



## ❖ MINUTES ❖

### 21st CSUEU Board Meeting of 2011 November 5-6, 2011

#### **CALL TO ORDER:**

The 21<sup>st</sup> CSUEU Board meeting of 2011 was called to order by President Pat Gantt in the Fresno/El Dorado/Diablo Room of the Holiday Inn Capitol Plaza in Sacramento at 10:09 a.m. on Saturday, November 5, 2011.

#### **PLEDGE OF ALLEGIANCE:**

Vice President for Finance Loretta Sevaaetasi 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	Joseph Dobzynski, VP for Member Engagement	Russell Kilday-Hicks, VP Representation
Loretta Sevaaetasi, VP Finance	Tessy Reese, BUC 2 Chair	Pam Robertson, BUC 2 Vice Chair
Sharon Cunningham, BUC 5 Chair	Mike Chavez, BUC 5 Vice Chair	Michael Brandt, BUC 7 Chair
John Orr, BUC 7 Vice Chair	Rich McGee, BUC 9 Chair	Alisandra Brewer, BUC 9 Vice Chair
Steve Mottaz, President 301	Pat Heath, President 302	Kim Harrington, President 303
Leeanne Bowes, President 304	Sandee Noda, President 305	Diego Campos, President 306
Vera Acevedo, President 307	Frank Borrelli, President 308	Nancy Kobata, President 309
Ray Finnell, President 310	Gilbert Garcia, President 311	Claudia Garcia, President 312
Joyce Cury, President 313	Absent, President 314	Peggy O'Neil-Rosales, President 315
Joan Kennedy, President 316	Jacqueline Otis, President 317	Sue Henry, President 318
Deborah Campbell, President 319	Denise Garcia, Representing 320	Mike Geck, President 321
Andrew Coile, President 322	Charles Constantine, President 323	Jessica Schweisinger, President 324

## **OPENING REMARKS, ANNOUNCEMENTS AND INTRODUCTIONS:**

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

Guest speaker from CFA Dr. Susan Green was in attendance.

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

- Chapter 301: Susan Whitney, Jerry Saner, Steve Tillinghast
- Chapter 302: Scott “Panda Bear” Dickerson, Diane Carter-Hood, Pat Gantt, Super Mario Mena, Former CSU Chico staff and LRR Bill Patton
- Chapter 303: Pam Robertson, Bobby Van Hill
- Chapter 304: Alisandra Brewer, Andy Heller, Jo-Ann Dapiran
- Chapter 305: Russell Kilday-Hicks, Loretta Seva'aetasi, Christina Valero, Natalie Bremer, David Rourke, Patricia Hanson, Maria Allain, Hector Chan, Ravelle Taylor, Bridget McCracken, Taylor Judd, Lori Williams, LRR Jerrie McIntyre
- Chapter 306: Rosalinda Romero, Rose Greeff, Peter Greeff
- Chapter 307: Gilbert Villareal, Jose “Suave” Rico
- Chapter 308: Pauline Clanton, Dawn McCauley, Kathleen Hidalgo, Neil Jacklin, Renee Giannini
- Chapter 309: Shirley “Guido” Stanton, Angel Melendez, Stephanie Bradshaw
- Chapter 310: Kathryn Plunkett
- Chapter 311: Lisa Bush, Donna Melendez, Linda Nunez, Diana Balli, Ken Castillo
- Chapter 312: No other attendees
- Chapter 313: Marilyn McGuire, Peggy Allen, Carolyn Duckett
- Chapter 314: No other attendees
- Chapter 315: Richard Duarte, Janet Gonzales, Toni Kukreja, Matthew Black
- Chapter 316: Michael Brandt, Lori Williams, John Burdett, Cal Poly Football team!
- Chapter 317: John Orr
- Chapter 318: Tessy Reese, Sharon Cunningham, Sherry Velthuysen
- Chapter 319: Rocky Sanchez, Reggie Keys, Lucy Breza, LRR Brenda Brown
- Chapter 320: Rich McGee, Annel Martin, Kathy Cole, Nadine Mendoza
- Chapter 321: Debbie Blair
- Chapter 322: Cyndi Olvera, George Ball, Gus Leonard
- Chapter 323: Frank Fernandez, Randy Thomas
- Chapter 324: Joseph Dobzynski, LRR Brenda Brown

CSUEU Staff: John Watson, Dayna Ramos, Sherri Strange, Malia Plummer, Lois Kugelmass, Teven Laxer, Nancy Yamada, Bill Patton, Jerrie McIntyre and Brenda Brown.

Ravelle Taylor a new steward from our newest Bargaining Unit 12 in the Head Start program at San Francisco. She’s one of the head preschool teachers and is proud to announce that they’re membership is at 96%!

Bobby Van Hill, a food service worker employed at CSUEU since 1988, addressed the board and said they're bargaining unit has 100% membership. She and the other entire BU members feel very supported by CSUEU and are thankful that we have this comfort zone on the campus. We feel the support!

Pat Gantt swore in new chapter presidents Sandee Noda from Chapter 305 - San Francisco and Peggy Allen from Chapter 313 - Office of the Chancellor.

Pat gave an overview of the previous night's closed session activity: review ULP, BOD was updated on bargaining and will have follow up conference call soon, discussed potential 2012 fall election campaigns, what legal rights and obligations for possible strike at another union, discussed different ways to deliver petitions to trustees, reviewed CSEA possible structural changes for upcoming General Council, pleased to report that Chapter 305 was removed from trusteeship by unanimous vote and thanked Lori Williams for her hard work she did with that chapter and her assistance is greatly appreciated.

Chapter 305 presented Lori Williams with a certificate of appreciation

### **APPROVAL OF MEETING MINUTES:**

This agenda item has been moved to Sunday in order to give the BOD time to review the minutes.

### **CFA RESOLUTION:**

Dr. Susan Green from the California Faculty Association discussed their ongoing fight for a fair contract with the Office of the Chancellor. From that discussion CSUEU presented the following resolution to her and all CFA:

#### *Resolution for CFA from CSUEU*

Whereas, we believe in solidarity, and that harmonious and productive relations is in the best interest of all CSU unions; and

Whereas, because a stable, supported workforce and workplace means quality education for CSU students; and

Whereas, because the CSU appears not to care, insisting on solely take-backs in ongoing CFA/CSU successor contract negotiations; and

Whereas, because we agree with CFA that lavish giveaways to CSU executives, fee hikes, and take-back bargaining proposals need to end; and

Whereas, because we must send CSU Trustees a wake-up call; and

Whereas, because enough is enough,

Therefore, be it resolved CSUEU hereby supports CFA in its plans for concerted action on November 17, 2011 at CSU East Bay and CSU Dominguez Hills, with other actions at all other campuses that day. We support CFA as it presses hard to ensure the professional working conditions and reasonable learning conditions that are essential for quality education.

And further resolved that, even though CSUEU-represented employees cannot strike at the current stage of our contract negotiations, we share a collective bond with CFA because we are both unions, we must both bargain with the same employer, and we both share the work site. The membership of our two unions forms a critical mass of CSU employees on each of the CSU campuses and within each of the campus communities.

We stand together to protect the bargaining process and to support our sisters and brothers in CFA.

**CSUEUBOD 54/11/21      MOTION:** Loretta Sevaaetasi second by Russell Kilday-Hicks - that the CSUEU Board of Directors approve the above resolution as read and presented.

**PASSED**

### **PRESIDENT'S REPORT:**

Good Morning Brothers and Sisters and welcome to Sacramento!

Thank you for being here! There is a very full agenda this weekend as we have been busier than ever. There are so many pressures on our members that we represent and it can be a challenge for each of us to keep current on every issue facing us, but that is why we have each other and this union. We face the challenges together.

The state budget cuts, the bad economy, attacks on our pensions, bargaining with the CSU, working with other unions, and keeping a close eye on the legislature and Governor require each of us to balance everyday life while trying to focus on impacts to our members.

If you are in this room today in any capacity, you are considered a leader in this union and bear a responsibility to the members and each other. This responsibility could be very formal due to your title as chapter president or board member as defined by the policy file. Regardless of the formal definition of what our role may be, we owe each other the respect and effort to support each other through the challenges. The talent and ability in this room and our union is considerable and a very valued resource.

As most of you know, we are also moving to expand and work with other unions in the UC system to focus on the higher education budget and also the community with the Occupy Wall Street movement. We are part of the middle class and the working class that is being squeezed hard in this economy. We are public sector workers that serve an institution of education that promises hope and a better life to students. Working with other groups helps us tell our story and make a difference.

We can make a big difference when we take the extra effort to show unity and solidarity with other groups and unions. After all, we are union members!

We are the 99%!

## **CSUEU'S HQ's REPORT:**

The headquarters staff is committed to continuous improvement and is here to serve CSUEU members, most importantly the Board of Directors. We need your feedback, for without it, it's impossible to identify those areas most in need of attention. We can only achieve improvement by listening to and acting upon the input of the members, leadership and activists we serve. I encourage you to call or e-mail me at any time to let us know how we are doing.

This is identical to the opening paragraph in the last Chief of Staff report. This is because it bears repeating and is the principle by which we operate. You can expect to see this opening in each and every Chief of Staff report.

Following up on last summer's customer service survey, we ran the survey again leading up to this board meeting. After our first survey last June, we met as staff and leadership and developed strategies for being more responsive, and it seems to have paid off. That is the good news. Overall, we received many more favorable ratings than poor ratings; I am making a plea to all of you who have had less-than-positive experiences with CSUEU staff – whether with me or my staff – to tell us. You may always call or e-mail me, Pat or one of the other statewide VP's. We act on your feedback. It is clear that some of the issues we are addressing take more time than we'd like, but we will continue to strive to improve – and the only measure of improvement that matters is your perceptions on my and my staff's performance. To the extent you feel comfortable, come to me with your concerns and we will work hard to address them.

This survey received fewer responses than the last survey. We need your help. Whether you are helping us identify challenges or telling us what we are doing well, it will make us stronger as an organization – and that's what we are here for. Please let us know who you are and what your issues are and we will do our best to work toward a more perfect CSUEU.

### **Staff**

Our existing staff continues to grow to meet the needs of CSUEU. Dayna Ramos, Malia Plummer and Sherri Strange take care of our members with efficiency and enthusiasm. Our field staff - Mark Greenleaf, Bill Patton, Jerrie McIntyre, Joseph Jelencic, Tom Dimitre, Frank Pulido, Brenda Brown, Becky Beal, Hubert Lloyd, Alex Soluk and Brian Young are a formidable team that hold management accountable, train our activists, and when needed, represent CSUEU in Public Employment Relations Board, State Personnel Board and arbitration hearings. At the end of this report you will find the numbers of grievances, unfair labor practices and State Personnel Board cases currently being handled by our staff. Our senior staff includes our chief negotiator, Lois Kugelmass, Senior Labor Relations Representative Teven Laxer, Senior Communications Specialist John Watson and Attorney Nancy Yamada; they continue to raise the bar and help us be a highly respected public employee union.

- I continue to host weekly teleconferences with all field staff, SLRRs and the communications specialist. These calls are invaluable, as they provide a forum for sharing critical information and for brainstorming solutions to some of the more complex problems we face in the field.
- We have monthly senior staff meetings which include our Lead Program Specialist, Attorney, SLRRs, Senior Communications Specialist, Lead LRR and Chief of Staff. This gives us an opportunity to better coordinate our work and communicate about issues within CSUEU.

- We continue to work on enhanced processes and better reporting mechanism for field staff so their work is more transparent. You will find staff representation reports - with all confidential information redacted – in your board binder.
- As we continue to get your feedback, we are looking at ways to be more responsive to the needs of the organization through a variety of means. We will be discussing increased use of technology, better prioritization of time, more unified processes, as well as other issues.

### General Issues

Since bargaining began this Spring, we have met with management fourteen times at locations across the state. Recently, our office was threatened with flooding and asbestos contamination. Two weeks before this Board of Directors meeting, we relocated our entire office to a temporary location in downtown Sacramento. Our headquarters staff did an incredible job of maintaining their focus and preparing for this meeting in the midst of this very difficult challenge.

As the membership database project rolls along, we are working on upgrading all staff computers and ensuring staff are trained in Windows 7, MS Office 7, and eventually, the new membership database.

Our organization will be developing guidelines for the new case management system. These guidelines will address the various levels of access to the system, and who has responsibility for entering case information at various levels of grievances, PERB cases, SPB cases and meet and confers. I am proposing we set up an ad hoc committee made up of staff and activists to develop a manual to address these issues.

### Central Support

- Membership: The new membership database, which will include a robust case-tracking system, is well on its way and scheduled for completion May 1, 2011.
- IT: Susan Gould, our recently hired CIO has shown great communication and organizing skills leading the three affiliates through the membership database project. Brand new hardware and software is being installed for our Exchange servers which will bring an immediate positive impact to our mail and remote access later this month

### Headquarters Report

As noted above, it was a very challenging last few weeks as we moved from our permanent office into temporary digs, in the weeks leading up to the Board meeting.

We continue to work very hard on behalf of the members at our headquarters office. Much of the work consists of daily e-mails/phone calls and assisting members, staff and leadership. For every meeting that was done, we must coordinate the rooming/leave/food/meeting set-up to pass on to Sherri, Malia, and/or hotels. There are also miscellaneous hotel stays that needed to be coordinated. We worked on assisting with various print projects, such as buttons, bumper stickers, steward training materials and many other general office materials.

Every expense claim, check request and travel advance that is processed includes review and a signature from the lead program specialist or Chief of Staff. We ensure the credit cards gets paid and appropriate receipts collected. We process incoming and outgoing mail.

For Lobby Day and Board meetings, we gather all of the material produced by staff and/or the committee to organize, binderize and distribute. For bargaining and organizing events across the state, headquarters provides support that may include binder preparation, lodging, food and travel advances. Lobby Day also included designing and ordering Lobby Day shirts for the attendees.

We keep the kitchen stocked so necessities such as coffee, tea, beverages, and paper towels are available for members/leaders. We order flowers for friends who have passed on and cakes for birthdays/special occasions.

We have participated in/and or lent support for meetings/trainings (e.g., All-Committee meeting, Finance Committee, Representation Committee, Policy File, all fourteen bargaining sessions, BUC meeting and various staff meetings). This support includes, but is not limited to: copying materials, organizing materials, getting materials to committee members, advising committees.

### **BARGAINING REPORT:**

**Members:** Russell Kilday-Hicks (VP rep, BT chair), Pat Gantt (president), Tessy Reese (BU 2 chair), Pam Robertson (BU 2 vice chair), Sharon Cunningham (BU 5 chair), Mike Chavez (BU 5 vice chair), Michael Brandt (BU 7 chair), John Orr (BU 7 vice chair), Rich McGee (BU 9 chair), Alisandra Brewer (BU 9 vice chair), Lois Kugelmass (SLRR, chief negotiator), Teven Laxer (SLRR, staff assigned)

#### **Bargaining update**

In my last official report to the BOD we were fresh from the battle at CI where management was using the poor budget as an opportunity to reshape yearly jobs into 10-month jobs. In this they outright refused to take advantage of the mitigation measures in Article 24 that address both the lack of work and lack of funds they were claiming forced the reductions in time-base of equipment tech positions. More recently, management has come to the bargaining table with a proposal to make these more common by defining layoff as a “partial time reduction.” We have now seen some version of these “layoffs” at Humboldt, Pomona, Channel Islands, Stanislaus, and probably others I’m forgetting.

In all of these situations management is delivering the message that they just don’t care that much about the work we do. On the surface it looks like management is forcing these dedicated employees to do more with less and never mind the adverse affect on the students and faculty we serve. But what is really going on is more sinister. They know how dedicated we are and I believe they expect us to continue to do our jobs like we have been doing them and they will continue to take advantage of that and continue to reward us less. Remember, this is the employer that hated furloughs because of the lost productivity they got from their exempt management class.

