



**Report from the Council
Saturday, April 12, 2008
Crown Plaza Hotel, Redondo Beach**

Present

Roseanne Becher, President
Barbara Morton, Vice-President
Linda Virden, Treasurer
Wenessa Clark, Secretary

Michelle "Shelly" Bomberry, Area 1 Director
Rosemary Mangino, Area 1 Representative
Carole Hester, Area 1 Alt. Rep., Communications Committee Chair and Parliamentarian

Debra Oshige, Area 2 Director
Denice Correia, Area 2 Representative
Terri Pinkney, Area 2 Representative

Rhonda King, Area 3 Director
Frankie Medina, Area 3 Representative
Norma Ortiz, Area 3 Representative

Vicki Kramer, Area 4 Director
Lisa Longabaugh, Area 4 Representative

Roger Urroz, Jr., Area 5 Director
Bob Quance, Area 5 Representative

Dawn Basurto, NSO Liaison
Maureen Keating, Bargaining Committee Chair and Retirement Trust Chair
Kathy Hill, Ex-Officio

Guests

Patricia McCallum, Elections Chair
Dede Deatrack

Not Present

Gina Domenici, Grievance Committee Co-Chair
Gerald LeDay, Area 5 Representative
Yolanda Mogannam, Area 5 Representative and Grievance Committee Co-Chair
Marilou Saldejano, Area 5 Representative

The minutes from March 16, 2007 meeting were approved as amended.

PRESIDENT'S REPORT – ROSEANNE BECHER

Membership Department

It was reported that as of 9/1/08 the open positions in the department were all filled, allowing members to focus on their individual assignments for the first time in recent history. A member within the department, who was going to retire from a department that often included multiple "Agency Hires," instead decided to remain. In an attempt to avoid returning to the revolving door of "Agency Hires" and the consequences, following a member's recent leave of absence, CAS requested that CTA fly a temporary CAS position. Disagreeing with CAS that the department was understaffed, CTA denied the request. As a result, CAS began the first phase of an organizing campaign.

Protocol Reminders

Area Directors report out at CAS Executive Board Meetings and Area Representatives report out at CAS Representative Council Meetings.

The Rep guidelines, “*Your Role As a CAS Representative-Helpful Hints*” were distributed to the body. President Becher reiterated **again** protocol for CAS correspondence and referred the body to review item no. 2 “**...if you are planning on sending anything out in writing, you must first send it to the CAS President for review.**” This holds true for any correspondence you send out as a CAS piece or if you just identify your role as CAS representative within the document, be it to our members, management, or other organizations, it then becomes a CAS document and can cause harm.

The President spoke about the flow of communication/information and members addressing issues with leaders other than their Representative as with a member inquiry related to an email from the President to Rep Council that included a statement on the “NSO Summit on Bargaining Pension Security and National CBC.” The leader who is approached needs to contact the appropriate Representative and relay the appropriate information/answer. In reference to item no. 6, the CAS Representative’s responsibility, “As a Level 1 grievance representative...” the Representative is the first contact. It is important to research questions asked. If Rep doesn’t know information requested by a member, the Representative contacts President with information/questions, then the Representative responds to the member. The body was reminded, once an issue is known, the timeline to file a grievance is 30 days.

The President emphasized the importance of proper communication through the Representatives. If emailing, members should send to alternate email address – not through CTA email. Due to liability issues, documentation should be comprehensive. The President addressed the Ex-Officio’s email and archived materials found in storage. President Becher questioned the Ex-Officio on a follow-up letter to DHRM addressed during her administration and she requested that the Ex-Officio forward any other information that might provide assistance on the issue in general, as archived information was incomplete as to an outcome.

REACTA Meeting - April 2, 2008

CSO was unable to make it to the meeting due to scheduling difficulties. CAS was only present to observe, not to participate. The issue is REACTA wants COLAs for retired members before CTA provides additional benefits to active members. It was noted that once retired, CTA no longer contributes funding to the Trust for the retiree (or REACTA member). Moreover, the need for funding lifetime medical benefits is very important to CAS. It was also noted, the Retirement Trust can not afford to pay for COLAs at this time due to recent Pension legislation. Even though, it is believed, COLAs are a very important part of retirement security.

President distributed her itinerary (January 08 to March 08) as was requested by a member of Rep Council.

Involuntary Transfer from CCC to Member Benefits

In a reorganization that included the CCC department, a CAS member was given responsibilities from two other departments. To get CTA to do the right thing, the CAS member and the Union went to management. In the reorganization, CTA did not lay her off, and if they had, the member could have asserted bumping rights. In March, we believe CTA did the right thing with the transfer from CCC to Member Benefits. Subsequently, when a member addressed the President as to why the position was not flown, the member was told that the position was a budgetary transfer that completed the CCC reorganization.

Management meeting, March 13, 2008

Grievance Co-Chair Mogannam and President Becher were in attendance. Vice-President Morton experienced unforeseen travel issues and was unable to be in attendance.

➤ DHRM contact for CAS

- Since CAS had experienced some difficulties during the lowest level meetings with the current contact in DHRM, CTA was questioned on the circumstances of the arrangement.

