

10-12-2016

Meeting 2016-10-12

Civil Service Senate

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Governors State University

Civil Service Senate Minutes

Wednesday, October 12th, 2016
11:00 a.m. – Room D1496

| | Present | Excused | Absent | | Present | Excused | Absent |
|---------------------------------|---------|---------|--------|----------------------------|---------|---------|--------|
| Lannie Brown-Simon (2018) | X | | | Audrey McIntyre (2018) | X | | |
| Paula Cosenza (2018) | | X | | Susie Morris (2017) | X | | |
| Candace Dade (2018) | X | | | Eric Nicholson(2018) | X | | |
| Melody Easterling (2017) | X | | | Gina Ragland (2018) | X | | |
| Dorothea Franklin (2018) | X | | | Raquel Rios-Aguirre (2018) | X | | |
| Kathleen Frossard Fisher (2017) | X | | | Senator Opening | | | |
| LaSheena Fuller (2018) | X | | | Senator Opening | | | |
| Joyce Giroux (2018) | X | | | Senator Opening | | | |
| Adrienne Gray (2017) | | X | | Senator Opening | | | |
| Sheryl Jones-Harper(2018) | X | | | Karen Sinwelski (2017) | | X | |
| Sandi Kawana (2018) | | X | | Sabrina Slocum (2017) | | X | |
| Shondrae Lewis (2018) | | X | | Merri Wilkerson (2017) | X | | |
| | | | | | | | |

Guests: Lynne Clayton, chair of Educational Assistance Awards Committee and Brenda Parham.

Meeting Opened At: 11:10 am by president Sheryl Jones Harper. Roll call was taken by Kathleen Frossard Fisher.

Motion to Move Agenda Item: A motion was made to move Education Assistance Award Committee report to the 1st committee report. The motion was made by Merri Wilkerson and seconded by Dorothea Franklin. Motion was approved.

Approval of Minutes: All present senators reviewed the minutes; a motion was made to approve the minutes with corrections by Joyce Giroux, 2nd motion made by Audrey McIntyre. All voted in favor by voice vote, the August 2016 minutes were approved.

Committee Reports:

1. **Education Assistance Award Committee – Lynne Clayton** Lynne Clayton, committee chair, indicated that the group reviewed five essays for the summer assistance award. One of those essays was disqualified. It was a struggle for the group as the essays were poor. The committee decided to award either the top two scores or reduce the reward and share it between the top three scores as the difference in scores was small. A suggestion to send a letter on how to improve future essays was made by the committee. A motion was made to award the top two scores without a letter offering suggestions for improvement by Gina Ragland. It was seconded by Raquel Rios-Aguirre. The motion passed. Lorrie Webster from Financial Aid and her son Dwayne Bell won the award. Lynne will prepare the reward letter and copy Gina and LaSheena.
2. **Correspondence Committee - LaSheena Fuller** : LaSheena indicated that a plant was purchased for Raquel Rios-Aguirre for the loss of her mother-in-law while another plant was purchased for Vickie Carra for winning the Baysore Award. A Civil Service event calendar was emailed. LaSheena is working on preparing a one page newsletter by Civil Service Day. She will be meeting with marketing on Friday, October 11 to find out the requirements for creating a poster for the Employee of the Month and the Educational Assistance award. We would also like to eventually create a new banner for the Civils Service used in various university events.
3. **Governance Committee – Eric Nicholson** Eric has not heard any suggestions on ideas for recruiting more senators. Guest Brenda Parham indicated that she would consider joining the senate. Merri Wilkerson indicated that she would be interested in being Financial Secretary. A motion was made by Eric Nicholson to elect Merri as Financial Secretary. The motion was seconded by Audrey McIntyre. The motion passed and Merri Wilkerson was elected Financial Secretary. It was suggested that we could recruit new senators at the craft fair. Sheryl Jones-Harper suggested a holding a raffle to recruit new members.
4. **Financial Committee – Gina Ragland** Gina reported that there was approximately \$3,868 in the 10 account. She also indicated that we did not receive the FY16 roll over in the 31 account yet. Six people have turned in funds for the purchase of 10 Carson's Days books each. Senators were encouraged to continue selling the books.
5. **Affairs Committee – Gina Ragland/LaSheena Fuller.** The Affairs committee decided to postpone the Savers clothing drive to the spring. The Wednesday Walk in the Park hosted by Geoff Bates went well with ten people in attendance. Volunteers are needed for the Fall Vendor Fair as well as the Pie and Cake walk at the end of November. Civil Service Day will be held on December 7th from 11am-2pm. The lunch will be held in the Hall of Governors with games in the CPA lobby. A life-sized Jenga game was ordered from Amazon. A magician may be hired for the event. The Taffy Apple sale will be held on October 31st. Apples will be available for purchase from \$1.00-\$1.50. A presale order form will be e-mailed. Sheryl Jones-Harper reported that a member of the Board of Trustees was interested in making a donation for Civil Service day and various Board members expressed interest in being invited to Civil Service Day. Sheryl also brought up the idea of a retreat with the senate and the Board at the meeting.
6. **EAC Committee Rep – Ann Jaso** No report available at this time.

7. **EOM Committee Rep – Raquel Rios Aguirre** The EOM committee decided to skip awarding for the months of June and July 2016. Mona Douglas chosen as the August EOM while Lannie Brown-Simon was chosen the September EOM. Raquel will e-mail Stephanie Juarez in HR with regards to choosing the October and November EOMs.
8. **President's Report – Sheryl Jones Harper** Sheryl reported on the Board of Trustees meeting. She discussed future brown bag Civil Service events. She also reported that Melody Easterling would be the new Civil Service representative to the Food Service Committee.

A motion was made to end the meeting by Joyce Giroux. The motion was seconded by Raquel Rios-Aguirre. The motion passed and the meeting ended at 12:09pm.