



❖ MINUTES ❖
5th CSUEU Board Meeting of 2014
March 29-30, 2014

CALL TO ORDER:

The 5th CSUEU Board meeting of 2014 was called to order by President Pat Gantt in Fresno/Diablo/El Dorado room of the Holiday Inn Capitol Plaza at 3:10 p.m. on Saturday, March, 2014.

PLEDGE OF ALLEGIANCE:

Loretta Sevaaetasi Vice President for Finance led the Council in the pledge of allegiance.

ROLL CALL:

A quorum of the CSUEU Board was present as determined by the roll call taken by Dayna Ramos, CSUEU Program Specialist. CSUEU Board members in attendance:

Pat Gantt, President	Mike Geck, VP Organizing	Alisandra Brewer, VP Representation
Loretta Sevaaetasi, VP Finance	Tessy Reese, BUC 2 Chair	Tessy Reese, BUC 2 Vice Chair
Sharon Cunningham, BUC 5 Vice Chair	Don Moreno, Representing BUC 5 Vice Chair	John Orr, BUC 7 Chair
Rocky Sanchez, BUC 7 Vice Chair	Rich McGee, BUC 9 Chair	Susan Smith, BUC 9 Vice Chair
Steve Mottaz, President 301	Phil Sacksteder, Representing President 302	Kim Harrington, President 303
Michael Hazen, Representing 304	Sandee Noda, President 305	Diego Campos, President 306
Vera Acevedo, President 307	Ashlea Eaton, Representing President 308	Nancy Kobata, President 309
Ray Finnell, President 310	Gilbert Garcia, President 311	Hai-Ling Tang, President 312
Peggy Allen, President 313	Cynthia Jones-Hunter , President 314, Excused	Laurie Glumm, Representing 315 (Janine Licausi – excused)
Joan Kennedy, President 316	Jacqueline Otis, President 317	Sherry Velthuysen, Representing 318 (Robert Yslas – excused)
Deborah Campbell, President 319	Kevin Curtis, Representing 320 (Dee Bowen – excused)	Pete Rauch, President 321
Cyndi Olvera, President 322	Chuck Constantine, President 323	Catherine Hutchinson, President 324

OPENING REMARKS, ANNOUNCEMENTS AND INTRODUCTIONS:

Pat Gantt acknowledged the guests in attendance and opened the microphone to anyone who wanted to speak.

Chapter Presidents in attendance acknowledged the following guests from their chapter:

Chapter 301: Jerry Saner
Chapter 302: Pat Gantt
Chapter 303: Pam Robertson
Chapter 304: Alisandra Brewer, Susan Baur (who technically works for Chancellors) and Bruce “The Popcorn Guy”
Chapter 305: Russell Kilday-Hicks, Loretta Sevaaetasi
Chapter 306: Don Moreno
Chapter 307: No others in attendance
Chapter 308: No others in attendance
Chapter 309: No others in attendance
Chapter 310: Kathryn Plunkett, Christine Shiery
Chapter 311: No others in attendance
Chapter 312: No others in attendance
Chapter 313: Susan Baur
Chapter 314: No others in attendance
Chapter 315: No others in attendance
Chapter 316: Susan Baur CSUEU Policy File Member
Chapter 317: John Orr, Susan Smith
Chapter 318: Tessy Reese, Sharon Cunningham
Chapter 319: Rocky Sanchez
Chapter 320: Rich McGee
Chapter 321: Debbie Blair, Mike Geck
Chapter 322: No others in attendance
Chapter 323: No others in attendance
Chapter 324: No others in attendance

CSUEU Staff: John Watson, Dayna Ramos, Sherri Strange, Nancy Yamada, Laura Cawthon, Andrew Heller.

Guests in attendance: CSEA VP Russell Kilday-Hicks.

Loretta took a point of personal privilege and wanted to thank everyone for the words of comfort – it meant so much to her and her family. Pat thanked all the alternates that stepped up and represented chapter presidents that couldn’t attend.

APPROVAL OF MEETING MINUTES:

CSUEUBOD 3/14/5

MOTION: Nancy Kobata, second by Peggy Allen that the BOD adopts the November 16-17, 2013 meeting minutes as presented.

PASSED

PRESIDENT'S REPORT:

I've spent a lot of time in closed session on a variety of issues with the board and I want to summarize some of the stuff that as occurred since the last meeting.

The first thing I want to do is thank the board and the gentleman over at the "Laxer Memorial" table, Mr. Brian Lee for accepting the position of Executive Director for the CSUEU. He started January 6th and he's already averaged close to 60 hrs a week and is keeping busy on everything that we need to do. Brian, thank you.

Filling this position makes it easier on my life so if there's problem with staffing or other issues, who didn't show up on your campus, you call Mr. Brian Lee not me. If you can't get a hold of him then call me and I'll get a hold of him.

This board took a very significant motion a little over a year ago to search for an Executive Director. The search committee did an fantastic job, Loretta you put together a fantastic plan and we've seen the results on a daily basis of that effort and it really was a board effort along with the board members assigned to the committee. It was a good process and a good outcome.

The next piece that we're starting to face is the budget. The trustees have requested a budget from the state for \$237 million more than last year. The Governor's response to the budget request in January was \$142 million. The math makes that out to be a \$95 million dollar gap in what the Governor says he will provide.

That's been a lot of the discussions since January in my life. We're obviously focused on getting the \$95 million because the CSU budget request within that amount pertains to the compensation pool we're, hopefully, negotiating over. So, hopefully, we've got to get the money into the budget then fight over it first. If we can keep moving we can make progress.

Now the good news is there's an awful lot of support to get the money back into the budget beyond what the Governor said he would give. I was invited on March 18th to attend a lobbying effort. I was invited by Chancellor White and along with me were CFA President Lillian Taiz, Chair of Statewide Academic Senate Diana Guerin and President of California State Student's Association Sarah Couch. We also met with several legislators in the course of about five hours. Every one of them said they support the \$95 million augmentation of the Governor's budget. They know what our needs are and we have the legislature moving in the right direction. There may be some mechanical pieces of the budget that we have to work out. And the accountability of what the CSU can provide. Such as, this many students will graduate, this many student's will take this class, this many more students will be admitted. And all of the support services that they'll need to provide this will be by us. More students in means more base funding for positions and hopefully compensation. That's where we're at and headed.

Chancellor White has agreed to be our guest speaker for our Lobby Day in April. He'll spend some time with us over dinner and have a brief presentation and answer questions. This is a first and he's eager to do it. Hopefully we can get some inside information on what's his thoughts are as to where he thinks the CSU is going and what he thinks our place is. I'm not sure what he'll speak about but I'm pretty sure he knows his audience based upon his travels around the state and that he's been to every campus. We'll see what will happen as this is a great opportunity for us.

Also on that Tuesday of Lobby Day the Joint Higher Education segment will be in the Capitol the same day we are. This will give us a lot of attention from the legislators. If there's more pieces of that coming out within the next month or so, I'll update you.

Moving forward we've done a lot of work and made a lot of progress as an organization and I'm always rejuvenated by interactions with board members. Talking with you, working with you because really this is the best job I've ever had and I want to thank you all. That's the conclusion of my report.

HEADQUARTERS REPORT:

Action Items:

1) Chapter Assessment Project

As presented at the Friday Workshop, the Chapter Assessment Project would allow for the establishment of strategic planning within the Union. In light of the changes suggested at the Workshop, the Chapter Assessment Project form will need to be amended to include the suggested changes.

My recommended course of action would be for the Board of Directors to approve the draft overview and schedule and allow the Executive Director to make the appropriate changes to form to allow in incorporation of the appropriate changes to the form and report back to the board what the changes are by April 9th. In the alternative, I would suggest that the Board schedule a phone meeting to approve the changes after April 9th.

