



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday, July 21, 2020

1) Call to order

a) Chair Ashley Cooper called the meeting to order at 9:03AM on Teams.

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*, Eric Callaway, Ashley Cooper, Danielle Costello, Angie Gannon, Jennifer Griffin, Chris Griggs, Obediah Hall, Sheila Hall, Paul Leavy, Mark McNalley, Dr. Kelly Davidson*, Jessica Queen, Jennifer Shinpaugh, Dr. Terence Sullivan, Adrian Taylor, Dwayne Trouille, Hilary Willis.

b) Guests were: Dr. Richard Carvajal, Jennifer Carter, Pepper Croft, Dr. Becky da Cruz, Donnell Davis, Margaret Duncan, Barry Futch, Jeff Grant, Ryan Hogan, Sandra Jones, Stanley Jones, Meredith Lancaster, Dr. James LaPlant, Gary Miller, Dr. Vince Miller, Hillary Perry, Sheri Shaw, Dr. Bob Smith, Cathy Sowa, Shannon Zapf

c) The following members were absent: Heidi Browning, Julienne Jackson, Bob Lee*, Matthew McIntyre, Jordan Thompson, Melissa Wolfe*. Please **send a proxy if you cannot attend a meeting.**

3) Communication with Administration

a) Richard Carvajal updated everyone on the following.

- 1) The original budget reduction of 14% that was expected is reduced to a 10% reduction. A much better picture but still tough road ahead. We were able to preserve the core mission of student success and our first year enrollment numbers continue to be extremely encouraging.
- 2) Recently posted guidance from the USG indicates that masks are required on all campuses when social distancing is not possible.
- 3) Things won't be business as usual this fall but as for now, no changes to athletics are anticipated.
- 4) Dr. Carvajal extended his thanks to all COSA officers (outgoing and incoming), especially in these unusual times.

4) Special Order of the Day

a) Employee of the Semester recognition – Jeanine Boddie-La Van

- 1) The following employees for nominated for the Employee of the Semester award: Dr. Zduy Chu, Lance Cruz, Barry Futch, Sonja Jenkins, Sandra Jones, Graham Nguyen, Robin Smith, Cathy Sowa, Lee Yarbrough, Hilary Willis, Dustin Williams
- 2) The following awards for given in order :3rd place – Lee Yarbrough, 2nd place – Sonja Jenkins, 1st – Robin Smith.
- 3) Congrats to all nominees and winners!

5) Approval of Minutes

a) Jennifer Griffin made a motion to approve the June 2020 minutes which was seconded by **Yvonne Landers**. The minutes were approved unanimously.

6) Treasurer's Report

a) **Yvonne Landers** made a motion to approve the July 2020 treasurer's report which was seconded by Danielle Costello. The report was approved unanimously. (See attached)

7) Report from the Chair

- a) Ashley Cooper welcomed all the newly elected representatives to COSA for the upcoming year and thanked them for their willingness to serve in these unusual times.
- b) Ashley Cooper went through the open committee assignments and ensured that all slots were filled by new and returning representatives (See attached)

8) Attendance and Participation

- a) Reminder to send in committee reports before Exec Committee meeting

9) COSA Committee Reports

- a) Policy Committee – Obie Hall – No report
- b) Elections Committee – Obie Hall – No report
- c) Social Recognition & Professional Development Committee – Sheila Hall – No report
- d) Budget & Finance/Fundraising Committee – Jennifer Griffin reported that we earned \$49 from the June 18 Pizza Hut fundraiser and are awaiting our report for the July 16 date.
- e) Community Outreach – Paul Leavy reminded everyone that the Drop & Shop will plan to be up and running for fall 2020
- f) Publicity – Sheila Hall – No report

10) Faculty Senate Committees

- a) Academic Honors & Scholarship – Angie Gannon – No report
- b) Academic Scheduling and Procedures – Terence Sullivan – No report
- c) Athletics – Eric Callaway – No report
- d) Diversity & Equity – Chris Griggs – No report
- e) Educational Policies – Angie Gannon – No report
- f) Environmental Issues – Dwayne Trouille – No report
- g) Faculty Scholarship – Darius Anthony – No report
- h) Faculty Senate – Paul Leavy – No report
- i) Internationalization & Globalization – Jordan Thompson – No report
- j) Library Affairs – Matt McIntyre – No report
- k) Student Affairs – Paul Leavy – No report
- l) Technology – Dwayne Trouille – No report

11) University Wide Committees

- a) Budget Advisory Committee – Mark McNalley – No report
- b) Campus Safety – Hilary Willis – No report
- c) Campus Wellness – Jordan Thompson – No report
- d) Conflict Management – Terence Sullivan reported that the committee conducted four listening circle primarily for faculty (with some staff participating). Approximately 45 people participated and each circle has a trained facilitator and moderators. While each circle was unique, a set of action steps emerged from them which was compiled by the committee into a report to the president and provost. The hope is to continue these into the fall and to extend them to staff as well.
- e) Dining Advisory – Jenni Shinpaugh – No report
- f) Parking Advisory – Jennifer Griffin – No report
- g) Parking Appeals – Paul Leavy – No report
- h) Retiree Association – Julienne Jackson – No report

12) Old Business

13) New Business

14) Adjournment

- a) Obie Hall made a motion to adjourn the meeting. Ashley Cooper adjourned the meeting at 9:57am.

