



**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday July 16, 2019**

**1) Call to order**

a) Chair Paul Leavy called the meeting to order at 9:05AM in the University Center, Cypress Room.

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

a) Members present: Sue Bailey, Heidi Browning, Ashley Cooper, Donnell Davis\*, Jennifer Griffin, Obediah, Hall, Sheila Hall, Julienne Jackson, Yvonne Landers, Paul Leavy, Mark McNalley, Dr. Debbie Paine\*, Laura Pitts, Jessica Queen, Dr. Terence Sullivan, Adrian Taylor, Dwayne Trouille, Janet Wade, Dr. Gerald Williams.

b) Guests were: Alison Downey (eLearning), Ike Barton (IT), Dr. Richard Carvajal (President), Pepper Croft (IT), Brian Haugabrook (IT), Crystal Marshall (CONHS), Traycee Martin (VPFA), Elise Ng (CAMP), Jeremy Scott (IT), Sheri Shaw (Internal Audit), Quinncy Thomas (IT); Lee Yarbrough (Public Admin)

c) The following members were absent: Jacob Bell\*, Jeanine Boddie-La Van\*, Philip Foster, Bob Lee\*, Catherine McArthur, Matthew McIntyre. Please **send a proxy if you cannot attend a meeting.**

**3) Communication with Administration**

a) Dr. Carvajal said the trip to Belize to serve as commencement speaker for a national university went very well and may open several research opportunities for VSU.

b) Dr. Carvajal was in DC recently for a legislative trip that was also successful. He met with Census reps to try to find ways to increase the representation for South Georgia which is frequently underrepresented reducing our funding.

c) A new strategic plan is coming out soon. A regional forum for the USG will be hosted soon here at VSU.

d) Enrollment was up 8.5% for summer and is trending up 7% for fall.

e) Faculty/Staff Convocation will occur at 9am in the PE Complex on Monday, August 12, 2019.

f) The cabinet will be leaving for a planning retreat in the morning.

g) Please attend next month's meeting as Dr. Carvajal will bring treats.

**4) Special Order of the Day**

**5) Approval of Minutes**

a) Laura Pitts made a motion to approve the June 2019 minutes which was seconded by Heidi Browning. The minutes were approved unanimously.

**6) Treasurer's Report**

a) No report for July 2019 was given as Yvonne was unable to attend the meeting.

**7) Report from the Chair**

a) Paul Leavy opened the floor to currently seated and newly elected representatives to fill open committee positions. The following committee positions were filled.

1) Academic Scheduling & Procedures – Terence Sullivan

2) Dining Advisory – Sue Bailey

3) Faculty Scholarship – Gerald Williams

4) Budget Advisory Council – Paul Leavy

5) Environmental Issues – Dwayne Trouille

b) Paul Leavy reminded the Exec Committee of photos.

c) Paul Leavy discussed the goals for 2019-2020 and reviewed Goals and Bylaws documents.

**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 reviewed “Bob’s Rules”, a quick version of Robert’s Rules with the body.
- b) Elections Committee – Mark McNalley – No report.
- c) Social Recognition & Professional Development Committee – Adrian Taylor – No report.
- d) Budget & Finance/Fundraising Committee – Paul Leavy discussed the plans for a Boston Butt sales fundraiser.
- e) Community Outreach – Heidi Browning reported the National Night Out event will occur on August 6, 2019 from 5-8pm on the Front Lawn
- f) Publicity – Adrian Taylor – 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 Senate – Terence Sullivan – No report
- h) Faculty Scholarship – Gerald Williams – No report
- i) Institutional Planning – Gerald Williams – 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 – Paul Leavy – No report
- b) Campus Safety – Heidi Browning – No report
- c) Campus Wellness – Jennifer Griffin – No report
- d) Conflict Management – Ashley Cooper/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

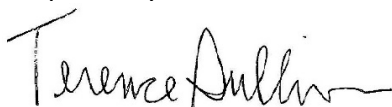
**12) Old Business**

**13) New Business**

**14) Adjournment**

- a) Terence Sullivan made a motion to adjourn the meeting which was seconded by Dwayne Trouille. Paul Leavy adjourned the meeting at 9:52am.

Respectfully submitted,



Dr. Terence Sullivan, COSA Secretary 2018-2019

Column1	Column2	Column3	Column4	Column5
Month of:	Description	Deposits	Expenditures	Current Balance
5/20/2019				
<b>FUND 10 COSA 1481060</b>	<b>Financial Activities</b>			
	Beginning Balance			107.48
	Mail		-3.05	
	<b>Pending Financial Activities</b>			
(Note: Pending Financial activities are estimated costs only.)				
	Deposit Faculty Senate			
	Est. Balance after Pending Activities			-
	104.43 COSA postcards---\$0			104.43
<b>VSU Foundation - Discretionary 90109</b>	<b>Financial Activities</b>			
	Beginning Balance			2,104.23
	Retirement Lunch cost for volunteers		-128.00	
	Harmons -Sanders		-83.00	
	Deposit Gift	5.00		
	Aramark Linens			
				1,898.23
	EOS \$176.90==\$1721.33			
<b>VSU Fdn - Retirement Walkway</b>	<b>Financial Activities</b>			
				13,226.23
	Deposit -Bricks	350.00		
				13,576.23
	<b>Pending Financial Activities</b>			
	Est. Balance after Pending Activities			13,576.23
<b>90110 VSU Foundation - Books (Tuition Assistance Program)</b>	<b>Financial Activities</b>			
	Beginning Balance			484.00

	<b>Pending Financial Activities</b>			
	Est. Balance after Pending Activities			<b>484.00</b>

*Submitted by*  
*Yvonne Le Roy-Landers, Treasurer*

Column1	Column2	Column3	Column4	Column5
Month of:	Description	Deposits	Expenditures	Current Balance
6/18/2019				
<b>FUND 10 COSA 1481060</b>	<b>Financial Activities</b>			
	Beginning Balance			<b>104.43</b>
	Printing COSA cards		-104.43	
	<b>Pending Financial Activities</b>			
(Note: Pending Financial activities are estimated costs only.)				
	Est. Balance after Pending Activities			-
				<b>0.00</b>
<b>VSU Foundation - Discretionary 90109</b>	<b>Financial Activities</b>			
	Beginning Balance			<b>1,898.23</b>
	Breakfast for 5/21		-176.90	
	Admin Fees		-0.30	
	Deposit Gift	5.00		
				<b>1,726.03</b>
<b>VSU Fdn - Retirement Walkway</b>	<b>Financial Activities</b>			
				<b>13,576.23</b>
	Deposit -Bricks			
	Admin Fee		-3.00	
				13,573.23
	<b>Pending Financial Activities</b>			
	Est. Balance after Pending Activities			<b>13,573.23</b>
<b>90110 VSU Foundation - Books (Tuition Assistance Program)</b>	<b>Financial Activities</b>			
	Beginning Balance			<b>484.00</b>
	Summer Scholarships		-300.00	

	<b>Pending Financial Activities</b>			
	Est. Balance after Pending Activities			<b>184.00</b>

*Submitted by  
Yvonne Le Roy-Landers, Treasurer*