

4-21-2005

Meeting 2005-04-21

Civil Service Senate

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Recommended Citation

Civil Service Senate, "Meeting 2005-04-21" (2005). *Civil Service Senate Minutes*. Paper 15.
http://opus.govst.edu/civilservicesenate_minutes/15

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Governors State University
Civil Service Senate

Minutes
April 21, 2005
10:30 a.m.
Hall of Honors

Civil Service Senate President Kathy Miller opened the meeting at 10:36 a.m.

Present: Susan Bell, Debra Boyd, Donna Finn, Rhonda Jackson, Blondia Jasper, William Kelly, Kathy Miller, Eric Nicholson, Renee Rainey, Jana Sheely, Karen Sinwelski, Karen Stuenkel, Annie Ware, Janice Washington, Stephanie Wenzel, Cynthia Woodard

Excused: Mary Hellings, Martha Hellman, Sean Jones, Cindy Matthias, Scott Smith

Absent: Marva Hampton, Audrey McIntyre, Pat Rogala,

Minutes of February 17 Meeting: Moved and seconded to accept, passed; March 17 report on Fly-In has been distributed electronically for CSS review

President's Welcome and Comments: President Miller expressed her concern that if either enrollments or budget amounts decreased, layoffs were possible. However, there is a memo from the Governor stating that there would be no budget rescissions for FY 2005-2006; GSU employees should be safe from layoffs barring any 'unforeseen events.' President Fagan has indicated that he is not planning any layoffs.

Regarding the April 13 event in Springfield, President Fagan is not feeling good about the Governor's pension package, especially since legislators seem to be generally supportive of it. We need to continue the postcard campaign, and ensure that is supported by everyone at GSU. President Miller suggested that we hold another university-wide meeting, perhaps in the Hall of Governors, so make everyone including students aware of this issue. Cathy Swatek has seen a draft of the legislation: it is more than 100 pages, very 'messy' with conflicting information and numerous errors. Issues we need to be concerned with are the money purchase and the final rate of earnings.

New Business:

Name Badges – after display of samples and discussion, it was moved, seconded, and passed that the Civil Service Senate purchase a quantity of name badges for its members. Karen Stuenkel will place the order.

Home Shopping Party at Work – moved, seconded, and passed to hold this event. CSS will put out a 'first call' for vendors among GSU employees before going to outside vendors; multiple in-house vendors of the same product line can decide among themselves how to share the opportunity.

Questions for Board of Trustees Retreat – President Miller distributed copies of the BOT Retreat Agenda, which contained questions and discussion items provided by CSS member.

A planner for 2006 – concern was raised about whether this was encroaching on the Alumni Association's annual calendar; our planner would be a gift to Civil Service employees from the Civil Service Senate. Senators will look for other gift ideas, bring to May meeting.

Civil Service Newsletter – moved, seconded, and passed to reinstate this publication in an electronic version on GSU's Intranet and e-mail. Notice will be sent to all CS employees, with invitation to contribute as columnists, writers, and to submit news for publication. President Kathy Miller is Publisher/Editor; Stephanie Wenzel is Editor/Layout/Design. The new publication will need a new name; suggestions were "Civil Service and You," "Around Campus with Civil Service," "Civil Tongues," and "The Civil Tongue." These suggestions and others from Civil Service employees will be compiled. A procedure for deciding on a new name will be determined at a later date.

Remaining Budget Monies – any monies remaining in the CSS budget for FY 2004-2005 will be used to purchase a gift card from Gordon Food Services or non-perishable items for the CSS cook-out.

Civility Policy – President Miller distributed draft copies of President Fagan’s proposed Civility Policy; this will be discussed with the Faculty Senate as well as CSS before it is presented to the GSU community for review

GSU Strategic Plan – committee co-chairs Linda Buyer/COE and David Curtis/CBPA will be guest speakers at our May 19 meeting

Committee Reports:

1 – EAC Report, Cathy Swatek:

Appropriations hearings will be held May 11; members are encouraged to keep up with news on www.surs.org. Electronic testing for CS positions: GSU HR folks have been trained to administer the new tests; 50-60% of positions will be tested electronically; the question of what to do with those applicants who have already tested on paper has not been decided. Classification and testing for Library positions has been done. CSS members are invited to submit articles to the System newsletter. The Rockford School of Medicine had its council disbanded by its HR department; no explanation was provided.

2 – Governance Committee, Eric Nicholson:

Elections are in progress

3 – Civil Service Affairs Committee, Scott Smith:

Donna Finn reported on Scott’s behalf, reminding us about the CSS Bake Sale on May 11 in the Hall of Governors. Kathy Miller will order the remaining trophies for Fly-In winners.

4 – Scholarship Committee, Louis Schultz:

No applications received to date

5 – Grievance Committee: Karen Stuenkel, Interim Chair: No current grievances.

6 – Finance Committee, Karen Stuenkel:

Final report to be submitted May 19

7 – GSU Safety Committee, Donna Finn, CSS Representative:

University-wide emergency evacuation plan to be developed by July 1, including how the GSU community will be notified of an emergency and what actions should be taken. This will also be distributed to new employees as part of their orientation.

Old Business:

Employee Handbook – President Miller will scan, Stephanie Wenzel will proofread; CSS will review and comment; HR will upload to Intranet; CSS will notify all CS employees.

The meeting was adjourned by President Miller at 11:35.