- Phone systems in Natomas and Santa Fe Springs
 - Management agreed that the phone system implementation could have been handled differently and will be handled differently in the future. Phone system in Santa Fe Springs is different from the one in Natomas – this is new information for CAS. The CTA Board approved change in phone system over a year ago. Managers and Supervisors are selecting phone systems and it would be helpful if employees utilizing the equipment were consulted before purchasing of office equipment - for ease of use and assimilation throughout the organization.
- Switchboard Operators and Receptionists
 - Switchboard operators in Santa Fe Springs and Burlingame retired. In Santa Fe Springs, with no live body at the entrance there may be a security issue. CAS was informed that the position in Burlingame was not going to be replaced. Currently there is a Receptionist filling-in who is considered back-up to the Switchboard Operator, this member has experienced difficulties getting breaks. Current switchboard members need to track job duties and changes, including additional duties, not reflected in current job descriptions. CAS has approached CSO to meet regarding organizing. CAS will be speaking with CTA to discuss the switchboard operator positions. Elimination of CAS/CSO positions appears to be becoming a trend, however, not an apparent trend in Management positions. Staffing ratios occur in the field but not in CTA departments. Members should document every difference in their employment life. Members to be informed by Representatives utilizing one-on-ones and a flyer is to be used as follow-up. Questions also arose as to whether jobs should be reviewed to see if erosion is occurring now and potentials for the future.
- Burlingame Break-in
 - Even after some urging from CAS, employees were not notified about the break-in of the Burlingame Headquarters building for one month. Security measures were put in place that included installing card key readers in the outer stairwells. The readers can record everyone's movement throughout the building, though CTA is not supposed to be tracking the employees.
- Member who went before Reclassification Panel that CAS felt was Biased
 - CTA and CAS met regarding the issue of a biased Reclassification Panel. As a result, a member who was denied will be going before a new Panel. The Reclassification Committee is in the process of reviewing the Panel structure and procedures.
- Denial for member to attend Communications Workshop in Region 1
 - CTA denied one of two CAS member's attendance to workshop as CTA did not want office unmanned during a time when CTA members are receiving RIF notices. Resolution was that the member who was denied was sent to the workshop in Southern California.
- Old business - Reviewing Job Descriptions
 - Management does not agree that they need to consult with CAS regarding job descriptions. This will be tested again with the reception and switchboard positions.
- CTA Release Time
 - It has been established that joint committee meetings are CTA release time. The Reclassification Committee, for instance, has their panel schedule set by DHRM. CTA wants CAS to notify them with a release time notice that CAS will be present at the meeting.
- Security Issues
 - Security issues regarding the elimination of switchboard operators through out the state, was referred to the Safety Committee.
- Policies for CTA
 - CTA reaffirmed that the DHRM Manager will meet with CAS to discuss "Policies."

➤ Response to CAS Attorney's Letter Re: Waiver for Workout Room

- CTA told CAS that the CAS Attorney was sent a response to his letter regarding the Workout Room Waiver and the possible liability associated with the use of the defibrillator.

CTA/CSO/CAS met for 2nd Summit Meeting

Stakeholders in CTA are CTA Leadership, CTA Management, CSO and CAS. The CAS bargaining unit is dealing with two, CTA Leadership and Management. The goal is a matter of getting all parties together to have a better working relationship, the desire to not to keep the information at the highest level and is a process to get the parties to communicate better, respecting the individuality of all stakeholders. This is still in the conceptual stage, is a long-term project and something that will not be realized immediately.

TREASURERS REPORT – LINDA VIRDEN

The Treasurers report was distributed to the body where it was explained that because of the accounting system used, CAS expenses are applied to a committee budget when they are **paid** and not when an event occurs. This year's arbitration costs are getting close to their total budget, but grievances are under budget, so money can be moved to the arbitration budget.

A question was posed regarding obtaining reimbursements from NSO - until paperwork is received, no reimbursements are being made. There was a decision on a "Termination" Arbitration handled by CAS member Dean Chandler. Once the documentation is received, a request will be submitted to NSO for partial reimbursement. It was also requested that NSO Liaison Basurto submit her expenses for Harvard Trade Union.

Even though a request was made to approve a budget at the next Rep Council, the initial CAS budget is not done until September, as stated in the CAS Bylaws, by the officers and approved at the first Rep Council meeting of the fiscal year.

At July Rep Council a date will be set for the CAS General Membership Meeting.

A request was made from Director Oshige regarding Budget & Finance Committee to provide status of motion from December 2007 CAS Rep Council regarding potential 5% reduction. Vice-President Morton will be checking with the Budget & Finance Committee and report the status back to the Rep Council.

Representative Ortiz asked question about budget item 6200 under number 20; the \$500 set aside for the Training Committee. Treasurer pulled up on laptop and later answered that it was travel and stuff for the NSO WAR that was used for training. The \$500 is still set aside for training.

AREA REPORTS

Area 1 – Rosemary Mangino, Representative

The Area 1 report was distributed to the body.

There was a Staff Retreat in Monterey with a CAS breakout. President Becher was present as requested by Region 1 Leaders. The "*Union Code of Conduct*" was distributed to the members along with CAS pins and discussions took place regarding CAS history, communication and COLAs for Retired members. At the Staff Retreat it was agreed that the Representatives would work to get a CSO/CAS joint caucus, the caucus was held, the minutes were attached to Area I report and distributed to the body. Methods of handling expenses and overtime reports vary throughout the region and the Supervisor's instructions are varying from office to office.

CTA Board voted to move Yolo County chapters to the Napa Solana RRC. Even though, they will continue to be part of the Capital SCC. CSO has begun an organizing campaign around the issue.

There was a discussion with the supervisor for more training/collaboration and the supervisor has also requested to meet with Area Reps. Region 1 is considering WebinR training formats, with supervisor, for Region 1 members.

The Safety Committee is currently looking at the Concord roofing issue.

An email was sent requesting to know if there were any other issues with training denials.

Member questions, indicated on last page of Region 1 Report, were distributed to body.

A message board has been started at the request of some of the Region 1 members in order to communicate on a more consistent basis.