The other day I attended a faculty chapter meeting on my campus. The statewide CFA President Lil Taiz and bargaining team member Andy Marifield from Sonoma, presented on how their talks were progressing. Then I was invited to speak on our bargaining. I said after hearing their presentation there is no doubt we are dealing with the same employer and our bargaining is connected in some important ways, reminding them that our last raise of one percent came from a “me too” agreement that our president made with the chancellor, and our language (that management now wants to break) on connecting parking increases to GSI was first their victory. I told them about our LMC on Compensation and how the report on the CSU’s broken classification and compensation system and reasonable recommendations to fix it was rejected by upper management, that they refused to present this joint report to the trustees.

I explained that parts of it continue to be rejected in bargaining. I told them about salary inversion and how our wages have been depressed since steps were taken away in 1996 and the open-range system they put in place was never funded—and probably was never intended to be funded—properly. I told them these ills and others like contracting out, privatization, and addressing hostile workplace issues were of little concern for management, who are only looking for “operational efficiencies,” meaning fixes that will make our grievances and arbitrations go away. I said they want us to do 12 months of work in 10 and are expecting faculty to pick up the slack. In the end I agreed with Andy, who said, “These people have no interest in doing the hard work of bargaining.”

If you have any doubts about whom and what our employer is, come to bargaining. I am not talking about lower-level management, there are many good people in the CSU who happen to be managers trying to get by in the same dysfunctional institution, just like we struggle with daily. I am talking about those who think nothing of treating a workforce like they do year after year, who show all kinds of concern for the wages of presidents and vice chancellors and less than none for the toilet cleaners.

To this board’s and this union’s credit, all of our bargaining proposals come from this place of dedication and fairness. We are not out to suck the life’s blood from our employer’s veins but to be justly rewarded for being the life-blood of the CSU.

Bargaining is not fun, although sometimes we manage to keep our spirits up with a few laughs now and then. This group of people spends a lot of time together and like family we struggle internally fleshing out tough issues, but when management is in the room we come out of caucus a unified fighting force. I said at the outset that bargaining is a dangerous business and while we may have some small victories to show so far, management certainly has the upper hand with imposition.

Our cowardly employer is still refusing to tackle the big stuff and we certainly don’t know where we will end up but I want to say how privileged I would feel to go down fighting with this bunch. They serve you well. I also want to thank Pat and Teven and Lois for their experience and wisdom, not to mention their hard work. I am thankful for Phillip and the office team and the field support we get from the other staff and Joseph and his team of “engagers” taking on the tough job of getting our members to stand up for themselves, and we surely appreciate all the rallies and flash mobs and chanting and marching our chapters have done to support our efforts.



I will end with this. A single drop of water is beautiful to behold but don't forget that only together can we harness the awesome power of a raging flood, a flood that can cleanse the CSU of their sins. Peace.

**CSUEUBOD 55/11/21      MOTION:** Andrew Coile second by Frank Borrelli - that the CSUEU Board of Directors approve the Bargaining Report as presented

**PASSED**

### **ORGANIZING REPORT:**

**Overview:** This is the second organizing report for CSUEU. No suggestions were received by the Board with regards to the format. More statistics will be provided as we ramp up the 2012 Elections Campaign (see below).

**2011 Defense Campaign:** The majority of our organizing efforts were related to the 2011 Defense Campaign. This summer and early fall has seen lots of bargaining support with regards to this campaign. The organization has been incredibly busy, and the following report contains only the highlights of our actions.

*Chapter Action Plans / Chapter Assessments:* The Chapter Action Plans and Chapter Assessments had little success for the campaign, due to the issues in the last report. We received plans and/or assessments from about half of the chapters. Better efforts that clarify the process and sets attainable goals will be used for future meetings.

*Commitment Cards:* No commitment cards have been received by HQ since June. If any chapter has collected new commitment cards, please let Joseph know.

*Fullerton Bargaining Support - 6/28/2011 -> 6/30/2011:* A chapter luncheon was held on Thursday, June 29th, 2011 from 12:00pm to 1:00pm with over 200 people in attendance. The Bargaining Team took part in a Q&A Session. Regional support came from Channel Islands. The observer process was more difficult here given the time of year and the multiple logistical issues experienced by both the CSUEU and CSU Bargaining Teams.

*Dominguez Hills Bargaining Support - 8/17/2011 -> 8/19/2011:* Meetings by Bargaining Unit were held on Thursday, August 18th, 2011 with an impromptu whistle march organized after the meetings had concluded. The chapter provided logistical support and released members to be observers on Wednesday and Thursday.

*Chancellor's Office Bargaining Support - 9/7/2011 -> 9/9/2011:* A few observers were organized, but not many members were able to participate. More difficulties with management meeting on time with the bargaining team. The chapter performed tabling on Thursday with a bit of participation.

*Stanislaus Layoff Bargaining - 9/12/2011 -> 9/13/2011; 9/27/2011 -> 9/28/2011:* Neil took the reins and organized a rally and march on Monday (9/12). Joseph provided support for observers and took some video. A preliminary video was rejected for copyright reasons by YouTube. Unfortunately, the two sides failed to reach an agreement. A second round of bargaining was held on Tuesday, September 27th, 2011 and Wednesday, September 28th, 2011 where a conceptual agreement was reached.

*Fresno Layoff Bargaining - 9/22/2011 -> 9/23/2011:* The dates were moved up to Thursday, September 22nd, 2011 and Friday, September 23rd, 2011. Unfortunately, we were unable to get anyone lined up for support at Fresno, especially as the bargaining dates conflicted with a CSEA Board Meeting. Joseph apologized for the lack of support.

*Pomona Bargaining Support - 10/3/2011 -> 10/5/2011:* The chapter had a meeting on Tuesday during the lunch hour to present a bargaining update. Additionally, the Bargaining Team met to determine the kind of organizing support they need in the next phase of bargaining.

*Occupy Sacramento March - 10/15/2011:* Members of the Organizing Committee marched on Saturday, October 15th, 2011 in solidarity with Occupy Sacramento. The march had over 1,000 people attend, with speakers at the north side of the Capitol building. This action continues to build solidarity among the Occupation and with the rest of the 99%.

*Long Beach Bargaining Support - 10/18/2011 -> 10/19/2011:* Bargaining came back to the chapter in mid-October. A rally/march was held on Wednesday, October 19th, 2011 to support the bargaining process. Observers were also coordinated. During this bargaining session, we mobilized our members to send e-mails to the CSU Management Team to express our grievances with their parking pay cut proposal. Our actions resulted in the first Unfair Labor Practice against CSUEU in almost 20 years.

*Dominguez Hills Bargaining Support - 10/20/2011:* Bargaining came back to the chapter in mid-October. Observers were coordinated. The emails continued to be delivered during this session as well.

*2012 Elections Campaign Plan:* A campaign plan was developed in a series of joint meetings between the Legislative Committee, Organizing Committee and Communications Committee beginning in August 2011. The plan was presented to the Board of Directors in open session and will be costed out based upon the final version, to be approved via teleconference.

*Paycheck Deception Initiative:* Chapters scheduled meetings to discuss the Paycheck Deception Initiative with statewide speakers are available. A meeting in a box was developed with sample agendas, presentations, flyers, and other resources and materials for the chapters. A conservative blog got a hold of our organizing strategy and attempted to exploit it, which was a learning experience for the whole organization.

*Coalition Updates - Defend Public Education:* Defend Public Education has lapsed a bit during the summer and with the various individuals getting involved in their local occupations. A student bill of rights is being reviewed, but a proposal has been made to include a staff bill of rights and a faculty bill of rights with synthesis wherever possible.

*Refund California:* Refund California is in full swing. The coalition is made up of many staff unions within higher education, with a mass mobilization scheduled for the UC Regents, CSU Trustees and CCC Governors meetings. Buses will be available to get folks to the regional meetings to add support.

*Occupy Wall Street:* CSUEU has issued a solidarity statement with Occupy Wall Street and the solidarity occupations around the world. Members are encouraged to learn about the movement, get involved at the local level, and to know their rights prior to engaging in any activities.

**Member Statistics:** Feedback is needed on the types of statistics that are desired for this report. Many items have been previously included at the Board of Directors, including the Member/Non-Member report. However, other data may be useful, including commitment cards received, events held, event turnout, etc... Feedback is appreciated on what you would like to see in this report at the next Board Meeting, so that we can begin capturing reliable statistics. This will require work not only at the statewide level, but also regular reporting at the chapter level. Any ideas regarding how to get this system set up would also be greatly appreciated.

Respectfully Submitted,

Joseph Dobzynski, Jr.  
Vice-President for Member Engagement

**CSUEUBOD 56/11/21      MOTION:** Russell Kilday-Hicks second by Steve Mottaz - that the CSUEU Board of Directors approve the Organizing Report as presented

**PASSED**

### **NEW BUSINESS:**

#### **1. Treasurer's Handbook:**

Kathleen Hidalgo of the CSUEU Finance Committee went over the newly revised and printed CSUEU Treasurer's Handbook. Included in her discussion was a PowerPoint presentation which let everyone see the handbook in color and on the big screen. She also answered questions from the audience.

## 2. Policy File & Bylaws Changes:

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

**CSUEUBOD 57/11/21**      **MOTION:**    The CSUEU Policy File Committee motions that the BOD adopts the amendments to B&P Article 5 (Corporate Governance), Section 5.1 Corporate Officers, B – President for Organizing.

**PASSED**

**CSUEUBOD 58/11/21**      **MOTION:**    The CSUEU Policy File Committee motions that the BOD adopts B&P 2/11/3; Bylaws Section 5.3 Alternate Directors.

**PASSED**

**CSUEUBOD 59/11/21**      **MOTION:**    The CSUEU Policy File Committee motions that the BOD adopts the B&P 3/11/3; 210.00: Member Special Interest Groups.

**PASSED**

**CSUEUBOD 60/11/21**      **MOTION:**    CSUEU Policy File motions that the BOD adopts B&P 4/11/3; Divisions 306.00 Chapters (306.09 Chapter Duties) and 603.00 Vacancies (603.03 Chapter Vacancies of the CSUEU Policy File – as amended from the floor.

**603.03 was pulled/tabled until next BOD mtg. the rest of the motion PASSED**

**CSUEUBOD 61/11/21**      **MOTION:**    CSUEU Policy File motions that the BOD adopt B&P 5/11/3; 906.00 Stewards (906.02 Chief Stewards); Appendix (Draft Chapter Bylaws) Article I, Section 2G

**PASSED**

### 3. Lavender Caucus:

#### *Caucus By-Laws*

##### I. STATEMENT OF PURPOSE

The Lavender Caucus is the Lesbian/Gay/Bisexual/Transgender/Queer (L/G/B/T/Q) Caucus of the California State University Employees Union.

Our purpose is to facilitate open and respectful communication between the L/G/B/T/Q community and the labor movement, by:

- A. Educating CSUEU members, staff and leadership about L/G/B/T/Q issues.
- B. Educating the L/G/B/T/Q community about labor issues and workers' rights.
- C. Increasing the visibility of L/G/B/T/Q activists, officers and staff members in their workplaces.
- D. Creating a visible CSUEU presence within the L/G/B/T/Q community.
- E. Working with the SEIU Lavender Caucus and other state L/G/B/T/Q organizations.
- F. Networking with labor and community groups to build a strong coalition of L/G/B/T/Q activists.
- G. Organizing against all discrimination, specifically including discrimination based on sex, gender, gender identity, sexual orientation, perceived orientation and/or marital status.
- H. Promoting and facilitating L/G/B/T/Q participation and leadership through union democracy and rank-and-file development.

##### II. STATEMENT OF AFFIRMATIVE ACTION

It is the intention of the Lavender Caucus to reflect the diversity of CSUEU in our board and officers.

This will be achieved through education, outreach and recruitment. For the purpose of gender parity, a transsexual or transgendered person shall be considered as a member of the gender she or he identifies with, is living as, and uses the pronoun for at the time of the election.

### III. MEMBERSHIP

Membership in the SEIU Lavender Caucus is open to any CSUEU member in good standing who supports our purpose.

### IV. STRUCTURE

The following structure shall be used for the Lavender Caucus.

#### A. Chair

Members of the caucus shall elect a chair. The chair shall have the following duties:

1. Coordinate all actions and activities of the caucus.
2. Represent the caucus to the Board of Directors and other organizations.
3. Report on caucus activities at every Board of Directors meeting.

#### B. Vice-Chair

Members of the caucus shall elect a vice-chair. The vice-chair shall serve as backup to the chair and will assist with all duties of the chair.

#### C. At-Large Members

Members of the caucus shall elect six at-large members. At-large members will work with the chair and vice-chair on projects to fulfill the mission of the caucus.

#### D. Members

All remaining members of the caucus shall work with the chair, vice-chair and at-large members to promote the Lavender Caucus and to determine projects to fulfill the mission of the caucus.

### V. ELECTIONS

Elections shall be held every three years after CSUEU has completed its statewide elections, commencing in 2012. Nominations may come from any member of the Lavender Caucus. Voting will be performed by mail-in ballot among all members of the Lavender Caucus. Each member shall have exactly one vote. Should an office only receive one nomination, the nominee shall be appointed directly to the office.

## VI. MEETINGS

Lavender Caucus Meetings will be held at every Board of Directors meeting for no longer than two hours. Additional meetings may be held by teleconference or videoconference. Funding for all meetings must be petitioned from the Board of Directors. The chair, vice-chair and at-large members shall meet at least quarterly by teleconference or videoconference.

### ***Lavender Caucus Mission Statement***

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- Educating CSUEU members, staff and leadership about L/G/B/T/Q/I issues.
- Educating the L/G/B/T/Q/I community about labor issues and workers' rights.
- Increasing the visibility of L/G/B/T/Q/I activists, officers and staff members in their workplaces.
- Creating a visible CSUEU presence within the L/G/B/T/Q/I community.
- Working with the SEIU Lavender Caucus and other state L/G/B/T/Q/I organizations.
- Networking with labor and community groups to build a strong coalition of L/G/B/T/Q/I activists.
- Organizing against all discrimination, specifically including discrimination based on sex, gender, gender identity, sexual orientation, perceived orientation and/or marital status.
- Promoting and facilitating L/G/B/T/Q/I participation and leadership through union democracy and rank-and-file development.

**CSUEUBOD 62/11/21 MOTION:** Andrew Coile second by Joseph Dobzynski that the CSUEU BOD approves a “Lavender Caucus” as a “member special interest group”, per the CSUEU Policy File.

**PASSED**

4. **CSEA Structure Presentation:** CSEA President Dave Hart discussed the future of CSEA's structure and provided a PowerPoint presentation.

