

**CWA Local 2111  
Meeting Minutes  
June 3, 2010**

**Present:** Doug Frantz, John Bachelor, Robin Bachelor, Irene Matusz, Karen Roettger, Pam Purvis,  
Clarke Romans, Judy Woke, Pat Beard, Cathy Frantz, Simon Purvis, Laura Pilat

**Excused Absence:** Norm McCullough, Mark Trojan

The meeting was called to order at 6:05 pm.

A motion was called to accept the financial statement by Judy Woke and seconded by Clarke Romans. After some discussion and questions answered, it was approved unanimously.

Old Business:

1. There was discussion again about everyone having their objectives for this year, which were due March 31, 2010. If you do not have them, the Union position is that you cannot be evaluated for work performed between March 31<sup>st</sup> and the present since the evaluations are based on objectives. Again, there was a reminder that they should be created by both you and your supervisor.
2. There was discussion about the Spring Fling. Membership at the previous union meeting approved an event and the local is trying to put something together.
3. There are still six tickets left for the Union Night Orioles game on June 25. The tickets are \$5 each. Contact Laura Pilat if you are interested in attending.

New Business:

1) Appeals

- a) The appeals process will begin on June 7 at the Dundalk Campus. The committee is comprised of the Senior Staff (the three vice presidents) and three officers from CWA (John Bachelor, Norm McCullough and Pat

Beard.) The form we will be using was looked at by CWA and has been revised. We are currently scheduled to meet on June 7, 14, and 21 around 5 pm.

- b) John Bachelor talked to VP Hopp. She stated that there are currently 200 classified staff appeals but they think the number is closer to 140 since some jobs were appealed several times by the supervisor, the vice president, and the classified person. They are in the process of sorting the appeals. We have requested that we see each appeal individually as opposed to looking at them in batches according to job groups. We'll have a week between each meeting to look each one over and make recommendations. After all appeals are reviewed, they will be submitted to Dr. Kurtinitis for approval.
- c) Theoretically the process was to be complete by June 30<sup>th</sup> but that probably will not happen; however, whenever it is completed, you will still be paid retroactively from July 1, 2009 if your job classification changes. In order to ensure that you receive all your retroactive money, start gathering paperwork showing all the overtime and shift differential time you worked since July 1, 2009.

## 2) Grievances

- a) There was a member terminated last October for not turning in Attendance Exception Reports (ATR). They were accused of stealing time and CCBC placed a monetary value on the time lost. There were many extenuating circumstances involved and we went through all three levels of the grievance process. District Two considered filing for arbitration but decided against it for certain reasons. We are bringing this up because the point is to remind all members that **YOU ARE RESPONSIBLE FOR TURNING IN YOUR EXCEPTION REPORTS EVERY TWO WEEKS, NOT A DEAN'S SECRETARY.** According to college policy you should have the supervisor sign the exception report and send it to payroll every two weeks. If you allow someone to be responsible for turning in your reports and they fail to do so in a timely fashion, you will be the one held responsible for not getting the forms in on time and you will never have an accurate account of your leave balances. Mistakes can be made so be vigilant about turning in and keeping track of absences.
- b) Informal issue - CCBC applied different rules for overtime and counting vacation, sick, and holiday time as time worked. According to our contract, vacation time is considered time worked for overtime purposes. CCBC past

practice has always counted sick and holiday time as time worked. So far CWA has not received a memo from CCBC stating they want to change past practice. We will keep you informed if something changes.

- c) There was an issue involving members working during spring break. For this function only, CCBC offered to pay Unit 2 employees 2 ½ times their salary for working, starting from day one. Some members did not receive the 2.5 hours pay for all the hours they worked. The issue was resolved and the members received their missing wages.
  - d) Most grievances have revolved around attendance. Absences cannot become an issue at evaluation time if they have not been discussed with the employee prior to evaluation time. Keep in mind that FMLA absences can never be used against you during the year or during your evaluation.
- 3) Insurance:
- a) Our members have again been offered a free \$2,000 insurance policy. The company will receive mailing information on all members and will send members a packet with a card that must be mailed back stating you accept the free insurance and naming your beneficiary. The company will not contact anyone unless that person checks off on the card that they are interested in purchasing additional insurance. Unfortunately in the past a few members have been contacted when they only wanted the free insurance. John has discussed this problem with the insurance company and was assured it would not happen again. We know it may happen anyway but be aware of what you check on the card that you return. The members voted unanimously to accept the free insurance.

There was some discussion about our health insurance coverage and changes in coverage and costs to CCBC employees. John has requested, on several occasions, information about changes in our health care and so far has not received any information. Keep in mind that CCBC has to accept whatever the county negotiates for its employees because we are part of that system. CCBC cannot negotiate its own health care package.

Motion to adjourn was submitted by Doug Frantz and seconded by Clarke Romans. The meeting was adjourned at 7:50 pm.