

1-19-2006

Meeting 2006-01-19

Civil Service Senate

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Governors State University
Civil Service Senate

Minutes
January 19, 2006
10:30 a.m.
Hall of Honors

Civil Service Senate President Kathy Miller opened the meeting at 10:37 a.m. – status: full

Present: Susan Bell, Donna Finn, Katie Frossard, Rhonda Jackson, Blondia Jasper, Sean Jones, William Kelly, Cynthia Matthias, Kathy Miller, Eric Nicholson, Renee Rainey, Karen Sinwelski, Karen Stuenkel, Janice Washington,

Excused: Atha Hunt, Crystal Richards, Scott Smith, Annie Ware, Stephanie Wenzel, Cynthia Woodard

Absent: Mary Hellings, Mary Jones, Jason Zelek

Minutes of November Meeting: To be reviewed February 16th.

Minutes of December Meeting: Not applicable due to senate activities for month of December

Kathy Miller welcomes Colleen Rock-Cawthon from the Provost's Office. Kathy also announces that Rosemary Hulett-Cohee of Alumni Relations is expected.

Colleen gives an overview of a proposal for A&P personnel representation.

Currently, A & P personnel have no representation in any faction of University business. To gauge interest in such representation, approximately 25 A & P employees were surveyed. A group of A & P personnel has been meeting since last February to secure/achieve the following:

- a formal constitution
- formal representation on decision-making boards/councils
- networking, support and a way to recognize accomplishments
- professional development
- establishing a sense of identity

If the president approves the constitution that has been drafted (based on similar constitutions from A & P personnel groups at other state universities) there will soon be ex officio A & P personnel representatives on some councils.

Although membership of the A & P category excludes all cabinet members and staff members who report directly to the president, A & P personnel are comprised of the following:

- assistants
- coordinators
- deans
- program chairs and managers

The range of job responsibilities that correspond to these titles in different ways across the university makes the A & P group extremely diverse.

K. Stuenkel poses question, what will the A & P initiative accomplish?

A successful outcome for the A & P initiative will guarantee that every university faction has representation and a voice where university governance and policy-making allow representation.

Kathy welcomes Rosemary Hulett-Cohee of Alumni Relations.

The Foundation supplies many commodities for Civil Service Senate sponsored events and has made many generous donations to Civil Service causes. Prizes for Civil Service Employee of the Month are also supplied by the Alumni Association.

While the Alumni Association and the Foundation are both 501C3 organizations, the primary function of the Foundation is fundraising; the Alumni Association provides Alumni services. Funds raised for the services provided by the Foundation (for all university factions, including Civil Service) are raised from businesses and organizations. With that in mind, the upcoming faculty and staff fundraising drive is an important initiative. Funds raised reflect the investment that the GSU community makes in itself, which provides a strong selling point when the Foundation solicits support from the community at large.

Rosemary asks for the support of the Civil Service Senate in making the annual faculty and staff fundraising initiative successful. She also promises advice/assistance on the following issue: finding a way to make Civil Service scholarship funds accessible to students who meet scholarship eligibility who do not attend GSU. She suggests that establishing a different kind of account might make this possible.

New Business:

Modification of bi-laws

Per Kathy, proposed revisions to bi-laws must be proposed during the course of one meeting and put to a vote during the course of a subsequent meeting. Proposed revisions were moderate in number and submitted electronically to all senators.

ARTICLE V -- MEMBERSHIP

Section 8. The Senate may remove a member by majority vote for **three two** successive un-notified absences, four successive notified absences, or a total of **five four** absences from regular or special meetings per year.

Section 9. In the event of a vacancy on the Senate, the Senate president shall appoint the Civil Service member who received the next greatest number of votes in the preceding election. If no such candidates exist, or a tie between two **or more** candidates exists, an election within the Senate shall be held at the following regular meeting. Any person elected in this manner shall serve the remainder of the unexpired term.