5. **CSUEU Internal Chapter Elections Review: (insert info)**

***2011/2012 Chapter Elections Timeline***  
**Date Task Assigned To**

<b>Date</b>	<b>Task</b>	<b>Assigned To</b>
11/5/2011	Chapter Elections Discussed	Board of Directors
11/19/2011	Chapter Elections Materials Sent	VP for Member Engagement
12/15/2011	Chapter Nominations Committees Established	Chapter Presidents
12/20/2011	Chapter Nominations Committees Submitted	Chapter Presidents
1/3/2012 to 2/15/2012	Chapter Nominations Meetings	Chapter Nomination Committees
2/16/2012	Chapter Nominations/Appointments to HQ	Chapter Nomination Committees
2/16/2012	Chapter Election Meetings Scheduled *or* Chapter Election Notification to HQ	Chapter Presidents
2/21/2012 to 4/2/2012	Chapter Election Meetings	Chapter Nomination Committees
4/9/2012	Chapter Election Results to Chapter Membership	VP for Member Engagement
4/16/2012	Last Day to Receive Protests at CSUEU HQ	Protestor
4/26/2012	Last Day to Return Invalid Protests	President
4/26/2012	Last Day to Appoint Protest Committees	President
5/16/2012	Last Day to Hold Protest Hearings	Protest Committees
5/26/2012	Last Day to Send Results to President	Protest Committees
6/4/2012	Last Day to Send Decisions to Affected Parties	President
6/14/2012	Last Day to Submit Appeals to Decisions	Protestor
6/29/2012	Protest Appeals to Be Reviewed	Board of Directors



## 6. CSUEU Internal Statewide Elections Review:

### *Statewide Elections Meeting - June 2012*

**Overview:** A number of changes were approved by the Board of Directors for the statewide elections process. The changes were largely due to procedural issues during the June 2009 elections. This document will summarize the changes relating to the statewide elections and propose a schedule for discussion by the Board of Directors.

**Summary of Changes:** Here is a list of changes that were made. Official language can be found in the CSUEU Policy File.

- Terms - All officer and bargaining unit positions are now for three (3) years, not two (2).
- Organizing Chairs - All organizing chairs are now members of the statewide electorate.
- Nominations - All nominations will be made for all offices at once and nominations shall now close prior to the election for all offices.
- Candidate Interviews - All candidates for all offices shall respond to four questions as determined in secret by the Statewide Elections Committee. Candidates shall have two minutes to respond to each question.
- Candidate Statements - All candidates will have up to five minutes to provide a closing statement after all questions have been answered.
- Candidate Voting - All candidates will be voted upon at once. Any office that does not gain a simple majority (50% + 1) will have a runoff.

**Schedule:** This is a proposed scheduled of events for the Statewide Elections Meeting.

#### *Thursday*

Treasurer Orientation  
Committee Meetings

#### *Friday*

Board of Directors Closed Session  
Board of Directors Open Session

#### *Saturday*

Board of Directors Open Session (until 12:00pm)  
Statewide Election Nominations (until 2:00pm)  
Statewide Election Q&A (until 6:00pm)  
Dinner / Debate (until 9:00pm)

#### *Sunday*

Statewide Elections (until 12:00pm)  
Bargaining Unit Elections (until 4:00pm)

7. **Vote on November 2012 BOD Date:**

**CSUEUBOD 6311/21 MOTION:** Steve Mottaz second by Alisandra Brewer that the CSUEU BOD approves keeping the last physical board meeting of 2012 as November 2-5, 2012

**PASSED**

**Save the Date Info for 2012 BOD Meetings**

March 9-11<sup>th</sup> - Holiday Inn on the Bay in San Diego

*(Do not contact hotel for rooming)*

Room	Single & Double Rate
Rate	\$110.00
	(Plus applicable taxes)

June 29, 30 & July 1<sup>st</sup> - Westin SFO in Burlingame

*Note: BOD and Statewide Elections Meeting*

*(Do not contact hotel for rooming)*

Room	Single through Quad
Rate	\$ 115.00
	(Plus applicable taxes)

November 2-4<sup>th</sup> – Holiday Inn Capitol Plaza in Sacramento

*(Do not contact hotel for rooming)*

Room	Single & Double Rate
Rate	\$ 84.00
	(Plus applicable taxes)

❖ *End of Day 1 for CSUEU BOD Meeting* ❖

## ❖ Sunday – November 6, 2011 ❖

CSUEU's 21<sup>st</sup> Board of Directors meeting of 2011 resumed at 10:17 a.m. in the Fresno/El Dorado/Diablo Room of the Holiday Inn Capitol Plaza on June 26, 2011.

### **CHAPTER REPORTS:**

Each chapter president was given two minutes to report on their respective chapter's activities. Only those chapter's that submitted written reports are noted in meeting minutes:

**Chapter 311 – Los Angeles:** Chapter meeting held a few weeks ago, focused on communication and outreach. We made a call to our members to take the next step with their activism. We will be having a luncheon with 24 members to begin introducing them to the world of CSUEU activism. Unit 5 CPR training has been held and is continuing, idea created by unit 5 safety committee and being financed by the Director of Facilities. Custodians have almost completed training and grounds are being scheduled. Petition signing, we have been tabling to collect signatures for "No Pay Cuts With Parking Fees" Facilities Director holds regular meetings with unit 5 and CSUEU stewards. He has taken the steps of purchasing equipment that will mitigate the use of outside contractors and give overtime to unit 5 employees. He has been working hard to restore dignity and moral to unit 5 employees. Meeting with President Rosser and the other unions. Richard Barnes was present. A validation that opens communication is not going to occur as we go forward to the mid-year cuts. Numerous grievances ongoing, working to schedule many meet and confers. Regular scheduled meetings with CFA, APC, and SETC to continue to build a unified voice on our campus.

**Chapter 320 – San Bernardino:** CSUSB Honors Employees for Outstanding Achievements: On Saturday 19, 2011, President Albert Karnig acknowledged staff members and employee teams for their outstanding service to the university during his annual convocation. Robert Garcia, past Chapter 320 President, was the 2011 winner of the President's Outstanding Employee Award. This award is annually presented to employees who "demonstrate excellence in job performance and exceptional willingness to assist others." Garcia will be recognized at the San Bernardino Mayor's Golden Apple Awards in the spring. Garcia was the technical coordinator in the construction of the social and behavioral science and education buildings. "Robert is well known and respected; always maintains a positive and calming attitude even in the face of crisis. He's seen as the epitome of excellent customer service – always mindful of others and genuine in his service," Karnig said. Garcia won \$1,000, a plaque, a reserved parking space, season tickets to theatre and sporting events. Dee Bowen, current Chapter 320 President, was awarded the 2011 Team award, along with approximately 19 other individuals. Bowen participated in the Learn System, which is an online platform that automates the process for how employees register for training and development courses sponsored by or co-sponsored by the university's human resources office. Under the prior system, registration was time consuming. The system will be implemented at other CSU campuses. Bowen shared \$2,000 amongst other team winners and received a plaque.

Chapter 302 – San Bernardino Continued: Carmen Carswell, Chapter 320 VP and Organizing Chair, was winner of the 2011 Distinguished Service Award. Carmen was recognized by Dr. Karnig for her outstanding work in Academic Computing and Media. Carswell won \$500 and a plaque. *New Recruits*: Chapter 320 has recently gained approximately 25 new recruits. New members were eligible to receive a \$15 Starbucks gift card for joining the union. This has always been a successful method for the chapter to increase membership. *LA to LSS*: Per Denise Gipson-Perry, all staff have properly and timely submitted their paperwork to Human Resources. A smooth movement into the new classification is expected to take place for fifteen employees. *What Lies Ahead – Karnig to Retire*: Dr. Karnig will be retiring the end of this academic year, but has agreed to stay on as President until a new President has been hired. During his 15 year reign, he has met the e-board for breakfast, as well as in his office to discuss union concerns. He invited the CSUEU President to participate in the budget convocation and the Alliance for Higher Education. In addition, after meeting with e-board officials, he implemented all MPP's take a mandatory bullying class. His open door policy has been a great asset to the CSUEU and he will be greatly missed. CSUSB has been fortunate not to have layoffs. With a new President arriving, and additional budget cuts anticipated, the campus is concerned about layoffs coming to San Bernardino.

**Chapter 322 – Monterey Bay:** We have challenges with the Library Assistant Series conversions, especially with who within the union is doing what for our members. We probably had four adverse actions in the previous four years; so far this year we've had about ten. Our wonderful LRR Joseph Jelencic III has been very on top of getting the best possible outcomes for our members. Our campus president has stated that there are no layoffs planned. She has also been aggressive about shedding MPP head count and making MPPs experience job merging, which makes for a nice change. Our relationship with CFA is challenging, since the new chapter CFA president has no respect for staff. So it's the usual recruiting/representation/internal administration tasks before us. We now have three Unit 2 employees on campus, and the virulently anti-union Unit 2 head athletic trainer has now retired, so that's an opportunity for us.

**Chapter 323 – Maritime Academy:** Chapter 323 has been busy this past quarter. We participated in the Northern California Napa Solano Labor Council Carquinoz Straights Bridge Walk. In August we hosted a campus wide all-union barbeque just prior to the beginning of the school year. As you all know we are in the process of converting our Public Safety Department to a police department. We were able to convince the University that it was in the best interest of the current department employees to allow them to attend POST recertification at the campus expense to make them eligible to apply for the pending police Officer positions that are due to be posted. Our President agreed to the Chapters request and three currently employed CSS were entered into the class at the cost of the university. All of our Officers have also received P.A.R.T Training and were all issued level three ballistic vests. We also have had four temp employees hired to insure that we have two officers working per shift nearly most of the time. We have also currently picked up police dispatch from the San Jose State University Police Department. This basically closes out a major Health and Safety Grievance that we filed just over a year ago. We brought to the attention Of HR that the University has not been doing well in writing evaluations on an annual basis. As a result Annual evaluations have begun to flow again. They will be closely watched closely. We surfaced the Lack of IRPs on the Campus and we are working with our Custodial Community to conduct an IRP Writing Seminar. Our assigned Labor Rep. Tom Dimitre is doing an awesome job. Chapter 323 is currently looking for a Unit two Rep, a new Treasurer and an Organizing Chair Person. We turned in 63 signatures. We are in the planning status for our holiday business meeting

### **FINANCE COMMITTEE REPORT:**

Since the June 2011 Board Meeting, the Finance Committee met on August 12, October 7 and October 14 (All Committees) and November 4, 2011.

## **Finance Committee Assignments**

Attached is the listing of Finance Committee member assignments. Each member of the Committee has been assigned to a Standing Committee for the purpose of identifying how many activities/meetings for the coming year. In addition, each committee member has been assigned Chapters as a resource to answer questions about Chapter finances or explain policies and procedures.

## **Treasurer's Handbook**

The Treasurer's Handbook will be presented to the Board Saturday as a resource for Chapter Treasurers and Presidents. The Committee has revised it quite a bit during the past couple of years revising several of the forms, adding forms for equipment sign-out/sign-in, lost or stolen equipment, and disposition of equipment or other items worth \$200 or more. Chapter Presidents will be issued a copy plus an additional copy for their respective Chapter Treasurer. CSEA IT and our Communications Specialist, John Watson is working on getting an electronic copy on the CSUEU website. All of the new and revised forms are already on the website.

The Chapters, in addition to adding all new equipment purchases of \$200 or more to the inventory must complete an Equipment Check Out form indicating who in the Chapter will be using or storing the equipment and submit a copy of the form to Chapter Finance with a copy to Malia Plummer in CSUEU Headquarters. Chapters should also complete a form for all existing equipment that has been given to E-Board Officers to use for CSUEU purposes. Please include copies of the form with Chapter Inventory Form as required for end of year audit materials.

## **September 2011 Financials**

The current financials show a net surplus of \$160,700, a surplus of approximately \$3500 is projected versus a year-end budgeted deficit of \$628,814. Of note, we are continuing to project negatively in revenues due to the loss in represented members of 1,051 since last October. We are projecting a loss in revenue of approximately \$400k which is about \$50k more than originally projected at the beginning of 2011. CSUEU continues to receive a 50% rebate from SEIU International which has mitigated some of our budgeted deficit. However, the Committee would like to remind the Board that the activities for October and this Board meeting have not been added as well as any other activities (bargaining & campaigns) for the remaining three (3) months of the year.

Our current financials reflect approximately a nine (9) month reserve.

The Committee will begin to work on the next three (3) year budget in January for Board review and approval prior to General Council in September 2012. 2012 will be a busy year as it is an Election Year for Chapter Officers; Statewide Officers & Bargaining Unit Chairs & Vice Chairs; General Council; continued Full Contract Bargaining, Lobby Day and local, state and federal elections not to mention any initiatives that may have a negative impact on CSUEU represented members.

## **2011 Financial Audit Reminder**

An e-mail reminder was sent out to all Chapter Presidents and Treasurers reminding them to start developing their Chapter budgets for 2012 and to include in their budgets funding for Statewide activities like Board of Directors' Meetings, Lobby Day, and General Council (first alternate is covered by CSUEU). It is best to start developing your Chapter budgets now so your E-Board members can approve and submit to your Chapter members for approval to meet the January 31, 2012 deadline.

In addition, Chapter Treasurers should be gathering all Chapter E-Board and General Meeting minutes, inventory lists, List of E-Board members and contact information for submission to Chapter Finance by the end of January 2012. Chapters that have Petty Cash accounts must submit bank statements and copies of check register for the 4<sup>th</sup> quarter of 2011.

A Check-Out form for each equipment item assigned to E-Board members should be completed, signed and submitted to Chapter Finance with a copy to Malia Plummer in CSUEU Headquarters Office. If new equipment is being purchased then that item should be added to inventory list and Check-Out form completed to indicate who will be using the equipment. Equipment must be signed back in using the same form when member is no longer in office or resigns from their position on the E-Board. If equipment is old, lost or stolen, the appropriate form must be completed, signed with a copy submitted to Chapter Finance and a copy to Malia Plummer in CSUEU Headquarters Office. In addition, you must alert our Attorney, Nancy Yamada should the contents on the computer require notice to members about their information being compromised.

## **Outstanding Travel Advances**

There are 30 members with outstanding advances from General Council in 2009. Nine (9) of them have been written off since the members are no longer employed or have retired from the CSU. The Committee has prepared two letters to be sent to members with outstanding advances. The first letter will be sent out when the advance is 45 days old to remind the member that they are subject to being placed on the "No Advance" List if their advance is not cleared within 21 days. The second letter will be sent out when the advance is 90 days old to inform the member that they have been placed on the "No Advance" List until they clear the advance(s). Accounting also has a letter for those advances over 121 days old to inform members that they are subject to receiving a 1099 if they do not clear the advances by January 2012. We hope that with the implementation of these reminders and notifications, our Aged Payables will be reduced significantly. The VP of Finance will continue to work closely with CSUEU office staff and CSEA Central Accounting staff in monitoring the "No Advance List" when processing travel advance requests.

## **Chapter Budgets/Forfeitures**

I am happy to report that there are no Chapters in forfeiture status at this time.

## **End of Year Meeting Reminder**

A few reminders for Chapters is that all events where food is served, sign-in sheets must be submitted to Chapter Finance. In addition, all expenditures over \$50 should be voted on, approved and noted in the Chapter E-Board minutes. The Committee also recommends gift cards or gifts to be given out are listed as "door prizes" and move away from using "Holiday Party" especially if you are using Chapter funds it should be "End of Year Meeting" because you are conducting business otherwise these expenses have to be classified as non-chargeable expenses. Finally, we encourage the use of the Check Request Form if at all possible to avoid huge advances to E-Board members to pay for events/items, otherwise make sure you clear the advance as soon as possible upon completion or purchase of item.

## **Chapter Grant Requests**

The Chapter Grant Fund is funded solely by chapter forfeitures though we did increase that line item in support of full-contract bargaining on campuses and our Defense Campaign.

Since our last meeting the following chapters requested a grant:

<b>Chapter</b>	<b>Purpose of Grant</b>	<b>Disposition</b>
314	Bargaining Support	Approved \$500
308	Bargaining Support	Approved \$500
310	Chapter Meeting	Approve \$500
305	Stewards Training	Denied \$400
319	Bargaining Support	Approve \$500

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 unless it is for bargaining support due to Bargaining being scheduled on the campus. This is stated on the Grant Request form as it takes time for the Committee to review and if more information is needed, there is no way it can be approved in a few days time because Accounting will need time to process the transaction as well. Secondly, there are Statewide activities including Board Meetings that Chapters need to plan ahead if they want to fund a person or persons to attend these events and include this in their budget for the year. Lastly, if you submit a request and it is denied but you want to then apply for another event or other, you need to submit a new grant request.

