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Meeting 2011-03-08

Civil Service Senate

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Governors State University

Civil Service Senate

Minutes

Tuesday, March 8, 2011

11:00 a.m. – Room D1496

Meeting was called to order at 11:02 a.m. by Laura Owens. Roll call was done by Lynne Clayton.

Present: Lynne Clayton, Paula Cosenza, Andrea Dal Polo, Joyce Giroux, Shelina Jenkins, Ann Jaso, Marlene Lees, Tiffani Malvin, Kathy Miller, Eric Nicholson, Laura Owens, Gina Ragland-Owolabi, Renee Rainey, Kelly Robinson, Pat Smith, Pam Taylor, Cynthia Woodard

Excused: Sheryl Jones-Harper, Sandi Kawanna, Karen Sinwelski, Raquel Rios-Aguirre

Absent: Crystal Richards, Karen Stuenkel

Guests: Maureen Bendoraitis, Pulchratia Kinney-Smith, Joan Vaughan, Gail Bradshaw

Joan Vaughan spoke regarding a new marketing campaign for GSU. A firm was hired to do an analysis of the GSU “brand.” The company interviewed a wide range of people from students, faculty, administration, staff and community members. Over 1000 surveys went out to similar groups of people asking the question “What is GSU?” They will now take the best of those comments and highlight and elevate them into a strategic marketing plan. She also shared with us the new GSU slogan – “Success by Degrees” and showed us a number of slides using the new branding slogan. Three renditions of the GSU logo have also been designed and will be presented to the whole GSU community for their feedback and comments in the next couple of months before a final design is chosen. Joan also stressed the use of social networks as a very powerful tool for marketing to the 18-24 demographic. The senators offered Joan feedback and will be eager to have their voices heard once the logos are on display for all to comment.

Gail Bradshaw brought up the issue of A&P in contrast to Civil Service positions. She informed us that HR takes this issue very seriously and has been reviewing and investigating the criteria being used both by other state universities, as well as the Civil Service Systems Office. After an informal audit at GSU, she said that there were only 8 or 9 classifications that are currently A&P that could or should be Civil Service positions. Being very circumspect, HR is now viewing any positions in those “gray” areas very carefully and when possible, designate them as Civil Service positions. Right now, GSU is 1/3rd faculty, 1/3rd Civil Service and 1/3rd A&P.

A lively discussion ensued, and Ann Jaso asked for a better distinction between Civil Service and A&P positions. One distinction is the vacation benefits. Civil Service employees start with 12 vacation days and accrue them every year of employment, while A&P employees start with 24 vacation days a year and accrue up to 48 maximum. A major distinction is that Civil Service employees can “bump” another

employee if their position is eliminated. A&P employees have no such protection. If their position is eliminated, they are out of a job. Ann also asked about how GSU's pay ranges for each position rates in comparison to other universities. Gail said that HR is also looking at that and will be doing some auditing of salaries and comparing them to other universities in this area.

Gail then brought up the issue of the GSU picnic and asked if the Senate was willing to combine our forces again this summer for a university-wide event rather than just a Civil Service event. We expressed some of the concerns of our fellow civil service co-workers who felt that the combined effort took away the "specialness" and celebration of the Civil Service employees. However, the infusion of volunteers and money by making it a university event definitely helped to make a memorable day for all. A brief discussion ensued regarding the pros and cons of a combined event, but in the end, it was decided that a combined event benefits us all by allowing us to mingle with co-workers and other university employees allowing for improved relations throughout the university.

When asked, Gail informed us that we would again be going to summer hours sometime in June until sometime in August. The exact dates have not been finalized.

Pulchratia Kinney-Smith let us know that she will be conducting two workshops in the near future, one on "How to Move within the Civil Service System," the other on "Writing a Job Description." Further details will be forthcoming. Kathy Miller suggested that the senate seriously look at inviting Addison Woodward and/or Tom Morelock as two separate events on SUAA and the Civil Service System, respectively. She also urged a Civil Service System presentation for **supervisors only** to help them understand the civil service system and to debunk any myths. Laura Owens agreed to discuss the idea at a later date.

Approval of Minutes:

February minutes were read. A motion from Kelly Robinson to accept the minutes as is was made. Tiffani Malvin seconded. All were in favor.

Committee Reports:

1. **Governance Committee** –Eric Nicholson called for senators to be on the Elections Committee. Shelina Jenkins, Andrea Dal Polo, Gina Ragland and Paula Consenza agreed to join Eric on the committee. Lynne Clayton moved that the committee be approved, Kelly Robinson seconded and all agreed.
2. **EAC Report** – Maureen Bendoraitis had no new items to discuss.
3. **Educational Assistance Fund Report** – Lynne Clayton informed the senate that review of the four applicants is underway and a motion will be made to the senate next month to make several awards.
4. **Financial Report** – Joyce Giroux informed the senate that the carnation sale netted \$842.00, however this did not reflect the reimbursements for tissue paper and ribbon to both Lynne

Clayton and Laura Owens. Reimbursements are permissible through the 79 or 21 accounts only.

5. **Newsletter** – Marlene Lees – The March newsletter was released yesterday and was received quite favorably by everyone. Marlene, JOB WELL DONE!

6. **Affairs Committee** – Lynne Clayton
 - a. **Penny Wars** – The event has been running for three weeks and will end this week. Morale and pennies seem to be lacking, Lynne informed the Senate that to date only \$121.00 has been raised in contrast to over \$1,000 by this time last year. We'll see how it plays out.
 - b. **St. Patrick's Day Celebration** – Due to waning interest in the Limerick Contest and the fact that March 17th falls during spring break when no students will be in attendance, this year's St. Pat's Celebration will be a Scavenger Hunt. There has already been keen interest in the event and many people are looking forward to foraging through GSU on the 17th
 - c. **Vendor Fair** – Kathy Miller informed the Senate that May 4th has been chosen for the date and she and co-chair, Karen Stuenkel are busy soliciting and signing up new vendors and old favorites for the event. Both the HOG and the Cafeteria Annex have been reserved.
 - d. **Bake Sale** – Lynne said that this event has not been fleshed out at this time. She will inform that Senate when and where once the details have been determined.

Old Business: Tabled at this time.

New Business: None at this time.

Adjournment: Motion to adjourn the meeting was made by Tiffani Malvin, seconded by Marlene Lees. All agreed. Meeting was adjourned at 12:13 pm.