

6-16-2005

## Meeting 2005-06-16

Civil Service Senate

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**Governors State University**  
**Civil Service Senate Minutes**

June 16, 2005

10:30 a.m.

E-Lounge

Civil Service Senate President Kathy Miller opened the meeting at 10:45 a.m. – status: informal

**Present:** Susan Bell, Debra Boyd, Donna Finn, Rhonda Jackson, Blondia Jasper, Sean Jones, William Kelly, Kathy Miller, Eric Nicholson, Renee Rainey, Jana Sheely, Karen Sinwelski, Scott Smith, Karen Stuenkel, Annie Ware

**Excused:** Cindy Matthias, Stephanie Wenzel, Cynthia Woodard

**Absent:** Marva Hampton, Mary Hellings, Martha Hellman, Audrey McIntyre

**Minutes of April 21 Meeting:** Reviewed, voted and approved

**Minutes of May 19 Meeting:** Reviewed, voted and approved

**Suspension of Agenda:** Moved, seconded, passed

**Last meeting of FY05**

Kathy Miller welcomed new Senate members, Mary Jones and Crystal Richards.

Kathy Miller then gave an overview of the agenda items discussed at the Board of Trustees retreat. The meeting went well. All Senate Executive members attended. Items discussed (in brief) were as follows-

One additional evaluation day for non-negotiated employees for receiving an overall 'superior' on annual employee evaluations. Original resolutions were found and presented. The initial concern on the part of the administration is the cost of re-instituting that policy. Per Diana Ivy in Human Resources, research would be done to determine the cost.

Layoffs were discussed. Per administration, no changes in the budget that would mandate such an action are foreseen at this time.

Interdepartmental communication was discussed and examples of problems were provided. It was discussed that implementation of consistent interdepartmental communication is a priority.

Morale was discussed. Kathy re-iterated that moral is an all encompassing issue and thus, discussion of all agenda items, by nature, allude to or return to the issue of morale.

Outsourcing was discussed. Senate consensus was that those affected by outsourcing be included on planning so that decision making is as informed as possible.

The Campus Security Committee was lauded as a very positive action for the community.

The Civility Policy was also briefly discussed. Kathy clarified that sine the Board of Trustees meeting, the clause "written and or verbal" was added to the statement to include acts in addition to actual physical violence.

Debra Boyd asked for a clarification of the term "statement" as it pertains to "Civility Statement." Per Kathy, the term "statement" indicates that each of the actions prohibited in

the "Civility Statement" is already punishable and grievable in other GSU policies, thus it is a statement.

### **New Business:**

Kathy announced that changes were being made in the Affairs Committee and that interested parties could attend the Affairs committee meeting directly following the Senate meeting.

Motion to accept our newly elected senators Mary and Crystal was proposed, voted and passed.

### **Committee Reports:**

1 – EAC Report:

Kathy announced the EAC Election on June 21<sup>st</sup> and the candidates: Debra Boyd, Kathy Miller and Jason Zelek. Volunteers to act as election judges were solicited. Volunteer obligations were met. Kathy also announced that in Cathy Swatek's absence, Alice Costa with EAC was asked to continue to send emails to GSU care of Kathy until a new representative is elected.

2 – Governance Committee, Eric Nicholson:

No report. Eric Thanks everyone on the senate for their well-wishes during his illness.

3 – Civil Service Affairs Committee, Scott Smith:

Upcoming events are as follows-

The Civil Service Retreat will take place on Friday, August 26, 2005.

The Civil Service BBQ (during the annual cafeteria closing) will be from August 29<sup>th</sup> through September 1<sup>st</sup>.

At-Home Demonstrations at Work is still in the works for October 18<sup>th</sup>. Some hostess gifts have already been designated as prizes for Civil Service Day.

Civil Service Day will take place on December 9<sup>th</sup> in Sherman Recital Hall.

4 – Scholarship Committee, Louis Schultz:

Louis had a record number of applicants to choose from. The recipient for SS05 Scholarship is Karla Bass of PPO. She will be awarded \$300.00 towards her studies during FY06.

5 – Grievance Committee: Karen Stuenkel, Interim Chair:

No current grievances.

6 – Finance Committee, Karen Stuenkel:

Funds received by Student Life that were to be shared with Civil Service have been appropriately transferred.

7 – GSU Safety Committee, Donna Finn:

Plans for installation of Evacutricks have been discussed in the safety for use in emergencies, as have been evacuation strategies.

### **Old Business:**

Kathy wrote herself a note to order two additional trophies for the First Annual Fly-Off.

Kathy has been scanning the employee handbook into an electronic format. Stephanie will be editing this material. It will then be sent to Human Resources for posting.

Debra Boyd offered special thanks to everyone who helped with this years Special Olympics activities. Debra also announced her retirement from the Civil Service Senate and stated that it had

been a joy and delight working with the Civil Service Senate. She also reminded all that she is right down in DPS when we need to find her.

The meeting was adjourned by President Miller at 11:45.