#### **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. The Committee will work with Dayna and Andrew to ensure this is enforced. The Committee would like to thank those Committees that have made an effort to schedule their activities/meetings for 2012 before the end of the year so that the Communications Committee can add those to our CSUEU Calendar for 2012. Please make sure you let Dayna know the proposed dates for your meeting as the Office has temporarily relocated to 980 9<sup>th</sup> Street, 16<sup>th</sup> Floor through January 2012. There are rooms that she can reserve as long as we give her a heads up far enough in advance.

#### **SWABIZ & DIRECT BILLING FOR HOTEL**

Currently these privileges are limited to the Board of Directors only. We cannot consider expanding this to Committees and Bargaining Unit Councils until we start registering **ALL** Committee meetings via Guardian. Once that is up and running smoothly, the Committee will make a recommendation to the Board to expand these privileges to our Standing Committee members.

#### **Treasurer's Training**

If you have a new Treasurer, please let Loretta know so we can either schedule training or have a Committee member come out to do a one-on-one training. Send me an e-mail, [lsevaaetasi@calcsea.org](mailto:lsevaaetasi@calcsea.org) or call me (415) 244-7288.

Respectfully submitted, Loretta Seva'aetasi, VP for Finance

**CSUEUBOD 64/11/21      MOTION:**    The Finance Committee motions that the BOD adopt the Finance

Committee's report as presented and do more research regarding their recommendation and then present the additional information to the BOD.

**PASSED**

**CSUEUBOD 65/11/21      MOTION:** Andrew Coile second by Alisandra Brewer that the CSUEU BOD break for lunch until 1:30 p.m.

**PASSED**

### **WOMEN'S ADVOCACY AND LABOR CAUCUS:**

Nancy Kobata presented the following information:

#### **Women's Advocacy and Labor Caucus (WALC)**

**Vision Statement:** Our long-term vision is a community where more women are in the higher echelon of the labor movement and there is a better understanding and knowledge of women's issues.

**Mission Statement:** To bring our vision into reality, the Women's Advocacy and Labor Caucus works to support and promote women's advocacy at all levels as well as increase political activism in CSUEU. The Women's Advocacy and Labor Caucus represents and fights to ensure women's voices are heard. We do this by getting women involved and trained in advocacy. We also promote the labor movement and provide mentoring at both campus and chapter activities

**Statement of Purpose:** Our purpose is to facilitate open and respectful communication between the Women's Advocacy and Labor Caucus and the labor movement by the following means:

- A. Encouragement
- B. Dignity
- C. Respect
- D. Influence

**Values Statement:** These issues serve as guidelines in determining the focus of our efforts:

- ✓ the positive portrayal of women in the labor movement and media ;
- ✓ upward mobility;
- ✓ affirmative action;
- ✓ comparable worth and pay equity;
- ✓ access to health care;



- ✓ violence against women,
- ✓ child care;
- ✓ discrimination;
- ✓ sexual harassment;
- ✓ hostile work environment;
- ✓ violence in the workplace; and
- ✓ any other challenges facing women.

## **Women's Advocacy and Labor Caucus (WLAC) Bylaws**

**ARTICLE 1. Name:** The name of this caucus is the Women's Advocacy and Labor Caucus (hereinafter referred to as "WALC"). It is recognized interest group of the California State University Employees Union (CSUEU), a California non-profit mutual benefit corporation. CSUEU is SEIU Local 2579 and is an affiliate of the California State Employees Association (CSEA).

**ARTICLE 2. Purpose:** The purpose of WALC is to support and promote women's advocacy at all levels as well as increase political activism in CSUEU. The Women's Advocacy and Labor Caucus represents and fights to ensure women's voices are heard. We do this by getting women involved and trained in advocacy. We also promote the labor movement and provide mentoring to include statewide, regional, campus and chapter activities.

Issues that may be addressed by WALC include:

- ✓ the negative portrayal of women in the labor movement and media ;
- ✓ upward mobility;
- ✓ affirmative action;
- ✓ comparable worth and pay equity;
- ✓ access to health care;
- ✓ violence against women,
- ✓ child care;
- ✓ discrimination;
- ✓ sexual harassment;
- ✓ hostile work environment;
- ✓ violence in the workplace; and
- ✓ any other challenges facing women.

**ARTICLE 3. Members:** Membership in WALC is open to any CSUEU Member in Good Standing.

## **ARTICLE 4. Governance**

### **Section 4.1 - Executive Officers**

The Executive Officers of WALC consist of the Chair, Vice-Chair, Treasurer, Scribe, Historian/Communications and Researcher.

### **Section 4.2 - Succession**

In the absence of a Chair, succession to the office of the Chair will be in the following order: Vice-Chair, Treasurer, Scribe, Historian/Communications and Researcher.

### **Section 4.3 - Duties of Position**

- ***Chair***

Members of the caucus shall elect a chair. The Chair shall have the following duties:

1. Coordinates all actions and activities of WALC
2. Represents WALC before the Board of Directors as well as other organizations
3. Reports caucus activities at each Board of Director's meeting.

- ***Vice-Chair***

Members of the caucus shall elect a Vice-Chair. The Vice-Chair shall have the following duties:

- Serves as backup to the chair; and
- Assists with the duties of the Chair.

- ***Treasurer***

Members of the caucus shall elect a Treasurer. The Treasurer shall have the following duties:

- Is the custodian of the financial records of the Caucus;
- Maintains or causes to maintain the financial records of the Caucus;
- Pays the bills authorized by the Executive Committee.

- ***Scribe***

Members of the caucus shall elect a Scribe. The Scribe shall have the following duties:

- A. Records the minutes of all Executive Board meetings
- B. Maintains or causes to maintain WALC's communication medium
- C. Conducts the correspondence of WALC.

- ***Historian/Communications***

Members of the caucus shall elect a Historian/Communications. The Historian shall have the following duties:

1. Communicate WALC events to internal and external constituents

2. Organize and maintain a record of WALC's activities and historical documents
3. Preserving WALC history
4. Work with the Researcher.

- ***Researcher***

Members of the caucus shall elect a Researcher. The Researcher shall have the following duties:

5. Investigates issues and background materials as needed
6. Works with the Historian

- ***Advocate***

Members of the caucus shall elect at-large members. These members shall be called Advocates and will assist in promoting the vision, mission and values of WALC.

- ***Member***

The remaining members of WALC.

**ARTICLE 5. Elections:** Elections shall be held every year at the first CSUEU Board of Directors Meeting of the calendar year. Nominations may come from any member in good standing of WALC. Voting will be performed by silent ballot at the Board of Directors. Each member shall have one vote. Should an office receive only one nomination, that person will automatically be appointed to the office.

**ARTICLE 6. Meetings:** At a minimum, meetings shall be conducted at each CSUEU Board of Directors Meeting. Additional meetings may be held by any available method.

**CSUEUBOD 66/11/21      MOTION:** Nancy Kobata second by Loretta Sevaaetasi that the CSUEU BOD approve to have the Women's Advocacy and Labor Caucus as a special interest group of the CSUEU after accepting the Steve Mottaz and Andrew Coile's friendly grammatical amendments to their vision statement and bylaws .

**PASSED**

## **NEW BUSINESS – CONTINUED:**

### **1. Elections Campaign Plan**

Joseph Dobzynski presented the following information:

#### **SUMMARY:**

This document contains a campaign plan to mobilize our Union at the chapter, regional and statewide levels in support of the 2012 elections. The results of this campaign will be reported to SEIU as part of our Unity Fund Rebate agreement.

The plan is broken into four phases, with the roles laid out for each committee, the chapters and the LRRs. This comprehensive plan is meant to provide a context for the various roles in the campaign.

#### **AUTHORS**

This campaign plan was prepared in a joint meeting between the Legislative Committee, Communications Committee, and Organizing Committee, with support and input from the Statewide Officers and CSUEU Staff.

#### **MESSAGING**

The theme of the campaign is VOTE: YOUR FUTURE DEPENDS ON IT! Other messages will include that education is a non-partisan issue, the effects on students for the elections, and what a defunded education system means for California.

#### **GOALS**

The following goals were determined by the joint committee:

- VOTER REGISTRATION - To achieve 100% voter registration for all members.
- VOTER EDUCATION - To educate our membership, the students we serve and the public about the candidates and propositions in each election.
- ACTIVIST IDENTIFICATION – To identify volunteers at the chapter level to engage in chapter, regional and statewide actions and events.
- CHARTING/MAPPING - To engage our membership for updated contact information and to organize our membership by at least one-third of the chapters for enhanced mobilization.
- MEMBER MOBILIZATION – To mobilize our membership for CSUEU PAC signups, voter registration, chapter events, district office visits and phonebanking by at least one-third of the chapters.

#### **BUDGET**

The campaign will have the following budget allocated to this campaign:

- CAMPAIGN TRAINING - \$\$\$ - for holding at least two regional campaign training meetings.
- CHAPTER MEETINGS - \$\$\$ - for holding at least four meetings per chapter for the campaign.
- TABLING - \$\$\$ - for costs to develop a chapter tabling effort.
- CHARTING/MAPPING - \$\$\$ - for costs to complete charting/mapping at every chapter.
- PHONEBANKING – \$\$\$ - for travel/release costs to perform phonebanking at every chapter.
- PRECINCT WALKING – \$\$\$ - for travel/release costs for precinct walking.
- CAMPAIGN MATERIALS – \$\$\$ - for all campaign materials.
- TELECONFERENCES – \$\$\$ - for all campaign teleconferences.
- CSUEU PAC SIGNUPS – \$\$\$ - for all activities and materials for CSUEU PAC signups.

## CAMPAIGN STEPS

This campaign contains four phases to ensure maximum effect on the 2012 elections.

The four steps for organizing are:

- EDUCATE – Educating our employees, campuses and communities about the elections.
- ENGAGE – Engaging our membership through charting/mapping to identify activists.
- ORGANIZE – Organizing our activists to execute chapter, regional and statewide actions.
- MOBILIZE – Mobilizing our members through chapter actions regarding the 2012 elections.

## EDUCATE

The first step of this campaign is to educate the membership about the 2012 elections.

The Legislative Committee will perform the following steps:

- Track Budget - The committee will track the progress of the state budget. Relevant news and information will be sent to the Communications Committee for distribution.
- Track Campaigns - The committee will track campaigns for office and for propositions in each election. Relevant news and information will be sent to the Communications Committee for distribution. Chapters may be put in touch with local and statewide candidates to discuss their platforms with the membership.
- Voter Registration Match - The committee will find a reliable agency to match our membership with voter registration rolls.
- Provide Endorsements - Endorsements for propositions and candidates will be recommended to the Board of Directors for approval.

The Communications Committee will perform the following steps:

- Maintain 2012 Elections Website - A new elections web site will be developed and maintained with relevant information regarding the elections. Content will be solicited from and provided by the Organizing, Legislative, and Communications Committees.
- Develop Press Releases - Press releases will be developed and distributed to the appropriate media outlets at the campuses and within the community. All press releases will be archived on the 2012 Elections Website.
- Develop Campaign Flyers - Flyers will be developed and distributed to the membership and made available on the 2012 Elections Website.
- Develop Video Messages - Videos will be developed and posted to YouTube to respond to attacks on public workers.

The Organizing Committee will perform the following steps:

- Track Coalitions - The committee will track solidarity events and opportunities with our coalitions at the state and federal levels, with a focus on student and labor organizations or coalitions.
- Develop Training - The committee will develop relevant training modules for actions required by the chapters, with a focus on charting/mapping, tabling, voter registration, phonebanking and student outreach.

## **ENGAGE**

The second step is to engage the membership through various actions to identify activists.

Chapters and LRRs will perform the following steps:

- Chapter Meetings - Each chapter will hold at least one general meeting to (a) collect updated member contact information and preferences; (b) provide an introduction to the campaign; (c) solicit volunteers to get involved; (d) collect membership applications; (e) collect commitment cards; (f) collect voter registrations; and (g) help with CMAC to CSUEU PAC conversions. Chapter LRRs will be trained regarding the campaign structures and will be present at each meeting.
- Tabling - Each chapter should develop a tabling schedule to provide an opportunity for member engagement. Chapters will work with their LRRs to develop and staff a schedule. The tabling will have relevant flyers, member benefits items, member applications, commitment cards, voter registration applications, CSUEU PAC brochures and other materials as available.
- Update Chapter and Campus Bulletin Boards - Chapters should update their bulletin boards with the most up-to-date information. Chapters should also increase distribution to other bulletin boards according to their local policies.

## **ORGANIZE**

The third step is to organize our membership for chapter, regional and statewide actions.

Chapters and LRRs will perform the following steps:

- Chapter Activist Meeting - Individuals who signed commitment cards will be invited to a meeting to get involved. This meeting can be used to fill empty board positions, organize the charting/mapping process, including building walk-through, and to identify chapter-level actions to support the campaign. Ideas developed in this meeting should be communicated to the Organizing Committee to distribute to the other chapters.
- Perform Charting/Mapping - Chapters will develop a membership chart using the charting/mapping process available on The Activist, preferably with newly identified activists. This opportunity should also be used to get any outstanding contact information and preferences not received during the chapter meetings. The Organizing Committee will make themselves available to assist with the charting/mapping process as needed.

The Legislative Committee will perform the following steps:

- Identify District Office Visits - The committee will work to establish contacts in every district office for our chapters to visit during District Office Day. One item for the office visits will be to engage speakers for chapter meetings, particularly when they align with our interests.
- Organize Lobby Day - The committee will work to organize a statewide lobby day in April or May to meet with statewide legislators at the Capitol in Sacramento. It will be similar to previous Lobby Days and will be used to push for revenue in the State Budget to fund education.

The Communications Committee will perform the following steps:

- Campaign Teleconference - A statewide teleconference will be held with updates on relevant budget and election news, campaign reports, and an open forum for chapters to request and receive information.

## **MOBILIZE**

The final step is to mobilize the members to take actions.

The Legislative Committee will coordinate the following activities:

- Lobby Day - The committee will coordinate all activities surrounding Lobby Day, including preparation and follow-up with attendees and legislators.

The Organizing Committee will coordinate the following activities:

- District Office Visits - Volunteers for district office visits will be coordinated with standard talking points for CSUEU based upon budget projections and the offices being visited.
- Phonebanking - Volunteers for phonebanking will be coordinated using the system developed on the CSUEU Guardian. Phonebanking may be used for specific campaigns and propositions, or to encourage voter turnout by CSUEU Membership.
- Precinct Walking - Volunteers for precinct walking will be coordinated using coalitions and campaigns to increase voter turnout within our local communities.

Chapters and LRRs will participate in the following activities:

- Lobby Day - Volunteers for Lobby Day will be sent by every chapter to lobby the legislators.
- District Office Visits - Volunteers for district office visits will be coordinated with standard talking points for CSUEU based upon budget projections and the offices being visited.
- Phonebanking - Volunteers for phonebanking will be coordinated using the system developed on the CSUEU Guardian. Phonebanking may be used for specific campaigns and propositions, or to encourage voter turnout by CSUEU Membership.

## **CAMPAIGN TIMELINE**

### **January**

- Regional Campaign Training
- Voter Registration Match

### **February**

- Chapter Campaign Meetings

### **March**

- Chapter Activist Meetings

### **April**

- Chapter Endorsement Meetings
- District Office Visits
- Lobby Day

### **May**

- Phonebanking
- Precinct Walking

### **June**

- Phonebanking
- Precinct Walking
- Primary Elections (6/5)

### **July**

- Chapter Activist Meetings
- August
- Chapter Endorsement Meetings (Quarter Campus)

### **September**

- Chapter Endorsement Meetings (Semester Campus)
- Phonebanking

### **October**

- Phonebanking
- Precinct Walking

### **November**

- Phonebanking
- Precinct Walking
- Elections (11/6)
- Send Welcome to Legislators

**CSUEUBOD 43/11/13**

### **MOTION:**

Russell Kilday-Hicks second by Andrew Coile that the CSUEU BOD accept the Election Campaign Plan as an introduction item to the board.

