this position. VSU should monitor this position and see if it is successful at GCSU for the future.
5. Optimized Retirement Planning for USG employees of all ages facilitated by Dr. Brent Evans – We discussed the TRS/ORP plans. We were given information on how to maximize and invest excess money left in our HSA account yearly (If we are lucky enough to have leftover money). We discussed some of the investment funds in the HSA account and how to use this for pretax and retirement purposes.
6. Active Threat response, options for higher education, by Lt. Baker of Georgia College, went over the threats and how to respond, from realizing there is a threat, and the action steps, some useful information on securing rooms.

Friday

1. Keynote speaker was Dr. Wes Fugate speaking on Generation Z, the largest group of students' colleges are dealing with and recruiting right now. Some very insightful statistics and facts on recruiting them, and what to expect in the future (less of a recruiting pool, millennials and Gen X had fewer babies than Baby Boomers) and other interesting challenges universities will be facing in the coming years.
2. COSA business meeting, some concerns, wellness, TAP changes, and benefits changes.
3. Closing with VP of HR for the USG Juanita Hicks going over the changes in benefits. The new benefit options are on the USG HR site online for all to look over.

Proposal A-C: Addressing Minor Errors in COSA By-Laws

Submitted by: Mark McNalley

Proposed and Voted on by Policy Committee Electronically on 9/25/19

Presented to COSA Executive Committee on October 10/1/19

Background

According to the COSA By-Laws, the Policy Committee is to review our By-Laws on an annual basis. On our first review of the By-Laws I noticed a few numerical and grammatical errors. This proposal is to correct those minor issues.

Proposal A. Current By-Laws

Section V: Meetings

- A. Regular Meetings
 - 1. Regular meetings...
 - 2. The calendar of meetings...
 - 3. Items to be reported...
 - 6. The COSA Chair shall...

Proposal A. Change to By-Laws

Section V: Meetings

- A. Regular Meetings
 - 1. Regular meetings...
 - 2. The calendar of meetings...
 - 3. Items to be reported...
 - 4. The COSA Chair shall...

Proposal B. Current By-Laws

Section I: Purpose and Authority

- B. COSA will participate in the process...

Proposal B. Change to By-Laws

Section I: Purpose and Authority

B. COSA participates in the process...

Proposal C. Current By-Laws

Section IX: By-Laws

- A. The Parliamentarian shall maintain the Bylaws with the assistance of the Policy Committee and review by the Executive Committee. The Bylaws shall be reviewed as needed and no less than once every three (3) years.
- B. Any proposed amendments will be read at the next COSA monthly meeting, and voted on by the elected Representatives at the following COSA monthly meeting. Actions are posted on the COSA website. Changes to the Bylaws require a two-thirds vote of the COSA elected Representatives.

Proposal C. Change to By-Laws

-Rename Section IX to Amendments. Strike portions of Section A. as it is already stated in the Policy Committee section of the By-Laws. Add clarifying statements regarding posting of Amendments in By-Laws and on website.

Section IX: By-Laws Amendment to the By-Laws

- A. The Parliamentarian shall maintain the Bylaws with the assistance of the Policy Committee and review by the Executive Committee. The Bylaws shall be reviewed as needed and no less than once every three (3) years. Any proposed amendments will be read at the next COSA monthly meeting, and voted on by the elected Representatives at the following COSA monthly meeting.
- B. Amendments to the Bylaws require a two-thirds vote of the COSA elected Representatives.
- C. Amendments are listed chronologically in the Amendments section of the COSA By-Laws and

posted on the COSA website.

BAC meeting
Friday 9/20/19

Next meeting
10/18/19

This meeting discussed the process and timeline of upcoming events such as:

- *** the Presidential forums to be held on September 23rd and 24th.
- *** the next BAC meeting to be held on October 18th and at which time the departments are to submit their top three priorities.
- *** Cabinet recommendations will be held on October 25th
- *** The President will share this information on November 1st
- *** the third BAC meeting will be held on November 22nd

Data analysis states the E&G budget is up for FY20 to \$116,287,843.00 as opposed to FY19 at \$115,250,040.00. It was mentioned that 82% of budget goes to personnel.

The items on the 2019 priority list were addressed due to the upswing in the 2019 summer revenues.

In comparison to FY 19, fall enrollment for FY20 was down for undergraduates by 0.4% but was up for graduate level by 7.7%.

The changing trend in student enrollment behavior and how it affects universities was discussed as well as how VSU might be able to combat this orientation and admission issue. The issue of online student fees was also discussed.

As to year end, requests are due October 4 for one time funding with institutional being first priority and all requests should be strategic. Permanent requests must be critical and directly relate to strategic plan with institutional as first priority.

FY 21 State allocation estimate reflects:

- *** a reduction of \$840,000.00 in state appropriations based on enrollment calculator from 2018 and 2019 however graduate hours are weighed more.
- *** a reduction of \$450,000.00 in Tuition
- *** an increase of \$554,000.00 in expenses

Total reduction estimate of 1.6 million of which CVIOG is not included.

There is a 6% reduction scheduled with an exemption for teaching.
Academic Affairs is looking for reductions and has done some through positions.

Utility savings was discussed with plans for a \$25,000.00 saving from employee phones and IT savings from printers and cell phones. This proposal is set for November.

The Pathways program was mentioned too as it will help with articulation to bring in 2yr students.