

CSEA Local 635 Executive Committee Meeting
Minutes of May 25, 2016

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

Officer Reports:

President – Darlene has been dealing with a couple of personnel issues. Discussion held.

Vice President – Joe is also dealing with a couple of personnel issues. Discussion held.

Secretary – Minutes of April 5 and April 21 were distributed. A typo was found in the April 21st minutes which Kelly will fix. Approval of minutes were deferred to the end of the meeting. There was no time at the end of the meeting to approve minutes. Therefore an email will be sent to the executive committee with minutes attached asking for approval.

Treasurer – The Treasurer's report was distributed for review. Kelly made a motion to accept report. Darlene seconded the motion. All in favor, motion approved.

New Business:

Contract Negotiation Update – Darlene would like to print contract negotiation updates and post on our bulletin board. There is also a union bulletin board in Netzer and maybe a copy can be put up in MOC too. Kelly will find out if Hope will approve us sending an email to everyone letting them know where contract negotiations will be posted and how they can sign up for their own updates.

Time Sheets – Make sure the electronic time sheets are calculating your times accurately and giving you the right accruals. Also, employees need to make sure times sheets are accurate and that they are not falsifying time.

Secretary Positions – Information on current positions on campus.

- Secretary 2 in Athletics has been downgraded to Secretary 1. This was done several years ago but nothing could be done until current employee retired which she is doing this summer.
- OA2 in Nutrition is pending. The chair of the department is asking a faculty member to do more before this position will be hired. Right now the position is in limbo.
- OA1 test – Has anyone heard when it will be offered. Still tentative for Fall nothing more has come out.

College Classes and Summer student workers – Some of us have been telling student working in the summer about a tuition assistance reimbursement program. Below is the direction page for the Tuition Benefits Program. You need to go to the participating school page. The Application is found on the left side menu under Apply Now.

<http://www.nyscseapartnership.org/NYS-CSEA-Employees/TuitionBenefits.cfm#.VOXkKE3ruOE>

<http://www.nyscseapartnership.org/TuitionCatalogs/2016/AppForm2016.pdf>

Incident Report form – the UPD website is supposed to have actual incident reports of incidents happening on campus. We need to review periodically to make sure any incident reports pertaining to employees are reported.

Parking Open forum update – At the parking open forum, two CSEA members spoke up about parking on campus and that it should not be separated between faculty and staff. There are several options they are looking at and a committee may be formed. We discussed trying to do gas cards again for full-time employees only. Marilyn will look into it.

SUNY President's meeting next year – The SUNY President's meeting next year will be better organized and will consist of a whole weekend. Other executive officers are welcome to come to the meetings as well.

2016 ADM – The ADM this year will be held in Washington D.C. sometime in October. Actual dates for the conference haven't been released. We should start thinking about who will be attending.

Update on Discipline and Interrogation – Darlene and Joe discussed personnel issues relating to Discipline and Interrogation.

Newsletter – We should try to do another newsletter. Topics to include: Negotiating update, timesheets, July membership date, upcoming Holiday party if any information.

Coffee Pot in Schumacher – Don Couse asked about getting a coffee pot for the cleaner office in Schumacher. Those items are ordered through the partnership once a year. We can put it on the list but not sure when it will be ordered.

Respectfully submitted by
Kelly Spettel, Secretary Local 635.