Questions arose in Region 1 regarding Field Service Specialists completing CSO staff expenses. The CAS member was informed, and the Supervisor agreed, that this was not the responsibility of the FSS, not a duty that would be delegated to anyone, or that a directive would be given to do expenses. President Becher will bring this issue to the management meeting. This issue has been addressed in the past and the concern is who the responsible party if errors occur. Based on CAS/CSO conversations at CSO/CAS joint Rep Council, CSO addressed issue with CSO member. It was stated there are some associate staff doing the expenses in other regions; legal associates do the expenses because of reimbursements from NEA and that there is a differentiation between job classifications wherein the information needs to be applied to the appropriate job description. In Region 4 there was a member who submitted Board expenses, there was a mistake and the member was fired – this item is currently in arbitration. President Becher will be taking this issue to the CAS attorney.

Area II Representatives, Denice Correia, Terri Pinkney

BoMee Rutte was hired in a full-time position in Natomas. Area 2 Representative, Terri Pinkney, called BoMee after the formal announcement to congratulate and welcome her to CAS.

Natomas office CAS staff had a productive meeting on Friday, April 4, 2008. The Region 2 management allowed staff to meet for an hour to discuss numerous issues regarding office equipment needs, conference room set-up/reset, kitchen duty, office supplies/inventory, and workroom organization/maintenance. Staff also shared “helpful hints” on various items. This meeting was greatly needed since the move to the new building last summer and for the benefit of new hires.

A part-time FSS position was originally flown internally at 50%; most part-time positions are flown at 60% in order to qualify for benefits. After discussions with DHRM, the position was re-flown at 60%.

An issue was brought to the council who in turn referred the issue to the Executive Board.

Area 2 will host a CAS House Meeting on Tuesday, April 15th at the home of Area 2 Director Debra Oshige. All Area 2 leadership will be in attendance, as well as Organizing Committee member (from Area 2) Tammy Brooks. We look forward to this event and the valuable dialogue that we will have about our union.

President Becher thanked the Director for inviting her and said she will certainly make every effort to be in attendance.

Area III Representatives, Frankie Medina, Norma Ortiz

Three reports were distributed to body (Two Area reports) and one for the VOIP in SFS for verbal reporting.

Following the denial of three, Area 3 reclassifications in November 2007, it was determined that the panel was biased. CTA has agreed to reconvene the panel.

The elimination of the switchboard operator position in Santa Fe Springs impacts everyone in the building. Employees are very angry and frustrated about the loss of the position and the quality of the new phone system. Calls to the general number go everywhere, especially to the RRC. The switchboard operator screened visitors as well as calls and directed them appropriately. Now, there have been reports of people wandering the halls risking everyone’s safety and many calls need to be redirected wasting everyone’s time.

Region 3 is having a Multi Day staff meeting in June, a house meeting and caucus.

Five members are on the watch for duties outside of the job description, arbitrarily set because of the loss of the switchboard operator, security issues, and jobs are being tracked.

A member in Office Services retired and it is possible that CTA will not replace that position. There is a feeling that a current employee will fill this position and a new employee's position will be flown.

A new CSO Organizing position will be filled shortly and housed in Oxnard.

Questions arose regarding layoff procedures and bumping language; it was reported that there are members who are upset that they were not notified that they are the 3 lowest in seniority. Seniority listings are distributed to the bargaining unit every September and bumping rights are confidential.

CTA's movement to a VOIP phone system had been discussed for the Santa Fe Springs Office as the last of three of CTA's large buildings scheduled to get "Direct Inward Dial" (individual phone numbers) and that plans had been approved for a new "Statewide" phone system a while ago. In December, the Santa Fe Springs switchboard operator unexpectedly announced his retirement and the plans for the VOIP in Santa Fe Springs were put on the fast track for implementation and approved at the January State Council. With the necessity to move things along, the department manager involved in the deployment of the VOIP admitted that some things could have been handled better. With the installation of the new VOIP phone system some of the following issues have developed:

- A professional courtesy of informing all the staff and their respective managers/supervisors of this new change.
- Notification to the staff as to what "official" department is the first point of contact to address any problems, issues or technical difficulties.
- Many CAS members feel that the other switchboard duties not handled by VOIP have been subtly disbursed to them.
- CAS members to obtain in writing from their supervisor any additional assignments due to the switchboard elimination.
- Safety concerns with the new front door access system/video monitor system --- specifically with visitors who are unknown to CAS members and want immediate entry to the building.
- CTA's oversight to consult with the Joint Technology Committee or the CAS/CSO staff to make a joint informed decision when purchasing new phone technology that directly impacts the way the staff handle day-to-day communication with members.

Area IV Representative, Lisa Longabaugh

The report was distributed to body.

It was reported that the region is having great success with the one-on-ones, the talking points are getting out within 10 days and everyone likes them.

House meetings were held on January 24, Feb. 20, and March 27th.

The Communications Workshop was well received.

CTA multiday trainings offered to CTA/CSO but are still denied to CAS, one has been approved – this issue is moving to arbitration.

There was a Region 4 CAS meeting on January 24th. Issues were brought up including allowable expenses for temporary assignments. The reason given is that other regions do not observe, it is not in the contract and the supervisor was informed not to do it. The supervisor indicates that one new expense will be paid this one time only. There is a CAS member who is 50% departmental staff/50% in another office and the member submitted their lunch

expenses and was informed that they could not submit it. Information was sent out to see if this was occurring in other regions and it was reported that members did not know that they could put in for these expenses. This issue will be placed into the talking points to let members know that these are reimbursable and should be kept track of.

There is a current OT issue with member and supervisor. The member went on leave and had additional issues; both were added to the grievance filed because the information was added to the file after 30 days. Level 2 on the March 1st.

There was a mold test in the Norco office in December; a 2nd test was requested in January because of visible mold in the server room. A request had been made for information from DHRM. CTA, the DHRM Manager, has indicated that they will not be conducting a second test. Another request has been submitted but no answer has been received to date.

There was a Multi Day training in Region 4, UniServ and CAS support staff attended and the training was well received. Region 4 would like to see a follow up.

