9-10-2013

Meeting 2013-09-10

Civil Service Senate

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Meeting was called to order at 11:11 a.m. by Laura Owens. Roll call was done by Gina Ragland.

Ann Jaso and Pulchratia Kinney-Smith were also present.

Approval of Minutes:
Approval of CS Meeting Minutes for July – It was moved by Lynne Clayton to accept the July minutes as read and seconded by Kelly Robinson. Minutes were approved by unanimous vote.
Approval of CS Meeting Minutes for August – It was moved by Lynne Clayton and seconded by Eric Nicholson to accept the meeting minutes as read. Minutes were approved by unanimous vote.

Committee Reports:

1. Governance Committee – The position of Correspondence secretary is available. Kelly Robinson is stepping down from the Senate. She has accepted a new position as Nursing Counselor. Lynne Clayton is nominated by Kelly R. for the position. Lynne asks for more of an explanation of the position. Kelly explains that the correspondence secretary is responsible for bringing all the agenda and minutes to the meeting, send reminders for meetings; and any correspondence, email blast, and bereavement notices. Laura called Lauren E. to see if she would be interested in serving as correspondence secretary. Conversation ensued with the group. Laura O nominated Lauren E. for the position of Correspondence Secretary, Kelly Robinson seconded the nomination. Lauren E. accepted. All accepted by acclimation.

2. Employee of the Month – Shelina corresponded with Stephanie (HR); she has not received any nominations. She wants to send an e-blast to get nominations. Sheryl wondered if there is an existing pool that they could draw names from if no one was nominated for the month. Shelina thinks that they stay in the pool for six months. The last time EOM was awarded was in May. There are a lot of empty spaces on the EOM wall.

3. EAC Report – Ann Jaso – No report. The first meeting she will attend is October 16-17 followed by Council of Councils on October 18, 2013
4. **Financial report** – Shelina Jenkins – The tablecloths have been delivered and paid for. Scott was reimbursed for trophies from the picnic and Laura was reimbursed for a large palm tree and leis. A few condolences were also sent out. Cassandra Green gave Shelina a thank you card to the Senate.

5. **Educational Assistance Fund Report** – Lynne Clayton – The deadline is at the end of the month, September 30, 2013. Lynne is looking to move the submission closer to the beginning of the semester. Sheryl suggests ordering a few posters to put up a few weeks prior to the deadline. There was some discussion on the design of the poster; make it generic and have someplace to place a flyer. Merri W. said it would be costly to do a poster each term.

6. **Newsletter** – Lauren Escolato absent today; Lauren has not been able to work on the newsletter. We will table the newsletter at this time.

7. **Affairs Committee** – Andrea Dal Polo and Lynne Clayton
   a. Civil Service Day – Dr. Maimon will be in town until December 9, 2013; Laura also wants to invite Tom Warlock. We have to find a different venue, because it is finals week and it will be students and studying going on at that time. Gina will check into E-Lounge and the CPA stage availability and capacity for that day.
   b. October – Usually we do the Affy Tapple Sale; we are also exploring the sale of bags of Garrett's or Savory Sweets popcorn. Laura asks for a show of hands to see if anyone would be interested in selling Garretts – 1 person. Savory Sweets popcorn – maybe explore selling this in January.
   c. Fall Vendor Fair – November 20, 2013
   d. Pie Auction – Silent pie auction before Thanksgiving $297.00 profit from last year. We have received pies via donation in the past, usually selling pies by the slices as well as whole pies.
   e. CPA show tickets – Someone will have to meet with Sharon Banaszak to discuss further. Andrea’s thought is that CPA is willing to work with us. It is open to all Civil Service employees on a first come first serve basis. Senators would have last pick. Sheryl suggests conducting a survey using survey monkey to gauge the employees’ interest. Pulchratia noted that Faculty and Staff tickets are discounted for $20.
   f. Kelly suggests buying a nice gift for Civil Service Day.

**Old Business:** Laura modeled the new Civil Service tablecloth and the new Civil Service Senate sign. It will be stored in the closet. It was approved by Rhonda Brown in Marketing.

Civil Service polo shirt – the majority likes the idea of a polo shirt as opposed to a t-shirt. Laura will email everyone for shirt size.

The Council of Councils meeting is after the EAC meeting on October 18, 2013. Laura asked Sheryl to arrange a car. Those attending so far are Laura Owen and Sheryl Jones-Harper. Shelina and Gina will let Laura know by Friday. Laura will have to ask Lauren if she will be attending.

Laura also invited the senators to the First Year Experience Seminar on October 18, 2013.

**New Business** Congratulations to Andrea DalPolo and Kelly Robinson on their new positions in the university. Kelly and Andrea were presented with thank you certificates for their service to the senate and a $5 certificate to the Café.

**Adjournment:** Sandi Kawanna moved to adjourn the meeting at 12:06 pm. Kelly Robinson seconded, all were in favor.

**Meeting adjourned at 12:06 pm.**