

CSEA Local 635 Executive Committee Meeting  
Minutes of December 10, 2015

Present: Darlene Duncan, Joe Roberts, Marilyn Loomis, Kelly Spettel  
Absent: Jennifer Regg

Officer Reports:

**President** – Darlene reported that Seniority rosters are ready to go for the custodial department. We are still waiting for the Supervisor seniority roster.

**Secretary** – The minutes of November 17, 2015 were distributed for review. Darlene made a motion to accept minutes as written. Joe seconded motion. All in favor, motion passed.

**Treasurer** – Treasurers' report for November was distributed for review. Kelly made a motion to accept report. Darlene seconded motion. All in favor, motion passed.

Committee Reports:

**Health and Safety** – Darlene reported that they are going back and forth with issues and work orders. Darlene attended the quarterly meeting Tom Rathbone invited her too.

**Membership** – welcomed two new employees. They are getting ready to order a few more trinkets for the welcome bags as they are getting low on items.

**Social** – Connie will order food for member meeting and create a flyer that can go out to our members and few hung up around campus.

**Scholarship** – no new information to report at this time

Old Business:

**Newsletter** – need to add election coverage and Discipline and Interrogation training information to the newsletter. Kelly will be away next week so if Darlene and or Marilyn can get information gathered and send to Linda Kruger who is typing up newsletter.

**Supervisor Training** – Hope and Darlene will review the training videos which are on-line and then see if they approve for supervisors to use for training.

**Discipline and Interrogation training** – Darlene is still trying to set up training for this on our campus. She is hoping sometime in February. Possible dates given were Feb. 17 &18 and/or Feb. 23 & 24.

New Business:

**Employee Organizational Leave (EOL)** – we need to start using our EOL time for union business. This means any meetings; executive, LM, committees, etc. We need to find out what the limit is for each officer. Darlene asked Marilyn to look into this for us.

**Partnership** – Jean Kruger and Donna Toombs did the purchase order and some things were left off order. The merchandise will come into Walmart and Darlene will work on picking it up.

**Election information** – Ballots will be going out in January.

**Clerical testing** – Human resources is trying to get the state to have testing done for OA1 and Secretary 1 as critical testing. They are offering the college as test taking site. The college has approved and now Hope is waiting for the state to approve.

**EAP** – Our members need to be more aware of what EAP does. Our CSEA reps were Dawn Gage (who has since resigned due to her upcoming retirement) and LeAnn Standish. We think the committee has someone in mind to replace Dawn. We need to find out new reps. Executive committee thinks it would be a good idea to have Laura Emmett or Melissa Nicosia come to our membership meeting and let them know what EAP is all about.

**Membership meeting** – The next membership meeting will be January 6, 2016 at 12:00 in the Hunt Union Ballroom. Kelly will send out an email to the listserv and we will hang flyers up around custodial offices and bulletin boards. Some agenda items for the meeting include; EAP, Elections, Clerical testing, Tools for success, Introduce committees.

Respectfully submitted by  
Kelly Spettel, CSEA Local 635 secretary