The San Bernardino RRC CAS position has not been filled since December 2007 – this has been an ongoing issue for a long time.

Area 5 Report, Bob Quance, Representative

The area report was distributed to the body.

There was a break-in at the Burlingame office on Martin Luther King Day in January. Employees were present in the building, but were unaware of the break-in. Some equipment stolen and no one was hurt.

There was a Communications Training on March 26th that received positive feedback. A CAS House Meeting was also held on March 26th and there were 33 CAS members in attendance. CAS Talking Points, received from the Organizing Committee, were used.

The Membership Department issue was previously reported by the President. They are looking into getting a temp, to fill in during the interim for a member on leave, and organizing will be going on.

In Office Services there have been discussions regarding reorganizing staff schedules. A settlement was arranged. Director Urroz will get the details and report to the directors who can then report to the Representatives.

Personnel changes have occurred in the Conference Coordination Center, there are new staff members in the Governance Department and Membership Department, and Linda Hale, Supervisor of CCC, is retiring.

COMMITTEE AND TRUST REPORTS

Grievance Report, Vicki Kramer for Yolanda Mogannam and Gina Domenici, Co-Chairs

The report was distributed to body.

Arbitration dates for June set for one member who was given the option of retiring.

Multi Day Training denials - No dates have been set yet. Requested the Area Directors to survey their members to find out who attended and who was denied for all Multi Day Trainings. Director Oshige did a really good survey and it was suggested that everyone contact her regarding sample of survey.

Members need to contact their reps directly. It is very important that if there is anything that seems to be a contract violation or an issue, the Reps are the first line of defense and that a paper trail is started. A question was posed to the body as to whether there is any idea why CTA is all of a sudden denying CAS attendance to these trainings. In September the supervisors were provide the information and indicated that this has to be enforced. We became aware of this criterion when an interim DHRM manager came to CAS with a book of policies that the retired DHRM manager had. CAS never agreed to the criteria sent to the supervisors indicating this was the policy in 2002-2003.

There is currently an issue regarding adding summaries to a personnel file after the 30 day timeline.

The “Subcontracting” and “Hostile Work Environment” Arbitrations had a situation where one of the arbitrators, Tom Roberts, passed away prior to rendering his decision. CTA’s Attorney has been working with CAS and NSO and due to transcript documentation the case will not have to be redone. The same Arbitrator agreed to rule on both Arbitrations. The manager and supervisor were beneficial to our case.

Organizing Report, Vicki Kramer, Chair

The ongoing organizing effort should be in full swing and all talking points have been done. It was reported that there is a belief that Region 4 is the only region that has been done completely. One-on-ones were agreed to by CAS Leadership in December at Leadership Retreat. If somebody does not have the time to do one-on-ones, please recruit one of your members because personal contact with membership is integral. There were discussions regarding visual aids for organizing and that they are good catalysts to spark conversations. Director Kramer is to discuss topic with Communications Chair Hester. Reps are to be provided with talking points so that they can keep every member informed while building relationships so when something comes down the line the member can be ready with support. Questions were posed to the body regarding organizing around the trends in CTA (i.e. understaffing, etc.). Organizing is in the early stages of building the relationships for the future. It was reported that not all of our members have heard about these one-on-one conversations. At the leadership training in December, the body was in agreement on how to reach out to our members. Flyers are great but they do not replace phone calls and the one-on-ones.

House Meetings held to date: Area 1 had one, Area 2 having one, Area 3 had 0, Area 4 had 3, and Area 5 had one.

In January a meeting was held with the Membership Department and close to 100% of the department was in attendance. This issue was previously addressed with guests from the Membership at the December Rep Council meeting where it was expressed that the members “did not want any organizing efforts, yet.” It was also reported that a CTA Board Member, stood up at the CTA Board Meeting upset that CTA was losing money because member dues owed to CTA were not being collected. Volunteers were requested for CTA Board Member contacts, to send a letter to SCC Chairs regarding organizing efforts, and coordination with CSO staff surrounding membership department. Bargaining Chair Keating and Secretary Clark volunteered. For these contacts the flyer or letter should outline the Membership Department issues. This is phase one with a two week time period while phase two is waiting in the wings. Talking points requested for volunteer BOD member liaisons. Director Bomberry will speak with the SCC secretaries in the area and also one of the CSO reps is an SCC rep.

CAS table scheduled at the Good Teaching Conference in February. When CAS arrived at the conference, CTA would not let CAS have a table on the day of arrival. CAS was informed that one would be available for the next day and that we could have one at the Region 4 Conference.

There is a tentative organizing plan starting April 14th a copy was brought for the body to review and provide input We are going to contact CSO for possibility of joint organizing.

CTA online voting will be affected by the Membership Department issue.

There was discussion regarding the status of the department and the Organizing Committee’s development of the “Membership Department Organizing Plan.” There is currently a communication issue. Organizing Chair Kramer will be contacting CSO Organizing Chair Bost regarding joint organizing effort, but there is nothing concrete yet. It was requested that if there is a plan to move forward, please let the CAS reps and directors know so that we can work with the CSO members to get a plan together.

Communications Committee Report, Carole Hester Chair

The report and survey results distributed to the body.

Susan Harper is the new assistant editor and webmaster assistant. New software was purchased based on the last Representative Council.

Based upon the survey “*How Do You Get Your News?*” it was reported that the statistics do not match the numbers reflected, interviews will be conducted with general membership, and the members do want to read about all of the business of CAS.

The body was requested to check the CAS website contacts to make sure that info reflected is up to date and to email Webmaster Urroz for updates.

The CAS Communications Committee works 12 months per year. If there is an item from the body for the committee email Chair Hester or Webmaster Urroz and they will get it done.

