



**REPORT FROM THE COUNCIL**  
Holiday Inn Capitol Plaza—Sacramento  
September 15, 2008

Dawn Basurto, President  
Shelly Bomberry, Vice President  
Terri Pinkney, Treasurer  
Sharyl Benitez, Secretary  
Roseanne Becher, Ex-Officio  
Rosemary Mangino, Area 1 Director  
Carole Hester, Area 1 Rep.  
Deborah Ford, Area 1 Alt.  
Debra Oshige, Area 2 Director  
Becky Jo Adams, Area 2 Rep.

**Present**

BoMee Rutte, Area 2 Rep.  
Rhonda King, Area 3 Director  
Vicki Kramer, Area 4 Director  
Linda Virden, Area 4 Rep.  
Laura Eastridge Murphy, Area 5 Director  
Gerald LeDay, Area 5 Rep.  
Bob Quance, Area 5 Rep.  
Susan Harper, Communications Chair  
Shauna Taylor, Organizing Co-Chair

**Absent**

Becky Johnston, Area 5 Rep.

**PRESIDENT'S REPORT**

Dawn Basurto welcomed new and returning members to Rep Council and thanked everyone for volunteering. Dawn discussed the great weekend it was for those who attended the training with Tom Green and Jackie Rhodes from NSO. Attendees learned how to interact more efficiently and build a stronger union by recognizing and capitalizing on each other's strengths in the group.

It was noted that the training helped attendees learn that there are many ways to perceive situations/people's actions.

Rep Council participated in brief training on the Roles and Responsibilities of CAS Reps, which included Goal Setting/Strategic Planning, Parliamentary Procedure Guidelines, Duty of Fair Representation, Weingarten Rights, Honing Representation Skills, and Basic Premise of Unionism. Code of Conduct for Union Members, Core Values of CAS and Area Directors' Responsibilities were also discussed.

*Committee Recommendations* - Committee recommendations were approved.

Dawn Basurto reported on the following from Management Meeting, September 11, 2008: The Management Meeting was attended by Dawn Basurto, Shelly Bomberry, Terri Pinkney, Sharyl Benitez & Debra Oshige.

- *Training for CAS* – There has been no organized IT training for CAS since Kathy Casas retired.

- Management stated that the training program was going back to the way it used to be, that the ICA's are going to perform training.
  - There is a question as to whether the ICA's are aware of this plan, and Area Directors will talk with the ICA's to see how they feel about this issue.
  - It is thought that third party trainers have been utilized to perform trainings on an as-needed basis since Kathy's retirement.
  - Comment made that requests have been denied completely or people have been handed a book and told to read it.
- *IMS Process* – The IMS is an I&A type of process.
    - CAS is concerned about social security issues with regard to other members, leaders, etc. dealing with this confidential information. Other concerns include workload impact to our members in membership and in the field offices. Dawn and Shauna Taylor briefly explained IMS to group. Shauna said that it is impacting the field offices when leaders come to them for help with IMS issues.
      - They are only using last four digits of social security numbers.
      - They can only see their own membership information.
      - All IMS questions/issues should be referred to Dave Souza in Membership Accounting in Burlingame. Membership Specialists, I and II, are trained in IMS.
      - It was expressed that CTA has always said that CTA is helping take work away, to make workload lighter, but this is not a reality.
  - *CAS vs. CSO Conflict*
    - CSO President will work collaboratively with CAS to help resolve these issues.
  - *Do Not Resuscitate (DNR) Orders for AED's*
    - After discussion with management, it was agreed that there will be a master list sent to all offices that have AEDs, to all people who are trained in AED, as well as managers/supervisors.
    - Some members have expressed their desire of not being resuscitated.
    - All employees will be sent the waiver.
  - *Tech Support Position in Area 5*
    - CAS leadership expressed their concerns on losing CAS positions to management.
      - Management gave examples of CSO positions that have been filled by moving around locations.
      - It was noted by Rep Council members that particularly in light of the upcoming computer/software rollout we cannot afford to lose a tech position.
  - *Conflict Resolution Release Time*