Information Items:

- 1) As related in the Staffing Report, the evaluation form has been finalized and sent to Staff. It is my intention to complete evaluations by the end of June. It is also my intention to solicit the opinion of member/leaders, statewide officers, and other staff in order to complete the evaluations.
- 2) I have completed visits to a large majority of the chapters. I intend to complete my visits to each chapter by the end of June. I anticipate that I will continue to visit chapters throughout my tenure as Executive Director. I am arranging for a comprehensive system which can be used by chapters to invite me to chapter meetings and events in a systematic way.
- 3) Additional assessments of the functioning of staff and headquarters operations are on-going and information will be provided at future Board of Directors meetings.
- 4) The CRM project continues. A live version of the system is being beta tested. It should be ready to go fully live soon.
- 5) A joint-labor management committee between CSUEU management and the United Auto Workers, which represents CSUEU staff, is being scheduled for the first time.
- 6) As related in the Staffing Report, I have been working with the Chancellors office to ensure better sharing of information regarding open grievance cases between the CSU and CSUEU. This increased sharing has resulted the ability of both sides to close cases which have been erroneously been left open.
- 7) The Director of Region 13 of the National Labor Relations Board has ruled that scholarship football players are employees under the National Labor Relations Act and may form union in order to protect their rights. Football players wanted the right to bargain for due process hearing before receiving punishment or the loss of scholarships, the right to bargain for better safety equipment/rules, and the ability to get long-term medical coverage in the event that they were injured.

CSUEUBOD 4/14/5

MOTION: Mike Geck, second by Laurie Glumm that the BOD adopt and implement the chapter assessment project.

PASSED

NEW BUSINESS:

1. Policy File & Bylaws Changes:

The Policy File Committee presented the following changes. Discussion ensued and the following motions were made:

CSUEUBOD 5/14/5

MOTION: Steven Mottaz, second by CSUEU Policy File Committee that the BOD adopts the amendments to: Appendix B Chapter Bylaws to the CSUEU Policy File.

PASSED

CSUEUBOD 6/14/5

MOTION: Steven Mottaz, second by CSUEU Policy File Committee that the BOD adopts the amendments to: Division 401.04 Holding Closed Session to the CSUEU Policy File.

PASSED

CSUEUBOD 7/14/5

MOTION: Steven Mottaz, second by CSUEU Policy File Committee that the BOD adopts the amendments to: Division 601.03 BUC Terms of Office to the CSUEU Policy File.

PASSED

CSUEUBOD 8/14/5

MOTION: Steven Mottaz, second by CSUEU Policy File Committee that the BOD adopts the amendments to: Division 601.05 & 601.06 – Chapter Nominations & Election Periods to the CSUEU Policy File.

PASSED

CSUEUBOD 9/14/5

MOTION: Steven Mottaz, second by CSUEU Policy File Committee that the BOD adopts the amendments to: Division 605.00 Contract Ratification Procedures to the CSUEU Policy File with amendments.

PASSED

CSUEUBOD 10/14/5

MOTION: Kim Harrington second by Laurie Glumm that the CSUEU BOD recess for the day.

PASSED

~ End of day 1 ~

DRAFT

~ Day 2 CSUEU BOD ~

CALL TO ORDER:

President Pat Gantt called the meeting to order in the Fresno/Diablo/El Dorado room of the Holiday Inn Capitol Plaza at 10:06 a.m. on Sunday, March 30, 2014.

REPORTS:

BUC 7:

Members Present: John Orr BUC7 Chair, Roxana “Rocky” Sanchez BUC7 Vice Chair, Carolyn Duckett BUC7 At-Large, Laura Gribben BUC7 At-Large, Dawn McCulley BUC7 At-Large
Guests: Angela Corral BU7 Rep Chico State, Vera Flores BU7 Rep SLO, Pat Gantt President CSUEU
Joseph Jelincic Staff Assigned

Excused Absences: George Ball BUC7 At-Large

The meeting began with the announcement that 2 of the At-Large Members (Christine Hall and Elizabeth Tellez) have stepped down from the council. Angela Corral and Vera Flores were asked if they had any interest in the position, after explaining what being on the council entailed both Angela and Vera agreed to accept appointments to the council.

The council then discussed the Buyer Classification. The Chancellor’s Office was supposed to have provided their initial proposals for this classification prior to the meeting. Since the chair has not yet received this information it is his assumption that this classification study is being held off due to full contract bargaining.

The Chair updated the Council on where we are at in full contract bargaining. He also discussed with them the CSU’s suggestion to include Classification issues into full contract bargaining.

The council also discussed common problems among Unit 7 employees including overtime, workload, and the need for employees to set up boundaries with their supervisors.

BUC 2:

Present: Tessy Reese/Chair/San Diego, Pam Robertson/Vice-Chair/Sacramento; At Large: Lisa Bush/LA, Susan Whitney/Humbolt, Kathi Cole/San Bernardino; BUC 2 Reps Maria Simile-Shaw/Stanslaus, Carol Ebel/Chico

Excused absence: Lori William/SLO

Guests: JoAnn Salizar/SLRR; Alisandra Brewer/VP for Representation

OLD BUSINESS:

Unit 2 Class Cleanup is complete. We are waiting for PERB to notify us of abolished classifications.

Athletic Trainers – discussion continues re: the problems with excessive work hours, especially when travelling with the athletes for games. Further discussion is needed with Athletic Trainers on the campuses.

Level One response from San Diego about misclassifying Athletic trainers as Clinical Assistants for some as long as two years ago. They will be appropriately classified to date of hire and made whole. This affected seven to eight employees. Unit 2 believes there are other cases like this on other campuses and seek state-wide information requests.

NEW BUSINESS:

We welcomed Nurse Practitioner Maria Simile-Shaw as our new Unit 2 rep for Stanislaus and said good-bye to Health Information Technician Pauline Clanton. We thank her for her several years of dedicated service to our unit and to the council. She will be missed and wish her well in her endeavor.

Carol Ebel, Pharmacy Technician from Chico joined us for this meeting and we encouraged her and Maria to join our council as we have two openings.

MEET/CONFERS:

After hour clinic at SLO: We discussed concerns about health and safety issues with limited staffing. We were successful defeated after-hours nurse line during working hours, and bizarre credentialing requirement issues at San Francisco.

HEALTH CENTERS:

We discussed several issues re: reduced funding from Family PACT and the effects of the Affordable Care Act. It is uncertain how this will affect our health center in the long term.

Workload and decreased staffing continues to be a problem for all our health centers. We are seeing an increase of new positions being posted which we believe will help with the workload and staffing needs as the budget improves.

We plan on sending an information request re: the minutes of the bi-annual health center Director's Meetings, as we believe the decisions being made potentially affect wages, hours and working conditions.

Organizing Committee:

Executive Summary

Building up our organizing capacity is job #1 for the Organizing Committee and it all starts with an active and engaged membership that will fight on their own behalf. We're banking on the 2014 Contract Campaign as the mechanism to activate and engage our members on a much deeper and broader level. That won't occur by happenstance, we have to make it our collective intention and put the in time and resources to make it so.

At the time of the writing of this report, according to our goal of wrapping up the contract in late June/early July, we're about a third of the way through the campaign. We've bargained at the Chancellor's Office and at Chapter 303 (Sacramento) and are heading to Chapter 306 (East Bay) in a couple of weeks. So far, discussions on *the big issue*, movement through the salary range, have been very high level and conceptual. Obviously, this is the issue our members care the most about and would be most willing to turnout in large numbers for. Until they hear details about what we're actually fighting for at the bargaining table regarding movement through our salary ranges, we don't foresee having a really strong issue to rally and organize around. Many of our members are worn down as a result of financial woes resulting from wage stagnation, workplace bullying and intimidation, increases in workload and an increase in draconian and heavy-handed policymaking and contract enforcement. They just don't have it in them to be all "Go Team!" without something concrete to fight for that's in their interest.

When we show our members strong leadership and give them the rallying cry, they will take a stand, literally. They did it at Chapter 303 during a member-bargaining team meet and greet chapter meeting. When rallied to *take a stand* by President Pat Gantt and VP for Organizing Mike Geck, they all got up and cheered. In that moment, those members took an important small step forward towards greater self-empowerment and self-determination. Little physical acts like these need to happen at every chapter meeting as we're bargaining. Members taking a stand for themselves in a private union meeting, even if it's just symbolic, will be more inclined to do so in public when it's time for direct action. It's up to us to get them prepared for the fight that may lay ahead.

Since the last Board of Directors meeting, organizing committee members have participated in: full contract bargaining support and actions, membership drives, benefits fairs, legislative visits, chapter and bargaining unit meetings, video production, working group/issue specific meetings and actions, benefit protections, charting, mapping and networking and much more. For all these juicy details and more, read below.

