



**COUNCIL ON STAFF AFFAIRS**  
**Minutes of Tuesday, March 15, 2022**

**1. Call to order**

**a.** Interim Chair Paul Leavy called the meeting to order at 9am on Teams.

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

**a. Members present:** Darius Anthony (Proxy-Terence Sullivan), Jeanine Boddie-La Van\*, Carlotta Braswell, Chris Griggs, Angie Gannon, Jennifer Griffin, Sheila Hall, Megan Hancock, Carmen James, Jay Johnson, Paul Leavy, Sarah Lowry, Crystal Miller, Jessica Queen, Camden Reynolds (Proxy-Megan Hancock), Davy Shaw, Dr. Terence Sullivan, Adrian Taylor, Jordan Thompson, Dwayne Trouille.

**b. Guests were:** Elizabeth Bishop, Wendy Byrd, Jennifer Carter, Dr. Richard Carvajal, Heidi Cox, Donnell Davis, Ken Gutierrez, Kristen Jowers, Rosalyn Castano Leech, Yvonne Le Roy—Landers, Charity Lumpkin, Traycee Martin, Lisa Snipes, Lee Yarbrough.

**c. The following members were absent:** Dr. Michele Blankenship\*, Ashley Cooper, Bob Delong\*, Sarah Lowry, Davy Shaw, Jalen Smith\*. Please **send a proxy if you cannot attend a meeting.**

**3. Communication with Administration**

**a.** Dr. Carvajal reported the following

- 1.** The current legislative session is wrapping up in April 2022. We will be getting our budget allocations for next year from this process. Merritt Wall has been up in Atlanta often speaking for VSU on our priorities. So far it looks as the USG and university will be funded using the full formula procedure. The funding for Farbar Hall renovation looks good so far. The \$5000 pay supplement for FY 22 and the \$5000 continuing salary increase for FY 23 and beyond both look to be moving on pace.
- 2.** Dr. Carvajal addressed the debt situation that VSU is facing. We have significant debt from a number of projects we undertook over the years such as residence halls and parking decks. We have previously addressed our debt using essentially band aids but need a better plan moving forward. A task force was convened and came up with several ideas. One was to ask the USG to use end of year funds to pay down the debt. This was approved by the USG for this spring and beyond. Will likely reduce the amount of money available at the end

of each year for departmental projects but will not eliminate it completely.

3. A huge thank you to everyone for all the work everyone has done and does every day to promote our students and VSU. Employee Appreciation Week is happening soon and info will be sent on this.

4. **Special Order of the Day**

- a. Jamie Beasley representing the Jr Service League addressed the group regarding a service project that the new class of women are sponsoring. The project is the Little League Library. The hope is to collect books for children from kindergarten to middle school age. The books will be maintained and lent to the children to encourage them to start reading and learn to love it. Jamie is asking for COSA to help collect books from the employees of VSU (gently used is best) to donate to the organization to set up a permanent library.

5. **Approval of Minutes**

- a. A motion to approve the minutes of the February meeting was made by Jennifer Griffin and seconded by Chris Griggs. The minutes were unanimously approved.

6. **Treasurer's Report**

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

7. **Report from the Chair**

- a. Paul Leavy reminded everyone that the President's office will be delivering cookies to all employees on March 24<sup>th</sup> and is asking for everyone's help in distributing them.
- b. Paul welcomes Jamie Beasley as an appointed representative for the Student Success division through June 2022. Thank you Jamie.
- c. There have been recent policy updates on several important areas including Stakeholder Communication, Non-Discrimination/Anti-Harassment and Telework. These affect many of us so become familiar with the changes to each.
- d. Women's basketball has made it the Elite Eight of their championship competition. Wish them well!
- e. There are several community projects that COSA is considering supporting as ongoing concerns. We will discuss this as a group.

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 balloon fundraiser from last month was a great success. She hoped to offer the Johnson's Meat fundraiser for Easter this year again but they are booked fully at that time so she will work with them to get a date around Memorial Day.
- b. Elections Committee – Jay Johnson reported on the appointment of Jamie Beasley as a Student Success representative for the rest of this year. Also, we will be holding elections in a few months for all the Executive Committee

positions except Chair as well as all the rep positions that will be opening. These include reps rolling off from their terms as well as appointed reps. The openings include 1 FA, 1 PA, 1 AA, 2 SS, 1 SA, 1 UA.