- Management agreed that release time for CAS members for conflict resolution management will be CTA release time.
- *Management Talking to CSO for Purpose of CAS Performance Reviews*
  - Management stated this should not be taking place.
    - Dawn will follow up with the DHRM.
    - Suggestion made that we talk to CSO leadership regarding reinforcing the Code of Conduct between CSO and CAS.
    - Rep Council Member commented that this is a huge problem in member's area, with CSO going straight to supervisors/managers regarding issues with CAS.
    - Rep Council members would like a master list of CSO Reps.
- *Business Specialist Position*
  - Still being held in abeyance.
  - There is a question as to whether CTA is trying to standardize our jobs.
- *Video Surveillance Cameras Inside Region 2 Office*
  - Management said that they will not use the cameras to look for issues, but that the cameras are for the safety of employees and to identify intruders in a breaking situation.
  - CAS told management that we would like some policy on this.
  - We asked who had access, where it was being stored and how long it was being stored.
  - Another concern is that by the time—an intruder is in the building (where the cameras are mounted), the employees are already in danger, so the cameras are not a deterrent for entry into the building.
- *Next Management Meeting - January 14, 2008*

Dawn Basurto reported on the following from September CTA Board Meeting:

- Board discussed reverse dues check off.
  - Go to website or in educator for information.
  - Many chapters/members are not happy about reverse dues check off.
- Report was given that CTA is financially sound.
  - Increase of \$22 in Category 1 dues.

Dawn will attend the National Coordinated Bargaining Council (CBC) along with Debra Oshige as the Bargaining Chair.

- Meeting to discuss bargaining issues as well as approving the CBC National Goals and Standards. Meeting will take place, September 19-21, 2008.

NSO Research Committee

- Compiling War College information/data.
  - Roseanne Becher recommended CAS bargaining achievements be forwarded to Robert Rockwell, NSO Research Committee.

### **VICE-PRESIDENT'S REPORT**

- We save on transportation and hotel costs here in Sacramento at Holiday Inn.
- It has been expressed by council members that it is easier and less expensive to fly into Sacramento.
- Shelly recommends that we meet more often in Sacramento due to cost factors.
- We need to have our General Membership meeting in Burlingame, since most members are located close to this area.
- A Council member asked about holding Rep Council once per year in Southern California to give members in that area the opportunity to attend a meeting.
  - The June meeting will be in Southern California in Orange/Ontario area.
    - There are concerns about whether members will show up to meeting in Southern California (enough to justify the costs).
    - Council agreed that it is more expensive to meet in Southern California, but it may be worth it during a bargaining year.
  - December meeting will be in Sacramento.
- Shelly plans to take the job of liaison to committees very seriously and plans to work with committee chairs very closely. She will be sending letters to the committee chairs.

### **TREASURERS REPORT**

- The CAS Expense Form has been updated and it will be posted to the CAS Website next week.
- The year-end report is forthcoming (and is part of the budget report).
- Receipt required for tolls, per standing rules.
- Discussed the receipt requirements.

### **BUDGET REPORT**

- At July meeting distributed the proposed 2008-09 budget. However, there were no chairs in place at that time.
  - When committee chairs were determined, they were asked to propose a reasonable budget.
  - Executive Board budget increased.
  - Bargaining Committee budget was increased.
- The Budget Committee asks that we be diligent in our spending.
- Voted to accept the revised 2008-09 Budget with changes and flexibility. Unanimously approved.

## **AREA REPRESENTATIVES REPORT**

- *Area 1 – Rosemary Mangino, Director; Carole Hester, Rep.; Deborah Ford, Alt. Rep.*
  - Area 1 CAS members recently caucused at lunch during a Region 1 meeting for the first time with newly elected Area 1 Director and Reps.
  - Welcomed Erika Gerwin, who came to Area 1 from Area 5 where she worked for ISSD Department.
  - A new phone tree was distributed.
  - Members were given a “Refresher Course” on the role of their CAS Rep. They received copies of Section 7 of the CAS By-Laws and Article 16 of CAS Standing Rules (which defines the role of the Grievance Committee), and were given an overview of the grievance procedure.
  - Weingarten Rights were discussed and members who needed a card were given one.
  - Director, Rosemary Mangino, discussed the Code of Conduct, reminding members that the Code was adopted by CAS in April 1996. Specifically, went over the following points:
    - We (union members) agree to not criticize any union colleague except to the individual directly;
    - We will not participate in any conversations with management that criticize or negatively speculate about any union colleague, including CSO staff.
    - Members were encouraged to contact their union if they felt they needed assistance with an issue.
  - The meaning of a grievance was clarified to the group as being “a violation of what is written in the contract.” They were encouraged to read their contract and find the section violated before contacting their rep, if possible.
  