Respectfully submitted,

A handwritten signature in black ink that reads "Terence Sullivan" with a long horizontal flourish at the end.

Dr. Terence Sullivan, COSA Secretary 2019-2020

Column1	Column2	Column3	Column4	Column5
Month of:	Description	Deposits	Expenditures	Current Balance
7/20/2020				
FUND 10 COSA 1481060	Financial Activities			
	Beginning Balance			2,082.00
	Pending Financial Activities			
(Note: Pending Financial activities are estimated costs only.)				
	Est. Balance after Pending Activities			2,082.00
90109 VSU Foundation - Discretionary	Financial Activities			
	Beginning Balance			3,469.98
	Est. Balance after Pending Activities			3,469.98
90303 VSU Fdn - Retirement Walkway	Financial Activities			
				14,285.23
	Pending Financial Activities			
	Est. Balance after Pending Activities			14,285.23
90110 VSU Foundation - Books (Tuition Assistance Program)	Financial Activities			
	Beginning Balance			213.46
	Pending Financial Activities			
	Est. Balance after Pending Activities			213.46

COMMITTEE ASSIGNMENTS – FY21

COSA COMMITTEES

Executive Committee

- Ashley Cooper (Chair)
- Mark McNalley (Chair-Elect)
- Paul Leavy (Past Chair)
- Obi Hall (Parliamentarian)
- Sheila Hall (Publicity)
- Terence Sullivan (Secretary)
- Jennifer Griffin (Treasurer)

Budget & Finance/Fundraising

- Jennifer Griffin (Chair) FA
- Jessica Queen PA
- Terence Sullivan SS

Community Outreach

- Paul Leavy (Chair) SS
- Sue Bailey AA
- Heidi Browning FA
- Julienne Jackson FA

Policy

- Obi Hall (Chair) AA
- Darius Anthony SA
- Terence Sullivan SS
- Adrian Taylor PA

Social Recognition/Professional Development (includes Staff Excellence and Blazer Books)

- Sheila Hall (Chair) PA
- Ashley Cooper FA
- Matthew McIntyre SS
- Hilary Willis SS
- Melissa Zeck UA

Publicity

- Sheila Hall (Chair) PA
- Heidi Browning FA

- Ashley Cooper FA
- Danielle Costello AA

Elections

- Obi Hall (Chair) AA
- Terence Sullivan SS
- Danielle Costello AA

FACULTY SENATE COMMITTEES

Standing

Academic Honors & Scholarship

- Angie Gannon

Academic Scheduling & Procedures

- Obediah Hall
- Terence Sullivan
- Ashley Cooper (ex officio)

Athletics

- Eric Callaway

Diversity & Equity

- Chris Griggs

Educational Policies

- Angie Gannon

Environmental Issues

- Dwayne Trouille

Faculty Senate

- Paul Leavy
- Ashley Cooper (ex officio)

Faculty Scholarship

- Darius Anthony

Internationalization & Globalization

- Jordan Thompson

Library Affairs

- Matthew McIntyre

Student Affairs

- Paul Leavy

Technology

- Dwayne Trouille

VSU COMMITTEES

Budget Advisory Council

- Obediah Hall
- Julienne Jackson
- Mark McNalley
- Dwayne Trouille
- Ashley Cooper (ex officio)

Campus Safety

- Hilary Willis

Campus Wellness

- Jordan Thompson

Conflict Management & Restorative Practices

- Terence Sullivan

Dining Advisory

- Sue Bailey
- Jenni Shinpaugh

Employee Appreciation

- Mark McNalley (Chair)
- Paul Leavy (Co-Chair)
- Terence Sullivan
- Danielle Costello

Employee of the Semester

- Jeanine Boddie LaVan (Chair)
- Paul Leavy
- Adrian Taylor

Parking Advisory

- Jennifer Griffin
- Julienne Jackson
- Jenni Shinpaugh

Parking Appeals

- Heidi Browning
- Paul Leavy
- Jessica Queen
- Terence Sullivan
- Adrian Taylor

Retiree Association

- Julienne Jackson