

**CSEA Local 635 – Executive Board Meeting
Minutes of March 2, 2015**

Present: Darlene Duncan, Marilyn Loomis, Kelly Spettel

Absent: Jennifer Regg

Officer Reports:

Secretary – The minutes of February 5, 2015 were distributed for review. Marilyn made a motion to accept minutes as written. Darlene seconded the motion. All in favor, motion approved.

Treasurer – Treasurer's report was distributed for review. Discussion held. The Hotel deposit for Region 5 Executive Committee workshop should be moved from Workshops/education line to the Executive Board Meeting line. Kelly made a motion to accept the corrected Treasurer's report. Darlene seconded the motion. All in favor, motion approved.

Committee Reports:

Member services – committee has a meeting this week

Safety and Health – working on some issues

Scholarship – no report

Social – Social committee met last week and decided to hold a Fall Festival this year for our party. The committee is starting the planning process.

Women's – There will be a March event for Women's History month on March 17. There will be a lunch with guest speaker and two other speakers that afternoon. Vendors will also be available during the afternoon.

Old Business:

Newsletter- A draft newsletter was distributed for review. Committee discussed other information to include. Include Turkey Raffle donation and Steward training.

New Business:

Hazard Pay – some members have asked about Hazard pay and if we are eligible. Darlene is going to check into it.

Travel reimbursement for local training – The union reimburses for travel when attending training and conferences outside local area. Committee discussed if we should be reimbursing for local travel for training and conferences. Discussion held. Darlene made a motion to reimburse mileage for members that attend training or conferences with round trip mileages of 10 miles or greater. Reimbursement will not be made for members traveling less than 10 miles roundtrip. Kelly seconded the motion. All in favor, motion approved.

Non-college email – Darlene asked the executive committee to start using their personal emails to discuss union business.

Work from home policy – There is no college policy or anything in the contract that allows any CSEA member to work from home.

2nd Vice President – Darlene would like to find a 2nd Vice President. Kelly suggests first option is to find a male to appoint. If we can't find a male, maybe someone from custodial department.

New LRS – our new LRS is Tim Moretti

Luncheon for maintenance – Darlene would like to have a luncheon for cleaners and maintenance for all the hard work they have done over the winter months. Lunch for day shift, pizza afternoon shift and breakfast for night shift. She needs to get approval from Human Resources first. We can try to have these meals during college break. Committee agreed that we should do meals.

Office Assistant titles – Darlene circulated the new lists of office assistant titles.

Netzer Employee Lounge – The Netzer employee lounge is moving from the first floor to the basement level. It will be located in the current call center. Darlene and Kelly checked out both spaces. Darlene requested a floor plan from Facilities. The new area is only going to fit about 8 people. Sometimes this will not be enough space for staff. We would like to suggest the conference room next to lounge not be allowed to be reserved during lunch hours. Therefore, the conference room can also be used for eating during lunch time. Our suggestion is 12:00 to 1:30 pm to have off-line for reserving so it can be used for lunch

Cards/Other:

- Anne Winchester and Hope Lambrecht (sympathy)
- Need to make a food choice for next week's training session. Same menu as last time for one night and then another meat on the second night. Kelly will place order with catering

Respectfully submitted by

Kelly Spettel, secretary – CSEA Local 635