

7-21-2005

## Meeting 2005-07-21

Civil Service Senate

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Governors State University  
**Civil Service Senate**  
Minutes  
July 21, 2005  
Sherman Music Recital Hall - 10:30 a.m.

Civil Service Senate President Kathy Miller opened the meeting at 10:35 a.m.

**Present:** Donna Finn, Cindy Matthias, Mary Jones, Blondia Jasper, Janice Washington, Marva Hampton, Karen Stuenkel, Karen Sinwelski, Crystal Richards, Atha Hunt, Kathy Miller, Jana Sheely, Susan Bell, Sean Jones, Scott Smith, Debra Boyd, Annie Ware, Stephanie Wenzel

**Guest:** Jerry Hodgkins, Student Senate President

**Excused:** William Kelly, Eric Nicholson, Louis Schultz

**Absent:** Pat Rogala

**Minutes of June 16 Meeting:** Moved, seconded, and passed to approve the minutes with one minor revision.

**Special Guests:**     **John Tuohy**, VP/Administration  
                          **Gary Lyon**, President, Faculty Senate

#### Safety Policy

John Tuohy advised the senate that the Safety Policy was still being researched but will be ready to publish soon. A draft version is on the intranet. The published policy will be at the institutional level; each unit will need to develop a safety plan in its own area to meet its own particular needs.

Gary Lyon explained that the idea for a Safety Policy grew from discussions on the Emergency Management plan and from the need to be ADA-compliant. The current version has been to the Deans Council and to Administrative group. The committee is now putting the 'finishing touches' to the master GSU plan. Lyon commented that the unit plans for PPO and the Science division should be 'most interesting' reading, due to the hazardous substances used in those areas. The master plan will be condensed into a 'safety booklet' which will highlight the most critical items. Both master plan and safety booklet are due in Fall 2005. There are plans to implement more safety training in specific areas as a preventative measure. Periodic campus-wide inspections will be held to confirm that fire exits are marked and access to them is clear.

Donna Finn stated that there is a strong component of personal responsibility for one's own safety and the safety of others.

JT: the university's new Voice Over Internet Protocol (VOIP) phone system will allow university-wide announcements through the speakers on all phones.

Questions were asked about marking some crosswalks, safety in the theatre, and special methods for handicap exit. The theatre will develop its own safety plan as a unit; special equipment is on order for handicap exit via stairway and there will be designated areas in each area or wing for handicap assistance.

GL: there will be a 'template' available for developing individual unit plans. The GSU master plan is more a guideline for actions and does not supersede either campus security or common sense.

JT: individual unit plans will be filed with campus security and a meeting will be held with the University Park Fire Department to discuss various issues.

Debra Boyd stated that a new alarm system is being installed throughout the university and that unit plans will become part of the overall plan; each plan will be subject to scrutiny by experts.

### Civility Policy

The policy was initiated by Linda Williams, Student Senate President, and has been discussed at length in the Coordinating Council.

A copy of President Fagan's cover letter and the Civility Policy are attached. The Civility Policy applies to everyone on the GSU campus: students, faculty, staff, administrators, outside contractors, guests, everyone.

Dr Marsha Katz stated that the Civility Policy was 'dangerous' as personal styles of communication can be open to misinterpretation. She also stated that the Faculty Senate is opposed to the Civility Policy and that it might violate the faculty union contract, as it deals with workplace conditions and may also infringe on academic freedom.

### **New Business: none**

### **Committee Reports:**

1 – EAC Report, Debra Boyd: Debra expressed her thanks for being elected as EAC rep. She attended the July 14-15 meeting of the Merit Board. Discussions covered classifications being combined; online testing for approximately 200 classifications, and cross-testing form multiple positions. Extra help positions can be extended for 12 months which effectively eliminates hiring a full time Civil Service employee. The CS Bylaws have been revised. Privatization or outsourcing is being used; as people leave, they are not being replaced. Civil Service employee numbers are down. We will be inviting Tom Morelock to come to GSU for a seminar this fall. A question was raised about administratively created jobs, but as the employee was not willing to go to Human Resources about the issue, nothing can be done.

2 – Governance Committee, Eric Nicholson:  
No report; Eric is still recovering.

3 – Civil Service Affairs Committee, Renee Rainey:  
The committee will meet after the general meeting to discuss caterers for the August retreat; Kathy Miller suggested regular meetings because of all the events coming up, and informed the Senate that President Fagan and his Cabinet would be helping with the BBQ in August.

4 – Scholarship Committee, Louis Schultz:  
Louis was not present; Kathy Miller announced that Karla Bass had been awarded the CSS Scholarship and that there were plenty of applications for Fall but still time to make the August 19 deadline.

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

6 – Finance Committee, Karen Stuenkel:  
Civil Service Senate received an overall 10% increase in funding.

7 – GSU Safety Committee, Donna Finn:  
No report.

**Old Business:**

President Miller asked for a volunteer to make the name badges; Crystal Richards volunteered.

Plants and cards will be sent to Barbara Lane, Janet Hart, and Mark Hampton. Annie Ware sent a thank-you card to the senate.

All Senators stood and recited the Pledge of Office.

The panda family was won by Jim Howley, Career Services. The raffle earned \$263 for the CS Scholarship.

Martha Hellman resigned due to job pressures; she is replaced by Atha Hunt. Audrey McIntyre will resign; Katie Frossard will replace her.

The meeting was adjourned by President Miller at 11:50.