

11-12-2013

Meeting 2013-11-12

Civil Service Senate

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Governors State University

Civil Service Senate

Minutes

Tuesday, November 12, 2013

11:00 a.m. – Room D1496

Meeting was called to order at 11:13 a.m. by Laura Owens. Roll call was done by Gina Ragland.

	Present	Excused	Absent		Present	Excused	Absent
Lynne Clayton (2014)	X			LaTonia Richmond (2015)	X		
Paula Cosenza (2014)	X			Raquel Rios-Aguirre (2014)		X	
Lauren Esolato (2015)	X			Mary Rothenberg (2015)	X		
Adrienne Gray (2015)	X			Debra Sbalchiero (2015)	X		
Shelina Jenkins (2014)	X			Karen Sinwelski (2015)	X		
Shawn Jones		X					
Sheryl Jones-Harper (2014)	X			Scott Smith (2015)	X		
Sandi Kawanna (2014)	X			Sabrina Slocum (2015)			X
Eric Nicholson (2014)		X		Merri Wilkerson (2015)	X		
Laura Owens (2015)	X						
Gina Ragland (2014)	X						

Guest: Dorothea Franklin, Ann Jaso (ex officio), and Ayita Woods

Approval of Minutes:

Approval of CS Meeting Minutes for October with a correction to LaTonia Richmond's name to capitalize the "T" in her first name – It was moved by Sandi Kawanna to accept the September minutes as written and seconded by Lauren Esolato. Minutes were approved with the correction by unanimous vote.

Committee Reports:

1. **Governance Committee** – No report.
2. **Employee of the Month** – No report.
3. **EAC Report** – No report. Ethics will be a discussion at the EAC meeting.

4. **Financial report** – The bake sale brought in \$256.00, \$290 was paid to Beecher Florist for flowers. \$150.00 CPA tickets were purchased for the first round in October. November CPA tickets have not been paid for. Sheryl suggests doing a transfer. There are two more groups of tickets to be given away.
5. **Correspondence Committee** – Lauren E. - "By now everyone should have seen the flyer for the Civil Service Awards designed by Lynne C. It encourages everyone to nominate at least four people. This flyer is to collect nominations only. Merri W. suggests doing something to the Civil Service Board outside the CPA. How can we make it stand out? Lynne C. volunteered to revamp the bulletin board. Discussion began about Employee of the Month and how we can get the word out to get more nominations. Gina R. suggests a re-education of the campus community. Questions from the Senate: Who is on the committee? What is the process? Could we advertise on TWAG?

Lauren is working on the Newsletter. She is looking for help and suggestions. Please submit any recipes, viewpoints, quote of events that happened in the last few months. Lynne suggests a Civil Service Employee Spotlight/Interview. Other suggestions include an employee of the month article and adding an article about the Civil Service Assistance Fund. Scott S. suggests highlighting Civil Service Employees talent, such as pictures taken by Bill Lopez.

6. **Educational Assistance Fund Report** – All five applications were approved by the committee. Lynne C. recommends that the Senate approve the awards to the five applicants of \$250 each. Lauren E. moved to approve Lynne C. recommendation to award the five applicants the \$250 Civil Service Educational Assistance Award for the fall semester and Karen S. seconded the motion. All approved by unanimous vote.
7. **Affairs Committee – Civil Service Day** – December 4, 2013 - Laura will ask for \$10 gift sponsors for the Civil Service Choice Awards. Ayita Woods explains what she is doing with the Choice Awards ceremony. We need nominations for each of the following categories: Helping Hands Award, Bright Idea Award, Above and Beyond Award, and the Civil Service Choice Award. Shelina asks "can you vote for multiple people in each category?" Ayita replies "No. You can nominate them for one category." As far as the show and awards ceremony, presenters will present as famous people. The President will present the Civil Service Choice Award. The VP will present an award. Brenda Moore will do something. Karen S. will be a presenter as well. We are still taking nominations until November 15th. The performances are coming together as well. Shelina explains that we will have a red carpet and a backdrop for pictures. Lindsay Gladstone will take pictures. We will encourage people to get glammed up. Laura sent invites to all the Trustees, SURS, and SUAA. Many administrators volunteered to serve. Everyone has agreed to donate again (Provost – Centerpieces, Dr. Ejigu's office – desserts, Development Office – drinks). White elephant email will be sent as well.

Bake sale – The bake sale brought in \$256.00

Pie Day – November 26th - The sign up sheet will be available on the Civil Service drive

Vendor Fair – November 20, 2013 – Gina R. passed around a sign up sheet to get people to volunteer for the day

Council of Council - October 18, 2013 - Chicago State University – Laura, Lauren, Shelina, Gina, Sheryl and Ann attended. It was an informative day.

Old Business: Laura reported that she has not received a response from the HR Director regarding compensation comparison lines as of yet.

New Business No new business

Adjournment: Karen Sinwelski moved to adjourn the meeting. Merri Wilkerson seconded the motion. All voted in favor by voice vote. Motion carries.

Meeting adjourned at 12:08 pm.