**PASSED**



## **COMMITTEE REPORTS:**

### **Policy File Committee:**

I would like to thank the valued members of the Policy File Committee, Joan Kennedy (Vice Chair), Richard Duarte, Kathryn Plunkett, Cyndi Olvera and Andrew Heller for all of their work and staff Nancy Yamada, Malia Plummer, Sherri Strange and Dayna Ramos for their hard work and assistance.

Since our last report in June of 2011 the Policy File Committee met on September 17<sup>th</sup> and 18<sup>th</sup> 2011 in Sacramento and October 14<sup>th</sup> and 15<sup>th</sup> 2011.

In September we prepared several motions for the November Board of Directors' meeting, including Special Interest Groups, Chief Steward's duties, Bargaining Unit Council vacancies and appointments, chapter officer vacancies, and Vice President for Organizing duties. We also had discussions on Eligibility for office, Oath of Office BOD Meeting Agenda Items, Statewide Officer Succession, Elections.

We continue our work reviewing chapter bylaws and reviewing CSUEU Policy File and Bylaws for language that needs clarification and cleanup, language that may be in conflict.

Elections, officer duties and officer succession are the focus of our next meeting in January. In regards to that I have attached as part of this report a summary of a survey sent to chapter e-boards after the last elections. The results of this survey are the basis of many Policy File and Bylaws changes to chapter and statewide elections motioned by the Policy File Committee and adopted by the board in 2010.

For calendaring purposes, changes and further refinement of the statewide elections process and officer duties must be adopted by the Board before June's statewide election in order for them to apply to the newly-elected Board. This means that any changes should be finalized at the March BOD.

From time-to-time, the Policy File Committee discovers clerical errors, i.e., clerical in nature and not substantive to change interpretation and meaning in the Policy File or Bylaws. These errors could be as simple as capitalizations or use of the wrong word that does not change intent or meaning. When such errors are determined by the Policy File Committee and the supporting legal staff as clerical, the Policy File or Bylaws are corrected without motion and Board adoption. It is the intent of the Policy File committee to note all clerical edits in our reports to the Board. This is the case with a clerical edit to Policy File 601.02 (2) where Treasurer was left out and 304.01 (d) & (e) where the word committee is used and shall be replaced with council.

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

**CSUEUBOD 68/11/21**      **MOTION:**      Steve Mottaz second by Russell Kilday-Hicks that the BOD accept the Policy File Committee report as presented.

**PASSED**

## Representation Report:

The Representation Committee met on Friday, Nov. 4, at the Holiday Inn, Sacramento.

**Members in attendance:** Russell Kilday-Hicks (VP rep, chair), Tessy Reese (BU 2 chair), Pam Robertson (BU 2 vice chair), Sharon Cunningham (BU 5 chair), Michael Chavez (BU 5 vice chair), Michael Brandt (BU 7 chair), John Orr (BU 7 vice chair), Rich McGee (BU 9 chair), Alisandra Brewer (BU 9 vice chair), Lois Kugelmass (SLRR, staff assigned)

**Guests:** CSUEU President Pat Gantt, Jerry Saner

### The committee reviewed the following cases for arbitration:

	<i>Case no.</i>	<i>Campus</i>	<i>Action taken</i>
1.	R07-2010-345	San Francisco	Do not arbitrate
2.	R09-2011-023	San Diego	Do not arbitrate
3.	002-2010-457	Long Beach	Arbitrate

We got three additional cases too late to properly consider so we plan to meet in Long Beach on Dec. 8, after our next bargaining session to take care of them.

### Steward training:

We are doing the basic training on an “as needed” basis at chapter expense. For example, we just did a training at SF for their new, trustee-appointed interim officers. It seems like time again to clarify our steward-training policy so I will try to put something out in the near future. As chapter leaders work on their 2012 budgets, remember to include in the training line enough to cover your needs if you want to hold a training for new stewards in the coming year. We also updated the steward test, finally. Yey!

When we have a new contract we face the requirement that all of our roughly 400-plus stewards need to re-certify. We plan to create an online process for doing that and save our resources for other tasks. Michael Brandt and I will work on creating that. It will most likely be a review of the before and after changes and 10 or so questions to answer. The larger Representation Committee will be involved with putting the steward gateway online when we get there with the other committees.

I would like to hold a chief steward meeting after the chapter elections in 2012. This could be April or May if we could pull it off. I will also ask in the budget for at least one regional training in the north and one in the south for those chapters who can't, for whatever reasons, pull together a local training. Let me know if your chapter would like to host one of those.

### Steward Code of Conduct

We tabled this until our next meeting. Once we have a recommendation it will go to the Policy File Committee for review.

## Meet and Confers

We discussed our Meet and Confer process and will make some adjustments to head off communication problems. We are a very talented organization and need to make sure we take advantage of that. The issues we are dealing with include the Chico, LA, and SF campuses along with the layoff bargaining at the chancellor's office and Stanislaus. We also have the broader issues that touch most, if not all, the campuses: contracting out, synergy, and full-contract bargaining. The LSS series mess continues and we are gearing up for a fight over the accounting series. Oh yeah, let's not forget BU 12 and UEI at Sac State – their contracts are up next year as well. Lots going on, no?

Thanks for your support for our efforts. Together we will get there.

**CSUEUBOD 69/11/21      MOTION:** Tessy Reese second by Loretta Sevaaetasi - that the CSUEU BOD accepts Representation reports as presented.

**PASSED**

## Organizing Committee Report:

**Overview:** The Organizing Committee continues to help lead the organization from a representation model to an organizing model. The Organizing Committee, with the indispensable help of CSUEU Staff, held two regional trainings in March 2011. Members of the Organizing Committee attended the SEIU Member Leader Action Conference in Los Angeles in late March. The committee met in April 2011 prior to Lobby Day and helped to coordinate a joint meeting with the Legislative and Communications committees. The committee was finally very involved in the 2011 Defense Campaign, with support at bargaining sites for the full contract and layoffs.

**Meeting Schedules:** The Organizing Committee identified the following meetings through March 2012.

<i>Date</i>	<i>Time</i>	<i>Purpose</i>
Thursday, November 10th, 2011	12:00pm	Statewide Organizing Teleconference
Wednesday, November 30th, 2011	7:00pm	Organizing Committee Teleconference
Friday, December 2nd, 2011	12:00pm	Statewide Organizing Teleconference
Wednesday, January 4th, 2012	7:00pm	Organizing Committee Teleconference
Wednesday, February 1st, 2012	7:00pm	Organizing Committee Teleconference
Friday, March 9th, 2012	10:00am	Organizing Committee Meeting (Board)

**Budget:** The Organizing Committee reviewed their budget for 2012 and have submitted it to the Finance Committee. All campaign-related expenses will be budgets in the campaign plans themselves.

<i>Event</i>	<i>Scheduled</i>	<i>Cost/Event</i>	<i>Total</i>
2-Day Meetings (Outside of BoD)	3	\$7,700.00	\$23,100.00
Telephone Conferences	12	\$85.00	\$1,020.00
			\$24,120.00

**Communications Structure:** The committee reviewed its communication structures for effectiveness.

*Statewide Organizing Teleconference:* This teleconference will be cancelled after December 2011 with the hopes to create a single CSUEU teleconference for the entire organization as part of the 2012 Elections Campaign.

*Organizing Committee Teleconference:* This teleconference will continue in 2012 as it does provide a regular meeting space for the Organizing Committee in conjunction with the forums on The Activist.

*Activist Cookbook:* The materials on the cookbook will continue to be updated until we move to a new content management system.

*Activist Organizing Page:* Joseph Dobzynski has been working on and off on the Activist Organizing Page. Any feedback would be appreciated. We are holding off on major restructuring pending the DNN upgrade which was reported in the Communications Committee meeting.

### **Chapter Support:**

#### *Chapter Assignments*

We are changing our approach to chapter assignments. A monthly e-mail will go out to the chapters reminding them of the support available through the committee for organizing activities. Additionally, we will work to contact chapters throughout campaigns to get a handle on their participation and to assist with removing roadblocks.

Here is a table with the current chapter assignments:

<i>Chapter</i>	<i>Assigned To</i>	<i>Chapter</i>	<i>Assigned To</i>
301 - Humboldt	Chuck Constantine	313 - Chancellor's Office	Janet Gonzales
302 - Chico	Sandee Noda	314 - Dominguez Hills	Janet Gonzales
303 - Sacramento	Sandee Noda	315 - Long Beach	Janet Gonzales
304 - Sonoma	Chuck Constantine	316 - San Luis Obispo	Lori Williams
305 - San Francisco	Sandee Noda	317 - Fullerton	Mike Geck
306 - East Bay	Chuck Constantine	318 - San Diego	Mike Geck
307 - San Jose	Sandee Noda	319 - Pomona	Linda Nuñez
308 - Stanislaus	Neil Jacklin	320 - San Bernardino	Linda Nuñez

<i>Chapter</i>	<i>Assigned To</i>	<i>Chapter</i>	<i>Assigned To</i>
309 - Fresno	Neil Jacklin	321 - San Marcos	Mike Geck
310 - Bakersfield	Neil Jacklin	322 - Monterey Bay	Lori Williams
311 - Los Angeles	Linda Nuñez	323 - Maritime	Chuck Constantine
312 - Northridge	Lori Williams	324 - Channel Islands	Lori Williams

#### *Bargaining Support Recipe*

This recipe was completed and distributed to the chapter presidents in early September.

#### *Rally Recipe*

This recipe was updated and distributed to the chapter presidents in early September.

#### *Tabling Recipe*

A second draft of the tabling recipe is being reviewed by the committee. We hope to publish a final recipe for the chapter presidents in December.

#### *Flash Mob Recipe*

A second draft of the flash mob recipe is being reviewed by the committee. We hope to publish a final recipe for the chapter presidents in December.

#### *Informational Picket Recipe*

The committee has discussed an outline for this recipe and hope to review a first draft in December. We hope to publish a final recipe for the chapter presidents in March.

#### **Conclusion**

The committee has been extremely busy and has supported this organization in the last four months. We are learning from our mistakes and helping to evolve our support model during these dynamic times. We appreciate your support for our activities, and we hope you appreciate the support we give.

Respectfully Submitted,

Joseph Dobzynski, Jr. (Chair)  
Janet Gonzales (Vice-Chair)  
Brenda Brown (Staff Assigned)  
Chuck Constantine  
Marie de la Cruz  
Mike Geck  
Neil Jacklin  
Sandee Noda  
Linda Nuñez  
Lori Williams

**CSUEUBOD 70/11/21      MOTION:** Russell Kilday-Hicks second by Michael Brandt that the BOD accept the Organizing Committee report as presented.

**PASSED**

## **TECHNOLOGY TASK FORCE:**

**Summary:** The Board of Directors requested the formation of a Technology Task Force to address the many issues with technology for CSUEU. This report catalogs the actions to form the ad-hoc committee, progress made towards developing a comprehensive technology plan, status of working priorities for the committee, and technology-related topics.

### ***Housekeeping***

**Members:** The Technology Task Force has the following members: Joseph Dobzynski, Jr. (Chair); Leeanne Bowes (Vice-Chair, Communications Committee); Alisandra Brewer (Vice-Chair, Unit 9 Council); Andrew Coile (President, Chapter 322); Ray Finnell (Chair, Communications Committee); Pat Gantt (President); Rich McGee (Chair, Unit 9 Council); Steve Mottaz (President, Chapter 301)

**Charter:** The Technology Task Force reviewed and approved a charter for the ad-hoc committee. This document is contained in Appendix A. The primary goal of the task force is to produce a five-year technology plan for CSUEU. A secondary function of the task force is to receive and evaluate technology-related suggestions from the Board of Directors, and to work with CSEA IT on the best path forward to meet our technology goals.

**Meetings Held:** The Technology Task Force held the following meetings since the June Board of Directors meeting.

<i>Date</i>	<i>Time</i>	<i>Purpose</i>
Saturday, August 13th, 2011	10:00am	Technology Task Force Meeting (Sacramento, CA)
Monday, August 29th, 2011	7:00pm	Technology Task Force Teleconference
Friday, September 16th, 2011	10:00am	Technology Task Force Meeting (Sacramento, CA)
Thursday, November 3rd, 2011	5:00pm	Technology Task Force Meeting (Sacramento, CA)

### ***Technology Plan***

**Overview:** The Technology Task Force is currently working on a comprehensive plan to address multiple technology concerns for CSUEU. This section will explain the methodology for drafting the plan and a description of the plan's structure. The timeline for completing and approving the technology plan is located in the next steps section.

**Methodology:** The technology plan was drafted using the following methodology.

First, the group identified existing systems currently used by the organization. For each system, four questions were asked: (1) What functions does this system perform? (2) What problems do we have for this system? (3) What ideas do we have for this system? (4) What notes do we have about this system?

Next, the group identified ways to merge existing systems. Three major consolidations are recommended for CSUEU. The CSUEU web site and The Activist should be merged into a single, secured web site using a more extensible content management system. Functions currently served by Guardian and Mailman should be developed and incorporated into either the Membership Database or the new merged web site. Finally, our merged web site should be fully integrated with our membership database and accounting systems so activist and members have one place to access for all their needs.

Finally, the group identified individual initiatives for each of the systems that would remain after consolidation. Each initiative was given a priority rating (need, want, desire) and any prerequisites were identified for sequencing.

*Plan Description:* The latest draft of the Technology Plan is available as a Gantt Chart in Appendix B.

The technology plan divides our technology initiatives first into three priorities:

- Need - Represents an initiative for CSUEU that critically impacts the organization.
- Want - Represents an initiative for CSUEU that would enhance the organization.
- Desire - Represents an initiative for CSUEU that would add great service to the organization.

The technology plan is further divided into key systems within each priority:

- Accounting System - Relating to the access, storage and usage of the financial database.
- Communications - Relating to teleconferences, videoconferences and webinars.
- Smartphones - Relating to smartphones and mobile applications.
- Workstations - Relating to desktops/laptops, office applications, and Citrix.
- Websites - Relating to web sites, portals, content management, learning management and other web-related activities.
- Member Database - Relating to the access, storage and usage of the member database.
- Mail Server - Relating to e-mail storage and office communications.
- Miscellaneous - Relating to any other technology-related initiatives.

Feedback on changes in priority or adding/removing initiatives should be sent to Joseph via e-mail for discussion at the next Task Force meeting or teleconference.

### ***Working Priorities***

*Overview:* The Technology Task Force is using this draft plan to determine working priorities while the plan is being completed. The task force is committed to making progress during planning. The following items were identified as working priorities to address some immediate technology concerns. The task force adopted these priorities for two reasons. First, the items had no pre-requisites to prevent moving forward on the tasks. Second, the initiatives will result in either reduced costs or increased productivity.

*Communications:* The task force is exploring teleconference, videoconference and webinar providers other than Accuconference. Phillip and John have been working on cataloging other providers for comparisons. Overall, the costs for toll-free numbers with web-interfaces. The group will be holding demo teleconferences and videoconference with a number of new providers. The invitations will be open to the Board of Directors and all committee members to attend and preview the services. Feedback will be taken and features will be prototyped.

