

Civil Service Senate Meeting Minutes, November 11, 2014, D1496-11am.

Attendees: P. Cosenza, C. Dade, D. Franklin, L. Fuller, J. Giroux, A. Gray, S. Jones-Harper, S. Kawanna, A. McIntyre, E. Nicholson, L. Owens, G. Ragland, L. Richmond, M. Rothenberg, K. Sinwelski, M. Wilkerson

Absent: D. Dent, S. Jones, R. Rios-Aguirre, D. Sbalchiero, S. Smith.

Excused: L. Esolato, S. Slocum

Guests: Ann Jaso,(EAC Rep) Pulchratia Kinney-Smith(HR Director)

We did not receive a copy of the October 2014 meeting minutes to approve, so the minutes were tabled until the next meeting in January 2015.

Laura Owens, correspondence secretary, gave us a monthly update. She reported that all E-Mail blasts must be ADA compliant, and must be submitted to the Public Affairs Dept. for approval first before it can be sent out as an email throughout the university. An e-blast template is currently being designed by Public Affairs along with Civil Service Senate Stationary. The process for Public Affairs approval is very slow, and that is why staff and faculty have not received email blasts on events. The GSU View can now only be used for academic news.

Eileen Kelly made a \$30.00 contribution to the Civil Service Senate in honor of her late husband, Bill Kelly. He loved being a Civil Service member and at one time a civil service senator. Laura suggested we honor Bill Kelly at the Civil Service Holiday Luncheon. Sandy Kawanna thanked everyone for the get-well card for her surgery. Laura suggested that we should honor Bill Kelly and Chuck Klaus for their past assistance to the Civil Service Senate and GSU.

CSS needs a volunteer to take over as editor for the CSS quarterly newspaper. Merri Wilkerson has volunteered; she is waiting on a template to format the newspaper correctly. Laura suggested that recipes or articles of interest should be sent to the civil service senate email and establishes a folder for those articles to be used at any time.

The Educational Assistance Committee report was not available; Lynn Clayton, the chair of the Educational Assistance Committee, was on vacation. A report needs to be established for the fall and spring awards.

Eric Nicholson was next to give his report on forming a committee for 2015-16 CSS voting membership. Sheryl reported that Lauren Esolato resigned as recording secretary and the senators need to appoint a replacement. Sheryl mentioned that Joyce was taking the minutes for this meeting. Laura Owens nominated Joyce Giroux as recording secretary and Sandy Kawanna seconded the nomination. A vote was taken, all were in favor, none opposed. Joyce accepted the position and was appointed new recording secretary.

A discussion ensued regarding purchasing a laptop for recording meeting minutes; Karen Sinwelski made a motion to purchase a laptop, Adrienne Gray seconded the motion. All were in favor, none opposed. Sheryl said she would look into purchasing a laptop or a keyboard for the iPad pending funds availability.

Since Gina Ragland was not available yet, LaSheena Fuller from the Affairs committee gave an update to future CSS events. November 19<sup>th</sup> is the Craft & Vendors Fair, a volunteer sheet was passed around for floor monitors. November 25<sup>th</sup> is the Pie Auction, dessert donations are needed. Also, a volunteer sheet was passed around for floor monitors. Many events are planned for Civil Service Day which will be held in the Hall of Governors from 11am-3pm. Scott Smith will be hosting the game show "Family Feud" and has purchased the online game version. Donations were requested for the white elephant prize give-away and drop off office locations for the donations were determined; LaShenna Fuller, Laura Owens, Karen Sinwelski, Latonia Richmond and Sheryl Jones-Harper. Book store gift cards and discount coupons for area businesses will also be offered as door prizes.

Gina arrived for the meeting and reported that t-shirts will be ordered for all civil service members but they still need to coordinate the graphics with Lindsay Gladstone. Centerpieces for CSD will be the same as last year, glass vases with candy and colorful ornaments.

EAC committee rep, Ann Jaso, gave a brief report. There will be a meeting coming up; minutes will be on web-site. There is a concern that many civil service positions will be moving to AP (academic professionals). The SURS Report will be available after November 20.

Sheryl Jones-Harper reported that she has a meeting with President Maimon and Joyce Coleman once a quarter, so if there are any questions or issues that you would like Sheryl to bring up at the next meeting, please email them to her. Laura Owens mentioned that the subject of equity-in-pay should be brought up again to HR, who promised to review the current pay grades for civil service staff from two years ago. Sheryl stated that the faculty has a union, and the union negotiates for the faculty. Most civil service senate employees are not under a union contract and do not have a union to negotiate on their behalf.

Merri Wilkerson motioned that the meeting be adjourned at 12:09pm, Laura Owens seconded the motion.