

2-11-2014

Meeting 2014-02-11

Civil Service Senate

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Governors State University

Civil Service Senate Minutes

Tuesday, February 11, 2014

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		Scott Smith (2015)		X	
Sheryl Jones-Harper (2014)	X			Sabrina Slocum (2015)	X		
Sandi Kawanna (2014)		X		Merri Wilkerson (2015)	X		
Eric Nicholson (2014)	X						
Laura Owens (2015)	X						
Gina Ragland (2014)	X						

Guest: Dennis Dent, Coordinator of Programs, Student Life and Dorothea Franklin, Registrar

Approval of Minutes:

Approval of CS Meeting Minutes for January - It was moved by Shelina Jenkins to accept the December minutes as written and seconded by LaTonia Richmond. Minutes were approved with a change suggested by Lynne Clayton on page 2 by unanimous vote (Correction: The deadline to apply for the spring semester is February 15th and may be moved to February 21, 2014)

Committee Reports:

1. **Governance Committee** – Eric Nicholson will hand over the election chair responsibilities to LaTonia Richmond. Other election committee members include, Lauren E., Laura O., Merri W., Adrienne G., and Sabrina S. Committee members will help stuff envelopes, count ballots, and send announcements of election. All Civil Service employees will the ballots. LaTonia will set up a temporary drop box outside her office.
Nominating Petition will be due no later than 5pm, April . The committee will meet in March.

2. **Employee of the Month** – Shelina J. Has asked Stephanie J. (HR) for the January EOM. She has not heard anything. Joyce Coleman (the new Associate VP for Human Resources & Diversity) has accepted a meeting invite for our next Executive Committee meeting in March. Let someone know on the Executive Committee if you have any points to discuss with Joyce C.
3. **EAC Report** – No Report
4. **Financial report** – No report; condolence arrangement for Marlin's mother. Sheryl reported that some of the line items on the budget were not pulling right. There is a budget meeting next week.
5. **Correspondence Committee** – Lauren E. reported that she would be scrapping last year's new. She continued to have computer issues. She will have a sign up for stories and ideas. Some ideas already in the works include a Welcome Week table blurb, upcoming events, and Spotlight on the Civil Service Employee – Bill Lopez being featured first. Sheryl Jones-Harper suggested doing a scrapbook. Merri suggested a photo release form.
6. **Educational Assistance Fund Report** – Lynne C. – One application has been submitted thus far. Shelina noted that we just added a revision for retirees.
7. **Grievance Standing Committee** – Sheryl asked that this be tabled until next meeting. Sheryl read over a description of the committee. She only had one grievance since she has been a member of the committee. She asks for suggestions of those employees who could sit on the committee. The committee makes recommendations to HR.
8. **Affairs Committee** – Gina R. – Sign up to work the Carnation Sale. We need help Thursday wrapping and delivering and help Friday selling carnations. The signup sheet is available on the Civil Service drive.

Old Business: No old business.

New Business:

Dennis Dent commended the Senate on participating in the Student Organization fair in January. He received good feedback for having non-student groups participate that day.

Announcements: LaTonia R. – One of our Alumni will come back on February 20, 2014 to discuss his book. She has complimentary copies available.

Sheryl H. –The Toastmasters Club has an August Wilson play (African-American playwright) coming to GSU CPA on February 24, 2014

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

Meeting adjourned at 12 noon.