

COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday April 17, 2018

- 1) **Call to order**
 - a) Chair Donnell Davis called the meeting to order at 9:07AM 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: Heidi Browning, Pepper Croft, Donnell Davis, Philip Foster, Angelica Gannon, Selenseia Holmes, Julienne Jackson, Kirk Johnson (proxy-Donnell Davis), Michael Kitchens, Yvonne Landers, Paul Leavy, Sterlin Sanders (proxy-Terence Sullivan), Terence Sullivan, Tiffany Soma, Janet Wade, Chasity Wood, Shannon Zapf.
 - b) Guests were: Dr. Rodney Carr (VPSS), Beverly Cribbs (FYP), Brian Haugabrook (IT), Marci Marshall (COEHS), Traycee Martin (F&A), Mark McNalley (Housing), Rebecca Murphy (EOD), Adrian Taylor (IT).
 - c) The following members were absent: Bob Delong*, HR Representative*, Maya Mapp*, Brian Ring*. Please **send a proxy if you cannot attend a meeting.**
- 3) **Communication with Administration**
 - a) Report from the President
 - 1) No report as Dr. Carvajal was unable to attend
- 4) **Special Order of the Day**
 - a) Rebecca Murphy discussed the new Wellbeing portal and showed how to log in to it. She stressed the importance of wellness to all of us as well as the USG. The kick off for the portal was on March 6th and Becky encouraged all in attendance to use the great tools within the portal. (See Attachment A)
- 5) **Approval of Minutes**
 - a) Yvonne Landers made a motion to approve the March 2018 minutes which was seconded by Pepper Croft. The report was approved unanimously. (See Attachment B)
- 6) **Treasurer's Report**
 - a) Yvonne Landers gave the report for the month of March 2018. Terence Sullivan made a motion to approve the report which was seconded by Pepper Croft. The report was approved unanimously.
- 7) **Report from the Chair**
 - a) Donnell Davis discussed the recent Employee Appreciation breakfast held on April 30, 2018. Feedback was generally very positive and overall the event was a great success. Donnell thanked everyone who contributed their time and effort to make it the success it was.
- 8) **Staff Attendance and Participation**
 - a) Donnell Davis 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 – Donnell Davis asked the representatives to vote on the recent Bylaw changes which were introduced at the March 2018 meeting. A motion to vote was made by Paul Leavy and seconded by Yvonne Lander to commence the vote. Voting took place by a show of hand and the changes were passed unanimously. (See Attachment C)
 - b) Elections Committee –

- 1) Donnell Davis asked for nominations for the open position of Chair-Elect for the remainder of the current fiscal year. Sterlin Sanders and Pepper Croft received nominations and accepted those. The vote was conducted by secret ballot and was won by Sterlin Sanders. Congratulations to Sterlin!
- 2) Donnell Davis reminded all of the current open positions for FY 19 (includes reps rolling off and vacant positions) and the number of nominees for each as follows. For any areas in which there are more nominees than openings, a survey will be sent by Sterlin Sanders to appropriate staff to vote. Votes will be taken until a few days prior to the May 2018 meeting and winners will be announced at the May meeting.
 - (1) 3 Finance & Admin (2 nominees)
 - (2) 1 President's Area (2 nominees)
 - (3) 1 Academic Affairs (2 nominees)
 - (4) 1 Student Affairs (2 nominees)
- c) Social Recognition & Professional Development Committee. Pepper Croft reported that the Employee Excellence form is being worked on and will be sent out soon. The committee is currently looking at ways to promote professional development for staff.
- d) Budget & Finance/Fundraising Committee – Yvonne Landers reported that the committee has confirmed with Sam's Barbecue about holding a BBQ fundraiser. Janet Wade is working with Sam's to set this up. The hope is that we can sell lunches for \$10/plate of which COSA will get \$4/plate. Pickup for the plates will take place on June 15, 2018 from 11am-1pm. Plates will go on sale soon. Tickets are being printed on campus for free.
- e) Habitat Build Ad Hoc Committee – Paul Leavy reminded everyone that signups are still available for the April VSU build event. This can be used to get a \$25 credit on the Wellbeing portal. The last Saturday of April still has slots open.

