PENDING APPROVAL OF 
STATE EXECUTIVE BOARD

MINUTES OF 
ASEA/AFSCME LOCAL 52 
Quarterly Business Session 
State Executive Board 
September 4, 2012 
(Fairbanks AK)
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CALL TO ORDER AND ROLL CALL (8:30 a.m.)
The quarterly business session of the State Executive Board convened in the conference room of the SpringHill Suites, and was called to order at 8:30 a.m. by President Val Kenny. Secretary Michael Williams called the roll and noted for the record the following board members and staff to be present. The presence of a quorum was declared.

Present were:
Valerie Kenny, President
Michael Williams, Secretary
Chris Pace, Treasurer
Jerry Soplanda, Northern Region (Fairbanks) Representative
Kathy Atkinson, Professional Representative
Lynnette Barkowski, Administrative Support Representative
Charles Stewart, Class I Representative
Bruce Dougherty, Central Region (Anchorage) Representative
Maureen “Mo” Koezuna, Bush Representative
Robert Sewell, Southeast Region (Juneau) Representative
Pamela Harper, Technical Representative
Anthony Lopez, Rural Region Representative
Jud Kirkness, Municipal Representative
Jim Duncan, Business Manager (with voice/no vote)

Absent: None

Also present: Administrative Assistant III MaryAnn Ganacias, AFSCME Area Field Services Regional Director Tam Tocher and AFSCME Education Coordinator Debra Kidney.

Member(s) present: None

OBLIGATION OF AN OFFICER
Newly elected ASEA/AFSCME Local 52, AFL-CIO, State Executive Board members, Rural Region Representative Anthony Lopez, Southeast Region Representative Robert Sewell and Central Region Representative Bruce Dougherty were sworn in under and subscribed to the “Obligation of an Officer”.

ADOPT AGENDA
Main Motion 13-001 (Adopt Agenda)
Moved by Pam Harper, seconded by Mo Koezuna
To adopt the agenda as presented.
Amendment 13-001

The following amendments to the agenda were brought forward:

- Add ‘Obligation of an Officer” after Call to Order
- Under the Business Manager’s report –
  - Following the FY12 Unaudited Financials, add FY12 Annual Audit; and
  - Following the CNC Update, add ‘Staff Update’ and ‘Member Benefits’;
- Add ‘President’s Committee’ to Committee Reports, after the Next Wave report
- Under New Business, add “2013 Political Education Leadership Conference”.

Amendment 13-001A passed, without objection.

Main Motion 13-001 as amended passed, without objection.

APPROVE MINUTES (5/23-24/2012)

Main Motion 13-002 (Adopt 5/23-24/2012 Quarterly Business Session)

Moved by Chris Pace, seconded by Kathy Atkinson

To approve the May 23-24, 2012, minutes (Quarterly Business Session-Seward) as presented.

Main Motion 13-002 passed, without objection.

RECEIVE INTO RECORD ANY POLLS

Main Motion 13-003 (Accept Poll into record – Various)

Moved by Chris Pace, seconded by Mo Koezuna

- 7/8/12 (FY13 Budget Amend - AFL-CIO Special Assessment) approved the FY13 budget to include a special assessment from the Alaska AFL-CIO in the amount of $41,070.
- 8/10/12 (2012 AFL-CIO Delegate Appointments) approved the President’s delegate appointments, listed below, to the AFL-CIO Convention held in Anchorage on August 23-24, 2012.

Chris Pace  Mike Williams  Chuck Stewart  Mo Koezuna
Jerry Soplanda  Shawn Alexander  Linda Gerber  Lynette Barkowski
Dawn Bundick  Stephanie Carlson  Michael Bredlie  Autumn Vea
Vanessa George  Jonathan Thompson  Jud Kirkness  Fate Putman
Paul Kroenung  Amendment: Imeda White

Automatic Delegates Val Kenny – Chair of the Delegation & Jim Duncan – Business Manager per ASEA P&P 3.01.001.B

- Amend 8/10/12 poll to show Robert Sewell as absent.