There was a discussion held regarding blogs, message boards and Yahoo Groups for CAS. Research will be done, by Webmaster Urroz, regarding technology and brought back to the body. A survey needs to be sent to the general membership regarding interest in blogs, message boards, Yahoo Groups and liability issues need to be addressed with the CAS attorney.

The committee is trying to chase down CAS equipment. The CAS Treasurer will to speak with the auditor regarding how to address old equipment and attempt to assess the old equipment.

Communications Chair Hester requested the body to email their reports for the news letter. Newsletter deadlines were distributed to the body.

Reclassification Committee Report, Denice Correia, Chair

There was a general discussion regarding the Reclassification Committee’s recommendations for improvements and procedures. The committee will update the body at its July Rep Council meeting.

Bargaining Committee, Maureen Keating, Chair

The report was distributed to body.

Another bargaining report will be posted on the website. The committee will meet Sunday and Monday.

The Bargaining Team members, Bob Quance, Dede Deatrack, Patricia McCallum, and Linda Virden were introduced and available for any Rep Council questions. Wanda Turner was unable to continue on the committee; though the members are glad that Linda Martin is on board. Yolanda Mogannam and Linda Martin were unable to attend the Rep Council meeting.

Retirement Trust, Maureen Keating, Chair

The report was distributed to body.

There was a retirement check list sent out from Lana Strasburg, if you are retiring look at it.

The summary plan was reviewed and the CAS trustees asked that it be simplified. Bob Lindquist and the CAS attorney were asked to look at it. There were Individuals who filed suit because the plan document indicates one thing and the summary plan indicates another.

The trust received a question regarding, “What does month mean in highest monthly highest compensation?” A CSO member of the trust clarified in writing and it means that you are working the entire month of September to retire September 1st.

Send questions to the plan administrator and follow-up as time goes on.

“Spiking” is caused by non-bargaining unit members.

In June, the actuary will be coming back to give us what the actuary has in writing.

Currently there is more input than output.

There are currently pains with the new administrator.

A question was posed regarding if ethical guidelines can be shared and who prepared them. It was reported that it is no one on the trust.

Associate Staff Training Committee, Norma Ortiz, Chair

It was reported that the training was well received in Burlingame and Norco and that it was a very good training. There was 25% participation, 50 attended (total of two trainings). Burlingame indicated not worth their while if there is no participation. The committee will be looking at what can be offered in 2009. It took the committee to convince CTA that we wanted a customized training.

NSO Liaison Report, Dawn Basurto, NSO Liaison

It was reported that the Harvard Trade Union Program - was one of the most beneficial and youngest groups to date. Members at Harvard were not unionized for the students but some of the professors were. They now have 4500 members; all have their own leadership capacity, created songs around issues, one of the things that they said was that they had an executive director. NSO Liaison Basurto was one of 23 participants elected to the alumni board at graduation. Norman Hill from the Martin Luther King Foundation was present and a movie played and stories were shared about working with Martin Luther King. NSO Liaison Basurto was asked to speak at the NSO RA for receiving the associate staff scholarship. While there they developed a website for the trade union. The next CBC meeting is April 25-26. The NSO Liaison is working on a more detailed write up on her attendance at the Harvard Trade Union for the CAS newsletter.

Elections Committee Report, Patricia McCallum, Chair

The report was distributed to body.

NSO RA election results were shared with the body. The ninth delegate is the President. Delegates are allocated based on staffing numbers. CAS was just notified that we get 10, therefore, the next successor, Barbara Morton, is a delegate.

The committee is currently in the middle of the Officer, Director and Rep Council elections. Representatives should speak with the members to ensure that we have accurate addresses because elections are done by mail. This is particularly important for the ballots. If they are returned for incorrect address there may not be enough time to get the ballot to the member. Address information should be directed to Mai Chang, Membership Committee Chair or the Elections Chairperson. A list of the offices that are open and timelines were highlighted. The elections manual is now on the website.

One committee member has resigned from committee. Two committee members remain.

Historical voter turnout was graphed and shared with the body. During the last election, only 40% of membership participated. Emphasis needs to be made to membership that their vote is important and it is their voice. Listed are the actual elections and the percentages of voter turnout. Graphs are available by region, so if any area is interested in a graph, please contact the Elections Chair.

Safety Committee

The report was distributed to body. They are currently discussing headquarters and patio doors with the building being locked. Workplace violence info has been distributed. The Treo is a concern because voice dialing does not work. Any questions should be directed to the Safety Committee.

Recognition & Remembrance Committee

The report was distributed to body.

This is a reiteration of the procedures for this committee; notify the chair regarding items for this committee. CAS Representatives share a part of the responsibility for this committee.

Health & Welfare Trust

The report was distributed to body. William C. Earhart Company is the Third Party Administrator for Health & Welfare Trust. Blue cross is changing their name to Anthem Blue Cross. Info went out on WellCall to participants and if you have not received the WellCall information you have probably not received the benefits highlights that went out. This has been problematic before.

The body was requested to read the report on their own, to send comments and questions to all of Rep Council.

NEW BUSINESS

Email vote regarding the Bargaining Committee was re-reported. 4 votes were voided. Recommendations that are motions, when voted, have to be voted on as stated in the motion. The important thing is that there was a majority vote. Give President Becher a call if there is some question as to whether or not it could be split. On committee listings Bob Quance will be moved to a regular bargaining team member and Linda Martin to be listed as Alternate.

Email vote – Level III Grievance (Multi Day Training Denial) was approved by the Executive Board to take to arbitration.

OLD BUSINESS

CTA/CAS policies are getting back on track with working with the DHRM manager on the prior Manager's CTA "policies."

The Multi Day Training denial is going to arbitration.

Comp Time reports are in need of uniformity. The supervisors are working on this. This item will be added to the July Rep Council for status on progress.

