

COUNCIL ON STAFF AFFAIRS  
Minutes of Tuesday, June 15, 2021

1) Call to order

a) Chair Ashley Cooper called the meeting to order at 9:10AM in University Center, Cypress Room and on Teams.

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

a) Members present: Darius Anthony, Ashley Cooper, Danielle Costello, Chris Griggs, Dr. Kelly Davidson\*, Angie Gannon (Terence Sullivan-proxy), Jennifer Griffin, Sheila Hall, Julienne Jackson, Paul Leavy (Mark McNalley-proxy), Matthew McIntyre, Mark McNalley, Jessica Queen, Jennifer Shinpaugh, Dr. Terence Sullivan, Adrian Taylor, Jordan Thompson, Dwayne Trouille, Hilary Willis, Melissa Zeck.

b) Guests were: Wendy Byrd, Beverly Cribbs, Dr. Richard Carvajal, Donnell Davis, Jessica Deal, Ken Gutierrez, Jay Johnson, Brenda Kelley, Yvonne Landers, Gwen Manning, Crystal Miller, Tanja Rouse, Jeremy Scott, Dr. Robert Smith, Lisa Snipes, Sophi Stevens, Sherry Turner, Janet Wade, Merritt Wall.

c) The following members were absent: Jeanine Boddie-La Van\*, Heidi Browning, Bob Lee\*, Melissa Wolfe\*. Please send a proxy if you cannot attend a meeting.

3) Communication with Administration

a) Dr. Carvajal reported the following.

1) Dr. Carvajal updated fall 2021 enrollment numbers. He indicated that he is hopeful but concerned as our numbers for fall 21 or down from fall 20 as expected. We still have no exam requirement but have upped out GPA admission again. Yield will be paramount this year as is retention of returning students. Currently, our retention number is down significantly.

2) Leadership changes in the President's office. Merritt Wall did double duty this past year in both the Advancement area and President's office. She will return full time to her Advancement position and Melissa Harball will begin work as the Assistant to the President in July.

3) We expect a return to essentially normal operations for fall 2021 (barring any COVID changes). This includes in person classes, first year and employee convocations and full fall sports.

4) Dr. Carvajal expressed his gratitude to all the employees of VSU for our ability to keep the university going and actually improving during unprecedented events.

4) Special Order of the Day

a)

5) Approval of Minutes

- a) A motion to approve the April minutes was made by Danielle Costello and seconded by Jennifer Griffin. The minutes were approved.

6) Treasurer's Report

- a) Jennifer Griffin gave the June 2021 Treasurer's report. The report was approved unanimously. (see attachment)

7) Report from the Chair

- a) Ashley Cooper conducted the inaugural "Spirit of COSA" award. This award will be given to former COSA representatives who strongly embody the COSA spirit of service and dedication. Our inaugural designees are Donnell Davis and Janet Wade. We thank them for their selfless service to COSA, to staff and to VSU. Congratulations! A discussion ensued about adding this award to the Bylaws as part of the Professional Development committee's responsibilities.
- b) Ashley Cooper updated everyone on the status of the Employee of the Semester award. We have received 30 nominations and will hold the event at the July meeting.

8) Attendance and Participation

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

9) COSA Committee Reports

- a) Policy Committee – Mark McNalley discussed the above proposal to add language about the "Spirit of COSA" award to the Professional Development committee responsibilities.
- b) Elections Committee – Mark McNalley reported the following
- 1) Nominations were taken and elections were held in person (and online) for the following Executive Committee officer positions.
    - (1) Chair-Elect – one nominee – Jenni Shinpaugh. Jenni was elected to the position
    - (2) Secretary – one nominee – Terence Sullivan – Terence was elected to the position
    - (3) Parliamentarian – one nominee – Danielle Costello – Danielle was elected to the position
    - (4) Treasurer – one nominee – Jennifer Griffin – Jennifer was elected to the position
    - (5) Publicity – two nominees – Jordan Thompson and Hilary Willis – Jordan was elected to the position
- Congratulation to all our new officers for FY
- c) Professional Development Committee – Mark McNalley – No report
- d) Budget & Finance/Fundraising Committee – Jennifer Griffin – No report
- e) Community Outreach – Paul Leavy – No report
- f) Social Recognition & Publicity – Sheila Hall – No report

10) Faculty Senate Committees

- a) Academic Honors & Scholarship – Angie Gannon – No report
- b) Academic Scheduling and Procedures – Terence Sullivan – No report
- c) Athletics – Open – No report
- d) Diversity & Equity – Chris Griggs – No report
- e) E

- c) Campus Wellness – Jordan Thompson reported the following
    - 1) Summer “Ignite Your Well-being” challenge ongoing with a 1<sup>st</sup> prize drawing scheduled for June 16, 2021.
    - 2) Biometric screenings will be available for free from 8:15am to 1:15pm on June 21, 2021.
    - 3) Lots of fitness classes are running this summer as well, virtually and in person.
  - d) Conflict Management – Terence Sullivan – No report
  - e) Dining Advisory – Jenni Shinpaugh – No report
  - f) Parking Advisory – Jennifer Griffin – No report
  - g) Parking Appeals – Paul Leavy – No report
  - h) Retiree Association – Julienne Jackson – No report
- 12) Old Business
- 13) New Business
- 14) Adjournment
- a) Ashley Cooper adjourned the meeting at 10:38am.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Terence Sullivan", is written over a light blue rectangular background. Below the signature is a black horizontal line with a textured, grid-like pattern.

Dr. Terence Sullivan, COSA Secretary 2020-2021



Month of: 06/15/21	Description	Deposits	Expenditures	Current Balance
	(Changes)			
	Beginning Balance		2,387.90	
	VSU - Books		180.00	
	VSU - Management Fees		100.00	
	VSU - Pending Financial Activities		33.52	
	(Note: Pending Financial activities are estimated costs only.)			
				Est. Balance after Pending Activities

Changes:		Deposits	Expenditures	Current Balance
00400 1/611	VSU - Books		450.00	
	VSU - Door Contest		100.00	
	VSU - Management Fees		72.77	
	VSU - Pending Financial Activities		33.52	
				Est. Balance after Pending Activities

Beginning Balance		Deposits	Expenditures	Current Balance
			14,006.29	
	VSU - Books		180.00	
	VSU - Management Fees		100.00	
	VSU - Pending Financial Activities		33.52	
				Est. Balance after Pending Activities

Changes:		Deposits	Expenditures	Current Balance
90110	VSU Foundation - Books (Tuition)		184.00	
	VSU - Management Fees		100.00	
	VSU - Pending Financial Activities		72.96	
				Est. Balance after Pending Activities