10) Faculty Senate Committees

- 1) Academic Honors & Scholarship – Donnell Davis reported that the committee received many applications for both the Annie Powe Hopper and Marga awards. The awards dinner will take place on April 26, 2018.
- b) Academic Scheduling and Procedures – Donnell Davis – No report
- c) Athletics – Sterlin Sanders – No report
- d) Diversity & Equity – Terence Sullivan – No report
- e) Educational Policies – Kirk Johnson – No report
- f) Environmental Issues – Phil Foster – No report
- g) Faculty Senate – Terence Sullivan – No report
- h) Faculty Scholarship – Angie Gannon reported that In March, the FRSG voted on one Course Curriculum Development proposal via e-mail. In April, they will meet in person to discuss and vote on Faculty Research Seed Grants.
- i) Institutional Planning – Selenseia Holmes/Yvonne Landers – No report
- j) Internationalization & Globalization – Terence Sullivan – No report
- k) Library Affairs – Matt McIntyre – No report
- l) Strategic Planning – Julienne Jackson – No report
- m) Student Affairs – Selenseia Holmes – No report
- n) Technology – Sterlin Sanders – No report

11) University Wide Committees

- a) Budget Advisory Committee – Julienne Jackson – No report
- b) Campus Safety – Shannon Zapf – No report
- c) Campus Wellness – Heidi Browning – No report
- d) Dining Advisory – Shannon Zapf reported (see attachment D)
- e) Parking Advisory – Donnell Davis – No report

- f) Parking Appeals – Heidi Browning/Pepper Croft/Donnell Davis/Phil Foster/Paul Leavy/Terence Sullivan – No report
- g) Retiree Association – Yvonne Landers reported that we have enough COSA volunteers for the upcoming Retiree Luncheon taking place on April 10, 2018. Yvonne Landers also reported that she has received 16 new orders for retiree bricks.

12) Old Business

13) New Business

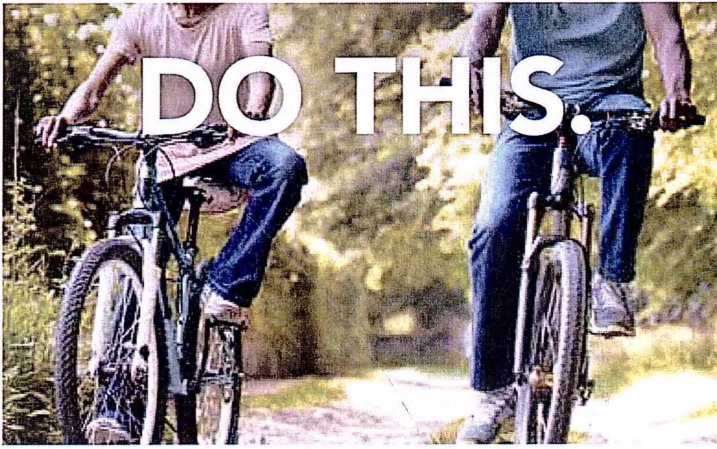
14) Adjournment

- a) Donnell Davis adjourned the meeting at 9:42am after a motion from Yvonne Landers.

Respectfully submitted,

Dr. Terence Sullivan, COSA Secretary

Attachment A



Healthy activities rewards chart

Mon 1 - Sep 30 only

Employees and spouses covered on a USG healthcare plan can each earn up to a \$100 well-being credit for participating with **USG Well-being** programs! See how your healthy activities can add up, and get rewarded for living a healthy lifestyle.

HEALTHY ACTIVITY	WHAT YOU NEED TO DO	WELL-BEING CREDIT
Health assessment	Complete the health assessment.	\$50
Activity tracking	Track activity (to earn credit you must track at least 30 minutes of activity/day) for at least 30 days this year.	\$25
Financial coaching	Complete a financial coaching call or visit through Fidelity, TIAA or VALIC.	\$25
Digital coaching	Complete an online, self-directed well-being experience.	\$25 (\$50 max)
Wellness coaching by phone	Kaiser members: Enroll in a lifestyle coaching topic such as healthy eating, tobacco cessation, physical activity, stress management or weight management. BCBSGa members: Complete a health coaching phone call with a personal health consultant.	\$25 (\$50 max)
Community events <i>Habitat</i>	Participate or volunteer in events like a 5K run/walk or other local activities.	\$25
<i>Relax 4 Life</i>	Earn	Up to \$100
Total possible reward per family: \$200		

The well-being credit is only available to employees and spouses covered on a USG healthcare plan and will be paid in November 2018. USG has partnered with RedBrick Health for the well-being services. Your health information is confidential and will not be shared with the USG. You may participate in the program all year, but you must complete activities by Sept. 30, 2018, and be a current employee at the time of payment to earn the well-being credit.