For the CAS Boutique, the area Reps need to check with CAS members if there is interest in items. Items can be very expensive. Polo's were fairly expensive. CSO only pays for T-Shirts; all other items are paid for by members. Members would have to absorb cost of item and all shipping costs. Secretary Clark checked with CSO to see if we can piggy-back on their order. Items not ordered in 1's and 2's. Some items cannot be ordered if certain quantities aren't met.

CTA has been changing when they are re-classing positions. In some instances they hang onto unfilled positions just in case they need it for the future. CTA will have office in Eureka with FSS San Rafael.

NSO RA Hotel accommodations review. NSO does not want us to block hotel reservations. Delegates need to make their own hotel reservations and Barbara Morton will assist. Please contact Mary Henson at NSO if you need to cancel your hotel reservation. May 12th is the cut off date for making reservations.

The CAS Secretary has 30 days to get the minutes out.

2 changes received for amendments for the CAS Executive BOD and Rep Council lists. One is for NSO Liaison Basurto and one is for Vice President Morton.

EXECUTIVE BOARD/REP COUNCIL MEETINGS

The tentative date of 7/11-12 for next Executive Board and Rep Council was changed due to scheduling difficulties. The CAS Executive Board and Rep Council will now be held July 27 (11 am) and 28 in the Burlingame area.

CAS 2007-08
Profit & Loss Budget vs. Actual
September 1, 2007 through April 10, 2008

	Sep 1, '07 - Apr 10, 08	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 Local Dues	108,017.11	215,000.00	-106,982.89	50.2%
4010 Interest Income	447.27	9,000.00	-8,552.73	5.0%
4007 - Dividend Income	18,306.54			
Total Income	126,770.92	224,000.00	-97,229.08	56.6%
Expense				
5000 ExecBoard/Rep Council				
10 Travel	9,059.21	15,000.00	-5,940.79	60.4%
11 Travel Agent Fee	125.00	200.00	-75.00	62.5%
15 Meals/Lodging	21,012.78	30,000.00	-8,987.22	70.0%
20 Training	0.00	2,000.00	-2,000.00	0.0%
30 Printing	203.38	150.00	53.38	135.6%
35 Postage	878.95	1,000.00	-121.05	87.9%
40 Office Expense/Supplies	1,151.41	3,000.00	-1,848.59	38.4%
45 Telephone	674.93	1,500.00	-825.07	45.0%
55 Dues/Fees	0.00	0.00	0.00	0.0%
70 New Employee Welcome	50.00	2,000.00	-1,950.00	2.5%
90 Miscellaneous	644.85	100.00	544.85	644.9%
Total 5000 ExecBoard/Rep Council	33,800.51	54,950.00	-21,149.49	61.5%
5100 Grievance				
10 Travel	309.65	3,000.00	-2,690.35	10.3%
11 Travel Agent Fee	0.00	100.00	-100.00	0.0%
15 Meals/Lodging	40.96	1,500.00	-1,459.04	2.7%
20 Training	0.00	3,000.00	-3,000.00	0.0%
35 Postage	0.00	100.00	-100.00	0.0%
40 Office Expense/Supplies	1,045.50	1,000.00	45.50	104.6%
45 Telephone	1,010.66	3,000.00	-1,989.34	33.7%
Total 5100 Grievance	2,406.77	11,700.00	-9,293.23	20.6%
5200 Arbitration				
10 Travel	1,164.55	4,000.00	-2,835.45	29.1%
11 Travel Agent Fee	109.00	100.00	9.00	109.0%
15 Meals/Lodging	2,537.51	6,500.00	-3,962.49	39.0%
35 Postage	86.64	50.00	36.64	173.3%
40 Office Expense	1,908.35	500.00	1,408.35	381.7%
55 Dues/Fees	7,281.50	4,500.00	2,781.50	161.8%
Total 5200 Arbitration	13,087.55	15,650.00	-2,562.45	83.6%
5300 Conflict Resolution				
10 Travel	0.00	1,000.00	-1,000.00	0.0%
15 Meals/Lodging	0.00	500.00	-500.00	0.0%
Total 5300 Conflict Resolution	0.00	1,500.00	-1,500.00	0.0%

CAS 2007-08
Profit & Loss Budget vs. Actual
September 1, 2007 through April 10, 2008

	Actual	Budget	\$ Over Budget	% of Budget
5400 Bargaining				
10 Travel	516.98	2,500.00	-1,983.02	20.7%
11 Travel Agent Fee	0.00	100.00	-100.00	0.0%
15 Meals/Lodging	2,907.09	5,500.00	-2,592.91	52.9%
20 Training	0.00	2,000.00	-2,000.00	0.0%
35 Postage	16.01	150.00	-133.99	10.7%
40 Office Expense/Supplies	56.97	500.00	-443.03	11.4%
45 Telephone	0.00	200.00	-200.00	0.0%
Total 5400 Bargaining	3,497.05	10,950.00	-7,452.95	31.9%
5500 Retirement Trust				
10 Travel	559.42	2,500.00	-1,940.58	22.4%
11 Travel Agent Fee	0.00	100.00	-100.00	0.0%
15 Meals/Lodging	1,492.22	2,000.00	-507.78	74.6%
25 Conferences	0.00	3,000.00	-3,000.00	0.0%
50 Insurance	150.00	150.00	0.00	100.0%
5500 Retirement Trust - Other	50.00			
Total 5500 Retirement Trust	2,251.64	7,750.00	-5,498.36	29.1%
5600 Health & Welfare Trust				
10 Travel	341.19	2,000.00	-1,658.81	17.1%
11 Travel Agent Fee	0.00	100.00	-100.00	0.0%
15 Meals/Lodging	203.57	2,250.00	-2,046.43	9.0%
25 Conferences	0.00	1,000.00	-1,000.00	0.0%
45 Telephone	4.00	0.00	4.00	100.0%
50 Insurance	150.00	150.00	0.00	100.0%
Total 5600 Health & Welfare Trust	698.76	5,500.00	-4,801.24	12.7%
5700 Elections				
10 Travel	0.00	300.00	-300.00	0.0%
15 Meals/Lodging	45.00	200.00	-155.00	22.5%
30 Printing	468.26	1,000.00	-531.74	46.8%
35 Postage	661.43	1,000.00	-338.57	66.1%
40 Office Supplies/Supplies	153.43	1,000.00	-846.57	15.3%
Total 5700 Elections	1,328.12	3,500.00	-2,171.88	37.9%
5800 Membership Committee				
10 Travel	0.00	100.00	-100.00	0.0%
15 Meals/Lodging	0.00	100.00	-100.00	0.0%
30 Printing	0.00	600.00	-600.00	0.0%
35 Postage	29.80	1,000.00	-970.20	3.0%
40 Office Expense/Supplies	7.84	100.00	-92.16	7.8%
90 Miscellaneous	0.00	0.00	0.00	0.0%
Total 5800 Membership Committee	37.64	1,900.00	-1,862.36	2.0%

