

Governors State University

Civil Service Senate Minutes

Tuesday, April 8, 2014

11:00 a.m. – Room D1496

Meeting was called to order at 11:05 a.m. by Laura Owens. Roll call was done by Gina Ragland.

	Present	Excused	Absent		Present	Excused	Absent
Lynne Clayton (2014)	X			LaTonia Richmond (2015)	X		
Paula Cosenza (2014)	X			Raquel Rios-Aguirre (2014)			X
Lauren Esolato (2015)	X			Mary Rothenberg (2015)		X	
Adrienne Gray (2015)	X			Debra Sbalchiero (2015)		X	
Shelina Jenkins (2014)	X			Karen Sinwelski (2015)		X	
Shawn Jones			X	Scott Smith (2015)		X	
Sheryl Jones-Harper (2014)	X			Sabrina Slocum (2015)		X	
Sandi Kawanna (2014)		X		Merri Wilkerson (2015)	X		
Eric Nicholson (2014)	X						
Laura Owens (2015)	X						
Gina Ragland (2014)	X						

Guests: Pulchratia Kinney-Smith, Ayita Woods, Joyce Coleman, Dennis Dent, Dorothea Franklin

Approval of Minutes:

Approval of CS Meeting Minutes for March – Approval was tabled until the next meeting. It was also noted that a correction was needed to the Governance committee. It should read "The Election Committee" instead of "The committee" in the first sentence of the Governance Committee.

Committee Reports:

1. **Governance Committee** – LaTonia Richmond has received 10 petitions thus far for the Civil Service Senate. There are 13 spots available. Lisa Carra will train her so we can conduct the election through Survey Monkey. A small number of paper ballots will be available as well. We will go live with the e-voting on April 14, 2014 and voting will end

on April 25, 2014. Paper ballots are also due April 25th. There will be a dropbox by LaTonia Richmond's office. Results will be posted April 29, 2014. Laura Owens requested LaTonia send results to Lindsay Gladstone to put in the GSU View. There are 7 slots available for write-in votes. Pulchratia Kinney-Smith suggested that we put the ballot box in HR. That is somewhere more familiar and secure. Sheryl Jones-Harper asks that we also put a notice in the GSU View about the upcoming election. LaTonia also states that we will send an email reminder notice.

2. **Employees of the Month** – Sheryl Jones Harper asks the HR representatives if the Employee Recognition Program is up and running. Joyce Coleman explains that it is being piloted in the FDM department and another department. It should be rolled out in June/July. She explains that the new employee recognition program will lump all of the recognition programs into one. There will be categories such as the Annual Service Award, Civil Service Employee of the Month, the Employee Service Awards – based on years of service, the Baysore Awards, Faculty Excellence Awards, as well as various certificates for departments to hand out to employees for exemplary performance. She is also recommending an employee/staff appreciation week. Shelina Jenkins also stated that the Employee of the Month Form is being revised and a new form should be posted within the week. December and March EOM awards were awarded for this year, however January and February have been delayed because the supervisor was not available. Lynne Clayton mentioned that her Dean asked for more reminders. She used to be a Faculty Reader and she offered more if we needed it.
3. **EAC Report** – Ann Jaso will be attending the EAC Council meeting and she will report back in May.
4. **Financial report** – Shelina Jenkins reports that Shirley Zhang has fixed a couple account lines in the budget. Sheryl reported that there are two more lines that need to be corrected.
5. **Correspondence Committee** – Lauren Esolato will accept submissions through the end of the week. Lauren verifies with various senators what they will submit. The newsletter will be sent via email next week.
6. **Educational Assistance Fund Report** – Lynne Clayton reported that 3 applications will be reviewed by the committee. She recommends that the Senate award the 3 applicants with the Educational Assistance Award. She will provide the names at a later time. Lynne Clayton makes a motion to accept the 3 applications to award for the Spring Semester Educational Assistance Fund. Sheryl Jones-Harper seconds the motion. All approve the motion by voice vote. Sheryl also suggested that we use some of the Educational Assistance Funds for Educational Workshops and Professional Development Awards. She explained that this would be for employees who want to take professional development classes in and off campus. This discussion was tabled to another meeting. Lynne C. also notes that we need a senator or civil service employee to review Educational Assistance Award applications (this is usually once a semester). Adrienne Gray volunteers to be a reader.
7. **Affairs Committee** – Lauren E. has received names for the April/May CPA pair of tickets. It took one day to fill the request. As of today, she has not received notice that the tickets are ready. Gina Ragland reported that we will be having a Civil Service Plant

sale in celebration of Earth Day on April 22, 2014. The Spring Open Market will be held May 1, 2014. Invitations have been sent out. Vendors and Crafters will have until April 21, 2014 to register. May will be our first breakfast cart. We will go to a specific department and hand out breakfast items (such as, mini muffins, fruit juice, fruit and coffee) as a thank you to Civil Service employees in that department. Non Civil service employees can enjoy a treat with a donation. We are also planning ice cream floats in June and July as well as a Civil Service retreat day in late July.

8. **Personnel Resolution Committee** – No report.
9. **PBAC/BOT/Pres. Meeting:** Civil Service Rep. Laura Owens – Freshman Open Forum on E-Portfolios attendance requested – low civil service employee turnout. Freshmen are our investment, so we must create an environment where students are successful. All of us need to promote GSU! 202 freshmen have been admitted (154 have incomplete transcripts). Transfer student apps up 70%. We have 285 grad apps and 38 housing student currently signed up. (18 undergrad, 14 freshmen, 4 grad, 2 dual degree)
The state still difficult financial environment is proposing 11-12% cut, Pension Law is in courts, but University may have to take on cost shift and pull resources moving forward preparing for the worse. GSU is in pretty good shape because of allowing units to carry forward budget balance and split reserves for university wide improvements such as ACS Lab and Library...these improvements should be completed by mid –August. PBAC requests each major unit head to report 5% 'just in case' budget cut proposal submitting request by May 12th (as part of Strategy 2015). No personnel cut...Faculty still in negotiations for contract.

Old Business: Laura Owens will be purchasing an I-PAD for the Civil Service President to use at the Board of Trustees meetings.

New Business: Gina Ragland asks everyone to go on the portal to review the draft of Strategy 2020 and provide feedback. Gina also mentioned the first ever GSU Family and Friends weekend in October of this year and asks for everyone's support. Dennis Dent also plugged the Family and Friends weekend mentioning the debut of the Men's Basketball Team, a pep rally on Thursday of that weekend, a Greek Step show on Saturday, a Jazz Brunch on Sunday, and a plethora of activities planned for everyone to enjoy the entire weekend.

Adjournment: Shelina Jenkins moved to adjourn the meeting. Merri Wilkerson seconded the motion. All voted in favor by voice vote. Motion carries.

Meeting adjourned at 12.01 pm.