

**CSEA Local 635 Executive Committee Meeting
Minutes of November 17, 2015**

Present: Darlene Duncan, Joe Roberts, Marilyn Loomis, Kelly Spettel

Absent: Jennifer Regg

Officer Reports:

Secretary – Minutes from November 3, 2015 were distributed for review. Darlene made a motion to accept minutes as written. Marilyn seconded the motion. All in favor, motion passed.

New Business:

Supervisors Training – Darlene is meeting next Tuesday with Hope to follow up on this issue that was discussed at our last Labor/Management meeting.

Public Health notification – Obtain safety glasses and gloves for anyone that needs them. Officers would like to put a section on sickness in the newsletter.

Secretary I qualifications – There has been one position filled provisionally in Career Development. Discuss held.

Gift Cards 2016 – The executive committee decided it would be best to address this each year and if we have the money order the cards and distribute as we did this year. We think this will be easier than getting UPD involved. If we can get the cards and distribute during summer membership meeting, that would be preferred. The only problem with that is summer temp help. We don't want to give out cards to summer temp help. If we can't do it during membership meeting then we will do it on a separate date and include lunch.

Chancellor Award classified services – Kelly distributed the application forms for nominating a person to the chancellor's award. We would like to see some members nominated. Try to think about people that are deserving of this award and nominate.

Pay deficit – Cash value of the four days from the 2012-2013 furlough will be repaid in equal installments over 18 (36 pay periods) months beginning with the final pay period of fiscal year 2015-16.

Tools for success – Kelly distributed a handout that is called tools for success. It explains the importance of resume and interviews and gives websites that members can go to and get help with either. Kelly would like to send this to the listserv and also put it in the newsletter.

Ordering supplies for CSEA – We can't order supplies through the college unless they are in the storeroom. Any other supplies will have to be bought and then reimbursed.

Newsletter – Discussed what we would like to see in a newsletter. Officers listed, no more turkey raffle, no more greeting cards, seeking committee members, voting, tools for success, health information, pay deficit, cancer get together, membership meeting. Linda Kruger will type up the newsletter but we have to gather the information and get it to her.

Respectfully submitted,
Kelly Spettel – CSEA Local 635 secretary