

9-11-2012

Meeting 2012-09-11

Civil Service Senate

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Governors State University

Civil Service Senate

Minutes

Tuesday, September 11, 2012

11:00 a.m. – Room B2215

Meeting was called to order at 11:08 a.m. by Laura Owens. Roll call was done by Lynne Clayton.

	Present	Excused	Absent		Present	Excused	Absent
Lynne Clayton (2014)	X			Eric Nicholson (2014)	X		
Paula Cosenza (2014)	X			Laura Owens (2013)	X		
Andrea Dal Polo (2014)	X			Gina Ragland (2014)	X		
Joyce Giroux (2013)			X	Latonia Richmond (2013)	X		
Shelina Jenkins (2014)	X			Raquel Rios-Aguirre (2014)	X		
Shawn Jones (2013)		X		Kelly Robinson (2014)	X		
Sheryl Jones-Harper (2014)	X			Mary Rothenberg (2013)		X	
Sandi Kawanna (2014)	X			Karen Sinwelski (2013)	X		
Marlene Lees (2013)	X			Scott Smith (2013)			X
Tiffani Malvin (2013)		X		Pam Taylor (2013)		X	

Guests: Pulchratia Kenny-Smith, Vera Davis

Ex Officio: Maureen Bendoraitis

Approval of Minutes: Kelly Robinson moved that we accept the August minutes as is, Sandi Kawanna seconded. All were in favor. Sandi Kawanna suggested that Lynne send the minutes to the senators before the meeting, so that everyone can read them before hand, then approve and/or amend them the day of the meeting. This should save some time. The suggestion was endorsed by everyone present, so Lynne will do that going forward.

Committee Reports:

1. **Governance Committee** – Eric Nicholson – Unfortunately, there are two more empty senate seats. Tiffani Malvin resigned at the last meeting. She has been offered a great opportunity in Miami, FL. We all wish her well. Pam Taylor sent a note apologizing for her abrupt departure from GSU and consequently the Civil Service Senate. She commended the Senate on all that we do and try to do and shared how much she had enjoyed her time as a Civil Service senator. Pam will be greatly missed. Laura Owens nominated Sheryl Jones-Harper to fill the Vice President spot now vacated by Tiffani Malvin, Karen Sinwelski seconded. There were no more nominations, so Sheryl was voted in as the new Vice President. Vera Davis expressed interest in joining the senate, and she has now become eligible, she was nominated by Shelina Jenkins and seconded by Sandi Kawanna to fill one the of the seats. All were in favor.

2. **Employee of the Month** – With Tiffani Malvin and Kathy Miller’s departure, new committee members are needed for this committee. The senate voted on the following: Vera Davis (Civil Service Senator); Maureen Bendoraitis (exempt civil service); Paula Cosenza (non-exempt civil service); Shelina Jenkins (faculty); Karen Sinwelski (current employee of the year winner – til December 2012). The committee still needs an “administration” member. Stephanie Juarez will continue to coordinate the process through HR.

Shelina Jenkins will step up as interim committee chair to convene the committee and vote for a permanent chair, as well as work out the process with the committee and Stephanie, as well as solicit an administration member for the committee.

Karen Sinwelski pointed out that the bylaws state that employees can only win EOM every three years, not two as previously suggested.

3. **EAC Report** – Maureen Bendoraitis – Maureen informed the Senate that the EAC Representative position is up for election and although, she plans on running again, she encouraged the rest of us to consider running for the position. The EAC meets four times a year and GSU will pay for the expenses to attend the meetings, as well as allow the representative the time to attend. A discussion ensued that since the EAC representative needs to be a civil service employee, Lynne Clayton suggested that perhaps it should not be a senator, as the senate is stretched as it is and wearing both hats as senator and EAC rep could try the patience of your department. However, Maureen pointed out that GSU is the only university where the EAC rep is not a senator as well. The discussion was tabled until the October meeting.
4. **Financial Report** – Shelina Jenkins – Shelina now has full access to our accounts. Laura Owens will tutor Shelina on creating POs.
5. **Educational Assistance Fund Report** –Lynne Clayton – Lynne told the senate that the deadline for the FA12 applications is September 28. Flyers have been put up on the bulletin boards around the university and a mention was made in the GSU View.
6. **Newsletter** – Marlene Lees – The newsletter just needs a few minor tweaks, and will be published in the next week or so.
7. **Affairs Committee** – Andrea Dal Polo and Lynne Clayton
 - a. October – Taffy Apple Fund Raiser and Bake Sale – October 25th
 - b. November – Chili or Soup/Salad “fun” raiser. The details of this have to be sorted out by the Affairs Committee.
 - c. November – Arts & Craft Fair – November 15th
 - d. November – Pie Auction – November 20th

- e. December – Civil Service Day – December 5. It was suggested we talk to Mark Kundla about a possible retrospective of past shows, instead of a full blown new show.

Old Business:

Marlene Lees asked if unofficial transcripts could be used if requested at the Registrar's Office and then immediately walked to HR by a third party, not the applicant. This was not sufficiently resolved, so further discussion about the \$10.00 transcripts fee ensued. No suitable resolution has been determined, so more discussions will follow.

New Business:

Laura Owens let the senate know that Sheryl Jones-Harper has volunteered to be one of the "spirit" leaders who will work with Will Davis through the Foundation. Jackie Small has requested to address the senate for their "kick-off" campaign at our next meeting.

Laura also reminded the senate of the BOT retreat scheduled for October 12th. It is very important that we all attend. This is our opportunity to talk directly to the Board about our concerns and issues as a civil service employee here at GSU. Laura will solicit agenda items to be sent to Gebe ASAP.

Laura also mentioned the Council of Council meeting scheduled for October 26th at NEIU. She recommended that those who could attend need to RSVP immediately. She also noted that the Executive Committee could attend on university time, but all other senators would have to use personal time. (One of the issues to be brought up at the BOT Retreat.)

Raquel Rios-Aguirre mentioned that a few years back HR reviewed the salary range of one of the positions here at GSU and found that the GSU range was way below the average, as a result, every employee in that position got a raise after that review. Raquel requested that perhaps all other positions here at GSU could be reviewed for hopefully, similar results. The Executive Committee will meet with Gail Bradshaw to discuss it.

Adjournment: Raquel Rios-Aguirre moved to adjourn, Latonya Richmond seconded. All were in favor. Meeting adjourned at 12:18 pm