

CSEA Local 635 – Executive Board Meeting
Minutes of January 6, 2015

Present: Darlene Duncan, Mary Moubray, Kelly Spettel

Absent: Marilyn Loomis

Guest: Jennifer Regg

Officer Reports:

Secretary – The minutes of December 2, 2014 were distributed for review. Darlene made a motion to accept the minutes. Mary seconded the motion. All in favor, motion approved.

Treasurer – There is no treasurer's report due to treasurer's absence.

Committee Reports:

Member Services

- There will be a committee meeting tomorrow. Planning on sending out information to new employees
- Darlene has a list of new employees to give to the committee

Safety and Health

- Safety committee met and discussed lock down buttons in campus buildings. Currently UPD and the library have lock down buttons. Other buildings discussed at meeting were Human Ecology and Bugbee (both have children in bldg.), Field House and Hunt Union (larger events held).
- Discussion on Pool door in Chase gym being locked

Scholarship

- Kelly will meet with Cindi Hall to discuss what committee decided on scholarship awards for this year.

Social

- Will be meeting early in the year to discuss plans for 2015 social events

Women's

- February brown bag lunch will be held on February 10 for identity theft and computer securities. Ray Wood will be presenting from IT. Flyers will go out to all members

Old Business:

Bullying Workshop

- Update on the number of people signed up to attend the bullying workshop on January 8. 69 people attending morning session and 34 people attending afternoon session.
- Darlene will try to contact presenter to make sure everything ready for Thursday.

Webpage

- Kelly has been working with Wilhemina from IDS services on the CSEA Local 635 website. We have been making updates with current information on officers, reps and stewards. More updates to come as we try to recruit new people.
- All 2014 minutes from the Executive committee meetings and Labor-Management meetings will be on the website with old minutes archived.

Scholarships

- It will soon be time again for people to apply for scholarships. The committee discussed before about setting a limit for scholarship winners to make it evenly distributed from year to year.
- Discussion held and committee decided on 1,000.00 as the limit for the scholarships. If there are more than 5 applicants then the scholarship committee can first go to the executive committee and see if there is more money available for scholarships.
- If there is a high volume of applicants in a given year, then the executive committee and the scholarship committee will have to look at setting another dollar amount.
- The executive committee would also like to see scholarship awards given out to members taking classes either with tuition/fee assistance or by helping with book fees. The committee put aside 1,000.00 for this award.

Deposits for Social Events

- Connie Jones, Chair of Social committee did some research on how much money we paid out at social events for people that no-showed. 2014 Fall festival - \$493.00; 2013 Holiday Party - \$728.00 (major snow storm that year); 2012 Christmas party - \$448.00
- Committee discussed having a \$10.00 deposit for CSEA members buying social event tickets for themselves. This amount will be returned when they show up to the event. If the person no-shows, the money will be kept to cover cost of their meals. If there is extenuating circumstances why the person could not show, the money will be returned (i.e. accident, family emergency, weather).

Computerized Time sheets

- Hope Lambrecht from Human Resources hasn't heard anything regarding time line of implementation. They are still trying to work out program and problems.

New Business:

Reorganization of Executive Committee

- Mary Moubray, 1st Vice President handed in her letter of resignation. Due to the vacancy of 2nd Vice President, there is no one to move into the 1st Vice President position.
- Kelly Spettel made a motion to appoint Jennifer Regg as 1st Vice President. Darlene Duncan seconded the motion. All in favor, motion approved.
- 2nd Vice President position remains vacant

Labor Training

- Labor Training on February 4, 2015 at SUNY Oneonta, Morris Conference Center, room 130. Dinner will be available at 5:30 pm and training will start at 6:00 pm. All executive officers will attend training. Some people from Delaware County will also be in attendance.
- Grievance Training will be held March 11 & 12
- We would like to set up additional training for Discipline and Interrogation and Steward training at SUNY Oneonta

New Clerical Titles

- Darlene received a memo from Ross Hanna, Director of Contract Administration regarding New York State Consolidation of Clerical Titles.
- He has advised CSEA of its plan to consolidate 25 clerical titles into a new Office Assistant title series at Grades 6, 9 and 14 sometime in the Spring 2015. Existing grade levels for positions/titles will not change. All affected items, either vacant or filled, will be title structured changed to the appropriate target title in the Office Assistant series.

- Classification standards and a Frequently Asked Questions document, written specifically for employees, are being drafted. They will be shared with agencies and CSEA for comment in January 2015. Further details will be provided to you as they become available.

Membership Meeting

- Our next membership meeting will be on January 8, 2015
- Committee discussed topics to cover at the meeting

Labor/Management meetings

- The dates for the 2015 Labor/Management meetings are February 11, May 13, August 12 and November 11
- Mary Moubray will stay on as Labor/Management member. Dale Webster is also new member. The other 4 members will consist of our executive committee – Darlene Duncan, Jennifer Regg, Kelly Spettel and Marilyn Loomis.

Respectfully submitted by
Kelly Spettel, CSEA Local 635 secretary