



COUNCIL ON STAFF AFFAIRS
Minutes of Tuesday, January 18, 2022

1. Call to order

a. Interim Chair Paul Leavy called the meeting to order at 9:05am in UC Cypress.

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

a. **Members present:** Jeanine Boddie-La Van*, Chris Griggs, Angie Gannon, Darius Anthony, Jennifer Griffin, Megan Hancock, Carmen James, Paul Leavy, Sarah Lowry, Camden Reynolds (Proxy-Megan Hancock), Dr. Terence Sullivan, Jordan Thompson, Dwayne Trouille (Proxy-Terence Sullivan).

b. **Guests were:** Timothy Balch, Wendy Byrd, Dr. Richard Carvajal, Heidi Cox, Carla Carter-Jordan, Melinda Harbaugh, Lynette Hepburn-Richardson, Rafiah Jenkins, Wilburn Leschber, Traycee Martin, Annalisa McCarty, Lori Overlaur, Jon Parris, Shawn Phippen, Davy Shaw, Dr. Bob Smith, Lisa Snipes, Dr. John Wright, Holly Wright.

c. **The following members were absent:** Dr. Michele Blankenship*, Carlotta Braswell, Ashley Cooper, Bob DeLong*, Sheila Hall, Jay Johnson, Crystal Miller, Jessica Queen, Jalen Smith* Adrian Taylor. Please **send a proxy if you cannot attend a meeting.**

3. Communication with Administration

a. Dr. Carvajal reported the following

i. Thank you to Paul Leavy for stepping up to serve as interim Chair of COSA through June 2022.

ii. Enrollment is down at VSU and across the USG in spring 2022. Fall 2021 was also down, the first down semester for Dr. Carvajal as president. The spring 2022 decrease is larger than the fall 2021 was.

iii. Legislative session started last week with good recommendations for the budget from the Governor.

1. One small bad news is there is no small cap project recommended for Farbar Hall. However, this is not uncommon and still may make it on the list.

2. It is recommended to eliminate the special institutional fee that was implemented recently and restore the cuts made at the start of the pandemic

3. It is recommended to use a full funding allocation model for the budget year.

4. The Governor is recommending that all state employees receive a \$5000 COLA increase to their salaries. While this doesn't include USG employees, if it is approved, the USG will likely follow suit.

5. Thank you and congratulations to all of our Employee of the Semester nominees and their supporters.

4. Special Order of the Day

a. Jeanine Boddie-La Van announced the nominees and winners of the Employee of the Semester. The nominees are Holly, Wright, Rafiah Jenkins, Cecilia Furey, Davy Shaw, Timothy Balch, and Lynette Hepburn-Richardson. 3rd place went to Darius Anthony, 2nd place to Jenny White and our winner for spring 2022 is Heidi Cox. Congratulations to all the nominees and winners and thank you for all you do for VSU.

- b. Dr. Bob Smith updated everyone on the status of the VSU Statutes review. The university has been working on these for four and a half years and the work is mostly complete now. The committee met in November and December 2021 and agreed to the changes which are mostly clean up changes.

5. **Approval of Minutes**

- a. A motion to approve the minutes of the December meeting was made by Jennifer Griffin and seconded by Megan Hancock. The minutes were unanimously approved.

6. **Treasurer's Report**

- a. Jennifer Griffin gave the January 2022 Treasurer's report. A motion to approve the report was made by Terence Sullivan and seconded by Megan Hancock. The report was approved unanimously. (see attachment)

7. **Report from the Chair**

- a. Paul Leavy updated everyone that he has stepped back into the Chair of COSA position as Interim until June 2022. Thank you Paul.
- b. Paul announced the need to nominate and elect a Chair-Elect for the remainder of the academic year (through June 2022) who will then become Chair in July 2022. Chris Griggs was nominated, accepted the nomination and was unanimously elected as Chair-Elect. Thank you Chris and congratulations.
- c. Paul and Terence announced the need to fill an open rep position in the Student Affairs division. There are several staff members interested in being appointed to serve through the end of the current academic year at which time we hold elections for FY 23. The elections committee will reach out to the interested parties.

