

**Civil Service Employees Council Minutes**  
**Cook Administration, Room 201**  
**Tuesday, June 11, 2024**  
**11:00 am – 12:30 pm**



Present: Bobbie Garner-Stewart, Aleshia Terry, Tangee Jenkins, Sharahn Graves, James Magee,

Absent: Jacqueline Pointer, Toni McCoy-Smith, Danielle Land

Lisa Samuels (manager of Employee/Labor Relations) regrettably decline joining the council due to a conflict in work relations.

Two candidates, Turhan Ice and Kelvin Avilez join the meeting. Upon supervisor signature will be accepted as members of the Civil Service Employee Council.

President Stewart postpone the time to print Candidate applications.

Meeting called to order by President, Bobbie Garner Stewart at 11:29 am

Roll Call conducted by President Bobbie Stewart.

Reading of the minutes from May 12, 2024 were approved with corrections.

Motion made – Dr. Aleshia Terry, Motion Second by James Magee and all were in favor.  
(Motion carried)

Treasurer Report: Tabled

**Old Business:**

\* Civil Service Week scheduled for June 17 thru June 21, will need to be postpone until funding can be secured. New suggested dates – July 30 thru August 2 or August 13 thru August 16. Civil Service Day would be that Friday and the other activities will be during lunch break.

\* Suggestion to retrieve another food vendor quote to add to the quote already submitted to show the varies, so the funding can be approved.

\* Dues- \$10.00 begin July 1, 2024 – Once we have collected enough funds Dr. Terry will be reimburse for the money she paid personally for past secretary shirt and jacket.

\* Web Page: President Stewart brought to the committee's attention that the webpage (site) hasn't been updated since September of 2023. She asked Dr. Terry to please review and

whatever information she needed the President would gladly share what she has but the web site needs to be updated for the new fiscal year.

**New Business:**

- \* Civil Service Grievance – Policy and steps (awaiting President Scott committee assignment)
- \* CSU Civil Service Handbook – Handbook was printed and disbursed to the members. Each member was asked to review and compare then and now to ensure that once published by Human Resources the information was duly correct. Committee members suggested that we review other universities Civil Service Handbooks and compare.
- \* Updated Civil Service Employee Email requested was sent to Latasha Larry and Keith Hooker with no response. Suggestion was to contact Lisa Green in HR.
- \* Proposal for new fiscal year - What are our goals? What would we like to see happen for the betterment of the Civil Service Employees?
- \* Council of Council 2024 – Start preparing paperwork for the university van usage and order shirts and jackets for new members.

The meeting adjourned at 12:20 pm

Motion by Sharahn Graves, second by James Magee

Respectfully submitted by,

Bobbie Garner Stewart, President