Employees covered on a USG healthcare plan: Visit connect-benefits.usg.edu.

Log on under **Manage My Benefits** and click on **Well-being**.

Covered spouses: ourwellbeing.usg.edu

Attachment B

Column1	Column2	Column3	Column4	Column5
Month of: March 2018	Description	Deposits	Expenditures	Current Balance
FUND 10 COSA	Financial Activities			
	Beginning Balance			1,489.00
	Deposit FAC Senate	1273.50		
	PO520947 Promo Items		-2273.50	
	Pending Financial Activities			
	Harmos Awards plaques		-160.00	
	Cosa printing		-329.00	
	Est. Balance after Pending Activities			-
				0.00
VSU Foundation - Discretionary	Financial Activities			
	Beginning Balance			891.81
	Deposit Raffle tickets			72.00
	Pending Financial Activities			
	Est. Balance after Pending Activities			963.81
VSU Fdn - Retirement Walkway	Financial Activities			
	Beginning Balance			12,272.23
	Bricks 17	850.00		
	Ending Balance			13,122.23
	Pending Financial Activities			
	Est. Balance after Pending Activities			13,122.23
90110 VSU Foundation - Books (Tuition Assistance Program)	Financial Activities			
	Beginning Balance			1,338.67
	Scholarship Expense 3@ 150		-450.00	
	Gifts	9.00		
	Pending Financial Activities			
	Est. Balance after Pending Activities			897.67

Submitted by

Yvonne Le Roy-Landers, Treasurer

Attachment D

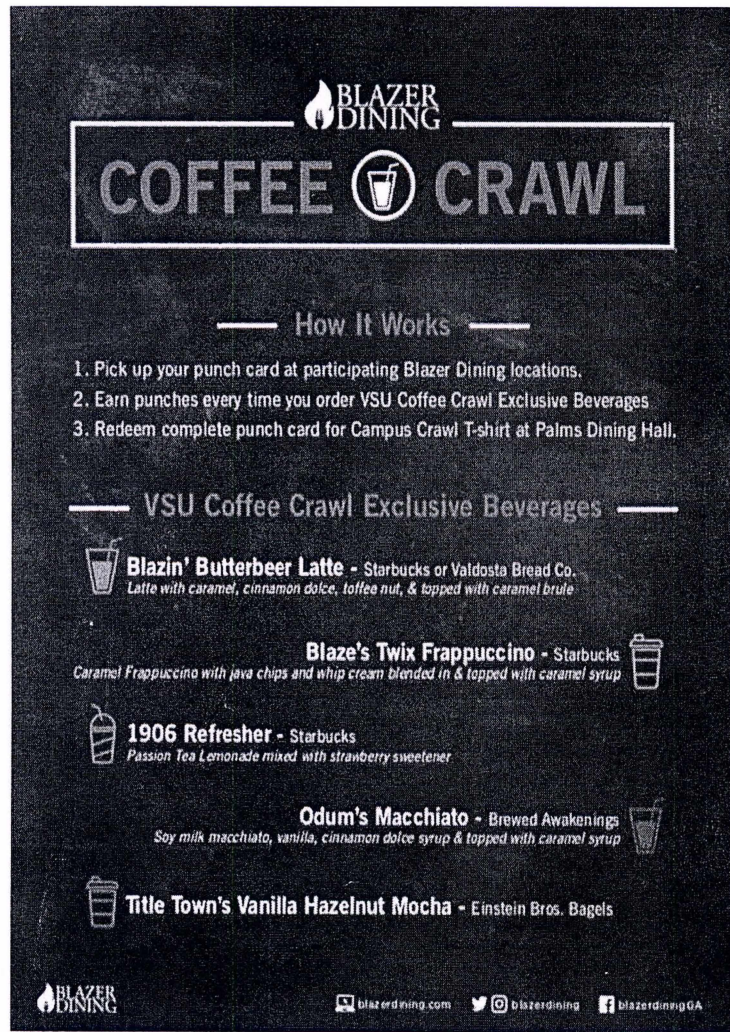
Cupanion App

Download the *Cupanion* app on your phone to donate a clean cup of water each time you fill a re-usable water bottle. Track your footprint and beverage consumption throughout the day. Bottles available for purchase at the P.O.D. Markets in Langdale and Centennial. www.cupanion.com