*Smartphones:* The task force is working with Phillip to see how many CSUEU staff have a smartphone available to them through the organization, and to determine in what ways we could utilize smartphones in a better fashion. The team determined that no sub-group will be put together for this initiative until more information was gathered. Skype is suggested for communications since it is a free service to those enabled, but will not be a requirement. Mobile access to our website and portal is listed under a separate heading, but would also be tested on smartphones.

*Workstations:* The task force is working with Phillip to review use of workstations, which include desktops and laptops. The team determined that no subgroup will be put together for this initiative until more information was gathered. However, the group is interested in (a) lifting the Mac embargo; (b) locally installing applications to get around Citrix-related issues; (c) replace workstations with laptops and docking stations for portability; and (d) adding second monitors for office staff to increase productivity. The rollouts of new machines are required for the Microsoft Dynamics upgrade. The task force is also looking at member use laptops.

*Wi-Fi Points:* Alisandra did some research on wi-fi points for mobile internet access. This concern came largely out of the last Board meeting where wi-fi access was either expensive or not available. Ideally, no future meeting sites should be without freely available wi-fi. The recommendation right now is to wait to see how the 4G upgrades will affect the technology, access and pricing plans for wi-fi points. If wi-fi access is required, staff and officers could get a \$20 amendment to their iPhone plans for tethering. It was suggested this was done for Lois and Teven as members of the Bargaining Team for future bargaining sites. If we were forced to get wi-fi, a plan by Sprint seems like the best go. We will monitor wi-fi point technology for future opportunities.

*Encrypted Flash Drives:* The task force is also working on methods for encrypting flash drives to secure CSUEU data. We are hoping to test the encryption out on the committee binder flash drives at the March Board of Directors Meeting.

*Web Site / Portal:* The next major working priority for the task force is a system selection for the new merged web site / portal. The task force has developed some preliminary system selection criteria. Our hope is to have some potential demos of various systems at the March Board of Directors meeting.

### ***Additional Topics***

*CSEA IT Staff, Activists, Members:* There is great interest in the organization to begin utilizing members for multiple projects within the organization. This level of engagement can develop activists who want to give back to the Union, but are not interested in either organizing or representation. However, there are drawbacks to utilizing members within the organization, the greatest of which is accountability, since members who are involved are, by definition, volunteers and have multiple priorities in their life. It is not possible to rely on any number of members to perform ongoing tasks. However, the group felt that members would be excellent for one-time tasks and projects.

We are challenged in CSUEU to utilize staff for multiple IT functions, mainly due to the archaic nature of our current technology. We are also challenged to stay current with technology as it changes without being on the “bleeding edge”. Staff are necessary for ongoing support needs, since they can be held accountable in ways that members cannot. However, the current staff need to get and retain the skills necessary to operate with new and evolving technologies. Staff carry the institutional knowledge as members move in and out of involvement with CSUEU. Additionally, we need backups to critical functions to maintain a high level of service to our members.



The only new CSEA resource that was identified was a Unix administrator (and backup) to administer our CSUEU server at some point in the future. In the meantime, it was determined that administrator rights for our CSUEU server should be given to Alisandra Brewer, Andrew Coile, and Rich McGee.

*Meeting with the CIO:* Joseph met with CSEA CIO Susan Gould and Mark Reyman on Friday, August 26th, 2011 from 8:30am to 9:45am. The purpose of the meeting was to bring them up to speed with our Technology Task Force and its primary goal of developing an all-inclusive technology plan for our affiliate. Additionally, the questions raised at the previous Technology Task Force meeting were presented prior to the meeting.

*Microsoft Dynamics Upgrade:* CSEA IT is currently working on upgrading Unionware and Jeeves to Microsoft Dynamics, previously called the WebFortiss project. This effort is targeted to finish up by May 2012, and will greatly enhance our ability to track and process member data for all our activities. All other initiatives relating to the member database are recommended to be held off while the upgrade is taking place.

*Microsoft Exchange Upgrade:* CSEA IT is currently working on upgrading to Microsoft Exchange 2010, which will greatly enhance the web experience in using your @calcsea.org e-mail address. This effort is targeted to finish up by the end of November 2011. We are working with CSEA IT to determine if we can enable IMAP securely to our members as an alternative to using Citrix or web access, particularly when no network connection can be found. If the level of service can be increased enough, the task force will look at migrating all our e-mail addresses to @csueu.org and move all union communications to the Exchange server.

## ***Conclusion***

*Timeline:* The task force has the following timeline:

- 11/?? - Hold teleconference/videoconference demonstrations.
- 12/1 - Review draft technology plan at CSUEU Staff Meeting.
- 12/?? - Hold teleconference/videoconference demonstrations.
- 1/14 - Perform system selection for web site content and learning management.
- 3/8 - Perform web site content and learning management demonstrations.
- 3/9 - Finalize technology plan at Board of Directors Meeting.

*Meeting Scheduled:* The Technology Task Force identified the following meetings through March 2012.

<i><b>Date</b></i>	<i><b>Time</b></i>	<i><b>Purpose</b></i>
Friday, December 16th, 2011	7:00pm	Technology Task Force Teleconference
Saturday, January 14th, 2012	10:00am	Technology Task Force Meeting (Sacramento, CA)
Friday, February 10th, 2012	7:00pm	Technology Task Force Teleconference
Thursday, March 8th, 2012	5:00pm	Technology Task Force Meeting (San Diego, CA)

Respectfully Submitted, Joseph Dobzynski, Jr. (Chair), Leeanne Bowes, Alisandra Brewer, Andrew Coile, Ray Finnell, Pat Gantt, Rich McGee, and Steve Mottaz.

## ***Appendix A - Technology Task Force Charter***

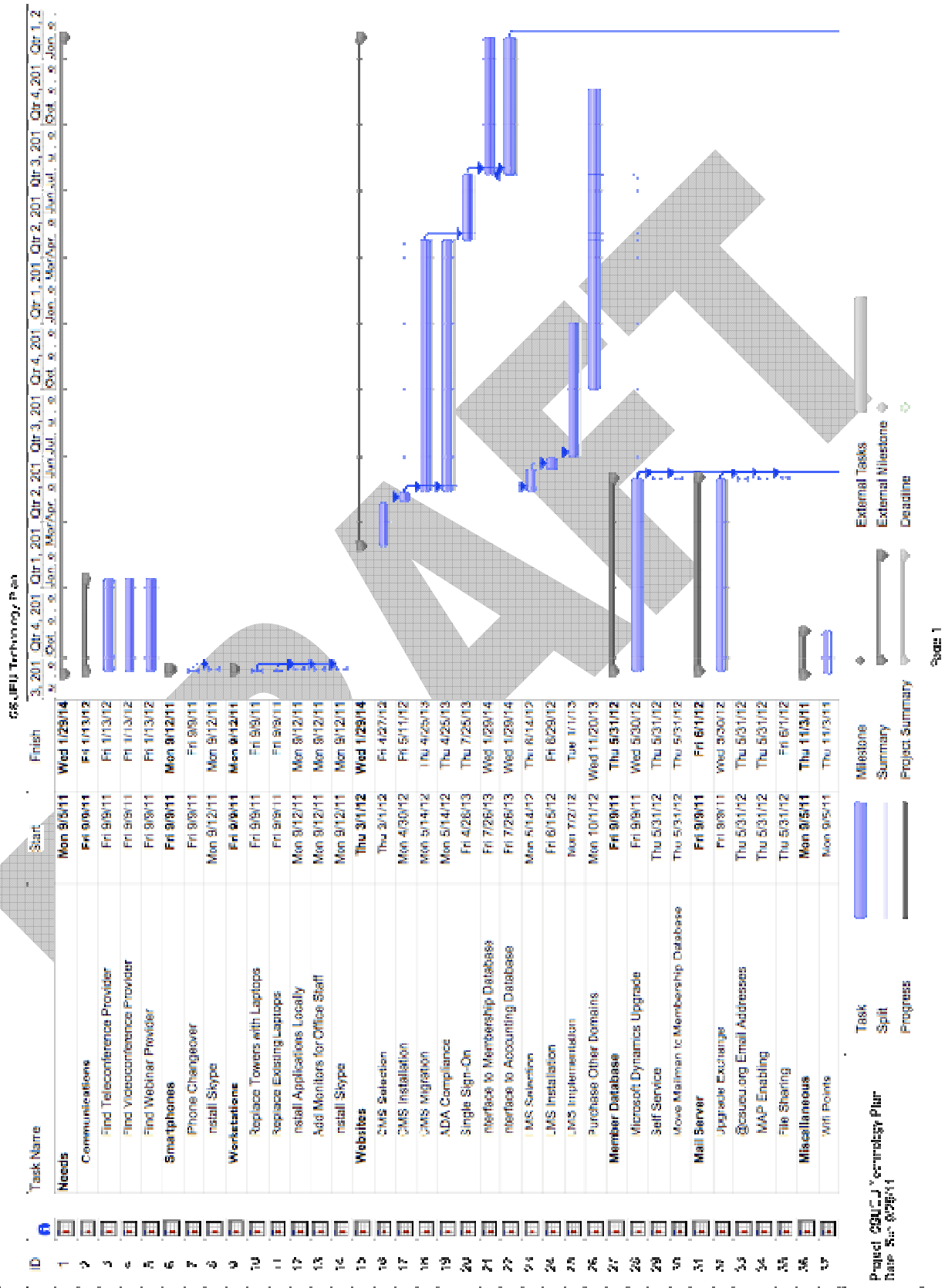
**COMPOSITION:** The Technology Task Force is comprised of a subset of the CSUEU Board of Directors. The task force will be comprised of individuals from technical and non-technical backgrounds. The task force will strive to meet geographic, demographic and bargaining unit diversity based upon the individuals who are interested in participating.

Members include:

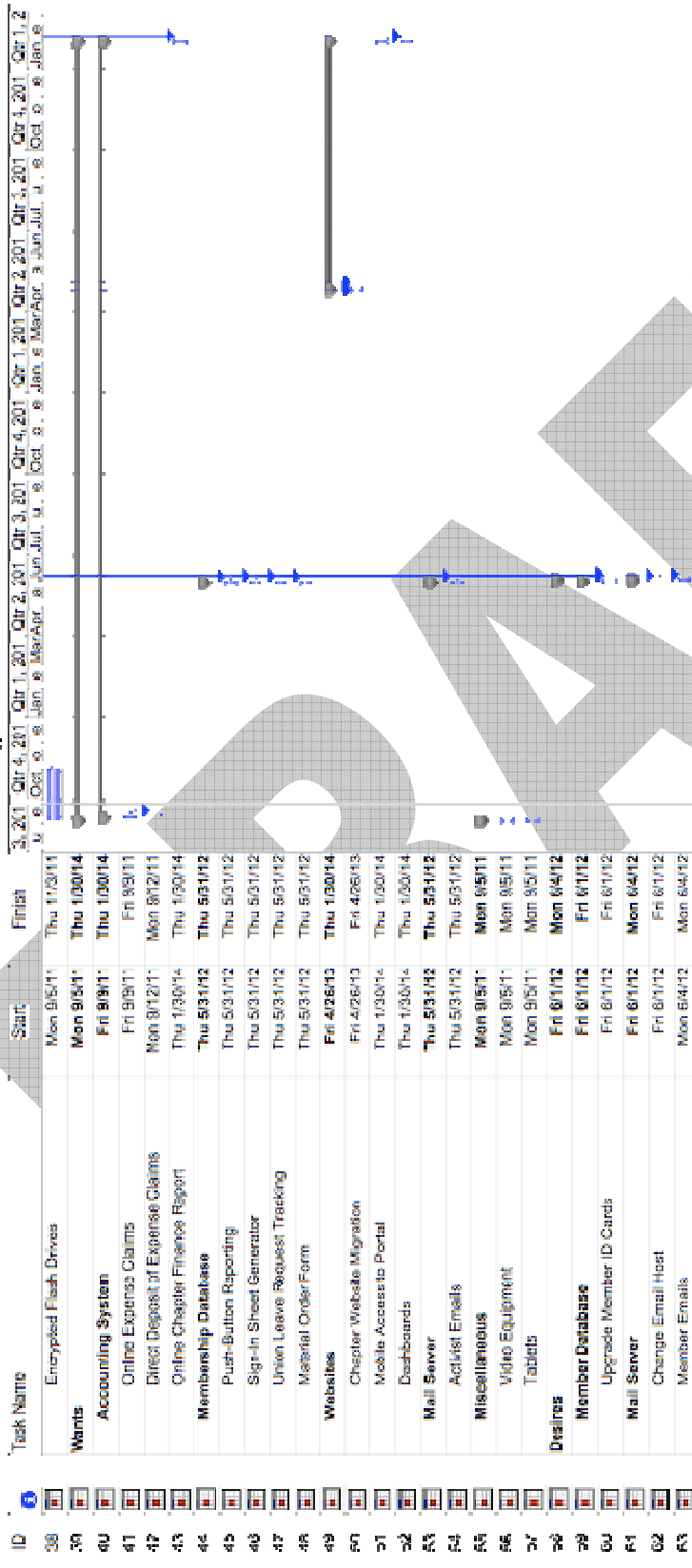
- Joseph Dobzynski, Jr. (Chair)
- Leeanne Bowes
- Alisandra Brewer
- Andrew Coile
- Ray Finnell
- Pat Gantt
- Steve Mottaz
- Rich McGee

**DURATION:** The Technology Task Force will last until the end of June 2012, where it would be up for re-approval by the CSUEU President. The CSUEU Board of Directors may also formalize the task force into a Technology Committee, if desired.**MEETINGS:** The Technology Task Force will request a meeting of no longer than two hours at every Board of Directors meeting, beginning with the November 2011 Board of Directors. The task force will also meet via tele- and video-conference on at least a monthly basis. Both funding requirements would be minimal.**GOALS:** The Technology Task Force has the following goals:

(a) The development of a multi-year technology plan for CSUEU.(b) The development of a technology architecture to integrate our disjointed systems.(c) The interaction with CSEA IT on all technology matters for CSUEU.(d) The evaluation of technology-related suggestions from the CSUEU Board of Directors.**OVERSIGHT:** The multi-year technology plan and technology architecture will be presented to the Board of Directors upon completion for review and approvals. The interaction with CSEA IT and evaluation of technology-related suggestion would be overseen by the CSUEU Statewide Officers.



# CSUEU Technology Plan



Project CSUEU Technology Plan  
Date: Sun 8/26/11

**CSUEUBOD 71/11/21**

**MOTION:** Russell Kilday-Hicks second by Frank Borrelli that the BOD accept the Technology Task Force report as presented.

**PASSED**

**LEGISLATIVE COMMITTEE REPORT:**

**1. CSUEU-PAC**

The committee did edits of a cover letter asking current CSEA Member Action Committee (C-MAC) contributors to convert to being CSUEU-PAC contributors. The committee also created a cover letter to recruit members not currently contributing to C-MAC to become CSUEU-PAC contributors. The Legislative Committee will refer these drafts to the Communications Committee, and then they have to be reviewed by Olson/Hagel, our PAC counsel, to make sure that none of the wording could be construed as violating any laws relating to PACs. The Legislative Committee also recommends that we do Robo-calls to the C-MAC contributors about 30 days after sending the letter to try to enhance the return rate.

November/December is “Chapter CSUEU-PAC Recruitment Month(s).” The Legislative Committee has a concept video related to recruitment. If possible, either a Legislative Committee member can come speak to a campus if it’s close by, or if the room the Chapter meeting is being held in has a projector and speakers, then Andrew or other committee members can attend by Skype, or chapters can just play the video.