Main Motion 13-003 passed as amended, without objection.

REPORT – BUSINESS MANAGER

Budget Review/Update
FY12 Unaudited Financials

The Business Manager presented the FY12 Balance Sheet, with no questions from the Board.
Regarding the Budget for FY12, ending June 30, 2012, (Budget vs. Actual) the following items were especially noted:

**REVENUES**
Total Revenues are $124,144 more than budget. An increase in membership and building income rental contribute to an increase in revenues.

**EXPENSES**
Total Expenses are over budget by $11,334. Contract Administration was over budget due to Arbitration expenses, which are determined by the outcome of the arbitration.

**NET INCOME (LOSS)**
For Fiscal Year 2012, the adopted budget reflected a deficit of $9,889. The Year-to-Date actual budget reflects a surplus position of $102,891; a variance of $112,780.

*ASEA Anchorage Building Update*
The building is still being leased by Stewart Title. The lease will expire at the end of the year. Currently, we are working with the architect and will be sending out for bids by mid-October.

*FY12 Annual Audit*
Mikunda Cottrell will be conducting the annual audit beginning October 8, 2012, at ASEA Headquarters.

(The State Executive Board took a break at 9:26 a.m., and resumed in general session at 9:32 a.m.)

**Wells Fargo Advisors Presentation (Times Certain – 9:30 a.m.) - presented by Wayne Pichon**
Wayne Pichon, of Wells Fargo Advisors telephonically reported to the Board the performance review of the reserve accounts for the period ending June 30, 2012, and continued the presentation in Executive Session. An Executive Summary was incorporated into the minutes at Exhibit A. A copy of which is available for review upon filing of an Information Request to the Business Manager.

*FY13 Financials*
The Business Manager presented the FY13 Balance Sheet, with no questions from the Board.

Regarding the Budget for FY13, ending July 31, 2012, (Budget vs. Actual); one month into the fiscal year, net income reflects a positive position.

There has been one change to the adopted budget, which now includes the AFL-CIO Special Assessment approved by the State Executive Board by poll July 2012.

**Main Motion 13-004 (FY13 - Women’s Issues Committee Budget)**
Moved by Michael Williams, seconded by Chris Pace
To appropriate $2,058 to Women’s Issues Committee FY2013 Budget, to allow rollover of funds raised that were not spent in FY2012.

Main Motion 13-004 passed, without objection
Alaska Airlines EasyBiz Account
As of August 24, 2012 the Alaska EasyBiz account has a balance of 307,781 miles; and the Alaska Visa account has a balance of 1,100,739. 95,000 miles were used to fly five delegates to the AFL-CIO Convention.

Collections Update
The Business Manager presented the Collections report to the Board. For FY2012 we have collected $28,157.27. The net estimated outstanding dues to be collected, as of August 2012, are approximately $8,528.48.

Contract Negotiating Committee (CNC) Update
SOA General Government Unit
The Business Manager provided a summary of the current status of the Contract Negotiating Committee. The CNC has had three two-day organizational meetings in Anchorage. The CNC has requested to begin negotiations early. The Commissioner of Administration has responded and agreed to begin negotiations towards the end of October.

City & Borough of Sitka (CBS) Municipal Unit
The Business Manager provided a summary of the current status of the City of Sitka’s collective bargaining agreement. The CBS chapters will need to elect their CNC members and will begin organizational meetings during this fall/winter. The contract expires June 30, 2013.

Fairbanks North Star Borough Supervisors
The Business Manager presented the ratification election report to the Board. On July 26th, a tentative agreement was entered into and a ratification vote was held August 13, 2012. The vote was unanimous. The ratified contract will go before the assembly on September 13, 2012.

Staffing Update
The Business Manager reported that we have hired a receptionist in the Anchorage Headquarters. Chad Curtis began working July 3, 2012.

Member Benefits
The Business Manager presented a publication from American Income Life. The insurance company representative was present at the AFL-CIO convention. This program provides no cost value-added benefits such as accidental death and dismemberment benefit and health service discounts, child safe kits and a family information guide.

