

# Governors State University

## Civil Service Senate

### Minutes

Wednesday, September 14, 2016

11:00 a.m. – Room D1496

	Present	Excused	Absent		Present	Excused	Absent
Lannie Brown-Simon (2018)	X			Audrey McIntyre (2018)			X
Paula Cosenza (2018)	X			Susie Morris (2017)	X		
Candace Dade (2018)	X			Eric Nicholson(2018)	X		
Melody Easterling (2017)	X			Gina Ragland (2018)	X		
Dorothea Franklin (2018)	X			Raquel Rios-Aguirre (2018)	X		
Kathleen Frossard Fisher (2017)	X			Senator Opening			
LaSheena Fuller (2018)	X			Senator Opening			
Joyce Giroux (2018)	X			Senator Opening			
Adrienne Gray (2017)		X		Senator Opening			
Sheryl Jones-Harper(2018)	X			Karen Sinwelski (2017)	X		
Sandi Kawana (2018)		X		Sabrina Slocum (2017)	X		
Shondrae Lewis (2018)	X			Merri Wilkerson (2017)	X		

**Guests:** Lynne Clayton, chair of Educational Assistance Awards Committee.

**Meeting Opened At:** 11:08 am by president Sheryl Jones Harper. Roll call was taken by Kathleen Frossard Fisher.

**Approval of Agenda:** All present senators reviewed the agenda; a motion was made to approve Karen Sinwelski, 2<sup>nd</sup> motion made by Raquel Rios-Aguirre. All voted in favor by voice vote, the September 2016 agenda was approved.

**Approval of Minutes:** All present senators reviewed the minutes; a motion was made to approve the minutes with corrections by Raquel Rios-Aguirre, 2<sup>nd</sup> motion made by Gina Ragland. All voted in favor by voice vote, the August 2016 minutes were approved.

**Committee Reports:**

1. **Correspondence Committee - LaSheena Fuller** No Report
2. **Governance Committee – Eric Nicholson** Eric indicated that there were four openings for senator and an opening for a Financial Secretary. He asked for suggestions to get recruit members. Sheryl Jones-Harper suggested hosting a raffle such as the one recently conducted by SUAA to attract new members. Susie Morris suggested hosting a luncheon featuring pizza, salad and perhaps dessert to attract new members. Lynn Clayton suggested a suggestion box to solicit ideas from Civil Service employees. Sabrina Slocum suggested featuring a topic with a guest speaker from HR. The senate discussed the possibilities of attaching a lunch and learn session to the regular meetings on a quarterly basis. Anyone with any suggestions to attract new members is encouraged to contact the Affairs committee. Merri Wilkerson then offered to meet with Gina Ragland to discuss the possibility of taking over as Financial Secretary.
3. **Financial Committee – Gina Ragland** Gina reported that there was approximately \$3,878 in the 10 account. \$908 was spent on the Zarlengo's Ice Cream and included a \$125 rental of a cooler. \$10 was spent on the Employee of the Month photo while \$189 has been spent on flowers this year. The Zarlengo's Ice Cream fundraiser made \$600. Approximately \$15,000 is in the 31 account. The Savers fundraiser that has been previously proposed requires a 501c3 to sponsor the event. Rather than transferring money into the Educational Assistance Award fund, we will be placing funds earned from the Savers fundraiser directly into the Award fund. We are continuing to try to raise the necessary funds to cover the food expenses for Civil Service Day.
4. **Affairs Committee – Gina Ragland/LaSheena Fuller.** The Affairs committee encouraged each senator to sell 10 Carson's Days coupon books. The coupon book sale is from now to November 8<sup>th</sup>. The senate's goal is to sell 300 coupon books. We will receive a bonus check for high sales from Carson's. The Civil Service Day will have a carnival theme with the hopes of reducing the expense of food, activities and entertainment and will allow employees to come in and out through out the day. The senate plans on hosting a Savers collection drive in October. Gina Ragland will be choosing a date. We will also be paying for hot cider and chocolate at the October 6<sup>th</sup> Pep rally. Volunteers are needed to pass out the cider and chocolate. November 2<sup>nd</sup> is the date of the vendor fair. There will be a table at the fair for Civil Service to sell Carson Day coupon books. Senators are encouraged to sell in the meantime and turn in funds as they receive them. The Taffy Apple sale will be held on October 31<sup>st</sup>. Gina Ragland will be working on the details of setting up the sale
5. **Education Assistance Award Committee – Lynne Clayton** Lynne Clayton, committee chair, discussed proposed changes to the Civil Service Assistance Award application. Since it is not a scholarship but an award, it was decided to remove the requirement of a GPA. The requirement of W2s or any other tax documents to show relationship would be removed. HR would then need to confirm the relationship. It was proposed that winners of two consecutive awards would then need to sit out two semesters before reapplying for assistance. The maximum lifetime awards as increased from five to six. The age of the dependent was changed from 24 to 26. The changes were accepted by the senate. Lynne asked for two additional reviewers for the committee as well as an additional reviewer independent of the committee. Kathleen Frossard Fisher and Joyce Giroux volunteered to

serve on the committee as reviewers while Karen Sinwelski volunteered to be the independent reviewer.

6. **EAC Committee Rep – Ann Jaso** No report available at this time.
7. **EOM Committee Rep – Raquel Rios Aguirre** No report available at this time.
8. **President's Report – Sheryl Jones Harper** No report available at this time.

The meeting ended at 12:14 pm.