- *Area 2 – Debra Oshige, Director; Becky Jo Adams, Rep.; BoMee Rutte, Rep.; Shauna Taylor, Alt. Rep.*
  - Kim Cheney has been hired to fill the 60% part-time Field Services Specialist position in Natomas (vacated by Bonita Lovell). Kim comes to CTA from the California Faculty Association office in Sacramento. The Area Director and Representatives have all made personal contact with Kim to welcome her to CTA and CAS. She has been given a copy of our contract and will get a CAS t-shirt and pin.
  - Area 2 members continue to be very concerned about the lack of training offered to associate staff, including computer training and CTA related trainings (campaigns, membership processing, business document writing, mass communication writing tips, building flyers & newsletters, etc.), as well as topical professional development trainings relevant to our service to CTA members in the field (i.e. API, QEIA, etc.).
  - CAS staff in the Natomas Region 2 Headquarters office has expressed a need for a new CAS staff position to handle conference room scheduling

and set-up/breakdown for meetings held in their expansive flex center; routine office services tasks including moving boxes and shipping, routine maintenance tasks and security. A similar position is housed in the GR office. At least two associate staff in Natomas have injured (minor) themselves moving tables and setting up conference rooms for meetings, and staff are also regularly asked to lift heavy boxes. Furthermore, the Natomas conference center usage has increased dramatically, including use by staff from other offices and outside groups, which impacts the workload of existing associate staff and may justify a new position. We are working on collecting documentation to support the request.

- The Bakersfield RRC moved to a new CTA-owned property, located at 3409 Calloway Drive, Suite 201, in Bakersfield, on September 12<sup>th</sup>. The old property may be sold by CTA.
  - Update on the bullying situation in Area 2 where a CSO staff has been verbally abusive to their assigned CAS staff assistant. A conflict mediation session between the two parties is scheduled for this week, to be administered through the CAS/CSO Conflict Mediation Committee. We are hopeful there will be a positive and satisfactory outcome. CAS has also relayed to CTA our concerns that claims harassment made by staff must be treated in a confidential and sensitive manner, so as not to create further tension and hostility between the parties and to not inhibit reporting of harassment issues to CTA management. In a similar situation in another office in the region, steps have been taken to alleviate the conflict between a CAS staff person and CSO staff person. An assignment change has been made so that the CAS staff no longer supports the CSO person in question. We will continue to monitor both situations and keep the President and Representative Council updated.
  - Area 2 is pleased to have Shauna Taylor (Field Services Specialist) as our new Alternate Representative.
  - Area 2 continues to relay information to area members through their newsletter, *News & Views*.
- *Area 3 - Rhonda King, Director*
    - Region 3 is continues to experience member apathy. Current Executive Officers and Organizing Committee will assist in encouraging members to become more involved.
    - Santa Fe Springs has a Field Service Specialist out on leave. They flew a temporary Field Service Specialist position because the person may be out longer.
    - Issue regarding Office Services in Santa Fe Springs – Manager will no longer be contacting our members directly on his proposal and will work through the union. Manager will be getting together with members before implementation of any changes. They are reducing the size of that office.

The manager has a plan for the future of the department and he is working with CAS on it.

- The arbitrator ruled in favor of CTA in the Harassment arbitration on October 9<sup>th</sup>.
  
- *Area 4 – Vicki Kramer, Director; Linda Virden, Rep.; Lisa Longabaugh, Alt. Rep.*
  - New 60% Field Services Specialist position flown in Area 4. The position will support Paul Scott, Region 3/4 Political Organizer.
  - There is a hostile work environment in one of the offices between CSO and CAS members. Just came up in the last 10 days or so. Hopefully, this will get resolved soon.
  - There is an ongoing mold problem in Norco. Some mold problems have previously been dealt with; however, the mold is back, and there are new problems.
  - When CTA is hiring new employees, they are having them sign a background check form. The form states that CTA has the right to check into background at any time during employment. They also had to sign an internet policy (not email policy). Vicki is working on getting a copy of this document.
  - Stella Dominguez is retiring in December. It was noted that CTA barely mentions CAS retirements.
  
- *Area 5 – Laura Eastridge Murphy, Director; Gerald LeDay, Rep.; Bob Quance, Rep.*
  - Members enjoyed the CAS reception on September 10<sup>th</sup> that CAS held for Area 5 members.
  - There are currently agency hire extension requests in Tech Support.
  - There are concerns about what is going on in Membership Accounting. A couple of members are out on medical leave. Laura will talk with members one on one over the next month. She had a couple of people come to her concerned with losing positions in the Membership Accounting Department.
  - Switchboard Operator position was eliminated. It appears that Management has been cutting positions from our bargaining unit.
  - One member was relocated to another cubicle to accommodate a CSO member.
  - Annette and Ernie Barroso are proud parents of a new baby boy, born on 9/8/08. Annette works in the Human Rights Department.

