

# Governors State University

## Civil Service Senate Minutes

Tuesday, 03/11/2015,  
11:00 a.m. – Room D1496

**Meeting was called to order at 11:10 a.m. by Sheryl Jones-Harper. Roll call was done by Joyce Giroux.**

	Present	Excused	Absent		Present	Excused	Absent
Paula Cosenza (2016)	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		
Senator opening				Karen Sinwelski (2015)	X		
Shawn Jones 2015			X	Scott Smith (2015)			X
Sheryl Jones-Harper (2016)	X			Sabrina Slocum (2015)	X		
Sandi Kawanna (2016)	X			Merri Wilkerson (2015)		X	

**Guests: NONE**

**Approval of Minutes:**

Approval of CS Meeting Minutes for January 2015 were accepted; 1<sup>st</sup> motion made by Laura Owens, 2<sup>nd</sup> Paula Cosenza and February 2015 were accepted; 1<sup>st</sup> motion made by Paula Cosenza, 2<sup>nd</sup> by LaSheena Fuller.

**Committee Reports:**

1. **Governance Committee** – Eric Nicholson: 5 people have volunteered for the election committee to be voted in for approval; Paula Cosenza, Renee Rainey, Laura Owens, Jessica Velasquez and Eric Nicholson. Laura Owens made the motion to approve, Dorothea Franklin 2<sup>nd</sup> the motion. All were in favor. The election committee will be meeting with Lisa Carra to learn how to create a survey for vote tallies. The committee

has a list of which senators are up for re-election. A nomination petition needs to be signed and returned to the election committee to be on the upcoming ballot. By April 20, 2015 ballots should be completed. Paper and electronic ballots must be offered to be ADA compliant. The vote tally should be completed by April 28, 2015.

2. **Financial Committee** – Gina Ragland. Gina has a departmental meeting every Tuesday, so she was unable to attend. Sheryl brought up an issue regarding the floral allowance for funeral arrangements provided to Civil Service family members and suggested that yearly amount should be increased to \$1,500.00. If the money is not used, it rolls back into the 12-Account. Laura Owens made a motion to approve, Deb Sbalchiero 2<sup>nd</sup> the motion. All present were in favor. Sheryl reported that approximately \$300 was made from the Valentine Carnation Day sale.
3. **Correspondence Committee** – Laura Owens—Laura reported that sympathy cards were sent out to 5 CS family members. The Civil Service Newsletter is still looking for a leader. A flyer was sent out in February regarding the Educational Assistance Award. The CPA March-May email was sent out and 10 winners were announced via email. The Employee of the Month notice went out; Laura needs committee to send the info to her with past EOM winners so the GSU Web can be updated.
4. **Affairs Committee** – LaSheena/Gina Ragland The Spring Vendors Fair date moved to April 29 because of a conflict (Scholarship Luncheon). Get to know your CS Senator/SUAA recruitment drive-Pizza in Cafeteria Annex-sometime late March, early April. Summer Friday retreat day is now in the planning stages.
5. **Employees of the Month Report** – Raquel Rios—Raquel met with Sandra and Stephanie; February EOM was announced today-congrats to Dorothea Franklin.
6. **EAC Report** – Ann Jaso—no report. Ann recently sent an email regarding SUAA news. Per SUAA, the Tuition Waiver Cut was not passed, they are lobbying to protect our funds.
7. **Educational Assistance Fund Report** – Lynn Clayton--Lynn was not available to report.
8. **PRC/PBAC/BOT-Adm. Meeting:** -President Sheryl Jones-Harper At the PBAC February meeting, there will be a tuition increase for graduate students only. The State legislature did not cut MAP grants or Community College Grants. Latonia Richmond attended the last BOT meeting, but was not available to report.

**Old Business:** Discussion of fair wage adjustments for clerical lines is still ongoing with HR/Executive Administration. (Not yet BOT approved) Regarding the July 1<sup>st</sup> annual increases, (2.9%), for union approved, non-union pending.

**New Business:** Past Employee of the Month list needs to be updated. Civil Service needs to improve communication with HR regarding EOM. What is actually the criteria? The criteria should be put in writing. There needs to be some type of accountability between HR and CSS. There should be fairness, transparency, and ethical decisions made with regards to the actual EOM selection process.

**Adjournment:** Karen Sinwelski moved to adjourn the meeting. Eric Nicholson seconded the motion. All voted in favor by voice vote. Motion carries. Meeting adjourned at 12:05 -- pm.