CAS 2007-08

Profit & Loss Budget vs. Actual

September 1, 2007 through April 10, 2008

	Sep 1, '07 - Apr 10, 08	Budget	\$ Over Budget	% of Budget
5900 Recognition/Remembrance				
75 Gifts	1,040.00	3,500.00	-2,460.00	29.7%
Total 5900 Recognition/Remembrance	1,040.00	3,500.00	-2,460.00	29.7%
6000 Communications				
10 Travel	0.00	0.00	0.00	0.0%
15 Meals/Lodging	0.00	0.00	0.00	0.0%
20 Training	0.00	0.00	0.00	0.0%
30 Printing	0.00	50.00	-50.00	0.0%
35 Postage	0.00	150.00	-150.00	0.0%
40 Office Expense/Supplies	1,685.94	2,500.00	-814.06	67.4%
Total 6000 Communications	1,685.94	2,700.00	-1,014.06	62.4%
6100 Organizing				
10 Travel	1,162.49	3,500.00	-2,337.51	33.2%
11 Travel Agent Fee	0.00	100.00	-100.00	0.0%
15 Meals/Lodging	1,263.76	3,750.00	-2,486.24	33.7%
30 Printing	0.00	500.00	-500.00	0.0%
35 Postage	58.89	1,500.00	-1,441.11	3.9%
40 Office Expense/Supplies	112.45	1,500.00	-1,387.55	7.5%
70 Promotions	1,300.58	4,500.00	-3,199.42	28.9%
75 Gifts	0.00	300.00	-300.00	0.0%
Total 6100 Organizing	3,898.17	15,650.00	-11,751.83	24.9%
6200 Training				
10 Travel	137.73	750.00	-612.27	18.4%
15 Meals/Lodging	869.10	250.00	619.10	347.6%
20 Training	0.00	500.00	-500.00	0.0%
Total 6200 Training	1,006.83	1,500.00	-493.17	67.1%
6300 Budget/Finance				
10 Travel	0.00	1,000.00	-1,000.00	0.0%
15 Meals/Lodging	0.00	500.00	-500.00	0.0%
35 Postage	0.00	0.00	0.00	0.0%
40 Office Supplies/Supplies	55.58	50.00	5.58	111.2%
Total 6300 Budget/Finance	55.58	1,550.00	-1,494.42	3.6%
6400 CAS/CSO Support Committee				
10 Travel	0.00	1,500.00	-1,500.00	0.0%
15 Meals/Lodging	0.00	1,400.00	-1,400.00	0.0%
70 Promotions	0.00	100.00	-100.00	0.0%
Total 6400 CAS/CSO Support Committee	0.00	3,000.00	-3,000.00	0.0%
6500 Bylaws/Standing Rules Comm				
10 Travel	0.00	200.00	-200.00	0.0%
Total 6500 Bylaws/Standing Rules Comm	0.00	200.00	-200.00	0.0%

CAS 2007-08
Profit & Loss Budget vs. Actual
September 1, 2007 through April 10, 2008

	Sep 1, '07 - Apr 10, 08	Budget	\$ Over Budget	% of Budget
6600 CAS Attorney				
55 Dues/Fees	1,925.00	6,000.00	-4,075.00	32.1%
Total 6600 CAS Attorney	1,925.00	6,000.00	-4,075.00	32.1%
6700 Technology Committee				
10 Travel	0.00	300.00	-300.00	0.0%
15 Meals/Lodging	0.00	200.00	-200.00	0.0%
Total 6700 Technology Committee	0.00	500.00	-500.00	0.0%
6800 Safety Committee				
10 Travel	0.00	100.00	-100.00	0.0%
20 Training	0.00	100.00	-100.00	0.0%
Total 6800 Safety Committee	0.00	200.00	-200.00	0.0%
6900 Statewide Membership Mtg				
10 Travel	0.00	0.00	0.00	0.0%
11 Travel Agent Fee	0.00	0.00	0.00	0.0%
15 Meals/Lodging	0.00	0.00	0.00	0.0%
20 Training	0.00	0.00	0.00	0.0%
35 Postage	0.00	0.00	0.00	0.0%
40 Office Supplies	0.00	0.00	0.00	0.0%
75 Gifts	0.00	0.00	0.00	0.0%
90 Miscellaneous	0.00	0.00	0.00	0.0%
Total 6900 Statewide Membership Mtg	0.00	0.00	0.00	0.0%
7000 NSO				
55 Dues/Fees	28,623.00	29,750.00	-1,127.00	96.2%
60 Crisis Assistance Fund	5,150.00	5,250.00	-100.00	98.1%
Total 7000 NSO	33,773.00	35,000.00	-1,227.00	96.5%
7100 NSO CBC				
10 Travel	2,380.27	3,700.00	-1,319.73	64.3%
11 Travel Agent Fee	279.00	100.00	179.00	279.0%
15 Meals/Lodging	2,555.57	2,500.00	55.57	102.2%
35 Postage	0.00	0.00	0.00	0.0%
Total 7100 NSO CBC	5,214.84	6,300.00	-1,085.16	82.8%
7200 NSO Rep Assembly				
10 Travel	71.00	3,000.00	-2,929.00	2.4%
11 Travel Agent Fee	0.00	100.00	-100.00	0.0%
15 Meals/Lodging	389.38	4,000.00	-3,610.62	9.7%
35 Postage	0.00	0.00	0.00	0.0%
40 Office Supplies	0.00	0.00	0.00	0.0%
Total 7200 NSO Rep Assembly	460.38	7,100.00	-6,639.62	6.5%