Member Recruitment

The numbers are in for 2013 and we successfully recruited 888 new members. Here's the breakdown chapter by chapter.



Chapter 305 (San Francisco) came in first with a whopping 119 new members, followed by Chapter 315 (Long Beach) with an outstanding 80, then Fullerton with impressive 71 and Chapter 321 (San Marcos) coming in with a strong finish at 65 to beat out Chapter 312's (Northridge) 59 new members, for fourth place. We commend each of you for your outstanding achievement and all chapters for their continued membership recruitment efforts!

According to our monthly Member/Non-Member summary report, in December 2013 we represented 14,491 employees, in December 2014 14,493 employees, in January 2014 14,554 employees and in February we're back down to 14,451. We gained 63 employees from December 2013 to January 2014 but ended up losing FORTY employees overall from December 2013 to February 2014. There are a few of scenarios that yield the bulk of these results: employees are retiring and quitting quicker than the CSU is backfilling their positions, our positions are being restructured/combined and eliminated all together, our positions are being absorbed by contracting out and non-state supported entities like foundations and university corporations. We successfully recruited 888 new members in 2013, yet we fell by 1.5% in overall membership between December 2013 to February 2014.

We're losing members faster than we're replacing them and there will be no serious net gains in membership until we catch them coming through door when they're hired, check membership status at every meeting sign-in table and do building walk-throughs and targeted non-member outreach throughout the year. This shouldn't be a surprise to anyone, it's tried and true member recruitment 101, yet we still have problems at most chapters executing all of these basic member recruitment tactics. While we have seen significant improvements from some chapters, others are falling farther behind.

The Organizing Committee is responding to these issues in specific ways designed to improve the situation immediately and on going. With regard to New Employee Orientation (NEO), we've developed a brand new NEO PowerPoint template that has been posted to the Activist library and the Organizing Committee section of the Activists,

<https://activist.csueu.org/Organizing/JointCommitteeonOrganizingandBargaining/tabid/154/Default.aspx?topic=Campus+Cookbook#NEO> We're also assessing the state of NEO at each chapter to determine whether:

- The campus does not allow you to participate in NEO at all
- The campus does allow you to participate but doesn't give you nearly enough time to do a thorough presentation
- The campus does allow you to participate and gives you enough time to do a thorough presentation

These are the most frequent scenarios that I've heard of but I'm sure there are a few others I'm not aware of. Depending on the response received from each chapter, the Organizing Committee will work with each chapter to develop the most reliable and effective system that will ensure we meet with the vast majority of new CSUEU represented employees at least once, but hopefully several times throughout their first year of service. We're also looking to identify best practices, trouble spots and any issues related to NEO. Chapters like the Chancellor's Office have utilized NEO very, very effectively to maintain high membership. We need to better understand the challenges that many other chapters are experiencing with NEO and how we can work to overcome them, chapter by chapter. Headquarters is also putting together new New Employee packets, which should be available very soon.

Checking membership status at every meeting sign-in table should be a no-brainer but in practical terms, it's still quite a challenge for most chapters to pull off on a consistent basis. The one chapter that is consistently doing a great job at this is Chapter 315 (Long Beach). They're able to do this effectively because they have about a dozen volunteers working the sign-in and member recruitment tables. Chapter 315 president, Janine Lucausi, and chapter activists developed their vision of an effective sign-in process and actively recruited volunteers needed to employ the process.

As for the future sign-in process, we're still planning on issuing barcoded membership cards that will be used during the check-in process, which will significantly speed things up for card-carrying members. For those without the new membership card, member status will need to be identified in a separate line that allows members to pass through to the function and non-members guided to a member recruiter before entering.

As a stopgap measure, CSEA IT has been emailing chapter presidents monthly sign-in spreadsheets with represented employees' member name, bargaining unit, member status, email address (if it's in our system) and a blank signature column. The spreadsheet, in its raw form, seems to work out better for smaller chapters due to the sheer size of the printed document. For larger chapters, breaking up the document into 2-6 sections, by last name, works best and keeps the line moving quick enough (especially if there's a line for food). Regardless you're going to want 1-2 good member recruiter volunteers on hand to give the non-members the membership pitch.

On the building walk-through and targeted non-member outreach front, we've got a lot of room for improvement. At this time there is only one chapter that we're aware of that has done this to completion and that's Chapter 321 (San Marcos). Chapter 321's President, Pete Rauch, did a fantastic job and recruited well over 10% of the chapter represented employee population in one month. The basic process for this type of venture is to:

- Ensure that you have member and non-member email lists
 - Target your messaging accordingly. Ask members to recruit their non-member friends and acquaintances and inform non-members that they aren't members and invite them to join.
- Chart and map member locations
 - This has been the most challenging aspect of the process, as most chapters are not getting this information from their campus HR/administration. We are attempting to address this in two ways, get it in the contract that the campus *shall* provide us our represented employees' physical location (and email address) and/or via a statewide information request our Executive Director, Brian Lee, is heading up via staff channels.

This information will be stored and updated in our new Customer Relationship Management (CRM) software and database set to roll out any day now. The member location fields in the member profile are being added to CRM as of the writing of this report and should be available by the March 2014 Board of Directors meeting. Once this is operational, canned reports will be developed that will allow chapters to download member location charts on demand for member recruitment and event/action outreach.

- Create a plan of attack
 - Put your recruitment team together and develop your goals and timeline; set how many members you want to recruit and when you want to do the walk-throughs, then plan your way back from the walk-through day(s). Ensure that you're informing the chapter that you're doing a member recruitment drive and give those non-members the opportunity to sign up before the walk-throughs as they're the lowest of the low hanging fruit (offer to swing by and pick up their completed application).

Ensure that all team members are kept in the loop regarding the timeline and are ready to go when walk-through day comes.

- Execute the plan
 - This is where the shoe leather meets the pavement. Break up the recruitment team into pairs and assign each pair a set of buildings to recruit in. Optimally, you want to give each team as close to the same number of non-members to recruit, as possible. You'll find that some buildings have much higher concentrations of our members than others do and as a result, dividing the campus up into quadrants (for example) may not be the most equitable way to go.

Then it's all about being prepared for the day and the ABC's (Always Be Closing) of getting a signed card. As teams complete their assignments, they will join other teams in the field until all assignments completed or a majority of our employees have left for the day. During the walk-throughs, we'll employ a simple 0-5 evaluation for all represented employees encountered:

- 0-Not-assessed
- 1-Strong Supporter who recruits others to the Union
- 2-Supporter of the Union
- 3-Assessed member who neither supports or is against the Union
- 4-Anti-union
- 5-Strong Anti-union who recruits others against the Union

Regroup at the end of the day to discuss what worked and what didn't and PDF all new member cards to be stored on secure media. Secure new member cards for delivery to headquarters. You'll also want to ensure that the member/non-member email lists are updated (all those members you signed up will need to be removed from the non-member list and added to the member list). Submit union supporter evaluation data to CSUEU headquarters for entry into CRM.

As of the writing of this report, Organizing Committee members Mike Geck and Russell Kilday-Hicks have partnered up with Pete Rauch, Chapter 307 (San Jose) activists and staff to form the first experimental *Member Recruitment Strike Team*. Our goal is to increase Chapter 307's membership percentage from 57.3% in February 2014 to 75% by conducting a building-by-building walk-through over two days. Depending on the outcome of the targeted member recruitment drive at Chapter 307, we may offer other chapters with low membership the opportunity to partner up with the Organizing Committee and Pete for a targeted member recruitment drive.

The Organizing Committee would to acknowledge and thank Pete Rauch for his leadership and determined efforts to increase CSUEU's membership, not only on his chapter but on others as well. Pete reached out directly to Chapter 307 and got the ball rolling. He then approached Mike with the idea and began partnering with the Organizing Committee. Pete joined the Organizing Committee meeting in February where the partnership was formalized and enthusiastically embraced by the Organizing Committee. Pete has done an outstanding job coordinating with Chapter 307 activists and setting the stage for what's shaping up to be one heck of a member recruitment blitzkrieg. He has put in many hours planning and communicating with the chapter and developing their building lists, going far above and beyond the call of duty for a chapter president. This is what union solidarity looks like.

