

11-16-2006

Meeting 2006-11-16

Civil Service Senate

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Governors State University
Civil Service Senate
Minutes

November 16, 2006

10:30 a.m.

Hall of Honors

Meeting was called to order at 10:40 a.m. by Kathy Miller and roll call was taken.

Present: Kathy Miller, Cynthia Woodard, Blondia Jasper, Karen Stuenkel, Susan Bell, John DeYoung, Mary Jones, Shawn Jones, William Kelly, Tiffani Malvin, Cynthia Matthias, Eric Nicholson, Renee Rainey, Crystal Richards, Donna Rutledge, Pat Smith, Karen Sinwelski, Scott Smith, Janice Washington Lynn Clayton, Scott Smith, Jason Zelek.

Excused:

Absent: Rhonda Jackson, Cheryl Jones-Harper, Brenda Stennis

Minutes from September 21st were approved by a motion from Susan Bell and second by John DeYoung.

New Business:

Committee Reports

1. **Governance Committee** Eric Nicholson
No report
2. **Affairs Committee** Cynthia Matthias/Renee Rainey

Arts & Craft Fair profit \$2,090.00
Jason needs more "acts" for civil service day program.
Maximum acts are 10.
14 Administrators have agreed to serve lunch on civil service day.
3. **Financial** Karen Stuenkel
No report
4. **EAC** Debra Boyd
Procedures manual will be changing. Exams will be updated.
Counsel of counsel meeting will be held at Chicago State.
EAC will meet in 2007 four times.
5. **Newsletter** John DeYoung
6. **Scholarship Committee** Louis Schultz

Scholarships awarded to; Annie Ware
Cheryl Jones-Harper

GUEST SPEAKERS

Jeff Slovak
Pam Zenner

The senate was addressed by the Admissions/Re-engineering Committee. Moving GSU towards a paperless existence with document imaging. We are now offering online applications and online admissions.

Prospect tracking: GSU website has been updated to be more informative to the new student. One feature is a tuition estimator based on credit hours. Online applications should be ready by December. The student will be able to complete application online and submit.

Document tracking: the goal is to be paperless within five years. Once document is scanned then paper is shredded. Virtual files are now being done by Admissions Processing.

A scanner work station has been purchased for Admissions and BOG.

Linda Buyer and Karen D'Arcy head a task force to look at the policy and procedures for admissions.

Advantage of document imaging: documents will be more secure. There will be formal training for using the scanner and the virtual file.

Meeting was adjourned at 12:10 p.m.