

COUNCIL ON STAFF AFFAIRS MEETING AGENDA
9:00 a.m.
November 19, 2019, University Center, Cypress Room

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**
5. Approval of the **Minutes of October 15, 2019** meeting of the Council on Staff Affairs
6. **Treasurer's Report** – Yvonne Landers
 - A. November 2019
7. **Report from the Chair**
 - A. Employee Holiday Social
 - B. Commencement volunteers
 - C. Recognition of Yvonne Landers USGSC election
 - D. December meeting date change discussion
8. **Staff Attendance and Participation**
 - A. Updates to committee assignments – **Samantha Rountree – Dining Advisory & Educational Policies; Angie Gannon – Campus Safety & Budget & Finance/Fundraising**
 - B. 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 – Adrian Taylor/Sue Bailey **will report**
10. **Faculty Senate Committees**
 - A. Academic Honors & Scholarship – Donnell Davis – No report
 - B. Academic Scheduling and Procedures – Obediah Hall – 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 **will report**
 - I. Institutional Planning – Darius Anthony – No report
 - J. Internationalization & Globalization – Terence Sullivan **will 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 Council –Mark McNalley **will report (see Attachment 2)**
 - B. Campus Safety – Heidi Browning – No report
 - C. Campus Wellness – Jennifer Griffin **will report**
 - D. Conflict Management – Terence Sullivan **will report**
 - E. Dining Advisory – Sue Bailey **will 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 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.

