



**Civil Service Employee Council Monthly Minutes  
Tuesday, June 13, 2023  
Cook Administration Building, Room 200**

Members Present: Bobbie Stewart, Toni McCoy-Smith, Diane Davidson, Sharahn Graves, Tangie Jenkins (HR liaison)

Members Absent: Michael Gondek, Danielle Land, Aleshia Terry, James Magee, Jacqueline Pointer

The meeting was called to order at 11:03 am by President, Bobbie Stewart. President Stewart expressed to the civil service council members that Ms. Tangie Jenkins ordered everything we needed for Civil Service Day to proceed and be a success. President Stewart also mentioned, she did not have permission to approve requisitions or DPV's and by the time this was recognized it was past the deadline date for submission of paperwork, Ms. Tangie Jenkins has been recognized, as our HR Liaison.

The minutes from Tuesday, May 9, 2023, were approved without correction by Diane Davidson and seconded by Sharahn Graves.

The discussion regarding the CSEC members' jackets was tabled due to the absence of Dr. Terry.

Sharahn Graves has agreed to speak to Wayne Mosely so this event can take place in the month of July.

The By-Laws has a few more corrections to be made before posting to the website.

We are requesting a meeting with President Scott to discuss fiscal year 2024 operation and budget. This has been tabled until after Civil Service Day 2023.

The council members collaborated on the program arrangement, games, gifts, volunteers, food menu, decorations, council members attire for the day, stations where council members and volunteers will be working, and the number of tables needed 10 registration and 10 round tables was agreed upon and there will also be chairs ordered for this event.

Below you will find a draft of the program order.

1. Attendees sign in and receive their souvenir T-Shirt.
2. Prayer for the event – Corrine Grant
3. Welcome and Purpose for this event - Bobbie Stewart
4. President’s Office - Speaker
5. HR Director – Sherese Johnson
6. Bereavement – Toni McCoy-Smith
7. Prayer for Lunch – Corrine Grant – Food will be served at 12:30 pm
8. Lunch will be served by volunteers and council members.

Below you will find a list of games and activities for attendees.

1. Uno
2. Jigger
3. Connect 4
4. Jump rope
5. Dominos
6. Right left center
7. Karaoke
8. Playing cards

The meeting was adjourned at 12:05 pm and motioned by Diane Davidson and seconded by Sarahn Graves.

Respectfully submitted,  
Toni McCoy-Smith, Assistant Secretary