



# Civil Service Employee Council

## Mar 14, 2023 Monthly Meeting

**Call to order** President Bobbie Stewart called the meeting to order at 11:07 am inADM 202.

### Roll Call

<input checked="" type="checkbox"/> Bobbie Stewart	<input checked="" type="checkbox"/> Toni McCoy Smith
Aleshia Terry	<input checked="" type="checkbox"/> Diane Davidson
<input checked="" type="checkbox"/> Michael Gondek	<input checked="" type="checkbox"/> Sharahn Graves
Danielle Land	<input checked="" type="checkbox"/> Tobbie McCline-Adams
<input checked="" type="checkbox"/> James Magee	Jacqueline Pointer

### Approval Meeting Minutes

Jan 10 minutes approved Motion by Diane Davidson and 2<sup>nd</sup> by James Magee, all in favor

Feb 14 minutes approved Motion by Diane Davidson and 2<sup>nd</sup> by Tobbie McCline Adams, all in favor

### HLC Visit

- Staff felt that there would be repercussions if they address the campus concerns.
- A member felt the purpose of the council is to bridge concerns not addressed.
- There is no trust between administrators & Civil Service Employees.
- Upper management is doing a poor job of communicating what is going on with campus. The Walgreens converting to CSU property, new entrance way, parking lot upgrades, Douglas Hall Asbestos demolition.
- President Scott should not be blamed for issues outstanding or that could be improved. The staff between President need to communicate better.
- Compared to 10 years ago, the 2023 Townhall meetings were more positive and less complaints.
- The HLC moderator said we did not speak enough, which contradicts the University email sent out by Provost Roundtree. While spinning HLC meetings into a positive attitude is appreciated, the problem will still exist next meeting if we are not honest with what the feedback from HLC was.
- People should be able to anonymously input their feedback to the Civil Service website, so that they speak up.
- We need documented feedback not word of mouth. We should add a comment form to our website for ideas and suggestions to improve the overall purpose of the council. (Our purpose is to represent the Civil Service employees to university administration and to advise

the administration of the formation and implementation of policies and procedures relating to civil service employees.)

### **Campus Condition & Facilities ([Presentation](#))**

- Lots of items shown in the presentation were the responsibility of health & safety dept which no longer exist. OSHA violations on campus were taken care of by Jeff Miller.
- The basements are cluttered with items that should be put into trash. Building services are not supposed to go into the basement. Tradesman can though. Someone should be assigned to clean up the basements.
- We only have 6 grounds men which James feels is not enough to upkeep the campus.
- We have one mechanic for whole university
- The [Director of Physical Facilities & Planning](#) position has been open for a very long time and open, but not publicly listed. An email was sent to HR inquiring about why this is not listed, and no response has come.



### **Recap meeting with President Scott**

- From our original list of concerns June 2022, established what has been accomplished. President Stewart will report and share with council members any pending.
- Request a follow up or check in meeting on the progress of the university and the council

**President Stewart stated all of the concerns have been address through University Budget Committee and other Campus committees.**

### **Physical Plant/Facilities**

- If we do not have enough students, we cannot bring back the staff to properly take care of the campus.
- We need to go back and look at what is public knowledge on budget, and take that information and put where visible and address that.
- We had about 30 business workers in each building and the bathrooms were still dirty

### **New HR AVP**

- Sheresse Johnson is our new AVP. We would like to invite her to our next meeting.

### **HR Assessment interview with Segal Co**

- They are assessing the HR office.
- People are not staying long on jobs as in the past.

### **Employee Focus Group**

- Council will work with President Scott to hold Townhall Meetings with only Civil Service Employees

### **CSEC Website**

- Assistant Secretary Toni McCoy Smith has been granted access along with Aleshia Terry Vice President to have the ability to add to our webpage.
- Need a feedback form
- Right-Hand navigation items and home page needs balancing of content and rewording to improve user expectations of what navigation options are before they are clicked.

### **New Civil Service Employees March 1, 2023 (Office of Human Resources)**

- We have 3 people that are civil service and they were sent a civil service letter.

### **June 2nd Civil Service Day**

- Please submit your island and fill out form for next meeting
- President Scott has approved our operating budget for FY23

### **Civil service employees graduating**

- 4 Civil Service Employee graduates for May 2023. (Danielle Land, Desiree Montgomery, Diane Davidson and Samantha Brown)
- For next graduation let's get a banner up on csu.edu homepage. This is submitted to Lauren Finch and marketing design banner.

### **EAC**

- Council has a concern to not receiving reports from our EAC Representative
- Council concerns to EAC monthly meeting attendance

### **Bylaws**

- Special call meeting is needed to complete the bylaws

**Meeting adjourned at 12: 26 by Bobbie and seconded by Toni on 3/24/2023**