## **GRIEVANCE REPORT**

- 08-02-01 Multi-Day Training
  - Still waiting for arbitration dates. Put off making arbitration dates, because CAS is working with management to come to some conclusion without having to go to arbitration.
  
- 08-02-03 Downgrading of Membership Specialist Position to Accounting 1 Position
  - Submitted request for arbitration.

- 07-04-10 Retirement Under Duress
  - Pre-Arb proposed settlement from CTA. Waiting for dates to go to arbitration.
- 07-04-11 Layoff Procedure
  - Arbitration date scheduled for 10/8/2008.

## **COMMITTEE REPORTS**

- Associate Staff Training - Deborah Ford
  - The committee will meet on October 23, 2008.
  
- Bargaining - Debra Oshige
  - Hopes to have first meeting in October. There are three members of team with table experience, and everyone brings their unique talents to the team. Overall, this is a strong well-rounded team, with continuity and credibility at the table.
  - Dawn and Debra will be attending the National CBC meeting this coming weekend. Main purpose is to go over the national goals and standards of NSO. They plan to meet with Tim Hill and Gerri Fong (for the first time) to talk about the bargaining climate.
  - Both CAS and CSO have been in touch with CTA to give them bargaining dates (CAS has given CTA 21 dates that they can choose from). It will be another challenging year and a difficult bargain. Retirement trust is slipping a little in the funded status. We will be consulting with both trusts (health and Retirement). Will have meeting with grievance chairs and discuss what may need to be bargained.
  - Training for the team – Debra has asked Tom Green and Jackie Rhodes to conduct training for the bargaining team. The bargaining team will be invited to attend this year War College.
  - Organizing and bargaining team will meet and work together over the year.
  
- Communications Committee - Susan Harper
  - There will be some cosmetic changes to the website and newsletter. Susan would like you to send her snapshots. Also, she would like to link other news to CAS newsletter, etc. CAS website is not private, and Susan would like you to sign up on the CAS MySpace page, as it is more private. CAS members can post bulletins and blogs for other members to see. Susan will do a poll in the next newsletter to see if CAS is interested.
  - Looking for a photographer for the newsletter/website.
  - October 15 is deadline for reports.
  
- Elections Committee – Dawn Basurto

- Dawn reported that there is a new elections committee up and running (in Natomas) and Bonita Lovell is the new Elections Committee Chair. More info forthcoming.
- General Membership – Dawn Basurto
  - Katie Howard will work on securing a hotel in the Burlingame area. We will hear more at a later date, now that we have dates set (March 28-29, 2008).
- Re-Class Committee – Debra Oshige & Laura Eastridge-Murphy
  - The Re-Classification Committee will come together one or two more times to refine the process. Last met in July.
  - Ward Rountree helped CTA and CAS write an MOU regarding a pilot. CTA release time on a trial basis to assist and coach. The committee members agreed to assist in the re-classification process. CTA agreed that it was difficult to turn down a reclassification based on unpreparedness. The committee will help members know what the reclassification process is and how they can be prepared for the panel. They originally did not want to give release time for the coaching, but they finally understood the importance. Some members have put in for reclassification. They have not set dates yet, but it will likely be in October because there are a sufficient number of members who have asked for reclassification.
  - Eventually the Re-Classification committee may become just CAS Re-Classification Committee.
  - There is one hour release for each member for coaching, and the coaching can be done by phone.
- Retirement Trust - Bob Quance
  - The Retirement Trust is currently in the negative for the year's investments. That puts the Trust in jeopardy for achieving the year's required 80% funding level. The Trust meets on Sept. 18th and more information will be available at that time.
- Joint Technology Committee – Bob Quance
  - Trainings are now being conducted by the ICAs. If you want to attend a training, please email your supervisor or manager with the general description of the desired training (Intro to Excel, Intermediate Word, Advanced Outlook, etc.). Your supervisor or manager will need to mark your email as approved and forward it to Thames Kral. Thames will pass the requests along to your ICA. If you have any questions about the new process or experience any issues with training approval/scheduling, please contact Bob Quance. CAS wants to be sure to keep up on how smoothly the new process is working out!

- The CAS Joint Tech Committee members for 2008-2009 are: Bob Quance, Richard Brown. There might be room for additional committee members – if interested, please let Bob know!
- Next Joint Tech committee Meeting: Thursday, Nov. 20th.

**EXECUTIVE BOARD/REP COUNCIL MEETINGS FOR 2008-2009**

The following are the approved meeting dates for the Executive Board and Rep Council in 2008-2009: Executive Board - December 7, 2008 and Representative Council - December 8, 2008

*Respectfully submitted by Sharyl Benitez, CAS Secretary*