

7-13-2010

## Meeting 2010-07-13

Civil Service Senate

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# Governors State University

## Civil Service Senate

Minutes

Tuesday, July 13, 2010

11:00 a.m. – Room D1496

**Meeting was called to order at 11:15 a.m. by Kathy Miller. Roll call was done by Karen Sinwelski.**

**Present:** Kathy Miller, Tiffani Malvin, Karen Sinwelski, Lynne Clayton, Paula Cosenza, Joyce Giroux, Shelina Jenkins, Sheryl Jones-Harper, Sandi Kawanna, Bill Kelly, Pulchratia Kinney-Smith, Marlene Lees, Gina Ragland, Renee Rainey, Crystal Richards, Raquel Rios-Aguirre, Kelly Robinson, Donna Rutledge, Pat Smith, Pam Taylor, and Cindy Woodard.

**Excused:** Andrea Dal Polo, Eric Nicholson, Karen Stuenkel, Laura Owens

**Absent:** Raymond Foster

**Welcome and Comments** – Outgoing President, Kathy Miller read a statement expressing her pleasure at being able to serve for six years. It was a position that gave her the opportunity to “grow beyond anything I had ever dreamed possible as a person.” She acknowledged that all that she has accomplished was due in large part to a senate who “cares and is willing to give of themselves tirelessly.” She thanked everyone, but particularly expressed appreciation to Renee Rainey, Laura Owens, both Karen S’s and Tiffani. She also mentioned Rhonda Jackson, Blondia Jasper, Cindy Woodard, Eric Nicholson and Janice Washington for their contributions and support. She ended by saying “I want you all to know it has truly been a privilege to serve as your president.”

### **Approval of Minutes:**

June minutes were read. A motion from Lynne Clayton was made to approve the minutes as is; Sandi Kawanna seconded. All were in favor.

### **New Business:**

1. Officer Elections – Due to Eric Nicholson’s excused absence, Kathy Miller asked Tiffani Malvin to run the elections.
  - a. The new officers will serve two year terms starting July 13, 2010 to June 30, 2012
    - i. President – The nominees were Laura Owens & Lynne Clayton. Sheryl Jones-Harper was nominated but declined the nomination. By secret ballot read by Bill Kelly and tabulated by Tiffani Malvin, **Laura Owens was elected President.**
    - ii. Vice President – Due to Laura Owen’s win as President, the Vice President position opened up. This position is for one year from July 13, 2010 to June 30, 2011, finishing up Laura’s term. The nominees were Sheryl Jones-Harper & Lynne Clayton. Tiffani Malvin was nominated but declined the

nomination. By secret ballot read by Bill Kelly and tabulated by Tiffani Malvin, **Sheryl Jones-Harper was elected Vice President.**

iii. Recording Secretary – The nominees were Sandi Kawanna & Lynne Clayton. By secret ballot read by Bill Kelly and tabulated by Tiffani Malvin, **Lynne Clayton was elected Recording Secretary.**

iv. Financial Secretary – There was only one nomination, Joyce Giroux. A motion was made to accept Joyce Giroux by unanimous proclamation. All were in favor. **Joyce Giroux was elected Financial Secretary.**

2. GSU University Wide Picnic – August 12, 2010

- a. Renee Rainey informed the Senate that the next planning meeting for the picnic will be Wednesday, July 14<sup>th</sup> at 11:00 am in the Cafeteria Annex. At that time, a GSU Picnic Committee will be formed replacing the Civil Service Affairs Committee as producers of this event. Shannon Lauridsen at FSI, has already been contacted for food pricing and options. It was also encouraged that each senator should volunteer an hour of their time to help at the picnic. Kathy Miller expressed the hope that the chair of this new GSU Picnic Committee be a Civil Service Senator in hopes that the CSS can keep control of the event.

**Committee Reports:**

3. Educational Assistance Award – Lynne Clayton informed the Senate that three applications were received by the Committee, and after review of said applications, the committee was recommending that all three applicants be given a \$250.00 Educational Assistance Award. Kathy Miller made a motion to approve the awards, Karen Sinwelski seconded. All were in favor.
4. Newsletter – Marlene Lees commented that she received an avalanche of positive feedback in regards to the first newsletter that went out June 9, 2010. She anticipates the newsletter going out on a quarterly basis with the next one slated for September, 2010. The next one will highlight the Senate elections, the GSU Picnic and a retrospective on the Employee of the Month winners who are or have been Civil Service Senators.

**Old Business:**

5. Council of Councils – Friday, October 22, 2010 - Kathy Miller informed the senate that many of the supplies have already been gathered for this event. 150 lanyards have been ordered and received. The extra lanyards which say "Civil Service Senate" will be used by the senators in lieu of the gold tone name tags going forward. 100 tote bags were donated by Public Affairs, 100 folders w/notepad have been ordered and received. These say "Council of Councils, Friday , October 22, 2010." All the Colleges have been contacted with a request for donations, and so far we have receive 60 pens (30 each from 2 different colleges); 30 hand sanitizers and 30 small notepads. Kathy has also sent out an initial "save-the-date" email to the 12 state universities. Tiffani Malvin has been busy working with the hotels and

restaurants, securing blocks of rooms and pricing options for the event. She is finalizing the Thursday night dinner preparations (October 21, 2010). Each member on the Council of Councils committee are strongly encouraged to attend. Kathy went on to say that most speakers have been confirmed, however we are still waiting to hear about what State Legislators will be able to attend, if any. There will be a modest door prize raffle of only 12 - 15 items, but at this juncture, Kathy is hoping to secure these items from the various colleges and departments throughout the university. Towards the end, she may solicit raffle items from the Civil Service Senators.

**Other Reports:**

6. Pulchratia Kinney-Smith informed the Senate that the State Universities Civil Service System will be on-campus July 26-28 conducting GSU's Department of Human Resources' Biennial Compliance Audit. This audit will assess GSU's Department of Human Resources' level of compliance with the civil service statute and rules. They would like to meet with the Civil Service Senate Executive Committee on Monday, July 26 at 11:00 a.m. in the Library Conference Room. The meeting will last approximately 30 minutes. The SUCSS will also request to speak to individual civil service employees throughout their 3-day stay. She asks that if asked, to please cooperate fully.

**Adjournment:** Motion to adjourn the meeting was made by Pat Smith, seconded by Tiffany Malvin. All agreed. Meeting was adjourned at 12:08 pm