CAS 2007-08
Profit & Loss Budget vs. Actual
September 1, 2007 through April 10, 2008

	Sep 1, '07 - Apr 10, 08	Budget	\$ Over Budget	% of Budget
7300 NSO War College				
10 Travel	3,436.16	8,000.00	-4,563.84	43.0%
11 Travel Agent Fee	116.99	200.00	-83.01	58.5%
15 Meals/Lodging	5,134.73	8,000.00	-2,865.27	64.2%
45 Telephone	0.00	0.00	0.00	0.0%
Total 7300 NSO War College	8,687.88	16,200.00	-7,512.12	53.6%
7400 Auditor/Taxes	7,960.00	9,000.00	-1,040.00	88.4%
7500 Service/Bank Charges	1.74	200.00	-198.26	0.9%
7700 Records/Reference Committee	0.00	0.00	0.00	0.0%
7900 - Harvard Trade Union				
10 Travel	549.60	500.00	49.60	109.9%
11 Travel Agent	25.00	25.00	0.00	100.0%
15 Meals / Lodging	0.00	0.00	0.00	0.0%
90 Miscellaneous	1,425.40	1,475.00	-49.60	96.6%
Total 7900 - Harvard Trade Union	2,000.00	2,000.00	0.00	100.0%
Total Expense	124,817.40	224,000.00	-99,182.60	55.7%
Net Ordinary Income	1,953.52	0.00	1,953.52	100.0%
Net Income	1,953.52	0.00	1,953.52	100.0%

CAS 2007 - 08
Balance Sheet
As of April 10, 2008

Apr 10, 08

ASSETS	
Current Assets	
Checking/Savings	
1000 · FFFCU Checking	33,211.43
1100 · FFFCU Savings	17.31
1202 · FFFCU Jumbo Money Market	65,137.40
1204 · FFFCU Certificate - 41	86,350.41
1206 · FFFCU Certificate - 49	38,146.24
1207 · FFFCU Certificate - 20	110,302.86
Total Checking/Savings	<u>333,165.65</u>
Other Current Assets	
1400 Crisis Fund - 1	8,252.00
1405 Crisis Fund - 2	4,691.64
1415 Crisis Fund - 4	18,808.00
1420 Crisis Fund - 5	19,967.00
1425 Crisis Fund - 6	18,651.00
1430 Crisis Fund - 7	19,318.00
1250 · Accounts Receivable - Other	1,218.43
Total Other Current Assets	<u>90,906.07</u>
Total Current Assets	<u>424,071.72</u>
Fixed Assets	
1300 · Capital Equipment	-8,478.02
1340 · Accum. Depreciation	13,468.44
Total Fixed Assets	<u>4,990.42</u>
TOTAL ASSETS	<u><u>429,062.14</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · Accounts Payable	-1,233.86
Total Other Current Liabilities	<u>-1,233.86</u>
Total Current Liabilities	<u>-1,233.86</u>
Total Liabilities	<u>-1,233.86</u>
Equity	
3000 · Opening Bal Equity	451,044.02
3900 · Retained Earnings	-22,701.54
Net Income	1,953.52
Total Equity	<u>430,296.00</u>
TOTAL LIABILITIES & EQUITY	<u><u>429,062.14</u></u>

CAS Grievances

Grieve. No.	Report	Rep	Rep	Date of Notification	Status	Category	Date	Status	Notes
05-05-01	Subcontracting	Dean Chandler	Kathy Hill	Sept. 2005	Active	Level 3 - Arbitration		Active	Continuing Arbitration 7/30/2007
05-09-09	Hostile Work Environment	Dean Chandler	Kathy Hill	Jul. 2005	Active	Level 3 - Arbitration		Active	Continuing Arbitration August. 8-9 2007
06-06-03	Employment Termination;	Dean Chandler	Laura Eastridge	Jun. 2006	Active	Level 3 - Arbitration		Closed	Arbitration completed
06-09-05	Employment Termination; no progressive discipline;	Gina Domenici	Shelly Bomberry	Aug. 2006	Active	Level 3 - Arbitration		Settled	Arbitration 10/8/2008
06-09-06	Employment Termination; no progressive discipline;	Maureen Keating	Rosemarie Mangino	Aug. 2006	Active	Level 3 - Arbitration		Settled	Continuing Arbitration
07-04-10	Retirement Under Duress	Vicki Kramer	Linda Virden	01-Mar-07	Active	Level 3 - Arbitration	Prearb June 9, 2008	Active	
07-05-11	Layoff Procedure	Maureen Keating	Gina Domenici/ Yolanda Mogannam	01-Feb-07	Active	Level 3- Arbitration	Arbitration 10/8/2008	Active	
08-02-01	Multiday Training Denials	Vicki Kramer		05-Feb-08	Active	Level 3- Arbitration		Active	
08-04-02	Item placed in file past 30 day	Vicki Kramer	Linda Virden	01-Apr-08	Active	Level 2	Level 2 meeting 5/1/2008	Active	