**Action Items:**

- ☐ Communications to review C-MAC Conversion Letter and CSUEU-PAC recruitment letter.
- ☐ Olson/Hagel to review C-MAC Conversion Letter and CSUEU-PAC recruitment letter.
- ☐ Get database dump of all current C-MAC contributors.
- ☐ Mail merge the Conversion letters.
- ☐ Print and mail the Conversion letters with a CSUEU-PAC Brochure.
- ☐ Create script for Robo-calls.
- ☐ Arrange for Robo-calls 30 days after mailing, using Andrew’s voice.
- ☐ Have Chapters follow-up with people who have not converted, using both member volunteers and staff as needed.
- ☐ Determine if we need to do follow-up mailings at six months, with accompanying robo-calls using Kim’s voice and/or others.
- ☐ Leg. Committee will coordinate with Organizing and Communications to develop “PAC Recruitment Meeting in a Box” with talking points, brochures, and the cover letter.

- ☐ Send script for recruitment video to Communications Committee for editing.
- ☐ Re-shoot recruitment video as needed.
- ☐ Post recruitment video on website, YouTube, and/or distribute it on DVD to Chapters as needed.
- ☐ Verify Chapters are doing CSUEU-PAC recruitment during Chapter meeting.

## 2. Lobby Day

It was suggested that we schedule an All-Committee meeting for April 21<sup>st</sup> (Sat) and 22<sup>nd</sup> (Sun), with Lobby Day training on April 23<sup>rd</sup> (Mon) and office visits on April 24<sup>th</sup> (Tue). The combined meeting will help reduce the travel costs. Taking a cue from one of the other affiliates, the Legislative Committee is recommending that Lobby Day attendees use one of their vacation days for one of the two days of Lobby Day, as a way of both reducing costs and making sure the participants are truly engaged.

We're still waiting for a response from one of the other hotels that we've been using, and before we sign a contract, we definitely want to have competitive bids.

Since the probability is high that Government Relations will cease being a part of CSEA as of 12/31/2012, it's important that a CSUEU staff member "shadow" the CSEA GR staff as they do the setup for Lobby Day, because it is likely that CSUEU will have to do it on our own in 2013.

In order to get visits with legislators, we need to know *exactly* who will be attending Lobby Day at least 45 days out. Therefore, the registration deadlines for Lobby Day will be earlier than we're used to, and they will be *firm*.

### Action Items:

- ☐ Get hotel quotes from both candidate hotels.
- ☐ Verify that hotels can host All-Committee meeting prior to Lobby Day, or that the All-Committee meeting can be at the Holiday Inn by Old Town Sac, with a transfer on Monday to the Lobby Day hotel.
- ☐ Put Lobby Day into Guardian and send out "request for registration" email, with registration deadline 45 days out from Lobby Day.
- ☐ Have CSUEU staff member shadow CSEA GR staff member during appointment setup process.
- ☐ Request appointments with all legislators for whom we have constituents attending, and try for the ones we don't.

## 3. District Visits

Visits to Legislators in their district offices remain a priority, because they are often more accessible there than in Sacramento.

### Action Items:

- ☐ Develop “Talking Points” to be used during district visits in conjunction with Communications Committee.
- ☐ Develop online training for doing District Visits.
- ☐ Sign chapters up for completing the online District visit training.
- ☐ Track that each chapter is doing district visits. Provide assistance from Legislative Committee members, Organizing Committee members, and/or staff as appropriate.

#### **4. Political Races**

With the new “Open Primary” system in place, our past practice of not endorsing in assembly and senate primary races may need to change. Also, the new redistricting boundaries have some incumbent candidates facing each other. The 2012 elections are going to be very different from past elections for this reason.

The deadline for declaring to run is March 24<sup>th</sup>. The Legislative Committee will be monitoring declared candidates in the December/January timeframe to see if there are any anticipated problems, and if we need to take action and endorse in the primaries.

If we do primary endorsements, the candidate evaluations would occur in March, with recommendations for endorsements submitted to the Board of Directors for action at the Board meeting at the end of March. Endorsements would be publicized in April, so that we would be on the record before the arrival of the absentee ballots at the beginning of May.

##### **Action Items:**

- ☐ Evaluate declared candidates for races in December/January to determine if action is needed.

#### **5. Training Needs**

We need to develop (or further develop) training for Phone Banking through Guardian (there’s already video help that explains the mechanics, but more training about the phone banking calling would be good), and also District Visits.

##### **Action Items:**

- ☐ Develop online training for Phone Banking through Guardian.

#### **6. Occupy/Re-Fund California:**

The Occupy movement has already been endorsed by the CSUEU Board of Directors. In view of the Occupy movement having problems with splinter groups taking actions contrary to the main thrust of the group, it was the Legislative Committee’s consensus that we need to make clear as an organization:

1. We do not condone violence.

2. CSUEU only endorses participation in lawful and peaceful protests.

Otherwise, we can experience a negative backlash as an organization, similar to what happened during our participation in the MoveOn Support Wisconsin protest in March....the message shifted from “see thousands of California union people support the Wisconsin union workers” to “union thugs attack innocent Tea Party protesters.”

**Action Items:**

- ☐ Make sure messages above are incorporated into statements supporting the Occupy movement.

## **7. Survey idea**

The legislative committee was curious to know if, as an organization, we had considered surveying our represented employees to find out:

1. Are they members? If not, why not?
2. If they are active in union activities; if not, why not?
3. If they are active in political activities; if not, why not?

Since we have membership rates varying from 55% to 80%, it would be good to know if there are common trends that can be addressed, or if it is some “campus culture” issues.

**Action Items:**

- ☐ Conduct an online and paper survey to determine the answers to these questions. The survey should be limited to only these questions.

## **8. Pension FAQ**

The Legislative Committee spent more than an hour with Teven Laxer reviewing the draft Pension FAQ. We made suggestions about the FAQ that were presented to the Board in Closed Session.

## **9. Legislative Review**

There are only a handful of two-year bills currently in the system, so we’re going to wait to see if they truly revive in the New Year before we become concerned about them.

**Initiatives on the Ballot:**

1394 – Watch – Limits on Legislators' Terms in Office.

1444 – Watch – Imposes Additional Tax on Cigarettes for Cancer Research.

ACA 4 – Oppose – State Budget. Limits State Spending.

**Initiatives in process:**



1487 – Oppose – Paycheck Protection (in signature verification – looks like it will make it)

1513 – Support – Oil and Gas Severance Tax for Education

1510 – Oppose – Put Initiatives back on June Ballot

1509 – Watch – Limits retirement for highest state and local government officials to that available to the lowest

1506 – Support – Requires government to live under its own rules and policies

1505 – Watch – Government Purchasing “Made in the USA” requirement

1504 – Oppose – Reduce Pension benefits for public employees

1503 – Oppose – Overturns redistricting of Congressional districts

1502 – Oppose – Increases minimum retirement age to 65

1501 – Oppose – Increases taxes on pension income

1500 – Hell No! – Eliminates collective bargaining rights

1499 – Oppose – Overturns redistricting of state senate districts

1498 – Watch – Requires CalPERS to invest 85% in California companies

10063 – Oppose – Option #1 Horrible revisions to state pensions

10064 – Oppose – Option #2 Horrible revisions to state pensions

There are 26 more initiatives waiting at the Attorney General’s office.

## **10. Talking points to members**

Since people seem to respond to a greater degree to things they are afraid of, here are things to be afraid of:

### **Immediate threats:**

- Mid-Year Trigger Cut to the CSU budget
- Paycheck Protection Initiative
- Jerry Brown Pension Reform plan (and two other pension reform initiatives that are worse)
- The CSU and our Contract, or lack thereof
- CalPERS being forced by the Governor to require massive CSU funding of our pensions

### **Pending threats:**

- Initiative to remove collective bargaining rights from state workers

At the moment, the best advice to our members about initiatives is:

**Don't Sign Anything!**

## **11. Next meetings:**

December 15<sup>th</sup> 5:30pm: Conference Call, directly before the Organizing/Communications Conference Call.

January 6<sup>th</sup>-7<sup>th</sup> (Fri/Sat): in-person meeting in Sacramento.

The committee also wanted to investigate the possibility of using Skype Video for some meetings to reduce cost. A few members of the committee might need to have Webcams purchased for their laptops or desktops.

### **Action Items:**

- ☐ Figure out whom on the committee needs a webcam.
- ☐ Get accounts for Video Skype or other videoconferencing service and run a test.

## **12. Public Service Announcements**

The committee came up with the idea of creating short PSAs that could be posted on our YouTube channel or linked from our website. Some of these could even become part of a statewide campaign to help counter the attacks from the right.

### Internal messages:

“A union card is like a gym membership card. Having one is the first step, but if you go to the gym and don’t work out, it doesn’t mean anything. If you’re a Union member, but never exercise your rights, or help contribute to the running of the union, you’ll also get nothing out of it.”

“What’s a ‘Member in Good Standing?’” “Well, good standing means you attend meetings, pay attention to what’s going on, and help out where you can. The Union isn’t other people doing things to help you; it’s all of us helping all of us help each other.”

### Public messages: (These all came from Andrew’s imagination...)

“Look, Dad, look! Today’s the first day of school!” “Oh, no, Timmy, I’m sorry. Now that you’ve turned 12, it’s time you started your job in the factory with all the other kids.” *Unions stopped child labor. Do you want to live in a California where the only message you hear comes from business?*

“So what are you doing this weekend?” “Are you kidding? I’m scheduled to work noon to midnight every day for the next month.” *Unions fought and died to get a 40-hour workweek, including weekends off. Do you want to live in a California where the only things you hear come from business?*

“When are you going to buy a house?” “Dude, I’ll never be able to afford one. I owe the company a Placement Fee to get my job, and then they charged me for the uniform I have to wear, and then they charge me to launder it each week, and I can only eat in the company cafeteria, with its high prices....I’m lucky if I net more than twenty bucks a week!” *Unions prevented this kind of economic slavery. Do you want to live in a California where the only things you hear come from business?*

Some people are saying that the problem with California’s budget is the pensions for state workers. But the entire cost of pensions for state workers is only 4% of California’s budget. The shortfall in California’s budget was 25%. Even if you eliminated all pensions for state workers, it would do almost nothing to fix California’s budget. Don’t believe everything you hear.

Some people are saying that the typical state worker makes more than \$100,000 in retirement. The truth is that less than 2% of retirees make more than \$100,000. Half of all retirees receive less than \$18,000...just \$1,500 a month. Imagine trying to live in California on \$1,500 a month. The average state worker pension is \$25,000 a year, just over \$2,000 a month. The state workers are not the ones abusing the pension system, and they shouldn’t be penalized for doing nothing wrong.

### **Action Items:**

- ☐ Produce them.
- ☐ Upload them to YouTube, link them from our website, and get funding to run them on TV as appropriate.

**CSUEUBOD 49/11/13**

**MOTION:** Steve Mottaz second by Russell Kilday-Hicks - that the CSUEU BOD accepts the Legislative Committee reports as presented.

**PASSED**

### **COMMUNICATIONS COMMITTEE REPORT:**

Committee Members: Ray Finnell, chair; Leeanne Bowes, vice chair; Debbie Blair, San Marcos; Annel Martin, San Bernardino; Donna Melendez, Los Angeles; Jennifer Schweisinger, Channel Islands; Steve Sloan, San Jose; John Watson, staff assigned.

Fall labor poster, subject Dolores Huerta, should have been received by all chapters a couple of weeks ago. Chapter presidents, please let me know if you haven't received your package yet. We have begun working on the Winter issue, whose theme is likely to be closer to the CSUEU home than the posters of 2011. We discussed honoring women activists and young activists with the 2012 posters.

We have developed a plan to examine websites that are associated with CSUEU to determine whether they follow the guidelines adopted by the Board of Directors earlier this year. We hope to have the survey completed by December 31.

The current issue of *University Employee* is in progress, gearing up for production soon. A major topic will be contract negotiations, with somewhat less coverage of the budget and the potential impact of trigger cuts. Delivery will be late November or early December.

Additionally, we plan next year's *University Employee* issues for delivery on:

May 1, with extensive coverage of the primary election and including a reporting out of chapter election results, plus a preview of statewide elections.

August 15, with a reporting of primary and CSUEU statewide elections results plus coverage of the November elections.

October 1, with extensive coverage of the November election plus recommendations and endorsements from the board.

We're working on a PowerPoint template, that we hope will be used organization wide for presentations. It will feature the logo prominently displayed, with plenty of latitude for text style, photos and embedded info.

DRAFT

A reminder to all activists: please use e-mail accounts off the CSU servers for confidential CSUEU business. If you have a calcsea.org account, list it as csueu.org. anything sent to csueu.org will arrive there; we re also going to see about getting IT to make the change so e-mails from calcsea.org look like they came from csueu.org.

Developing new members' campaign. Our portion of the campaign is still being developed; we will be ready soon to present ideas and open dialogue with Organizing and Legislative, the other committees with whom we were charged to develop a program to increase activism by under-involved demographic groups and individuals.

We met again briefly Friday with Legislative and Organizing to discuss the CMAC to CSUEU PAC conversion campaign, and to help finalize the 2012 elections campaign plan.

We discussed some of the issues surrounding chapters converting to Mailman for CSUEU e-mail. There is a dedicated server, operated here, that is available to each chapter for use. One advantage is ease of use. Once the list is initially made, which is a copy and paste operation into a spreadsheet, maintenance is very easy.

One problem is that the CSU has stalled in providing their .edu e-mail lists of our represented members. So more of the job is manual.

However, once completed, it offers the advantages of being off CSU servers, easy to maintain, and an escape from potential resistance from CSU to using CSU systems and lists for blasts.

A snag is potential blacklisting; Andrew drafted a letter for forwarding to CSU to allow whitelisting. Update from Phillip?

At least one question remains to be answered: who has the authority to send statewide blasts?

We heard complaints that chapters want to control very tightly how many union e-mails per given time period their members receive, and that such views are in reaction to member complaints. Chapter autonomy is important, but as a committee we feel more trust needs to be in place and more education of members about the importance of staying informed about issues that directly affect them. If an individual feels bombarded, he/she can opt out.

John wants to thank Janet Gonzalez for her hard work in helping chapters migrate to the system. Participation is about 50%, regular usage, 25% intermittent, and about six chapters not using it at all.

A suggestion to combine the Organizing and Communications teleconferences has come out of Organizing. We discussed the matter, and concur that there are occasions when combined conferences are appropriate to discuss items for collaboration or of mutual interest. Indeed, we would do that with any committee or other group. The committee members came to the consensus, however, that Communications responsibilities do not overlap any other group's responsibilities enough to be combined entirely in any sense. We respectfully recommend that the current practice remain as is, including our willingness to collaborate with any other group when our combined efforts are needed.

Finally, the idea of a new URL dedicated to elections information has emerged. A number of opposing viewpoints, each with valid reasons, came up in discussion. To appease all factions, we recommend the following:

- 1) A new URL, such as elections.csueu.org (as suggested by Organizing), be created.
- 2) The page be a transparent and automatic redirector to a different page on the CSUEU.org main website.
- 3) The page also be linked from the CSUEU.org website main page.

The result would fulfill the request for a dedicated page under a new URL, but would not incur the potential problems and hassle of setting up a subdomain. It would also avoid setting a precedent for future situations which might call for multiple subdomains.

**CSUEUBOD 49/11/13**

**MOTION:** Russell Kilday-Hicks second by Joan Kennedy - that the CSUEU BOD accepts the Communication Committee reports as presented.

**PASSED**

#### **CLASSIFICATION COMMITTEE REPORT:**

Committee: Nancy Kobata; Jerry Saner; Pam Robertson, Sharon Cunningham; Alisandra Brewer; Rocky Sanchez; Dawn McCulley

Staff: Teven Laxer; Officer: Russell Kilday Hicks

The committee discussed the LSS series implementation and reviewed the spread sheets prepared by Teven from the emails showing the individual campus issues. It was decided to pass these out at the Board Meeting for discussion so that the Presidents would have a copy and be made aware of some of the emails received.

