

LETTER FROM THE PRESIDENT

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Hello my Fellow Civil Service Employees!

With the future of Governors State University looking bright there is hope for each of us to prosper. I recently came across this interesting article written by author Jeff Haden, who picks up some good advice from the many leaders he came to know while he successfully worked his way up in the manufacturing industry.

Some employees are remarkable, possessing qualities that may not appear on performance appraisals but nonetheless make a major impact on performance. Here are eight qualities of remarkable employees:

1. They ignore job descriptions. The smaller the company, the more important it is that employees can think on their feet, adapt quickly to shifting priorities, and do whatever it takes, regardless of role or position, to get things done.

When a key customer's project is in jeopardy, remarkable employees know without being told there's a problem and jump in without being asked—even if it's not their job.

2. They're eccentric... The best employees are often a little different: quirky, sometimes irreverent, even delighted to be unusual. They seem slightly odd, but in a really good way. Unusual personalities shake things up, make work more fun, and transform a plain-vanilla group into a team with flair and flavor.

People who aren't afraid to be different naturally stretch boundaries and challenge the status quo, and they often come up with the best ideas.

3. But they know when to dial it back. An unusual personality is a lot of fun... until it isn't. When a major challenge pops up or a situation gets stressful, the best employees stop expressing



their individuality and fit seamlessly into the team.

Remarkable employees know when to play and when to be serious; when to be irreverent and when to conform; and when to challenge and when to back off. It's a tough balance to strike, but a rare few can walk that fine line with ease.

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CIVIL SERVICE SENATE: MISSION STATEMENT

The Civil Service Senate works to promote scholarship and morale and protects the rights and benefits of the civil service constituency.

The Civil Service Senate helps promote:

- Quality Instruction and Scholarship by helping to create a positive university experience for students by supporting civil service employee continuing education through scholarship.
- Innovation and Improved Productivity by promoting a positive work environment through morale building events. This helps to create efficiency through increased productivity.
- Enhanced Collaboration and Partnerships by encouraging unity through special events and collaborative efforts with students, faculty, community, and staff.

CIVIL SERVICE SENATE: OUR PURPOSE

The Senate shall recommend policies and procedures concerning Civil Service affairs, evaluations, salary, merit, Civil Service education and development, Civil Service governance, grievances, and campus physical resources. The Civil Service Senate shall advise on the specific decisions which may be made under any of these policies and

which shall be set forth in the By-laws of the Civil Service Senate. This advisement shall be limited to those decision not specifically covered or stipulated by a ratified Civil Service union agreement and those not in the process of bargaining.

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SENATE OFFICERS AND SENATORS

The complete Senate roster for the 2011-2012 year is as follows:

Executive Officers:

President:

Laura Owens

Vice President:

Tiffani Malvin

Recording Secretary:

Lynne Clayton

(Scholarship Committee Chair/Affairs Committee Co-Chair)

Financial Secretary: Joyce Giroux

Correspondence Secretary:

Kelly Robinson

Lynne Clayton (2012)

Paula Cosenza (2012)

Andrea Dal Polo (2012)

Joyce Giroux (2013)

Shelina Jenkins (2012)

Sheryl Jones-Harper (2012)

Denise Jones (2013)

Shawn Jones (2013)

Sandi Kawanna (2012)

Marlene Lees (2013)

Tiffani Malvin (2013)

Kathy Miller (2013)

Eric Nicholson (2012)

Laura Owens (2013)

Gina Ragland-Owolabi (2012)

Raquel Rios-Aguirre (2012)

Kelly Robinson (2012)

Mary Rothenberg (2013)

Karen Sinwelski (2013)

Scott Smith (2013)

Karen Stuenkel (2013)

Pam Taylor (2013)

Cynthia Woodard (2012)

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Senate Meeting Dates

Civil Service Senate Meetings are scheduled the 2nd Tuesday of every month at 11:00am

All meetings are held in Room D1496

Location subject to availability. Notification will be provided if there are schedule changes.

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2012 VALENTINES DAY

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Thank you to all of our volunteers for the work you do to make the Carnation Sale not only possible, but a Valentine's gift to all while raising money for Civil Service Senate endeavors!

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4. *They publicly praise... Praise from a boss feels good. Praise from a peer feels awesome, especially when you look up to that person.*

Remarkable employees recognize the contributions of others, especially in group settings where the impact of their words is even greater.

5. *And they privately complain. We all want employees to bring issues forward, but some problems are better handled in private. Great employees often get more latitude to bring up controversial subjects in a group setting because their performance allows greater freedom.*

Remarkable employees come to you before or after a meeting to discuss a sensitive issue, knowing that bringing it up in a group setting could set off a firestorm.

6. *They speak when others won't. Some employees are hesitant to speak up in meetings. Some are even hesitant to speak up privately.*

An employee once asked me a question about potential layoffs. After the meeting I said to him, "Why did you ask about that? You already know what's going on." He said, "I do, but a lot of other people don't, and they're afraid to ask. I thought it would help if they heard the answer from you."