Members will receive a mailing regarding the benefits program. Members who wish to participate in the program must mail back the enclosed card in the mailing. No representative will contact the member unless they have returned the card. The insurance company will not have any member contact information until the card is received. The company will provide the materials and postage to the mail house.

Main Motion 13-005 (American Income Life Benefits Program)
Moved by Charles Stewart, seconded by Jerry Soplanda
To approve the American Income life benefits program to be mailed to members in good standing with subsequent mailings to new members.

Main motion 13-005 passed, without objection.

(The State Executive Board took a break at 10:24 a.m., resuming in general session at 10:42 a.m.)

Internal Organizing/Worksite Meetings

The Business Manager provided an overview of the Internal Organizing/Worksite Meetings from the last quarter. July 17th through August 30th, worksite meetings were held to educate members about ASEA “Who is ASEA/AFSCME Local 52?” Meetings were held at 55 worksites around the state with 661 members attending the meetings.

The next quarter, beginning after Labor Day, meetings will be held for the membership to meet their Contract Negotiating Committee member. The purpose for this round of meetings is to introduce the CNC negotiators and to explain the collective bargaining process and to obtain member feedback for the negotiating team to consider.

Steward Training

The Business Manager provided the schedule of upcoming steward trainings for this fall. Basic training is scheduled for October 23, 2012 and Advance training on October 24, 2012. GGU stewards will attend in one of the three urban locations (Anchorage, Fairbanks and Juneau). Rural and Bush stewards will attend in their representative urban location.

An email notice was sent to stewards on August 17th to RSVP for the training.

Chapter Reporting Update

The Business Manager presented the Chapter reporting update to the board. One chapter, Valdez has not satisfied their FY11 chapter reporting requirements and currently has sharing withheld. Chapters are required to submit and Automated Clearing House (ACH) form to ASEA to continue receiving sharing. ACH forms still have not been received from the following chapters (sharing is being withheld): Delta Junction, Midnight Sun (Fairbanks), Sitka and Valdez.

Chapters that have not satisfied their reporting requirements have been sent a memo stating that sharing will be withheld in October if the reporting is not received.

Rural/Bush Chapter Travel and Contact

The Business Manager presented the Rural/Bush Chapter travel and contact report to the Board.

External Organizing

The Business Manager provided an external organizing update to the Board.

New Hire Orientation/Membership Trend

The Business Manager presented the New Hire Orientation report to the board. For the period of May 1, 2012, through July 31, 2012, there have been 484 new hires (69.34% of new hires) that have attended the orientation in person and telephonically.
Unit Clarifications/PUC/Appeal

During the period of Jan May 1, 2012 through August 24, 2012, we have had 30 new clarifications added to the GGU 55 to the Supervisory Unit, 1 each in the Labor/Trade, Partially Exempt and AVTECH. There have been 88 total unit clarifications for the reporting period.

Member Advancement Program (MAP)

The Business Manager presented the Member Advancement Program report to the Board. During the reporting period there were 102 new contributors with a total of 1567 contributors, approximately 17.73% of the membership.

Political Action Program (PAC)

The Business Manager presented the PAC participant report to the Board. As of August 1, 2012, 10.98% of the membership (955 members) contributes to the PAC.

Business Leave Update

SOA GGU Business Leave Update

The Business Manager presented the Business Leave Bank Update to the Board. The bank is healthy.

City of Sitka Business Leave Update

The Business Manager presented the Business Leave Bank Update to the Board. The turnover in the City of Sitka is low which limits contributions to the Bank. The City of Sitka President has submitted a request to the Board to match funds that the chapter has contributed to the business leave bank.

Fairbanks North Star Borough Business Leave Update

The Business Manager presented the Business Leave Bank Update to the Board. The hours are low at this time but a replenishment mechanism has been put in place to replenish the bank.

REPORT – PRESIDENT

Committee Reports (Times Certain 11:30 a.m.)