Campus Challenge- Strawless Dining

Blazer Sports Grille is now a strawless facility, and Palms Dining will also be strawless as of this summer. Blazer Dining is partnered with *Simply Straws* for this initiative. If you join, you will receive an \$8 coupon that can be used for the purchase of a re-usable glass straw. *Palms used an average of 5,000 straws per week in 2016. www.simplystraws.com

Coffee Crawl (participating locations) and Arctic Cokes (Centennial P.O.D.)



BLAZER DINING
COFFEE CRAWL

— How It Works —

1. Pick up your punch card at participating Blazer Dining locations.
2. Earn punches every time you order VSU Coffee Crawl Exclusive Beverages.
3. Redeem complete punch card for Campus Crawl T-shirt at Palms Dining Hall.

— VSU Coffee Crawl Exclusive Beverages —

Blazin' Butterbeer Latte - Starbucks or Valdosta Bread Co.
Latte with caramel, cinnamon dolce, toffee nut, & topped with caramel brulee

Blaze's Twix Frappuccino - Starbucks
Caramel Frappuccino with java chips and whip cream blended in & topped with caramel syrup

1906 Refresher - Starbucks
Passion Tea Lemonade mixed with strawberry sweetener

Odum's Macchiato - Brewed Awakenings
Soy milk macchiato, vanilla, cinnamon dolce syrup & topped with caramel syrup

Title Town's Vanilla Hazelnut Mocha - Einstein Bros. Bagels

blazerdining.com | @blazerdining | blazerdiningGA



Einstein Bros. Bagels Weekly Deals

Monday- Any bagel & shmeared and medium coffee is \$4.00

Wednesday- Cheese or pepperoni pizza bagel with chips is \$6.00

Friday- 3 shmeared and medium coffee is \$4.00

Attachment C

BYLAWS OF THE COUNCIL ON STAFF AFFAIRS

(As adopted in 2004; amended 14 December 2010, 19 January 2011, 12 April 2011, 20 June 2017, 5 September 2017, 15 March 2018)

Summary of Amendments as adopted March 15 2018

Proposed March 15, 2018 Amendment Changes

1. At the June COSA meeting, nominations for Executive Committee Officers shall be accepted from currently seated COSA Representatives. Nominees must have served one (1) full fiscal year as a COSA Representative to be eligible to run for Chair-Elect. Nominees must be currently seated Representatives in order to run for other Executive Committee Officer positions. All Representatives named on the ballot must have accepted the nomination and consented to his or her name being placed on the ballot.
2. At the June COSA meeting, Executive Committee Officers shall be elected by a simple majority vote. COSA Representatives will vote for Executive Committee Officers by paper ballot. Only currently seated COSA Representatives are eligible to vote for these officer positions. Proxies are ineligible to vote.
3. Should a vacancy occur during a term of office, the Executive Committee shall have the option to appoint an Interim Executive Committee Officer or hold elections during the next regularly scheduled COSA meeting to elect the Executive Committee Officer.
4. Should a vacancy occur during the term of office for the Chair of COSA, the Immediate Past Chair shall serve the remainder of the Chair's term. The Executive Committee has the option to recommend a vote of no confidence to vacate the Chair with the approval of a two-thirds majority vote by the COSA representatives. In the event that the Immediate Past Chair is unable to serve the remainder of the Chair's term, the Chair-Elect shall assume the position of Chair.
5. Should a vacancy occur during the term of office for the position of Chair-Elect, the Executive Committee shall have the option to appoint an Interim Chair-Elect or hold elections during the next regularly scheduled COSA meeting to elect the Chair-Elect.

Proposed April 3, 2018 Amendment Changes

3. Should an Executive Committee vacancy occur during a term of office, the Executive Committee shall have the option to appoint an Interim Executive Committee Officer or hold elections during the next regularly scheduled COSA meeting to elect the Executive Committee Officer.
4. The Executive Committee has the option to recommend a vote of no confidence to vacate the Chair with the approval of a two-thirds majority vote by the COSA representatives. Should a vacancy occur during the term of office for the Chair of COSA, the Immediate Past Chair shall serve the remainder of the Chair's term. In the event that the Immediate Past