

Governors State University
Civil Service Senate Agenda
August 12, 2014
Room D1496 – 11:00 a.m.

Meeting was called to order by Sheryl Jones-Harper at 11:07 a.m.

Roll call was done by Lauren Esolato.

	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: Annie Jaso EAC representative

Approval of Minutes:

Approval of CS Meeting Minutes for July , 2014 –

Corrections / Additions: -Candace’s name is spelled wrong on the committee

1st - Karen Sinwelski

2nd - Joyce Giroux

Discussion: none

Objections: none

Approved: All in favor by voice vote with corrections

Committee Reports:

1. Governance (Eric):

- a. Committee formation for all committees, before next month’s meeting we need to:
 - i. have a meeting of each committee
 - ii. Committees elect chairs and bring up membership.
- b. Laura resent the point person for committee – did everyone receive?
 - i. Executive Committee
 1. Officers
 2. Chairs of Committees
 3. Need 3 Senators to serve as at Large representatives
 - a. Karen Sinwelski
 - b.
- c. Recirculate the sign-up sheet so each senator is on at least one committee
- d. By-laws review committee do we need? Where can we review by-laws online?
- e. Committee
 - i. Eric Nicholson
 - ii. Karen Sinwelski
 - iii. Shawn Jones was on old list – he is never able to make the meetings
 - iv. Renee Rainey was on old list
 - v. Ann Jaso wants to be on now

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2. Affairs (Gina):

- a. July Ice Cream Social - Gina
- b. Breakfast Cart - Sheryl July; we probably won't do one in August, there is just so much going on.
- c. Fall Vendor Fair in November – Gina date has not been determined as of yet.
- d. Theater Tickets – Laura & Lauren will meet with CPA to determine the frequency
- e. Student Welcome Day / club table week – we should have a table – Gina – sign-up sheet
- f. Committee
 - i. Gina Ragland
 - ii. LaSheena Fuller
 - iii. Shawn – email is the best way to contact him, said he will be on affairs because with his schedule being outside so much he is unable to make many meetings

3. Educational Assistance (LaTonia):

- a. Committee membership
 - i. LaTonia
 - ii. Lynne
 - iii. Adrienne Gray
 - iv. Candice Dade
 - v. Annie Jaso
- b. LaTonia will get with Lynne and they will discuss everything that needs to be done, LaTonia will contact all of the members and they will have a committee meeting to elect a committee chair.

4. Correspondence (Laura):

- a. marketing materials – lets meet with marketing to get a tri-fold or something designed
- b. website updates – officer changes & PRC VS SGC (see below)
- c. committee membership
 - i.

5. Personnel Resolution Committee (actually listed in our bylaws) (Standing Grievance Committee):

- a. Eric read from the senate's current bylaws: Shall monitor review & recommend personnel policy & procedures for persons not represented by a bargaining unit
- b. Board of trustees policies there is a policy on employee grievances
 - i. The university was going to come up with a procedure
 - ii. As Eric understands it: what is in the handbook is HRs policy
- c. Laura was looking into the change we as the senate possibly made a while back.
- d. Laura was going to check the website to make sure it is the most updated
- e. still no clarification the handbook reads differently than the bylaws

Representative Reports - (University Wide Committees that Civil Service has representation on):

- a. **EAC Committee Representative:** (Ann Jaso x4914) – Ann had sent out an email with an attachment there were 3 or 4 things that were really big at the meeting
 - i. Advocacy – employees are asking for a representative at meetings – training is important
 1. Civil service employees can request advocacy representation
 2. Non negotiated employee can have a choice as to whom their advocate is
 3. HR would tell the employee to contact the civil service senate and that contact is Sheryl
 4. Advocate can be an attorney
 5. Advocate should actually be able to advocate on your behalf
 - ii. Policy revisions – sheet passed around of all the policies that will be looked at
 1. A&P is always an issue, she wrote an article for the newsletter
 - iii. Police force testing
 1. Integrity component being added
 2. Performance evaluation component
 - iv. Rule of 3 being revised
 1. Demo project for expansion
 2. Increase applicant pool and expansion diversity pool
 - v. SURS
 1. Ann sent out a 4 year information prior to this meeting

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2. SURS to receive a portion of the citi group settlement
 3. Everyone knows about the stay that is in progress
 4. Don't expect any new news until after the election
 5. Nothing will happen in courts until December New changes being implemented 2015
- b. **EOM Committee:** (Paula Cosenza x4080): -
- i. work with Stephanie Juarez regarding nominations and rest of committee
 1. Paula Cosenza (x4080)
 2. Joyce Giroux (x4930)
 3. Sandy Kawanna (x4011)
 4. Raquel Rios (Exempt) (x4516)
 5. Denise Jones (x
 6. Lyida Morrow-Ruetten (x
 - ii. work with Laura Owens to get announcements out on a monthly basis s
 - iii. anyone else any other ideas on promoting & obtaining nominations?
- c. **PBAC/BOT/Pres. Meeting:** (Sheryl) - nothing to report

II. **Financial report** – Gina

New Business:

- a. Convocation – CPA 2pm Friday August 22nd – Engbretson & CPA Lobby
- b. Prairie Place Ribbon Cutting Ceremony – Friday August 22nd - immediately following Convocation 4pm ish
- c. September 5th 9am – 11am E & F Wing Ribbon Cutting
- d. Retreat with Board of Trustees – Friday October 3rd - 8:30-11:30 breakfast will be served
 - i. Historically we have been meeting in the lower level of the G Wing
 - ii. Board of Trustees attend
 - iii. Representatives from HR attend
 - iv. Various Administrators attend
 - v. This is our opportunity and forum to voice concerns and give updates on what is on the minds of civil service employees.
 - vi. Laura will send out an email to the civil service employees requesting burning questions and concerns that they want addressed by the Board of Trustees
 - vii. Sheryl wants to know what issues and topics the senate wants to address this year:
 1. Laura met with Joyce regarding the civil service salary lines that are very low
 - a. Joyce said they are looking into it.
 - b. Sheryl met with Dr. Maimon & Joyce a few weeks ago and they said it is on the back burner for right now.
 2. How are we able to advance within the classification line
 - a. If you just get additional duties, that is not a reclassification
 - b. If you are now management supervisory then that should be a reclassification
 - c. They can't do anything if you are at the maximum for your classification
 - i. Sometimes they don't always increase your pay if you are at the top end.
 - ii. It's more based on equity for those at the lower end.
 - iii. All the decisions are at the discretion of the University, they have the authority to make those final decisions.
 1. You can dispute and there is a process for that
 - e. Council of Councils: Friday October 17th – Southern IL University
 - i. Rent a car, go down on Thursday October 16th leave campus@ 3pm and stay overnight and come back Friday evening.
 - ii. How many rooms will we need? 2? Who is going? Dennis, Eric, LaTonia?, Lauren, Sheryl, Laura

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Old Business:

- a. Picnic update – committee meeting rap-up this afternoon @2pm
 - a. Loved Having it in E Lounge
 - b. Rationing of Food? –
 - c. Quality of ice cream – quite a bit tasted old
- b. Assistance Award for individuals who want to attend a professional development conference if they are not enrolled within a degree seeking program
 - a. Along the same lines and requirements as the Educational Assistance Award
 - b. Limited to civil service

Adjournment:

Motions:

1st: Raquel

2nd: Adrienne

Discussion: none

All voted in favor by voice vote. Motion carries.

Meeting adjourned at pm.