Telephonic connection was established at 11:30 a.m. for any committees wishing to address the Board with the meeting continuing until a call is joined. Verbal reports were provided from the following committees:

Next Wave Committee
Women’s Issues Committee
President’s Committee

MEMBER COMMENTS – TIMES CERTAIN AT 12:00 p.m.

The telephonic connection was continued for the 12:00 p.m. times certain for all incoming calls from members wishing to address the Board, with the meeting continuing until such time a call is joined.

- Jim Schwarber - Fairbanks: Meet and thank the Board and steward training

(Kathy Atkinson has been excused at 12:00 noon, for an hour to attend a work teleconference)
Main Motion 13-006 (City of Sitka Business leave bank funding)
Moved by Jud Kirkness, seconded by Mo Koezuna
To match funds of $4,000 contributed by the City of Sitka chapter to the business leave bank.
Main Motion 13-006 passed, without objection.

Catastrophic Leave Update
During the period of May 1, 2012, through August 24, 2012, ASEA has approved 71 members with a total usage of 523.16 hours. The balance of the Catastrophic Leave bank is 47.35 hours.
The bank is exhausted. There have been 29 applicants for the month of August. The business manager has requested that we cover these members through the business leave bank. The State has refused to process the business leave for these members to have continued health coverage. The State has filed two unfair labor practice (ULPs) against the business manager.

(The Member comments segment of the agenda concluded with telephonic disconnection at 12:15 p.m., with the State Executive Board taking a break for lunch and resuming the record in general session at 1:23 p.m.)

Emergency Leave Bank Update
During the period of May 1, 2012, through August 24, 2012, ASEA has approved 38 members. The balance of the Emergency Leave bank is $263,602.77. There are 1,927 GGU employees in the Emergency Leave Bank.

Injury Leave Bank Update
During the period of May 1, 2012, through July 31, 2012, ASEA has approved 13 members that used the Injury Leave bank for a total usage of 157.66 hours. The balance of the Injury Leave bank is $525,167.92.

Grievance and Arbitration Report
The Business Manager presented the Arbitration report to the Board. There have been eighteen (18) arbitrations during CY2012.
The Business Manager presented the Grievance report to the Board with no questions from the Board. As of August 24, 2012, there are 351 cases currently ongoing and open with the State of Alaska.

Lobbyist Report
The Assistant Business Manager/Lobbyist Fate Putman provided a report to the Board in Executive session.

Main Motion 13-007 (Executive Session)
Moved by Michael Williams, seconded by Jerry Soplanda
To enter into executive session to protect the privacy of individuals, and to protect the confidentiality of negotiations and/or litigation
Main Motion 13-007 passed, without objection.

(The State Executive Board entered into executive session at took a break at 1:40 p.m., resuming the record in general session at 2:15 p.m.)

Publications/Communications Report
The Business Manager presented the Publications/Communications report to the Board.

ASEA/AFSCME Local 52 Constitution
President Saunder has approved the ASEA Constitution adopted by the ASEA 14th Biennial Convention. Copies of the constitution were provided to all board members.

(The State Executive Board took a break at 2:18 p.m., resuming the record in general session at 2:30 p.m.)

//End of Business Manager’s Report

REPORT – PRESIDENT

Committee Reports (Continued)
Subcommittee of the Board for Policies & Procedures
The subcommittee provided the following report to the board.

1.00.000 CHAPTER GUIDELINES

1.01.000 ESTABLISHMENT OF CHAPTERS

As authorized by ASEA Constitution Article 10, the State Executive Board shall establish chapters as it deems necessary to provide for the most effective means of permitting members of the Union to participate in the affairs of the Union.

PURPOSE: The State Executive Board has created chapters to provide a local network for the membership in its area. The purpose of chapters is to bring chapter members together to share ideas, and perspectives, as well as activities to promote solidarity.

Chapters are subordinate entities of the Union. Each chapter, at a minimum, shall include an elected President, Secretary and Treasurer, who shall serve a term of office as prescribed in the chapter bylaws.