Member recruitment is one of our Contract Campaign Strategic Plan goals, specifically, we've set a long-term goal for 85% membership in three years, beginning in 2014. Since we're currently at about 65%, that equates to about 7% per year. Our contract campaign membership increase goal is 10%. In November 2013 (when we adopted the Contract Campaign Strategic Plan), our membership percentage was 64.5%, we need to be at 74.5% by July 1st or when we ratify our contract (whichever is the latter). Being able to vote on the contract is always a good recruitment message.

In the next few months, our goal is to add member recruitment resources along with adding charting, mapping and networking resources to the Activist Organizing section <https://activist.csueu.org/Organizing/JointCommitteeonOrganizingandBargaining/tabid/154/Default.aspx?topic=Campus+Cookbook#ChartingMapping>

2013 Salary Reopener

We finally got our money in the bank, yay. If that sounds anticlimactic to you, it's supposed to.

2014 Contract Campaign

The Contract Campaign is in full swing and as of the writing of this report and we finally have a slogan, *Take A Stand!* In coming up with a slogan, we wanted to ensure that there was ample input from our leaders and activists. In hindsight, we should've picked a slogan much sooner and done some crowd sourcing at the Board of Directors meeting in November. After the Board of Directors meeting in November, the next opportunity to crowd source from a broad spectrum of leaders and activists was at our all committee meeting in February and that's just what we did. We posted the crowd-sourced list in the Activist and invited input from all who have access to the Activist.

Taking into consideration all the input given, VP for Organizing, Mike Geck, met with our Bargaining Team and came to consensus on the following theme, "Take a Stand!" and slogans, "Stand up for Students!", "Stand up for Staff!", "Stand up for the CSU!" and "Stand up for our State/CA!". The "Take a Stand!" theme is an affirmative statement, it has an internal locus of control and it combats fears our members may have that we're going to rollover this round of negotiations. The "Take a Stand!" theme also pairs up nicely with the three/four slogans we'll be employing. We believe we have a strong theme and slogans that our activists and members can get behind as well as public higher education supporters too. As of the writing of this report, a logo is being finalized and theme/slogan materials are being developed.

As of the writing of this report, two real bargaining sessions have occurred, one at the Chancellor's Office and the other at Chapter 303 (Sacramento). We organized bargaining observers at both chapters, bargaining witnesses gave testimony on the failure of the IRP system and bullying at Chapter 303 and we also participated in a member-bargaining team meet and greet chapter meeting (described in the executive summary above). We are currently working with Chapter 306 (East Bay) and Chapter 307 (San Jose), the next two chapter bargaining sites, to develop bargaining support activities and actions on their chapters.

During our committee meeting in February, our new Executive Director, Brian Lee, joined us for our discussion on the contract campaign. We all agreed that the campaign is off to a slow start and that we can correct course with a rapid escalation approach. We revised the 2014 Contract Campaign Strategic Plan campaign tactics arc and are actively planning for each escalation.

Brian reported that the recruiting allies has begun, op eds are being prepared and that we are communicating with our brothers and sisters in California SEIU locals.

We also came up with a revised time line:

March/April

- Member recruitment (ongoing throughout the campaign), petition and messaging development
- Visibility: buttons, placards, communications poster, tabling
- Petitions, unity breaks, plan actions (flash mobs, info pickets)
- Lobby Day (April 28-29, 2 weeks before May revise) focus on funding, contracting out, and staff trustee
- Commitment cards for actions
- Collect meeting dates for every chapter

May/June

- Board of Trustees (BoT) rally/deliver petitions to campus presidents (May 20th), e-mail actions, rallies
- Campus actions
- Escalating direct actions

The biggest event we're planning for this campaign is a rally at the May Board of Trustees, which just happens to be the day after our Board of Directors meeting, which also happens to be in Long Beach. The idea is to have our Board of Directors inside the Board of Trustees speaking out during public comment and delivering petitions while our members and allies are outside rallying. Our chapters in the South (Channel Islands down to San Diego) have about 7,700 represented employees combined. If we got just 5% of our represented employees in our Southern chapters to show up at the rally, that would be about 385 vocal members in front of the Chancellor's Office. Divided by 12 chapters, that's about 32 people per chapter. It goes without saying that all chapters are encouraged to send as many members and allies as possible, that includes you Humboldt!

The Organizing Committee and Brian Lee are currently putting the plans together for the May Board of Trustees rally and will present what's been developed to date at the March Board of Directors meeting. The plans will most certainly include:

- Outreach: timeline, communications & campaign materials
- Transportation
- Logistics

It's hard to say where we'll be at with the CSU budget, bargaining and member agitation come May 20th. One thing's for certain, it's about time our members make their presence known to the Chancellor's Office and the Board of Trustees. Our members are fed up with the unfair interpretations of our IRP contract language, the subjective nature under which we are judged worthy or unworthy of a raise and discretionary budgeting that rarely includes raises for our bargaining unit employees. It's our duty to give them a venue to voice their outrage and a platform to take a stand.

Chapters will have a menu of options to pick from; doing nothing is not an option. We are still developing statewide actions, some of which will only be effective if every campus participates. The Organizing Committee and our staff will be there to help chapters every step of the way. We suggest that each chapter have smaller campaigns on issues specific to their chapter membership, especially when the Bargaining Team is bargaining at the chapter. Brian and Mike are working on goals and timelines, revising benchmarks and developing methods to measure progress.

Legislative Support

Most, if not all, of our committee members and many of our chapter organizing chairs have helped organize and/or participated in district office visits. The Organizing Committee is committed to working with the Legislative Committee on a Political Action Campaign (PAC) membership drive that we'll incorporate into our membership drives during the contract campaign.

Chapter Assignments

In one way or another, each of our committee members has helped at least one chapter (if not all) that they're assigned to, further its organizing goals and program. Some committee members have long established relationships with the chapters they're assigned to and while others are still getting to know each other. We're happy to report that we're seeing positive outcomes on several chapters resulting from our chapter assignment experiment. Here's the chapter assignments chart to the right.

First Name	Last Name	Chapter	Campus
<i>Kenneth</i>	<i>Castillo</i>	<i>311</i>	<i>Los Angeles</i>
<i>Nadine</i>	<i>Mendoza</i>	<i>320</i>	<i>San Bernardino</i>
Nadine	Mendoza	319	Pomona
Ken	Castillo	313	Chancellor's Office
Ken	Castillo	314	Dominguez Hill
Nadine	Mendoza	317	Fullerton
<i>Rosa</i>	<i>Jones</i>	<i>316</i>	<i>San Luis Obispo</i>
<i>Joseph</i>	<i>Dobzynski</i>	<i>324</i>	<i>Channel Islands</i>
Rosa	Jones	310	Bakersfield
Rosa	Jones	312	Northridge
<i>Julia</i>	<i>Hubbard</i>	<i>322</i>	<i>Monterey Bay</i>
<i>Stephanie</i>	<i>Bradshaw</i>	<i>309</i>	<i>Fresno</i>
Renee	Giannini	308	Stanislaus
Julia, Stephanie, Russell		307	San Jose
<i>Russell</i>	<i>Kilday-Hicks</i>	<i>305</i>	<i>San Francisco</i>
Russell	Kilday-Hicks	304	Sonoma
Russell	Kilday-Hicks	306	East Bay
Russell	Kilday-Hicks	323	Maritime Academy
<i>Mike</i>	<i>Geck</i>	<i>321</i>	<i>San Marcos</i>
Mike	Geck	318	San Diego
Jennifer	Moran	315	Long Beach
<i>Joseph</i>	<i>Jelincic</i>		
Joseph	Jelincic	302	Chico
Joseph	Jelincic	303	Sacramento
Joseph	Jelincic	301	Humboldt

Committee Changes

Due to JoAnn Juarez-Salazar's resignation from CSUEU, Joseph Jelincic is the staff member assigned to the Organizing Committee as of the writing of this report. We would like to thank JoAnn for all her hard work, dedication and great advice as the staff member assigned to the Organizing Committee. We are a better committee and better organizers because of her participation and guidance. You will be missed, JoAnn.