There was a long discussion regarding enforcement of the classification standards and how this can best be accomplished – it was decided that the best way to monitor the situation was to ask each Chapter President to designate a person to review job postings and individual classification requests on their campus and to work with a committee member to see if we can determine how to best tackle the job merging issues. To date, it seems that Article 17.9 is our best option for enforcement.

With the budget situation and once again the arrival of layoffs, job merging and the position description workshop have become even more crucial to educate our members and make sure they are classified correctly

To facilitate reaching the largest number of members with the lowest possible expense, we are looking into doing more presentations via the Elluminate Live or webinar software and record them for placement on the website. This use of technology will make it possible to reach the largest number of our members without excessive travel or leave costs to our organization.

Respectfully Submitted,  
Nancy Kobata

**CSUEUBOD 74/11/21**

**MOTION:** Tessy Reese second by John Orr - that the CSUEU BOD accepts the Classification Committee reports as presented.

**PASSED**

**MEETING MINUTES:**

**CSUEUBOD 75/11/21**

**MOTION:** Rich McGee second by Sharon Cunningham - that the CSUEU BOD accepts the June 25-26, 2011 meeting minutes as presented.

**PASSED**

**CSUEUBOD 76/11/21**

**MOTION:** Ray Finnell second by Frank Borrelli - that the CSUEU BOD accepts the 2011 summary of motions and 2011 conference call roll call and motion forms.

**PASSED**

**BUC 2 REPORT:**

Present: Chair Tessy Reese/San Diego; Vice-Chair Pam Robertson/Sacramento; at -Large Susan Whitney/Humboldt, Pat Clanton/Stanslaus, Kathi Cole/San Bernardino, Lisa Bush/Los Angeles; Lori Williams representing SLO, Jo-Ann Dapiran representing Sonoma, Stephen Tillinghast representing San Francisco; Teven Laxer, SLR Staff assigned

Guests: Marilyn McGuire, Peggy Allen, Carolyn Duckett, Joyce Cury, from Chancellor's Office

**Athletic Trainers**

How are they keeping time while on road, and how is it documented? We will collect this data on all campuses and revisit this issue.

**Newsletter**

We will work with the communications committee to develop a section in the University Employee publication.

**Occupational Grouping**

Laboratory Scientists and Pharmacists currently do yearly meetings and have found it to be very productive. We will work on organizing the other groups beginning with the Nurse Practitioners and Physician Assistants.



DRAFT

## **Cross-training**

Cross-training seems to becoming a trend... concerns are workload, compensation and erosion of the classification.

## **Duties and responsibilities of bargaining council**

Pending meet and confers will necessitate the involvement of our at-large council members to cover the sessions.

## **Bargaining Update**

Teven gave a summary of the recent bargaining discussions:

- Cross-training/Teven...fighting out of class work is challenging, higher class/skill level work, and unreasonable workload. Some are reclassified when it is clear the out of class work is more than 50%, but what happens when the work is less (intermittent, 1 day a week) How are they compensated and at what level is too much?
- parking fee increase proposed by management
- contracting out, we are seeking more controls
- maintain benefits
- movement through the ranges
- layoff article protection

Our next bargaining session will be December 5, 2011.

**CSUEUBOD 50/11/13**

**MOTION:** Steve Mottaz second by Joseph Dobzynski - that the CSUEU BOD accepts the BUC 2, 5, 7 & 9 reports as presented en toto.

**PASSED**

## **BUC 5 REPORT:**

From: Sharon Cunningham, Chair (619) 829-2110

Council Members: Chair Sharon Cunningham; Vice Chair Mike Chavez, Jerry Saner; Jose Rico; Angel Melendez. Excused: Dan Williams; Ken Coleman; Rick Berry.

Guests: Frank Fernandez, Diane Hood, Hector Chan, Reggie Keyes; Andy Heller, Mario Mena, Daniel Aguilar; Leanne Bowles; Annel Martin, Claudia Garcia, Chuck Constantine

Staff: Jerrie McIntyre, Lois Kugelmass

President Pat Gantt.

Unit 5 Chair Sharon Cunningham called the meeting to order.

**LEAD WORKERS:** Sharon talked about CSU using “alternate cleaning,” (also “team cleaning,”) and reducing the number of custodians. Alternate scheduling staggers tasks throughout the week so that a custodian does not have to clean everything in one day. Because of reduced staffing, “alternate scheduling” is replacing the practice of making assignments by the amount of square footage. Sharon observed that we are our own worst enemies if we continue to deliver the same level of service with reduced hours and increased workloads. We have problems when we are short-staffed and positions are vacant. Too often, our bargaining unit leads cross the line for management and hurt, rather than help, our members.

**Sharon, who is a lead custodian herself will be working with the chapters and organizing conference calls to talk with the Unit 5 lead persons.** The CSUEU bargaining team proposed guidelines for lead persons in the contract, which was rejected by management. However, there is no reason we can’t circulate them to educate our members. Chico is working on a Article 17.9 grievance for giving lead custodians management duties outside of their classification.

**BILL PATTON:** Sharon introduced Bill Patton, former vice chair of Unit 5 and current LRR at Chico. Bill urged the members to fight back against contracting out and any other attack on our members. Said Bill, Start with the picket lines, make them “damn nervous.” He said the Chico chapter put up picket lines when management tried to mess with the custodians’ shifts. They also forced management into a labor management committee to examine the APPA standards and to expose their mistakes.

**CONTRACTING OUT:** Several years ago, ABM got the custodial contract for housing at Maritime. We caught management lying at the Chancellor’s Office about their contract and enforcement. Among the ideas to stop contracting out is to network with students and other bargaining units to support us; to collect accident and injury reports; to research labor law violations by contractors and picketing the contracted out sites.

**CHAPTER REPORTS:** At San Bernadino, Annel Martin reported on the actions of the chapter and staff. They are slamming management every time our members are bullied. Workplace bullying is increasing especially victimizing unit 5. Annel will send out the SB materials. At Humboldt, Jerry Saner said that the Union initiated a training about workplace bullying on the custodial shift. This was an effective training which also dealt with workers picking on each other.

Several reps reported that custodial salaries at the community colleges are ahead of CSUEU.

Vice Chair Mike Chavez reported Stanislaus finally got rid of a bad manager, but management has recycled a new grounds manager from East Bay. Mike is on the health and safety committee and effectively embarrassed management over their failure to act promptly over his report about hazardous chemical fume exposure.

Northridge—Claudia Garcia requested assistance from the Council. She reported on leads bullying members and threatening their jobs with replacement by contractors. We have an important pending arbitration over the displacement of temporary employees by contractors, and this recent action might need to be addressed by grievances and unfair practice charges.

Angel Melendez from Fresno reported on a problem because our own members went to management to complain about coworkers and caused a crack down on everyone.

Jerry Saner reported on the Humboldt poop-on-the-bus saga. Jerry represented a bus driver when faculty put human waste on the bus on the return from a field trip; they neither secured that package on the windy North Coast roads nor provided anyone to supervise the students on the bus. Jerry filed a health and safety grievance and will be working on a draft policy for bus drivers

Maritime—Chuck Constantine reported that the chapter negotiated two new positions in food services. They do not require the employees to go on the annual cruise but those employees still get the cruise CTO hours.

Andrew Heller from Sonoma said that they have convinced the campus to hire laid off workers from other campuses for extra work and offered to assist our members at those other campuses.

Sharon thanked Jose Rico for stepping in for Vice Chair Mike Chavez when Mike was ill. She thanked Andy Heller, Leeanne Bowes and Chuck Constantine for their support of Unit 5. Finally, she thanked Bill Patton for his continuing leadership on behalf of all Unit 5 members.

A list of all lead custodians in the state has been given to each chapter president. Sharon asks every chapter to talk with them and contact her to help organize the conference call.

### **BUC 7 REPORT:**

**Members-at-Large:** Chair Michael Brandt, Vice Chair John Orr, Gilbert Villareal, Rocky Sanchez, Linda Nunez , George Ball, Dawn McCulley, Jennifer Elliott.

**Guests:** President Pat Gantt, Vice President of Representation Russell Kilday-Hicks, Pat Heath, Deborah Campbell, Jerry Saner, Vivian Mendoza, Janet Gonzales, Teri Randolph, Donna Melendez, Rosalinda Romero, Peggy Allen, Sherry Velthuysen; Carolyn Duckett, Jo-Ann Dapiran, Diego Campos, Nadine Mendoza, Jennifer O’Neal-Watts, Chuck Constantine, Jerry Saner, Jerrie McIntyre and Lois Kugelmass, staff.

Chair Michael Brandt called the meeting to order.

CSUEU President Pat Gantt reported on “the bigger picture” of bargaining, including our resolution in support of CFA and our actions planned at the November Board of Trustees. Although the management team seems non-responsive to our concerns, the 1500 emails from our members definitely got their attention and they filed the unfair practice charge. We are tracking all of the pension reform issues, but are guarded in our reactions as this has not emerged as an issue in bargaining. The CSU doesn’t yet know next year’s budget, but it is also expected to be bad.

Vice President of Representation Russell Kilday-Hicks reported on the pace of bargaining and his observation that management team does not respect our work. He stated that the Occupy Wall Street movement was changing the mindset of the country and the union movement.

There was a lively discussion about priorities. Generally, representatives thought there should be additional communications to the membership to summarize issues in bargaining. Mike Brandt explained that bargaining sessions are conducted in a formal, stylized process. We can control, but we can’t dictate the process. For example, we are ready, willing and able to meet this month, but management says that they cannot meet until the month of December. We put all of our proposals on the table by the end of June, but management did not even make their final proposals until weeks later, after the expiration of the contract. We make proposals; we have to wait until management responds, so often we cannot even determine what issues will or will not be discussed on any given bargaining day. Our bargaining team is working hard and efficiently, but we are constrained by management’s delay and disorganization.

In some cases, our members did not understand the importance of the parking fee campaign, but most chapters have educated members about the importance of supporting the bargaining and the bargaining team.

Mike Brandt recognized the new Unit 7 representative from San Francisco. The council still has vacancies at Humboldt and Dominguez Hills. Mike welcomed Jennifer Elliot from Northridge as the new member at large.

Chuck Constantine reported on the victory at Maritime on a health and safety grievance. We successfully challenged the use of community services specialists to handle armed felons and other dangerous crime situations on campus. There is also a grievance in Long Beach on behalf of parking officers who have been required to direct traffic on city streets and handle bomb threats. John Orr reported that there is a spreading practice of treating parking officers as “baby police” when they don’t have the training or authority and these duties are not in their classification standards. Mike Brandt requested that every chapter representative make contact and visit the dispatchers and parking officers. We need to monitor the effect of the consolidation between campuses in “Synergy” projects.

**LIBRARY SERVICES SPECIALIST SERIES IMPLEMENTATION:** Problems need to be addressed as enforcement. The intent of the LSS agreement was that the implementation process was NOT reclassification, but the proper classification of the employees. (The union is looking into filing grievances and unfair practices.)

**ABSENCE MANAGEMENT PRACTICES:** Rocky Sanchez reported that she was being required to enter the absences on-line for faculty and other staff. This is not within her job description and leaves her (and anyone else assuming this duty) with the possibility of alienating other people or being held responsible for fraud. Management removed these duties when Rocky threatened them with a ULP.

The meeting adjourned at 7:45 PM.

### **BUC 9 REPORT:**

Unit 9 currently faces the most extreme challenge since it was created. From our work rapidly migrating to “the cloud”, to the on-going increases in layoffs and outsourcing, never have the more than 6000 members of Bargaining Unit 9 faced such a direct and real threat to our jobs. Unit 9 employees appear to be a significant target for the CSU. In the past two years, the unit has experienced more real and/or potential layoffs than any other unit, and it is obvious from management's current behavior that additional layoffs are being considered. Please let every member know that our activities are squarely under the CSU's microscope, watching everything we do. As the CSU budget continues to shrink, such scrutiny will continue to increase as the campuses look for ways to save money wherever possible. To help protect our jobs, it becomes the duty of each employee to ensure that their job description is both accurate and complete. As technology changes, employees often fail to make written records of new skills, assignments and job duties. If layoffs were to suddenly hit your campus, having an accurate written documentation of your skills and duties could make the difference between keeping and losing your position.

The Chancellor recently mandated that campuses retain all e-mail, both sent and received, for 90 days. This is in response to a Freedom of Information Act lawsuit filed against the CSU by a group of students upset with recent student fee increases. While we do not yet know how this will affect our day to day

operations, one thing is certain: The Chancellor has the right to mandate how state equipment is used. This could have a profoundly chilling effect upon the Union's use of a campus e-mail system, especially in matters of representation. For this reason, it is recommended that no confidential Union business be conducted using either a CSU email address, or on state-owned equipment. The risk of revealing either representation issues or internal Union strategies to the CSU is too great to allow this to happen, even if it is only a remote possibility. Each chapter should obtain and use only off-campus e-mail accounts (i.e. Gmail, Hotmail, etc.) for each steward. Chapters should also use non-state-owned computers for their Union activities, and store all Union data on secure external hardware such as an encrypted flash drive.

The Unit 9 Council heard from Teven Laxer and Alisandra Brewer regarding the bargaining issues which are most important to Unit 9. These include contracting out, student assistants performing our work, movement through the salary range, and the CSU's proposal to allow campuses to raise parking rates as they see fit. In addition, significant discussion was held concerning the percentage of duties performed within a higher classification, and what might happen if red-circle rates were eliminated, which could lead to demotions and pay cuts. The next bargaining session will be held December 5<sup>th</sup> at the Chancellor's Office.

The conversion from Library Assistants to Library Services Specialist classifications is, as Joan Kennedy reported "being done 23 different ways at 23 different campuses". While a few employees have successfully completed the process, others are having great difficulty in doing so, as it appears that management is unable to comprehend what we see as a simple, straightforward process. CSUEU is monitoring the process and is working to resolve problems as they are discovered.

Several months ago, the CSU notified CSUEU that they were ready to meet to update the classifications within the Accounting Series, which consists of more than a thousand individuals from Unit 7 and 9. In order to study the needs of those staff within this classification, Unit 9 is seeking input from any staff member who might have insight into this classification. If you're interested in helping, please let your Bargaining Unit 9 Representative know. A few examples of questions we need answers to: What parts of the current Classification and Qualification Standards (CQS) don't fit the jobs as they're being done now? Do the current individual classifications make sense, or do they need reorganizing?

There are currently two at-large vacancies on the Unit 9 Council. A letter of interest will go out via e-mail to all BU 9 representatives next week soliciting interest in those positions.

A reminder about upcoming CSUEU election cycle: Chapter elections must be completed by early April, 2012. The Bargaining Unit Representatives (BURs) from each campus will then meet as a group to elect a Chair, Vice Chair and the 6 At-large Bargaining Unit Council members. You must be elected as your chapter's BUR to run for any of these positions. If you are interested in running, begin planning your election campaign at your local chapter now.

Rich McGee, Chair  
CSUEU Bargaining Unit 9  
[csueu.unit9@gmail.com](mailto:csueu.unit9@gmail.com)

**ODDS AND ENDS:**

Vera Acevedo asked for a point of personal privilege and thanked Nancy Kobata and Joan Kennedy for putting on a wonderful Women's Conference. Loretta reminded everyone that the CSUEU HQ's has temporarily moved to 980 9<sup>th</sup> Street, 16<sup>th</sup> Floor.

**CSUEUBOD 76/11/21**

**MOTION:** Tessy Reese second by everyone in attendance - that the CSUEU BOD accepts to adjourn the meeting.

**PASSED**

Meeting was adjourned at 3:19 p.m. on Sunday – November 6, 2011

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