

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. 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 – 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 decision-making 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.