We still have a gap in the Organizing Committee's Northern California (Humboldt, Chico, Sacramento) regional chapter assignment. **We are actively seeking an Organizing Committee member from one of these areas and ask that you inform anyone interested in joining the Organizing Committee to contact VP for Organizing, Mike Geck @ (619) 252-0282 or mgeck@csueu.org.**

New Employee Orientation (NEO)

With regard to NEO, please refer to the *Member Recruitment*>*NEO* section earlier in this report for the most recent update. In addition, we will be providing consistent and useful information to all chapters on how to identify new fee-payers, engage them at orientation and contact them regularly throughout their probation period to provide support and assistance. We've already uploaded the NEO PowerPoint template to the Activist

<https://activist.csueu.org/Organizing/JointCommitteeonOrganizingandBargaining/tabid/154/Default.aspx?topic=Campus+Cookbook#NEO> and will be uploading welcome and follow-up email/conversation templates and best practices documentation, all gathered and aggregated from our chapters.

In addition to developing consistent and comprehensive NEO “packets”, we will be developing a “surviving probation” workshop that provides new employees with an overview of the probation process and answers common questions.

Below is the comprehensive NEO training package outline suggested by the committee last year:

- Initial Contact – How to make the initial contact with a new employee
- New Employee Orientation – Getting invited to orientation and how to discuss the importance of a union within the workplace
- Surviving Probation – A workshop for new employees to answer questions about the probation process.
- Know Your Contract – A workshop for new and current employees to learn more about the contract.
- Probation Party – A small event to congratulate employees who have made it through probation. Maybe a quarterly or bi-annual event for all employees that passed during the last 4-6 months.
- Probation Assessment – How to contact post-probation employees to have them assess the union's role in assisting them through probation.

Organizing Plans

To date, only a handful of chapters have submitted chapter organizing plans. We'll continuing to assist chapters with developing and submitting chapter organizing plans that contain specific goals and timelines, along with strategies and tactics to achieve those goals. Chapter organizing plans help chapters focus on what they want to achieve on their chapter beyond hosting chapter meetings and governance related tasks. It gets us to think long range and more strategic about what we're trying to accomplish and how we go about getting it done. It also helps the assigned Organizing Committee member understand where they can be most helpful in relation to the chapters' goals and priorities.

An organizing plan is critical to “planning the work and working the plan”, tracking progress, figuring out what works and what doesn't and understanding where you need to make adjustments along the way. Please reach out to your Chapter Organizing Chair and Committee, assigned Organizing Committee member, your E-Board and LRR to begin working on your 2014 plan right away (if you haven't already done so).

Chapter Organizing Highlights

Every chapter is doing a pretty good job of holding regular chapter meetings and most are doing a pretty good job of holding bargaining unit meetings, workshops, unity breaks, tabling and other member engagement/organizing activities. We want to highlight a few chapters that have utilized organizing as an effective tool for change in the workplace. We could highlight something on every chapter but that would make this long report way longer so we'll just focus on a few chapters we've heard about.

In late November 2013, **Chapter 318** (San Diego) was given notice that parking fees will increase by \$3.00 on March 1, 2014. Talks with management proved fruitless leading into the winter break and upon returning from vacation, the situation was no better. Unless the members fought back, they'd be \$36 poorer each year. The chapter held a member meeting on January 10th and when the parking fee issue was raised, the members got fired up!

There was an endorsement for escalation at the meeting and soon thereafter chapter leaders and activists and Organizing Committee member assigned to the chapter, Mike Geck, began drawing up plans. Flyers were developed, the members were informed about the issue, a petition was developed and a deadline of January 28th was set. Either the campus would cancel the fee increase or petitions would be delivered to President Hirshman at the Board of Trustees meeting on January 28th. Plans to escalate beyond petitions were also being drawn up.

The petition was officially launched on Friday, January 17, 2014 at 4:23 PM and by Wednesday morning, Chapter 318 President, Robert Yslas, got word from the President Hirshman's office by way of HR, that the fee increase had been rescinded, completely and unequivocally. SDSU was one of the first campuses to pursue a parking fee increase (as allowed in our contract) and if the members didn't fight back and put a stop to it, there probably would've been other campuses that would follow their lead and raise parking fees too.

Chapter 318 also had a three-day *IRP Fairness Unity Break* tabling event with coffee and donuts and plenty of information on the current fiasco that is IRPs at SDSU. The third day got rained out, so the chapter invited members to the chapter office for a get your questions answered and get involved open house.

Chapter 316 (SLO) plans on agitating over surveillance cameras being used for discipline (~~Big Brother~~ Cal Poly SLO is Watching You!) and having the lowest average salary in the CSU system (according to an analysis of the PIMS list done by Organizing Committee member Rosa Jones). They're gearing up for a battle.

Organizing Committee member Rosa Jones visited **Chapter 310** (Bakersfield) and spoke at their February chapter meeting (for the second time) where they picked up 5 new members. The chapter is also doing monthly "meet in the street" flash mobs, held two IRP workshops and is working on charting/mapping the chapter.

Chapter 312 (Northridge) is working on getting access to their bulletin boards and getting them assigned to chapter activists. Their Org Chair, Sylvia Freiberg is developing a chapter organizing plan.

Chapter 324 (Channel Islands) has a new org chair who's off to a great start from what we hear. They also submitted a detailed chapter org plan and are working a methodical and comprehensive member recruitment plan.

Chapter 311 (Los Angeles) is going through a transition as long time activists retire or plan to retire soon. On the positive side, 5 new activists/stewards have been recruited. They'll also be agitating around a "secret shopper" issue that's popped up.

Chapter 309 (Fresno) is adjusting to their LRR, JoAnn, leaving. Organizing Committee member and Fresno State employee, Stephanie Bradshaw, worked with film students to create a video of testimonials from about 6 members at the chapter detailing their financial hardships resulting from wage stagnation. The powerful video was shown at the all committee meeting in February and had many in the audience teary eyed. The video was very professionally produced and the members who participated are some really brave souls for putting their intimate story out there. We're hoping to secure releases from the participants and publish the video on our CSUEU YouTube channel. It really is an amazing video, kudos to Stephanie, Nancy, our members who participated and those talented students on a job well done. They're also organizing housing employees on the chapter.

Chapter 321 (San Marcos) has a great BU 7 working group called, Connect 7. It's BU 7 members coming together to try tackle issues facing the bargaining unit.

Chapter 305 (San Francisco) recently held a successful outdoor educational event and had a little fun in the process. The chapter has an org plan and is working it effectively. Their next step is to chart and map the chapter. **Honorable mention goes to Chapter 305 for recruiting more members than any other chapter in 2013!** We hear it was a real team effort and Organizing Committee member, Russell Kilday-Hicks, was a key player on that team.

Unfinished Business

Is Organizing a Priority for CSUEU?

Our Organizing Program has been at the bottom of the budget allocation list for years, accounting for about 1% of the total CSUEU budget. As Russell Kilday-Hicks is famous for quoting, "Show me where you spend your money and I'll show you where your priorities are." As Organizers, of course we deeply believe in the amazing and transformative power of organizing, but the committee does not determine the priorities for CSUEU, the Board of Directors does. The Organizing Committee needs to know, in clear and in no uncertain terms, exactly what kind of a priority organizing is for CSUEU. The Board of Directors must also have reasonable expectations with regard to the resources it is willing to allocate to the program. The committee is stocked with energized, talented and capable volunteers but if the resources aren't there for us, we can't be expected to produce a feast with the ingredients for stone soup.

Resource Requests to the Board of Directors

One Day per Month Release Time

The committee agreed that we would like to obtain 1 day of release time per month for each committee member to develop organizing at his or her assigned chapters. This time will be used to: visit, develop relationships and help assigned chapters develop an organizing plan and reach the goals and objectives contained therein. Implementing the strategy and plans to reach the goals outlined earlier in this report is going to require more time and energy than any one of us is capable of volunteering. We are starting from scratch at several chapters when it comes to organizing and it's going to take a lot of energy to get some momentum moving forward. We can't continue to do the same thing the same way and expect different results. The change that will have the most impact on the Organizing Committee's ability to further our union's organizing objectives is more time to organize.

In solidarity,

CSUEU Organizing Committee: Stephanie Bradshaw - Chapter 309, Kenneth Castillo - Chapter 311, Mike Geck - Chapter 321, Julia Hubbard - Chapter 322, Rosa Jones - Chapter 316, Russell Kilday-Hicks - Chapter 305, Nadine Mendoza - Chapter 320, Joseph Jelincic - Staff Assigned

CSUEU Organizing Committee At-Large Members: Renee Giannini - Chapter 308, Joseph Dobzynski Jr. - Chapter 324 and Jennifer Moran - Chapter 315

CSUEUBOD 11/14/5

MOTION: Steve Mottaz second by Peggy Allen that the CSUEU BOD adopt the petition plan as presented.

