

Governors State University

Civil Service Senate Minutes

Tuesday, 01/13/2015,
11:00 a.m. – Room D1496

Meeting was called to order at 11:09 a.m. by: Sheryl Jones Harper. Roll call was done by Joyce Giroux.

	Present	Excused	Absent		Present	Excused	Absent
Paula Cosenza (2014)	X			Audrey McIntyre (2016)		X	
Candace Dade (2016)	X			Eric Nicholson (2016)	X		
Dennis Dent (2016)			X	Laura Owens (2015)	X		
Lauren Esolato (2015)		X		Gina Ragland (2016)	X		
Dorothea Franklin (2016)	X			LaTonia Richmond (2015)	X		
LaSheena Fuller (2016)	X			Raquel Rios-Aguirre (2016)	X		
Joyce Giroux (2016)	X			Mary Rothenberg (2015)			X
Adrienne Gray (2015)	X			Debra Sbalchiero (2015)	X		
Cassandra Ingram (2016)	X			Karen Sinwelski (2015)		X	
Shawn Jones		X		Scott Smith (2015)		X	
Sheryl Jones-Harper (2016)	X			Sabrina Slocum (2015)	X		
Sandi Kawanna (2016)		X		Merri Wilkerson (2015)		X	

Guests: Shaniqua Jones-Admissions, Sandra Alvarado-HR

Approval of Minutes:

Approval of CS Meeting Minutes for Nov. 11, 2014, motion to approve: Laura Owens, 1st, Paula Cosenza, 2nd, and all senators approved. The following errors were noted and have been corrected: LaSheena Fuller's name misspelled in paragraph 8. The approval of the October 2014 meeting minutes were tabled because Lauren Esolato, the prior Recording Secretary has not had time to type them up.

Committee Reports:

1. **Governance Committee** – Eric Nicholson. Eric reported that it is time to form an Election Committee to elect new senators whose terms are ending June 30th. The committee needs to be composed of people not up for re-election in July.
2. **Financial Committee** – Gina Ragland. Gina Ragland gave a Financial report today. The current balance in our state account is \$3,349. The carry forward balance from FY14 is \$916. Revenue that has been brought in from past sales and events for FY15 is \$2,261. The total spent on CSD t-shirts came to \$2,675. We have not yet been billed for the CSD luncheon which is estimated to be \$1,550 or the CPA ticket give-a-way.
3. **Correspondence Committee** – Laura Owens Laura reported that the Marketing template was approved by the Marketing Department and is now on the M drive along with instructions on how to complete it. This template needs to be used for sending out email blasts. Also the CSS letterhead has been approved by marketing and letterhead and possibly envelopes will be ordered for future use.
4. **Affairs Committee** – LaSheena/Gina Ragland Gina mentioned that the next breakfast cart may be in February and the cart will probably make the rounds in the Family Development Center. The FDC staff is unable to make it over to the main campus for events because they are required to stay with the children. A tentative date of Wednesday, February 11 was set for the Valentine Carnation Day Sale in order to capture more sales to students and staff on campus. SJH questioned about how many carnations should be ordered because last year we had carnations left over. Gina suggested possibly 1,000 would be a good quantity.
5. **Employee of the Month Report** – Raquel Rios No report this month. Raquel Rios volunteered to take over as EOM coordinator since the position became vacant. A vote was taken to approve Raquel as EOM Coordinator, Gina Ragland made a motion to approve, Dorothea Franklin 2nd the motion. All were in favor and the motion was approved.
6. **EAC Report** – Ann Jaso. No report this month.
7. **Educational Assistance Fund Report** – Lynn Clayton Lynn reported that CSS has not received any applications recently for the Financial Assistance Award. The Financial Assistance Award is open to all Civil Service Employees and their family members. Lynn stated that many employees are not aware of the award and that we need to make it more visible to all. She suggested to increase the award for the SP15 semester to 4 awards of \$500.00 each to encourage people to apply. A motion to approve was made by Laura Owens and Adrienne Gray 2nd the motion. All were in favor and the motion was approved.
8. **PRC/PBAC/BOT-Adm. Meeting:** -President Sheryl Jones-Harper No report given.

Old Business: Sheryl Jones Harper reported that she had spoken to Joyce Coleman in HR and that the salary lines have been reviewed and updated. The changes made to salary lines may affect some people but not all based on their current job titles. The salary line increases are in the process of being reviewed by the Executive Administration and are also contingent upon funding.

New Business: Merri Wilkerson is currently working part-time and also convalescing after an auto-accident. She had planned to take over the CSS quarterly newsletter but will not be able to for the time being. Sheryl asked for volunteers to write and edit the newsletter, and LaTonia Richmond said that she would be able to coordinate the articles and work on the newsletter until someone can take it over permanently.

Sheryl also recommended that it would be a good idea to order posters for yearly CS events, such as the Valentine Carnation Day, without a date, so it can be used again in the future. It would make the CSS look more professional and organized. The Marketing Dept. would need to approve the design. Also, Sheryl believe it would be a good idea to order letterhead and envelopes and possibly Sympathy Cards. Sheryl's objective is to make the Civil Service a "branded" item, to make it look more professional and visible.

Adjournment: Latonia Richmond moved to adjourn the meeting. Dorothea Franklin seconded the motion. All voted in favor by voice vote. Motion carries. Meeting adjourned at 12:10 pm.