

COUNCIL ON STAFF AFFAIRS MEETING AGENDA

9:00 a.m.

May 19, 2020, BlueJeans

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. President's report – Melinda Cutchens will report for Dr. Carvajal
4. **SPECIAL ORDER OF THE DAY**
5. Approval of the **Minutes of April 23, 2020** meeting of the Council on Staff Affairs
6. **Treasurer's Report** – Yvonne Landers
 - A. May 2020
7. **Report from the Chair**
 - A. Update on Return to campus plan (if Dr. Carvajal is unable to attend)
 - B. Update on budget reduction plan (if Dr. Carvajal is unable to attend)
 - C. Employee of the Semester update
8. **Staff Attendance and Participation**
 - A. Reminder to send in committee reports before Exec Committee meeting
9. **COSA Committees**
 - A. Policy – Mark McNalley – **will report**
 - B. Elections – Mark McNalley – **will report**
 - C. Social Recognition/Professional Development– Sue Bailey – **will report (Blazer Books, Staff Excellence)**
 - D. Budget & Finance/Fundraising – Yvonne Landers – No report
 - E. Community Outreach – Paul Leavy – No report
 - F. Publicity – Sue Bailey – No report
10. **Faculty Senate Committees**
 - A. Academic Honors & Scholarship – Donnell Davis – No report
 - B. Academic Scheduling and Procedures – Terence Sullivan – No report
 - C. Athletics – Obediah Hall – No report
 - D. Diversity & Equity – Yvonne Landers – No report
 - E. Educational Policies – Mark McNalley – No report
 - F. Environmental Issues – Dwayne Trouille – No report
 - G. Faculty Scholarship – Darius Anthony – No report
 - H. Faculty Senate – Terence Sullivan – No report
 - I. Institutional Planning – Darius Anthony – No report
 - J. Internationalization & Globalization – Terence Sullivan – No report
 - K. Library Affairs – Matt McIntyre – No report
 - L. Student Affairs – Catherine McArthur – No report
 - M. Technology – Dwayne Trouille – No report
11. **University Wide Committees**
 - A. Budget Advisory Council –Mark McNalley – No report
 - B. Campus Safety – Heidi Browning – No report
 - C. Campus Wellness – Jennifer Griffin – No report
 - D. Conflict Management – Terence Sullivan – **will report**
 - E. Dining Advisory – Sue Bailey – No report
 - F. Parking Advisory – Jennifer Griffin – No report
 - G. Parking Appeals – Paul Leavy – No report
 - H. Retiree Association – Yvonne Landers – No report
12. **Old Business**
13. **New Business**
14. **Adjournment**

Proposal F: Appointments and Term of Service Clarification Proposal

G: Absences Process

Proposal H: Flow of By-Laws

Submitted by: Mark McNalley

Proposed and Voted on by Policy Committee Electronically on 2/25/20-2/28/20

Presented to and Approved by the COSA Executive Committee on 3/3/20

Background on Proposal F

Overseeing both the Policies and Election Committees, I, Mark McNalley, found a few portions of our terms of service definitions that needed some clarification. This proposal is to move around some items from our By-Laws that better clarifies how terms of service are impacted by an appointment as opposed to an election.

Proposal F. Current By-Laws

Section III. Terms of Service

No statement exists regarding appointments

Section IV. Elections

(skip to 3.)

3. The Elections Committee may fill a vacancy by appointment until the next general election; however, preference must be given to the second highest vote recipient from the election from which the exiting Representative was elected. The Appointee must come from the area where the vacancy occurred. When a vacancy is filled by appointment, the Appointee shall serve the remainder of the fiscal year, at which time the position must be filled by election.

Proposal F. Change to By-Laws

Section III. Terms of Service

(skip 1-5)

6. The Elections Committee may fill a vacancy by appointment until the next general election; however, preference must be given to the second highest vote recipient from the election from which the exiting Representative was elected. The Appointee must come from the area where the vacancy occurred. When a vacancy is filled by appointment, the Appointee shall serve the remainder of the fiscal year, at which time the position must be filled by election.

Section IV. Elections

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Background on Proposal G

Currently, our By-Laws contains a portion dedicated to how many meetings elected representatives are required to attend. It does not, however, contain a statement regarding what happens to an elected representative if they exceed this limit. While the statement proposed is not overly detailed, it at least provides a direction to move in.

Proposal G. Current By-Laws

No Statement regarding this topic

Proposal G. Change to By-Laws

Section V: Meetings

G. Absences

(skip 1-2)

a. COSA Representatives must attend a minimum of six (6) meetings per year, not including the designation of proxies.

b. **Per Section VI. Subsection B. Article vi. In the event that an elected representative is absent for more than the minimum six (6) meetings per year, the Chair may arrange a meeting with them to address COSA participation moving forward.**

Background on Proposal H

As you read through our current By-Laws, there are statements made about the Executive Committee before it's discussed who this entity entails. For example, Section V: Meetings makes references to the Chair calling special meetings or items to be reported given to the Secretary prior to meetings. Both of these examples, though, come before our By-Laws discuss what the Chair does or the Secretary does. This proposal is simply to move the section about the Executive Committee earlier in the By- Laws so that way mentions to these positions are supported by the previous detailing of who the Executive Committee is.

Proposal H. Current By-Laws

Section VI: Executive Committee

For brevity sake, the entire contents of Section VI will not be listed here but you can find the full text here:

<https://www.valdosta.edu/administration/council-on-staff-affairs/cosa-policies-procedures.php>

Proposal H. Change to By-Laws

Section VI: Executive Committee now becomes Section III.

Subsequent Sections will therefore be changed by one number to reflect the moving around of the Sections until Section VII: COSA Committees.