PASSED

Classification Committee:

Members Present: Dawn McCulley, Mario Mena, Matt Kay, Rose Greeff

Guests: Nancy Kobata, Phil Sacksteder, Vera Flores

Not present: Staff assigned; Lori Williams (excused).

The Committee met February 22nd at the Holiday Inn Capital Plaza, Sacramento. This meeting was held in conjunction with the Bargaining Unit Council meetings.

Since the committee had no Chair and the Vice Chair was absent, Nancy Kobata volunteered to help the committee elect a new Chair and Vice Chair. The committee elected Lori Williams as Chair and Matt Kay as Vice Chair.

Sharon Cunningham and Mike Chavez, BUC 5 Chair and Vice Chair, attended our meeting with two represented staff members from BU 5 to discuss the laborer and window washer classifications. They asked for our assistance in getting job descriptions from the campuses, since there is a potentially wide disparity between campuses as to the duties of laborers and window washers. We agreed to contact the chapters to ask for copies of the job descriptions for represented staff in these two classifications.

The committee recommended to:

- Move the committee meetings to the same dates as the Board of Directors meetings.
- Get a staff assigned to our committee from the new Executive Director, Brian Lee.
- Get an updated Classifier manual.
- Remind the BUCs that the committee should be given copies of classifications under review.

In the afternoon the committee split to meet with all of the individual BUCs to address any classification issues in each bargaining unit.

Special thanks to Nancy Kobata, former Chair of the Committee, for helping guide us along – her dedication and assistance are greatly appreciated!

Respectfully Submitted,
Matthew Kay

Communication Committee:

The Communications committee met on February 22, 2014. Members in attendance were: Debbie Blair; Chair, Ray Finnell; Vice Chair, Kathleen Bruno, Donna Melendez, Jeff Nadel, and John Watson; Communications Officer. Our agenda started with a review of the PAC discussion we had at the LOC meeting in October. The Communications committee role in promoting the PAC is to educate and inform membership through CSUEU publications. The next issue of University Employee (UE) could be out in early May. It will focus on bargaining and the contract campaign along with the promotion of the CSUEU PAC in addition to our regular articles. The committee discussed the new 8.5x11 printable pdf format of the UE. We all agreed we need to adjust the layout so that articles show in their entirety. This would make it easier to post to chapter bulletin boards. We have included the use statistics in this report for your review.

The spring poster went to design in Mid-March. We had to tinker with our concept several times but our purpose has remained constant. The purpose is to draw support for bargaining and the bargaining team from our membership. We hope to have the poster out to chapters by Mid-April.

The committee has had many lessons learned from the “Know your Contract” (KYC) series that appears in E-news. It took a while but we resolved the issues that popped up when we started this project. Our goal for 2014 is to have one article per month in the E-news. To help in achieving this goal the committee has scheduled KYC article subjects from March through July 2014.

The committee would like to remind everyone that we are in need of High Resolution photos from your chapter activities this year. These types of photos are the best for use in CSUEU publications like the UE and especially in our calendar.

Thank you!

Full Report

PAC Promotion

The communications committee role in this promotion is to educate and inform membership through CSUEU publications. Communications will continue to write articles for E-News and the University Employee highlighting chapter legislative activities and educating members on the PAC. We will continue to work with the Legislative and Organizing Committees to help promote and increase PAC membership this year.

University Employee

The committee discussed and assigned the articles, VP columns, Committee and BU updates for the upcoming issue of the University Employee. This edition will focus on contract bargaining, contract campaign progress and/or activities, and educating membership on the PAC. We hope to have this issue in members' mailboxes by early May.

Printable 8.5x11 PDF

The committee discussed the new format. Debbie shared a concern about posting the PDF to bulletin boards. In the UE we have a jump page. While this is ok for the UE it is a problem for the new PDF format. We would like to make articles that continue on the jump page easy to post on bulletin boards. The committee agreed that the best solution was to have articles in their entirety in the new PDF format. The use statistics for the 8.5x11 pdf printable version of University Employee are included below.

On January 31, we received these use statistics for December:

UE Dec2013-web_Final_high-res.pdf - 448

UE Dec2013-web_Final_low-res.pdf – 59

On March 11, John sent these use statistics:

8.5x11 version high-resolution pdf - 508

8.5x11 version low- resolution pdf – 96

John forwarded an email that Silva (Organizing chair) from Chapter 312 Northridge sent him. She stated that she appreciated the 8.5x11 version of the University Employee and that they are posting it on their bulletin boards.

Spring Poster

The committee discussed a couple different ways of approaching the design of the poster over the past several months. Although our concept has changed several times over the last few months our purpose has stayed the same.

Purpose of the poster: To draw support for bargaining and the bargaining team from membership

Poster Language: The poster should include contract campaign messaging.

Contract campaign Theme: "Take a Stand!"

Slogan could include: Stand up for staff! ; Stand up for the CSU! ; Stand up for California! ; Support Your CSUEU Bargaining Team!

Amy from CSEA IT agreed to design the poster.

Know Your Contract (KYC) in ENews

Our goal for 2014 is to have one article per month in the E-news. The committee discussed, selected the contract articles, and scheduled KYC subjects from March through July 2014.

January – Weingarten rights

February – Health Benefits

March – Evaluations part I: one evaluator, position description based, and draft five working days (10.2, 10.14 and 10.9)

April – Evaluations part II: No surprises (10.3)

May - Evaluations part III: Timelines (10.10 – 10.13)

June – Personal file (11) Know your personnel file and what should be in it

July – Vacation (14) Time increases, 30 day request (14.9)

CSUEU chapter website review

The committee reviewed how to complete the excel spreadsheet and discussed that the review should include all chapter sites (website, Facebook, twitter, etc...). Ray has taken the lead on this project.

February meeting update: The committee agreed that those who have completed their review since the DotNetNuke upgrade are encouraged to do a quick second review and report any changes.

CSUEU Facebook Group page

As you know, the Communications Committee has taken over monitoring the CSUEU Facebook group page. John continues to monitor the CSU Employees Facebook page. Along with liking the CSU Employees Facebook page, committee members were encouraged to join and participate in the CSUEU Facebook group. We were also encouraged to join twitter.

February meeting update: All committee members have joined the Facebook page. Jeff has volunteered to act as a backup administrator for the CSUEU group page. Debbie will add him before the next meeting. The committee will continue this discussion at the next meeting.

Policy File Committee:

Executive Summary:

The Policy File met on February 22 and 23 as part of the All Committees meeting. Steven R. Mottaz (chair), Joan Kennedy (vice chair), Cynthia Olvera, Susan Baur and Nancy Yamada (assigned staff) were present. In that meeting we prepared 5 motions of Policy File changes for the March 2014 Board of Directors meeting. We also met jointly with the Finance Committee, the Representation Committee, Pat Gantt and Pete Rauch.

Motions:

PF Appendix B Chapter Bylaws, this motion was to be presented at the November, 2013 BOD but was pulled for further clarification and refining. The motion adds language that outlines a process for removing a Chapter Officer other than the Chapter President for failing to fulfill their duties.

PF 401.04 Holding Closed Sessions, this motion was referred back to Committee at the November 2013 BOD for further clarification and refining and to add exceptions to the language. The Motion adds language exempting the 20 day policy for providing agendas and supporting documentation to closed session meetings. However, when practicable agendas should be provided 7 days in advance of a closed session meeting.

PF 601.03 BUC Terms of Office, this motions adds language that ends the term of a BUC member if the member is no longer a member of that unit, resigns as a chapter BUR or is recalled by the chapter.

PF 601.05 and 601.06, This motion moves the chapter election deadline 1 month earlier (February 28) and moves the start of the election process from the spring to fall. Completing all chapter elections by February will provide newly elected chapter officers the opportunity to gain experience and attend at least one BOD before statewide elections. This language is a result of an open discussion at the November 2013 BOD.

