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Meeting 2012-08-07

Civil Service Senate

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Governors State University

Civil Service Senate
Minutes

Tuesday, August 7, 2012

11:00 a.m. – Room D1496

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
Paula Cosenza (2014) X
Andrea Dal Polo (2014) X
Joyce Giroux (2013) X
Shelina Jenkins (2014) X
Shawn Jones (2013) X
Sandi Kawanna (2014) X
Marlene Lees (2013) X
Tiffani Malvin (2013) X

Laura Owens (2013) X
Gina Ragland (2014) X
Latonia Richmond (2013) X
Raquel Rios-Aguirre (2014) X
Kelly Robinson (2014) X
Mary Rothenberg (2013) X
Karen Sinwelski (2013) X
Scott Smith (2013) X
Pam Taylor (2013) X

Approval of Minutes: Both the June and July minutes were approved as follows: Tiffani Malvin moved to approve the June minutes with the change of moving Shawn Jones from Absent to Excused. Sandi Kawanna seconded, all were in favor. Karen Sinwelski moved to approve the July minutes with the change of moving Sandi Kawanna from Absent to Excused. Kelly Robinson seconded, all were in favor.

Committee Reports:

1. Governance Committee – Eric Nicholson – The senate is four senators down from a full roster of 24. It was decided to create a marketing campaign to solicit Civil Service employees to join the Senate. Lynne created a “We Want You” poster to put up at the picnic, as well as the bulletin boards and in the GSU View. However, Lynne suggested that each senator needs to personally invite their co-workers and friends to seriously think about joining the Senate.

2. Employee of the Month – Tiffani Malvin – The May EOM is Vera Davis and June is Brenda Moore. Tiffani informed us that HR will be awarding both the July and August winners together sometime in the near future. Part of the delay is planning the announcement since the employee’s supervisor needs to be present. It was suggested that perhaps the supervisor component be revised so that a supervisor can appoint or assign a representative to be present if the supervisor’s schedule is too hectic to plan the announcement in a timely manner. Tiffani assured the senate that her committee would look into implementing the suggestion. Since the same winner can only win every two years, it was decided that a two-
year listing of the winners be available on the website as well as sent to both Laura Owens and Stephanie Juarez.

3. **EAC Report** – Maureen Bendoraitis – No report at this time.

4. **Financial Report** – Shelina Jenkins – There are still a couple of snafus with Shelina’s access, she will contact Bettie Lewis for help and instructions on how to set up POs.

5. **Educational Assistance Fund Report** – Lynne Clayton – Lynne informed the Senate that for FY12-13, the senate has awarded one award in the amount of $250 during the SP12 semester. Lynne suggested that vigorous marketing needs to be put into place. She will contact GSUView, as well as put up posters on the bulletin boards, as well as an email blast. Kelly Robinson offered to do the blast. It was decided because we seem to have a lack of applications and because we have money to award, we will up the FA12 awards as follows: 2 - $500.00 awards with a minimum of 6 credit hours, and 3 - $250.00 awards with a minimum of 3 credit hours. Lynne Clayton made the motion, Karen Sinwelski seconded. All were in favor.

A lively discussion ensured regarding the requirement of Official Transcripts and the cost of same. One suggestion was that unofficial transcripts would suffice until such time the application wins the award and then must supply official transcripts. It was also suggested that GSU employees could supply unofficial transcripts, but this was dismissed as preferential treatment for GSU employees. For now, the requirement of official transcripts still stands. Marlene Lees suggested sending out a survey to see if applicants would prefer a minimum of 3 credit hours vs. 6 credit hours with awards of $250 and $500 respectively. Marlene will create and distribute said survey.

Lynne told the senate that with Karen Stuenkel’s departure from the Senate, the Awards Committee needed another member. Shelina Jenkins volunteered and was added to the committee.

6. **Personnel Resolution Committee** – Sheryl Jones-Harper – Sheryl let the Senate know that the committee needs to replace Kathy Miller. She will convene a meeting with the existing members and assign terms (1, 2 or 3 years). In the meantime, she will get the updates on the by-laws. She stressed that this committee needs to be fully manned and ready to go should the need arise.

7. **Newsletter** – Marlene Lees – Marlene told the Senate that the next newsletter will feature the Joliet Slammers event. She did attend this event and felt it was a real fun night.

8. **Affairs Committee** – Andrea Dal Polo and Lynne Clayton

   a. **Picnic** – August 10 – The picnic plans are all set and it should be a real nice event.
**Old Business:**
Laura Owens reiterated to the Senate to think about nominating someone for the Baysore award.

**New Business:**
Laura Owens informed the Senate that it has been requested by Will Davis, a new face with the Foundation, for two “Spirit” leaders from the senate who would work with Will and the team that he is putting together to come up with ideas, prizes, events, etc. Laura asked the Senators to seriously consider volunteering to be a spirit leader.

Laura also reminded the senate of Convocation and requested that everyone try to attend. She also mentioned the October 12th retreat with the Board of Trustees and suggested we all clear our calendars. It is a very important meeting with the BOT, giving us the opportunity to let them know what we think.

Sadly, Tiffani Malvin informed the senate that she is stepping down and leaving GSU for an exciting job opportunity in Miami, FL. She will be leaving within in the next few weeks. This is a bittersweet announcement, as we will be very sad to see her go, but also filled with great joy and gladness for her in this new and exciting chapter in her life.

**Adjournment:** Tiffani Malvin moved to adjourn, Kelly Robinson seconded. All were in favor. Meeting adjourned at 12:10 pm