

7-17-2003

Meeting 2003-07-17

Civil Service Senate

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**Civil Service Senate
Minutes
July 17, 2003
Library Conference Room
10:30am**

Civil Service Senate President LouElla Rozier opened the meeting at 10:35am.

Kathy Miller took roll call.

Present: LouElla Rozier, Debbie Boyd, Donna Rutledge, Kathy Miller, Lisa Hilger, Blondia Jasper, Leroy Morrison, Renee Rainey, Willia Smith, Helen Spencer, Karen Stuenkel, Donna Viramontes, Annie Ware, and Janice Washington

Excused: Rhonda Jackson, Shawn Jones, William Kelly, Que Owens, Pat Rogala, Louis Schultz, and Marie Turak

Absent: Scott Smith and Stephanie Wentzel

Minutes: The minutes were distributed by Kathy Miller including the minutes for May.

PRESIDENT'S COMMENTS:

LouElla informed the senate that it has been approved the each non-negotiated civil service employee will receive one day off for a score of E or S on the yearly evaluation. .LouElla told Gail Bradshaw that this information needs to be distributed university wide.

The budget for FY'04 gives the senate \$4,000.00 for the year. We will use the money as needed requesting more if we run out of funding.

The president Dr. Stuart Fagan will be present at the July meeting. If we have concerns we need to give them to LouElla prior to the meeting so she may forward them to the president. i.e. How will the new FOC building be staffed for housekeeping? Is the FOC building handicapped accessible?

The systems office auditors will be on campus the week of August 3rd. We will have a meeting with them on August 6 from 2 to 3pm. Please give LouElla any concerns you have. The entire senate is invited to attend.

NEW BUSINESS:

None.

1. EAC REPORT – CATHY SWATEK

2. GOVERNANCE COMMITTEE – ERIC NICHOLSON

No report.

3. CIVIL SERVICE AFFAIRS REPORT COMMITTEE– Marie Turak

Marie was absent. LouElla informed us that Marie has spoken to the webmaster of the university and he will set an appointment with LouElla. The picnic will be August 1st at the conference center from 12 to 5pm. LouElla will call Gail Bradshaw so Gail may notify supervisors and urge them to let civil service employees attend. Email and hard copy notification of this event must be distributed to the staff in a timely manner. LouElla will contact Marie to make sure this happens. Willia Mae will bring the work order for use of the pool to PPO. LouElla will get the games. We need a form for approval for alcohol consumption on the grounds. The food needs to be ordered. LouElla will contact Marie to organize this event. The annual cookout sale will be the week of August 18th. Some of the items being served will be, hot dogs, hamburgers, chicken breast, and veggie burgers. We need to order a grill and freezer that will lock. Renee suggested we keep the food warm with sterno burners. Helen said we no longer have an account with Sam's Club, the university now uses GFS.

4. SCHOLARSHIP COMMITTEE – LOUIS SCHULTZ

No report.

5. GRIEVANCE COMMITTEE – KATHY MILLER

No report.

6. FINANCE COMMITTEE – PAT ROGALA

FY'04 budgeted money is \$4,000.00.

7. OLD BUSINESS

None.

8. REMARKS:

None.

A motion was made by Leroy to adjourn the meeting. The motion was seconded by Renee. Vote taken, all in favor to adjourn the meeting. LouElla adjourned the meeting was at 11:20am.