PF 605.00 Contract Ratification Procedures, this motion removes the Pros and Cons summary required by Policy for contract ratifications and removes specific timelines for specified tasks. It leaves the same tasks and an overall time of at least six weeks. The task time lines were too restrictive and could subject the Union to additional costs and liability.

Clerical clean up:

Typos formatting and clerical language clean up that does not require a motion.

PF 303.0 Associated Bargaining Units, remove Unit 12. Unit 12 is no longer an associated bargaining unit of CSUEU

PF 601.06(d)(1) General Council Delegates, Change “one chapter delegate for each 100 members” to “200 members”. GC passed a motion to changing the number of chapter delegates. This clerical change follows that GC adopted motion. All instances of “Chief Of Staff” changed to “Executive Director”

Future discussions and projects:

Policy File 803.00 Lost Timers, language cleanup and refining.

Further review and refinement of chapter and state elections.

PF Division 9: Representation, review for clarification and refining.

Communications from HQ. This was discussed jointly with the representation committee. We the Policy File committee would like a larger open discussion on the matter of chapters dissemination of communications from HQ.

Respectfully submitted,
Steven R. Mottaz, Chair
CSUEU Policy File Committee

BUC 5:

Present: Sharon Cunningham, Chair (San Diego); Mike Chavez, Vice - Chair (Stanislaus); At-Large Members: Frank Fernandez (Maritime); Reggie Keys (Pomona); Jose Hernandez (Long Beach); Jason Kitzerow (Humboldt); Don Moreno (East Bay).

Guests: Mario Mena (Chico); Phil Sacksteder (Chico); CSUEU President Pat Gantt; CSUEU SLRR Joseph Jelincic.

Discussions:

Pat: Discussed with group a bill being currently drafted by one of the legislators concerning contracting out. A number of custodians have been brought back due to the pressure of our campaign on contracting out. A number of campuses throughout the system have or will have state custodians coming back (i.e., Chancellor's Office; Fresno; San Diego; Northridge; Long Beach; and San Marcos just to name a few.) The amount of erosion for BU 5 over the years has been tremendous, but we're slowly building back our numbers. Currently, there's 1,897 people in Unit 5.

Roundtable:

Discussion of making sure that our people are doing their jobs! If not, management is always looking. Our people are the eyes and ears on our campuses to let us know when contractors are on the campuses.

Frank Fernandez brought forward issues on his campus - new supervisor, food workers and no laborers on his campus.

Sharon discussed the need to have unit 5 meetings is a must. Reviewed how to submit an expense claim form and travel advance form. Reviewed what the responsibilities of our elected positions are for Chair, Vice Chair and At-Large. The importance of attendance at meetings was discussed and how an At-Large could be asked to fill in when either Chair or Vice-Chair is unable to attend a meeting. We need to remember who we represent. The group reviewed member/nonmember list. We'll be asking the Classification Committee to look into following Laborer and Lead Groundworker classifications.

Misc: Discussion on filters/hood stoves in the cafeterias - who is removing and cleaning them. Reggie questioned why does someone have to be at the bottom of the pay scale forever? Jose brought up being docked minutes at his job. Maria Slaughter, Olga Anderson, Sarah Diaz asked about overtime for inputting their time on the computer after their shift is over. Phil piggybacked on what Reggie said and Mario questioned on what OSHA standards are in who trains the students.

Legislative Committee:

The Legislative Committee welcomes three (3) new members - Catherine Hutchinson, Nancy Kobata, and Pete Rauch pending Board approval. The addition of these presidents assures the Legislative committee fully represents the breadth of the state [south coast, southern California and the San Joaquin Valley].

We have been working diligently on the following activities:

Bills:

Our sponsored Staff Trustee bill [AB 2721] authored by Assemblymember Pan will have its first hearing April 22nd. Our co-sponsored bill with AFSCME and UAPD, addressing Contracting Out [SB 943] authored by Senator Beall is in the amendment stage and will be in print the week of March 24th, hearings are pending. Thanks to our Legislative Advocate David Balla-Hawkins for his tireless efforts advocating for us and these much needed bills.

Lobby Day 2014:

Lobby Day 2014 planning is well underway and we look forward to cultivating our relationships with the Legislators and their staff as we advocate for our sponsored bills and support for a stable CSU budget. It appears we will have company in the halls of the Capitol as the Higher Education Lobby Day will occur the same day. Finally, we are excited to have Chancellor Tim White as our guest speaker for the Lobby Day training dinner.

CSU Budget Advocacy:

Pat Gantt and David Balla-Hawkins have served on the CSU's Advocacy Group. This group – including labor groups, students, alumni and administrators have been actively soliciting support from legislators for a \$95 million increase in the CSU budget. As mentioned above, we will have talking points for our Lobby Day representatives.

Political Action Committee [PAC] Campaign:

We, with tremendous support from the Communications and Organizing Committees, will embark upon our PAC campaign that will begin in June and culminate in November. The attorneys we retain to assist us with our PACs are reviewing our brochure and other communications to ensure we are in compliance with all laws that govern political actions and contributions.

Respectfully submitted,

Kim

Kim Harrington, Chair
Legislative Committee
California State University Employees Union

CSUEUBOD 12/14/5

MOTION:

Michael Hazen second by John Orr that the CSUEU BOD accepts the PAC campaign as an introduction item.

PASSED

CSUEUBOD 13/14/5

MOTION:

Ray Finnell second by Michael Hazen that the CSUEU BOD recess to closed session for 30 minutes time certain to discuss our position on student success fees.

PASSED

CSUEUBOD 14/14/5

MOTION: Steve Mottaz second by Mike Geck that the CSUEU BOD come out and oppose against student fee increases.

PASSED

CSUEUBOD 15/14/5

MOTION: Steve Mottaz second by Sharon Cunningham that the CSUEU BOD end discussion and return to open session.

PASSED

CSUEUBOD 16/14/5

MOTION: Legislative Committee (no second needed) that the CSUEU BOD adopt the endorsements from the Legislative Committee as provided by documents behind Tab 2 in the BOD binder.

PASSED

CSUEUBOD 17/14/5

MOTION: Nancy Kobata second by Vera Acevedo that the CSUEU BOD adopt to increase political action fund transfer from \$.20 to \$.50 per represented employee effective July 1, 2014 for the remainder of the 2014 CSUEU budget.

PASSED

Representation & Bargaining:

Attending: Alisandra Brewer, Tessy Reese, Pam Robertson, Sharon Cunningham, Mike Chavez, John Orr, Rocky Sanchez, Rich McGee, Susan Smith, Pat Gantt, Jo Ann Juarez-Salazar

Calendar Review: dates of upcoming events, submission of BT members' unavailable dates. This calendar is working very well, as anyone on the Activist can view it and see the Team's availability: <https://activist.csueu.org/RepresentationLayoffs/RepCalendar/tabid/189/Default.aspx>

Review cases for arbitration: one case was reviewed and approved or denied.

Arbitration Decisions & Settlements Review: The database is currently being updated.

Database progress report: CSEA IT is migrating data and it will be ready for testing soon.

Classification issues: Unit 7 is waiting on the CO for the Buyers series.

The Bargaining Unit Chairs reported on their current focuses. Classification and contracting out issues were the main topics.

As we have entered full-contract bargaining this winter, New Stewards Training is wrapping up for the current contract. The long-anticipated NorCal session has finally been scheduled, May 9/10 at Sac State. Please get your potential stewards to commit to those dates. After that, there will be no more until after ratification of the new contract, at which time all current stewards will need to recertify and the Rep Committee will need to review the current training and make any necessary changes based on the new contract.

Meet and Confer issues:

- Review and updating of latest spreadsheet of current M&C issues.
- We've continue our fight against inappropriate uses in Video Surveillance. While cameras can be a crime deterrent and safety enhancement, they should never be used as a substitute for managers doing their job.

The Rep Committee appealed to the Classification Committee for help researching job descriptions for Laborers. Duties seem to be all over the place for this Class.

John Watson joined the meeting at the behest of Communications to try to get some shots of the bargaining team.

A brief joint committee meeting with Policy File occurred to discuss some of the issues not adequately addressed.

Next Rep Committee Meeting - June BOD, Sacramento. This will be a short one, as it is being held in concert with the rest of the necessary business that weekend.