Chapters may create committees to carry out functions of the chapter. Those chapter committees are subordinate bodies of the chapter and may not act independent of the chapter. Chapters and chapter committees must follow established union policies.

Chapters shall meet at least once annually and shall adopt bylaws for the conduct of their affairs and an annual budget.
1.0402.000 REPORTING REQUIREMENTS

A. Chapters will provide the ASEA/AFSCME Local 52 Executive Board with a fiscal (July 1 through June 30) year-end accounting of funds expended. The fiscal year report will be provided through the ASEA/AFSCME Local 52 Business Manager within one month following June 30 close of business. These financial reports will be used to determine chargeable, partially chargeable, or non-chargeable expenses under the Hudson Decision (please read policy on the Hudson Decision for full information).

B. In addition, chapters will provide the ASEA/AFSCME Local 52 Executive Board (through the Business Manager) with the following:
   1. Chapter bylaws.
   2. A current list of Stewards with phone numbers.
   3. Lists of officers.
   4. Minutes of Chapter Executive Board and Chapter membership meetings.

C. The report will be signed by the Chapter President, Secretary, and Treasurer prior to submission to and acceptance by the ASEA Headquarters. The ASEA Headquarters will provide the forms for submission of the report.

D. After thirty (30) days’ notice to the chapter, the Business Manager shall withhold support checks from chapters that are not in compliance with the reporting requirements. Chapters will receive all monies withheld upon compliance with reporting requirements.

1.0203.000 GUIDELINES FOR STAFF ASSISTANCE TO CHAPTERS

All Chapter requests for assistance shall be treated in the same manner.

A. Use of ASEA/AFSCME Local 52 Office meeting space for local Chapter meetings is permitted and encouraged, as an economical means of holding chapter meetings.

B. A request for meeting space should be made ten (10) days prior to the actual meeting date. Less notice is permissible if deemed an emergency by the Chapter board of officers and requested by the president or secretary.

C. Union staff may be present at all meetings but at no additional expense to the union or chapter.

D. Chapter members using the office space will straighten up the room and leave it neat.

E. Long distance calls may be made from ASEA/AFSCME Local 52 offices only for Union-related business purposes. The local Chapter may be billed for the actual cost of each long distance call and reimbursement made to the Union.

F. Use of copying equipment is allowed for official chapter business only. Number of copies will be noted on a copy log located at the copier.

G. Chapters may be billed for copying, not to exceed six cents per page. No copying charges will be incurred when copies are made on chapter purchased paper.

H. Production of printed notices and distribution of Chapter meeting notices will not normally be done by Union staff.

I. Any mailings done by Union staff for Chapter business will require prior approval of the Business Manager, and costs will be billed to the Chapter.

J. E-mail notification of Local Chapter meetings, special events, and informational notices will be done by Union staff.

K. Business Leave for Chapter Use. The Business Manager may authorize the use of Business Leave if, in his/her sole judgment, the proposed use would benefit a chapter.

L. Chapter presidents in Anchorage, Fairbanks, and Juneau will be granted independent access to the local union office under the following conditions:
   1. Upon swearing into office, chapter presidents in Anchorage, Fairbanks, and Juneau will sign a liability agreement and a confidentiality statement.
   2. Chapter presidents will ensure the union office is secured after their use of the union office.
   3. At the end of each business day, staff will secure all documents containing confidential information.

1.0203.010 Newsletters

Staff shall not prepare Chapter newsletters.
1.0203.020   Websites

A. ASEA Anchorage Headquarters shall periodically review the content of Chapter and committee website postings to ensure such content is consistent with the goals and objectives of the Union.

B. Chapters and Committees must secure approval from the Business Manager to establish website or social networking accounts or postings.

1.0204.000   HIRING OF CHAPTER STAFF PERSONNEL

Chapters may not hire employees.

1.05.000   CHAPTER FUNDS

Each chapter receives a share of dues, as allocated under ASEA Constitution Article 10.06. Chapter funds may only be spent in accordance with the AFSCME Financial Standards Code. Chapter funds may only be held in checking, savings, or certificates of deposit at an FDIC insured bank or NCUA insured credit union. Chapters may not invest funds.