8. **Attendance and Participation**

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

9. **COSA Committee Reports**

- a. Budget & Finance/Fundraising Committee – Jennifer Griffin reported that the Love is in the Air balloon fundraiser opened today and will continue until 2/7/2022. Balloons will be delivered on 2/14/2022. It will be the same as last year except that the bouquets will consist of all Mylar balloons.
- b. Elections Committee – Terence Sullivan reported for Jay Johnson – see above.
- c. Policy Committee – Jay Johnson - No report
- d. Professional Development Committee Open – Jennifer Griffin reported that the Blazer Books award hasn't been given for several semesters and so it is open now for spring 2022. We have changed the portal to allow participants in the TAP program to apply for the award for any semester. We currently have three or four spring 2022 nominees and will award up to five awards. Winners will be announced next week.
- e. Social Recognition & Public Relations – Megan Hancock – No report

10. **Faculty Senate Committees**

- a. Academic Honors & Scholarship – Angie Gannon – No report
- b. Academic Scheduling and Procedures – Megan Hancock – No report
- c. Athletics – Jay Johnson – No report
- d. Diversity and Equity – Chris Griggs – No report
- e. Educational Policies – Angie Gannon – No report
- f. Environmental Issues – Jordan Thompson – No report
- g. Faculty Scholarship – Darius Anthony – No report
- h. Faculty Senate – Megan Hancock – No report
- i. Internationalization & Globalization – Jordan Thompson – No report
- j. Library Affairs – Crystal Miller – No report
- k. Student Affairs – Open – No report

I. Technology – Dwayne Trouille – No report

11. University Wide Committees

- a. Budget Advisory Committee – Dwayne Trouille – No report
- b. Campus Safety – Hilary Willis – No report
- c. Campus Wellness – Jordan Thompson reported that the first day of the campus food drive is today and information will be sent by email on what items are most needed and where the drop off locations are.
- d. Conflict Management – Terence Sullivan – No report
- e. Dining Advisory – Open – No report
- f. Parking Advisory – Jennifer Griffin – No report
- g. Parking Appeals – Terence Sullivan – No report
- h. Retiree Association – Jennifer Griffin reported that she has thirty bricks ready to be installed in the walkway and is working on securing a vendor to clean the area. She will also create an updated Excel spreadsheet to show the location of bricks.

12. Old Business

13. New Business

- a. Paul Leavy announced that Habitat for Humanity has reached out to him to seek a VSU build for spring 2022. He will follow up soon with more information.

14. Adjournment

- a. Jennifer Griffin made a motion to adjourn the meeting which was seconded by Darius Anthony. Paul Leavy adjourned the meeting at 9:51am.

Respectfully submitted,



Dr. Terence Sullivan, COSA Secretary 2021-2022

Month of: 1/14/22	Description	Deposits	Expenditures	Current Balance
FUND 10 COSA 1481060				
	Financial Activities			
	Beginning Balance			2,082.00
	COSA Annual Dues		-	
	Swag items purchased		-	
	Campus Mail		-	
	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			4,503.14
	Fund raising revenue & Gifts	731.00		
	Fees		55.18	
	Books		-	
	Door contest		-	
	Aramark Dining		227.59	
	reimbursement		72.68	
	Est. Balance after Pending Activities			4,878.69
90303 VSU Fdn - Retirement Walkway				
	Financial Activities			
	Beginning Balance			14,482.73
	Brick Revenue	250.00		
	Brick Expense		203.50	
	Admin Fee			
	Harmons Award cost		304.00	
	Pending Financial Activities			
	Est. Balance after Pending Activities			14,225.23
90110 VSU Foundation - Books (Tuition Assistance Program)				
	Financial Activities			
	Beginning Balance			263.62
	Gift	52.20		
	Management Fees		1.02	
	Pending Financial Activities			
	Est. Balance after Pending Activities			314.80

Changes:
None

Changes:
None

Changes:
None

Changes:
None

Submitted by
Jennifer Griffin, Treasurer