ARTICLE VII -- OFFICERS

Section 2. The officers shall be elected from the membership of the Senate at the July meeting. They shall **serve staggered terms. The President, the Recording Secretary and the Financial Secretary shall share a two year term. The elections will alternate with the Vice-President and the Corresponding Secretary who shall share a two year term.**

To allow the terms of office to be staggered at the July 2006 meeting the offices of President, Recording Secretary, and the Financial Secretary will be elected for a new two year term ending in July 2008. The Vice-President and the Corresponding Secretary shall remain in

office one extra year until the July 2007. At the July 2007 meeting we will elect a new Vice-President and Corresponding Secretary who will serve until July 2009.

Section 4. Officers may serve an unlimited number of terms. However, no officer may serve more than three terms consecutively.

ARTICLE X -- COMMITTEES

B. Civil Service Affairs Committee shall:

6. Serve as the organizational committee for all events sponsored by the Senate.

E. Scholarship/Educational Assistance Fund(s) Committee shall:

Re: Article V – Membership – Section 8, discussion reflects general concurrence.

Re: Article V – Membership – Section 9, discussion reflects the need to slightly adjust verbiage.

Sample:

Nominations of candidates not appearing on ballots as write-in candidates may be approved by the senate by majority vote.

Re: Article VII – Officers – Section 2: discussion concerning the need to maintain a sense of continuity and a strong knowledge base in the senate, reflects general concurrence on staggering the elections of officers.

Re: Article X – Committees – B & E, discussion on clarifying the description for “Affairs” and being more inclusive with regard to the term “scholarship” reflects general concurrence.

R. Rainey poses question: Does scholarship/educational assistance apply to all levels of education?

K. Miller: parameters can be established by the Scholarship/Educational Assistance Fund committee.

Any aforementioned changes will be re-typed for distribution and voting during the February meeting.

Additionally, K. Stuenkel proposes that changes be made to the agenda to reflect the following: Committee reports should be called by their bi-law names and other university-wide committees should be added.

Filling the remaining Senate vacancy:

Kathy sent emails to individuals who received one vote but received no responses. Proposed additions to the internal ballot to fill the remaining position include Donna Rutledge (who will defer to others who have not previously served), John DeYoung of the University Library, and Lisa Carra of Procurement and Auxiliary Services.

Motion to elect one of the 3 proposed candidates – R. Jackson, seconded by K. Sinwelski: moved. Election conducted by E. Nicholson. Lisa Carra is elected to fill the remaining vacancy.

Kathy proposes that, due to success of fundraising efforts, scholarship/educational assistance funds should be increased to two \$700.00 amounts per term instead of one \$500.00 amount.

Motion to increase scholarship/educational assistance fund amount – W. Kelly, seconded by R. Jackson: moved.

Per Cindy Matthias, the amounts stated differed from the amount proposed via email of two \$500.00 amounts.

Motion to override last motion to reflect correct dollar amount of two \$500.00 awards – D. Finn, seconded K. Miller?: moved.

Committee Reports:

1 – EAC Report, Debbie Boyd:

No report.

2 – Governance Committee, Eric Nicholson:

Eric asks that people contact him if they are interested in serving on the election committee.

3 – Civil Service Affairs Committee, Cindy Matthias/Renee Rainey:

Upcoming events are as follows-

Valentine's Day Carnation Sale: Tuesday, February 14, 2005

In March, Lynn Clayton will be featured in a storytelling/coffeehouse event.

In April, the 2nd annual Fly-In will take place. (note: a new trophy maker is needed)

Events for May, June and July are in the works.

August: Summer Fling/Cook-out

October: At-Home demonstration will take place on the 17th.

On November 16th the Craft Fair will take place.

Civil Service Day will be held on December 8, 2005

Re: Civil Service Newsletter, volunteers are needed, as it is too large of an undertaking for Kathy Miller alone. Seeking assistance from John DeYoung of the library is recommended.

4 – Scholarship Committee, Louis Schultz:

No report.

5 – Grievance Committee: Karen Stuenkel, Interim Chair:

No report. (Karen had to leave)

6 – Finance Committee, Karen Stuenkel:

No report. (Karen had to leave)

7 – GSU Safety Committee, Donna Finn:

No report. (Donna had to leave)

Old Business:

There are 101 Civil Service Bags remaining. Karen Sinwelski will house them in her office for pick-up.

Meeting was adjourned by Kathy at 12:01.