

## COUNCIL ON STAFF AFFAIRS MEETING AGENDA

9:00 a.m.

Teams – April 19, 2022

1. **Call to order**
2. **Roll call:** All representatives must sign/initial the attendance roster to be counted as present.
  - A. Reading of the proxies.
3. **Communication with Administration**
  - A. Dr. Richard Carvajal
4. **SPECIAL ORDER OF THE DAY**
5. Approval of the **March 15, 2022** meeting of the Council on Staff Affairs
6. **Treasurer's Report** – Jennifer Griffin
  - A. April 2022
7. **Report from the Chair**
  - A. Elections update
8. **Staff Attendance and Participation**
  - A. Reminder to send in committee reports before Exec Committee meeting
9. **COSA Committees**
  - A. Budget & Finance/Fundraising – Jennifer Griffin – **will report on meat fundraiser**
  - B. Elections – Jay Johnson **will report - update on FY 23 elections**
  - C. Policy – Jay Johnson - No report
  - D. Professional Development– Chris Griggs– No report
  - E. Social Recognition & Public Relations – Megan Hancock – No report
10. **Faculty Senate Committees**
  - A. Academic Honors & Scholarship – Angie Gannon – **will report**
  - B. Academic Scheduling and Procedures – Megan Hancock – **will report**
  - C. Athletics – Jay Johnson – No report
  - D. Diversity & Equity – Chis 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
  - L. Technology – Dwayne Trouille – No report
11. **University Wide Committees**
  - A. Budget Advisory Council –Dwayne Trouille - No report
  - B. Campus Safety – Open – No report
  - C. Campus Wellness – Jordan Thompson– **will report**
  - D. Conflict Management – Terence Sullivan – No report
  - E. Dining Advisory – Open – No report
  - F. MESA – Terence – No report
  - G. Parking Advisory – Jennifer Griffin – No report
  - H. Parking Appeals – Terence Sullivan – No report
  - I. Retiree Association – Open – **Jennifer Griffin will report on walkway renovation**
12. **Old Business**
  - A. Food Drive update – Jordan Thompson (see attachment)
  - B. Book Drive update – Megan Hancock
13. **New Business**
14. **Adjournment**

# Plan for Food Drive as COSA Event

Purpose: To provide a variety of nutritious, non-perishable food products and hygiene products to our campus community through the Blazer Pantry

Frequency: Event held 1x or 2x per academic year; if 1x, Spring only; if 2x, Spring (Feb.) and Fall (Sep.)

Duration: 2 weeks ending the week before that month's COSA meeting

What will be needed and can be re-used each year:

1. Large boxes for donation drop-offs
2. Signage
3. E-mails
4. Vehicle to deliver donations

Drop-off locations, same as in February:

1. Bursary, University Center
2. Executive Suite Reception, West Hall
3. Academic Support Center area, 2<sup>nd</sup> Floor Odum Library
4. CEMR, Health Sciences and Business Administration Building, North Campus

Donated items will be documented on a spreadsheet by the item type and count of the item (example below). Items will be collected from each drop-off point ~2x per week, each week of the food drive, plus the day following the last day of the drive. The donations will be collected by a COSA member for inventory. A report of the donated items will be completed in time for the following COSA meeting.

Example:

Item name/type	Count
Cereal	2 boxes

Blazer Pantry contact information (as of 4/11/22):

[bpc@valdosta.edu](mailto:bpc@valdosta.edu)

229-219-3405

1<sup>st</sup> Floor of the Student Union, across from the Theatre or 2<sup>nd</sup> Floor of the Student Union in the Office of Career Opportunities, Room 2218