- c. Policy Committee – Jay Johnson - No report
- d. Professional Development Committee – Chris Griggs – Ne report
- e. Social Recognition & Public Relations – Megan Hancock – No report.

**10. Faculty Senate Committees**

- a. Academic Honors & Scholarship – Angie Gannon reported that the committee received 16 nominations for Annie Powe Hopper (some were ineligible due to graduation date). The committee will meet to finalize and interview candidates on April 1 with the awarding being done at the Awards dinner on April 28.
- b. Academic Scheduling and Procedures – Megan Hancock – No report
- c. Athletics – Jay Johnson reported that the Women’s Basketball team had made it to the Elite Eight in their finals and will be heading to Birmingham for the championships.
- d. Diversity and Equity – Chris Griggs – No report
- e. Educational Policies – Angie Gannon reported that the committee met to discuss either to revise or remove a clause in the Academic Suspension policy that states that any student on VSU suspension needs a Dean’s permission to take courses elsewhere for VSU credit. Very few students do this and we believe it inhibits their possible return to VSU.
- 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 Committee – Dwayne Trouille – No report
- b. Campus Safety – Open – No report
- c. Campus Wellness – Jordan Thompson reported the following.
  - i. Step Challenge started yesterday. The theme is Mindful Exploration and the portal can be accessed on the USG Wellbeing portal. Teams can include up to 10 employees and people need to join by March 28 and the last day of the challenge is April 14 with last day to record steps April 15.
  - ii. Fitness classes continue in water aerobics, yoga, Zumba. Register on the training portal.
  - iii. Fresh Check Day for mental health awareness will take place on Thursday, March 24 from 11am-2pm on Palms Quad.
  - iv. Today is the first day to submit your Fa 22 TAP application and will be open through April 15.
- d. Conflict Management – Terence Sullivan – No report
- e. Dining Advisory – Open – No report

- f. MESA – Terence Sullivan – No report
- g. Parking Advisory – Jennifer Griffin – No report
- h. Parking Appeals – Terence Sullivan – No report
- i. Retiree Association – Open – Jennifer Griffin reported that she got a great quote on laying bricks from Outdoor Proficiency Pool/Landscape and will go with them to lay the bricks and clean the walkway. Hoping for an April 1 date to have this completed.

12. **Old Business**

13. **New Business**

- a. Paul Leavy discussed making service projects such as the recent food drive and the book drive discussed earlier as continuing resolutions for COSA to support annually at least.

14. **Adjournment**

- a. Paul Leavy adjourned the meeting at 10am.

Respectfully submitted,

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

Dr. Terence Sullivan, COSA Secretary 2021-2022

Month of: 3/14/22	Description	Deposits	Expenditures	Current Balance
<b>FUND 10 COSA 1481060</b>				
	<b>Financial Activities</b>			
	Beginning Balance			2,082.00
	COSA Annual Dues		50.00	
	Swag items purchased		-	
	Printing		60.48	
	Campus Mail		3.18	
	<b>Pending Financial Activities</b>			
(Note: Pending Financial activities are estimated costs only.)				
	Est. Balance after Pending Activities			1,968.34
<b>90109 VSU Foundation - Discretionary</b>				
	<b>Financial Activities</b>			
	Beginning Balance			4,503.14
	Fund raising revenue & Gifts	1,545.60		
	Fees		57.29	
	Books		510.04	
	Door contest		-	
	Aramark Dining		348.46	
	reimbursement		240.71	
	Est. Balance after Pending Activities			4,892.24
<b>90303 VSU Fdn - Retirement Walkway</b>				
	<b>Financial Activities</b>			
	Beginning Balance			14,482.73
	Brick Revenue	300.00		
	Brick Expense		203.50	
	Admin Fee			
	Harmons Award cost		304.00	
	<b>Pending Financial Activities</b>			
	Est. Balance after Pending Activities			14,275.23
<b>90110 VSU Foundation - Books (Tuition Assistance Program)</b>				
	<b>Financial Activities</b>			
	Beginning Balance			263.62
	Gift	60.90		
	Management Fees		1.36	
	<b>Pending Financial Activities</b>			
	Est. Balance after Pending Activities			323.16

Changes:  
None

Print cards for Fundraiser- \$26.04

Changes:

None

Check for Blazer Books funds used

Changes:

None

Changes:

None

Submitted by  
Jennifer Griffin, Treasurer