A suggestion for a future All BUC meeting is a focused training on Information Requests

Adjourn

BUC 9:

Identity Finder

This is software that will be installed on CSU-owned workstations to check for sensitive data such as social security numbers, phone numbers, addresses, and email addresses. The software then prompts you for the action you want to take – whether to keep the data, or shred the file, edit the file, or quarantine. It does not examine encrypted folders, files or email. The purpose is to minimize sensitive data kept on employee workstations so as to reduce exposure in the event of a security breach.

We met with the CSU regarding the effect of this project on employees, and signed an agreement in February.

Some things to know:

- The campus Information Security Office (ISO) will train employees on the software.
- There is a 30-day "amnesty" period during which you can use the software to find forgotten or no-longer needed files, and delete them, without penalty.
- After the first 30 days, the software may be triggered remotely to examine files on your machine, and send information to the ISO about any files of concern. Sensitive data from the files in question will be masked when the information is sent.
- You will be able to run the software yourself at any time to check for files with sensitive data.

Be aware that if you have a copy of the PIMS list on your machine, this software may generate warning messages about that. We recommend not storing the PIMS list on your campus machine in the first place.

Video Surveillance Policies

Video surveillance policies have become an issue at multiple campuses, and we have met with the CSU to bargain over the effects on employees. Typical concerns include who has access to the recordings and how they are used (for example, in discipline or as substitute timeclocks).

Full Contract Bargaining Around the State

We will continue to bargain at various campuses, including East Bay (April), San Jose (May), and Dominguez Hills (June). Everyone is encouraged to attend. The presence of observers demonstrates to the CSU that employees care about their contract, and supports the bargaining team in their efforts at the table.

Communications With Bargaining Unit Members

Bargaining Unit Representatives (BURs) have both a right and an obligation to communicate with employees in Unit 9 on their campuses. If you are experiencing an obstacle to this, please contact the Chair of Unit 9 directly.

Workload Increase Is Justification for In-Range Progression (IRP)

If your campus denies an IRP with the claim that an increase in workload is not grounds for an IRP, file a grievance. Increased workload is explicitly listed in the contract as a reason for an IRP:

20.24 b. An in-range progression may be granted for reasons that include, but are not limited to:

- Assigned application of enhanced skill(s);
- Retention;
- Equity;
- Performance;
- Out-of-classification work that does not warrant a reclassification;
- Increased workload;
- New lead work or new project coordination functions given to an employee on an on-going basis by an appropriate administrator where the classification standard/series do not specifically list lead work as a typical duty or responsibility; and,
- Other salary related criteria.

As a reminder, always submit IRP requests in writing to your manager.

Finance Committee:

The Finance Committee met on February 21-22, 2014..

December 2013 Financials

The end of year financials show a surplus of \$332,705 (mostly due to union leave write-off—Outside Labor Compensation & Political Activity expenses—Lobbying) versus a year-end budgeted deficit of \$1,993. Our year end financials reflect approximately a eleven (11) month reserve.

We just completed our third (3rd) year of .50 rebate from the SEIU International (~\$450,000 per year).

Chapter 2014 Budgets & CSUEU 2013 Financial Audit

As of 3/28/2014, all CSUEU Chapters have submitted their 2014 budgets. Chapter Finance has asked to remind Chapters to stick to the per diem amounts when ordering food for Chapter events. For example, if you are expecting 100 people, the per diem is \$15 for lunch and therefore the cost should not exceed \$1500. Please use this as a guide when planning your events where food will be provided.

The audit of both CSUEU and CSUEU Chapter Finances should be completed by early April 2014. The Finance Committee will report the results of the CSUEU 2013 Audit at the next Board meeting in June 2014. The Committee will also report on the status of our 2014 Budget as we will have a better picture of our expenditures for the year.

NEW MEMBER DATABASE--CRM

The new Member Database CRM build is in the beta-testing phase and soon to be fully implemented. Brian our Executive Director is working on getting the Grievance Tracking segment completed. The staff will be trained on the new system soon. Mike Geck and Loretta will work with CSEA IT on the event planning segment which will include ordering new membership cards with bar code and/or strip to use for Chapter and other meeting sign-in, please stay tuned.

Outstanding Travel Advances

CSEA Accounting continues to work with Chapter Finance to coordinate advances for both HQ & Chapter. We have reduced our overall liability in this area by over 60%. The total in outstanding advances from 0-over 121 days is \$25,169.96 of which \$14,648.04 in the over 121 day category.. Jamie Steele in Accounting will be sending out letters again at the end of this month.

CSUEU Travel Policies

A copy of the policy is included in the Finance Section of your Board binders.

Chapter Budgets/Forfeitures

I am happy to report that we have no Chapters currently in forfeiture status.

Chapters with a Petty Cash account must submit a copy of bank statements to Chapter Finance, Patty Volo, pvolo@calcsea.org. Those documents for the 1st Quarter are due to Patty Volo by April 20, 2014.

Chapter Travel Advances

Please be reminded again that Chapter Finance will no longer accept requests for Travel Advances via e-mail for an individual or multiple individuals. Each individual must complete the Chapter Travel Advance Form, sign and fax or scan and e-mail the form to Patty Volo, pvolo@calcsea.org. This is so that each individual accepts responsibility for the funds being advanced and the requirements for clearing the advance.

Chapter Grant Requests

The Chapter Grant line item is funded solely by chapter forfeitures.

DATE	CHAPTER		PURPOSE	AMOUNT	OUTCOME
2/13/14	308	Stanislaus	IRP Meeting	\$500.00	Approved
2/21/14	303	Sacramento	Chapter Meeting/Bargaining	\$750.00	Approved
2/21/14	306	East Bay	Contract Bargaining/Rally	\$750.00	Approved

The Finance Committee would like to remind Chapters that grant requests are to be submitted to VP for Finance at least 30 days prior to the anticipated event/activity, not several days before or even a week before the event. This is stated on the Grant Request form as it takes time for the Committee to review. If a Chapter submits a request and it is denied but want to then apply for another event or item, a new grant request must be submitted.

GENERAL COUNCIL 2015

CSEA Member Benefits profits will be used to offset the indirect costs to the Affiliates for the upcoming General Council Meeting in 2015. CSUEU portion is usually between 9-10% or about \$50,000. This is good news as each Affiliate will now only be responsible for their Delegates travel; per diem and accommodations. Our delegate ratio is now 1:200 members so the cost to CSUEU should not exceed \$50,000. This cost will have to be included in our 2015 budget to be discussed later this year.

CSUEU STATEWIDE ELECTIONS MEETING IN JUNE 2015

I will work closely with Dayna to find a suitable hotel for this meeting in San Jose. Many Board members expressed delays in travel that occurred at the last meeting in 2012 at the Westin San Francisco. This is our largest meeting as all Chapter E-Board members will be attending except for Chief Stewards and Organizing Chairs.

Board of Directors Online Registration-<http://www.csueuguardian.org>

Board and Committee members need to be reminded that in addition to registering for events on Guardian, you also need to use Guardian to make any changes to arrival time or date so that Dayna can be notified and make the necessary adjustments.

The Board approved the use of Guardian to register **ALL** Committee meetings. This practice has been in force now and the Finance Committee will continue to work with Dayna to make improvements as needed.

SWABIZ & DIRECT BILLING FOR HOTEL

Currently Swabiz privileges are limited to the Board of Directors only. Direct bill has been expanded to include Bargaining Team, Committee and BUC meetings. **Please be reminded to book your flights early to get the best rate possible. The Finance Committee will be reviewing our Swabiz account regularly to monitor and report to Board as needed.**

Treasurer's Training

If you have a new Treasurer, please let me know so the appropriate Finance Committee member liaison can come out to do a one-on-one training. Send me an e-mail, lorettas@csueu.org or call me (415) 244-7288.

Changes to Finance Committee

The Finance Committee acknowledges with gratitude the service of Jo Ann Dapiran, Treasurer, Chapter 304, as a member of the Finance Committee for four (4) years. Jo Ann has accepted a position as a Confidential at Sonoma State therefore resigning from the committee. Pat Hanson, Treasurer, Chapter 305 has graciously accepted my request to serve on the Finance Committee as Jo Ann covered many of the Chapters in the Northern California area.

Respectfully submitted, Loretta Seva'aetasi, VP for Finance

Meeting Adjourned at 3:28 p.m.

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