

CSEA Local 635 Executive Committee Meeting  
Minutes of December 30, 2015

Present: Darlene Duncan, Marilyn Loomis and Kelly Spettel

Absent: Joseph Roberts

Officer Reports:

**President** – Darlene reported that Jennifer Regg, 2<sup>nd</sup> Vice President turned in her resignation. Darlene and the rest of the executive committee will start looking for a new 2<sup>nd</sup> Vice President.

**Secretary** – The minutes of December 10, 2015 were distributed for review. Darlene made a motion to accept the minutes as written. Marilyn seconded the motion. All in favor, motion passed.

**Treasurer** – Marilyn distributed a copy of the Audit report for 2014-2015 for review. Darlene made a motion to accept the Audit report. Kelly seconded the motion. All in favor, motion approved.

Old Business:

**Reach out Program** – They are changing the name of this program to Member Engagement. We had about 30 people interested before in doing this training. Some were from the trainings we had on campus (Grievance and Steward). We need to set up the Member Engagement meeting sometime in January from 12:00 – 2:00 pm. People will have to charge their time and get supervisor approval.

**Employee Organizational Leave (EOL)** – We need to start using our EOL time. According to our contract: The State shall grant a total of 750 workdays of employee organization leave during each year of the Agreement to CSEA as a whole for the use of employees attending internal CSEA committee and board meetings. Within 30 days of the execution of this agreement, CSEA shall provide the State with a list of committees and boards in the categories described above, along with the names and work locations of employees appointed to those committees and boards. Only employees so designated shall be entitled to authorized employee organization leave and only for the committees and boards provided as required above. CSEA shall notify the State in writing of any addition or deletion of committees and boards and/or employees assigned to those committees or boards. Failure to notify the State accordingly can result in the forfeiture of use of employee organization leave for the desired purpose at the State's discretion.

**Discipline and Interrogation Training** – Training will be held in March on campus.

New Business:

**Bulletin Board inquiry** – A member approached Marilyn to see if bulletin boards can be put up for non-union business matters, i.e. selling items, community events, etc. We are not allowed to put up this type of bulletin board. The member would have to approach the college on this matter.

**Prep Test books** – Darlene would like us to order some civil service test booklets for OAS 1 & 2 and Secretary 1 & 2, library clerk lines and supervisor Janitor. Marilyn will check into ordering the booklets.

**Bully Buster Notepads** – We would like to order some of these with Local 635 information on them. Marilyn will also look into ordering these.

**Membership meeting** – The membership meeting will be on January 6, 2016. Here are some of the topics we would like to cover; introduce officers, introduce committee chairs, treasurer report, reach out program, elections, discipline & interrogation training, EAP, clerical tests and books.

Respectfully submitted by

Kelly Spettel, Secretary Local 635