Remarkable employees have an innate feel for the issues and concerns of those around them, and step up to ask questions or raise important issues when others hesitate.

7. *They like to prove others wrong. Self-motivation often springs from a desire to show that doubters are wrong. The kid without a college degree or the woman who was told she didn't have leadership potential often possess a burning desire to prove other people wrong.*

Education, intelligence, talent, and skill are important, but drive is critical. Remarkable employees are driven by something deeper and more personal than just the desire to do a good job.

8. *They're always fiddling. Some people are rarely satisfied (I mean that in a good way) and are constantly tinkering with something: Reworking a timeline, adjusting a process, tweaking a workflow.*

Great employees follow processes. Remarkable employees find ways to make those processes even better, not only because they are expected to... but because they just can't help it.

<http://www.linkedin.com/news?actionBar=&articleID=5577803556494254165&ids>

So with that said, and in the words of the great Mr. Spock, let us all "Live long and prosper!"

http://www.youtube.com/watch?v=lu1qa8N2ID0&feature=player_detailpage

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TIP OF THE MONTH

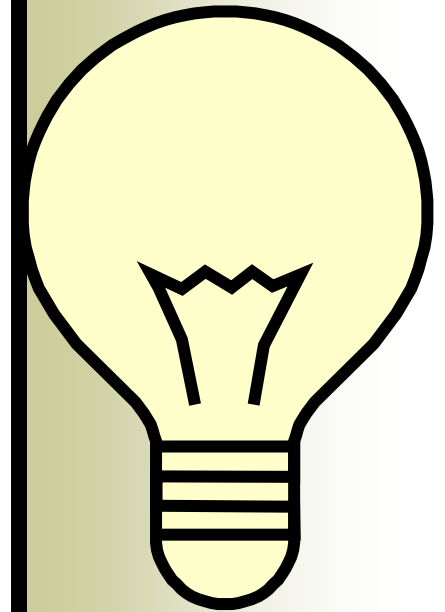
*This came from an online tip entitled
“12 Quick Fixes for Your Household Things”
by Adam Bluestein of Real Simple*

Faulty Light Bulb Removal:

“Use duct tape. Use about 12 inches or so in length and tape each side allowing “wings” at each side of the bulb folded back onto each other. “Holding each end between your thumb and index finger, give a counterclockwise twist to loosen the bulb.”

<http://shopping.yahoo.com/articles/yshoppingarticles/825/12-quick-fixes-for-your-household-things/>

I might add that if you are worried the bulb may break, add tape to cover the bulb and, as always, make sure the fixture is unplugged or the electricity is turned off.



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EMPLOYEE OF THE MONTH

Employee of the Month

The Governors State University (GSU) Employee of the Month program recognizes a Civil Service employee who demonstrates exemplary work, makes significant contributions, and/or performs or demonstrates outstanding service. It was established to show appreciation of Civil Service staff members and show them they are valued members of the GSU community. This program is possible because of the generosity of Institutional Advancement and The Center for Performing Arts and is sponsored by the Office of Human Resources and the Civil Service Senate.

To qualify, an employee must be a status Civil Service employee with at least a 75% appointment, who has served GSU for twelve consecutive months in a Civil Service position, and has not been selected as an Employee of the Month within the past three years. The employee evaluation process plays an important role in the final selection, an employee whose current work record showing documentation that the performance evaluation form is less than satisfactory will be disqualified for consideration.

The selected Employee of the Month will receive a letter and certificate of recognition and a copy of the letter will be placed in the employee's personnel file and provided to the unit. An e-mail announcement will be sent to the university community, their photograph will be displayed, and they will receive the following; a designated parking space, a voucher for two tickets to The Center for Performing Arts and a monetary award of \$150. They will be eligible to be the "Employee of the Year," which is selected from a pool of the 12 Employee of the Month recipients and voted on by the entire GSU community.

Anybody from the GSU community, faculty, staff, and students may nominate a Civil Service staff member who is worthy of this award. You will find

the nomination forms on the "Employee of the Month" nomination boxes located in the Faculty Office Center lobby, in the Hall of Governors next to Engbretson Hall, and in Human Resources. You can download a printable nomination form at www.govst.edu/uploadedFiles/empmonth.pdf Please be sure to complete the entire nomination form and submit it in an employee of the month box, at the locations listed above or to the Human Resources Office.

We encourage everyone to participate in this program. Nominate somebody today!

-Kathy Miller

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GSU THE CS REVIEW STAFF

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SCHEDULE OF EVENTS

Sloppy Joe Day March 14

Spring Vendor Fair May 3

Bake Sale ...to be announced

Ice Cream Socials June 20th & July 25th

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Important Dates

Senate elections
are coming up
in April

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