To maintain security of Union chapter funds, all chapters will be required to have on file with the Union Headquarters an approved Automated Clearing House (ACH) Deposit/Withdrawal form for all chapter financial institution accounts that are in the name of the chapter. The ACH form will allow Union Headquarters to electronically deposit chapter support payments to each chapter’s designated account each month rather than sending a check. In the even that a chapter is determined to be inactive the ACH will provide the Union with a method to be able to withdraw the funds of the inactive chapter and hold them in escrow to prevent loss of the funds. A chapter will be declared inactive by State Executive Board motion on recommendation of the ASEA Business Manager.

Chapter funds may not be spent for political purposes, or contributed to any political candidate or political entity. Chapter funds may not be used to conduct member surveys or to conduct activities inconsistent with the Union’s goals as established by the State Executive Board.

2.00.000   COMMITTEES

2.01.000   GENERAL

A. PURPOSE: The State Executive Board has created committees to help identify issues facing the membership. The purpose of committees is to bring committee members together to share ideas, perspectives, and to identify issues unique to the group the committee represents. The committee may develop strategies, ideas, suggestions for addressing issues and submit their recommendation to the Business Manager. The Business Manager may refer recommendations to the State Executive Board. The State Executive Board may delegate assignments or tasks to the committee. The committee may only implement actions specifically authorized by the Business Manager or the State Executive Board.

B. BUDGET: The State Executive board shall adopt an annual budget for each committee. Committees may submit budget requests to the State Executive Board through the Business Manager. A committee’s budget is used primarily to facilitate meetings of the committee such as teleconferences and face-to-face meetings of committee members. All expenditures must be pre-approved by the Business Manager. No committee or individual committee member shall have the power to act as an agent for or otherwise bind the Union in any manner whatsoever. [ASEA Constitution 13.01]

C. FUNDRAISING: Committees may conduct fundraising activities subject to approval by the Business Manager. Funds received from fundraising efforts shall be placed in the ASEA/AFSCME Local 52 general account. The State Executive Board may allocate those funds to the appropriate Committee.

D. CHARGE: Each committee’s charge can be found in P&P 2.03. Committees may submit recommendations to the State Executive Board for their affected members. While committees may recommend, the State Executive Board decides what charge/message ultimately fits within the goals and objectives of the Union. The State Executive Board may ask committees to help disseminate the Union message.

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E. A committee may recommend ideas for outreach to the membership or surveys of the membership to the State Executive Board. Implementing such recommendations is the prerogative of the State Executive Board.

AF. The ASEA President will be informed of all committee meetings and the date of the committee meeting will be posted on the ASEA website calendar.

B. All resignations by a committee appointee must be submitted in writing to the President, through the Business Manager.

C. Upon a majority vote of the State Executive Board, a committee member may be removed from the committee.

DG. Committees are required to provide the President, through the Business Manager, written minutes of all meetings no later than 30 days from the date of the meeting.

EH. A standing committee may be constituted only if specifically authorized as a standing committee in the ASEA/AFSCME Local 52 Constitution.

F. Committees will consist of ASEA members in good standing only. Staff or other parties may provide assistance, however only ASEA members will be able to vote or chair meetings.

I. Materials distributed to members by ASEA Committees shall be reviewed and approved by the Business Manager.

2.02.000 ELECTED COMMITTEES/PANELS

2.02.010 Judicial Panel

A. Members of the Judicial Panel shall be elected in accordance with Article 11 of the ASEA/AFSCME Local 52 Constitution. ASEA/AFSCME Local 52 members in good standing are eligible to run as candidates for the Judicial Panel, except members of the State Executive Board and the Contract Negotiating Committee.

B. In instances where the constitutional authority of the State Executive Board appears in conflict with the constitutionally granted authority of the ASEA/AFSCME Local 52 Judicial Panel, the decision of jurisdiction will be made by the State Executive Board.

C. Vacancies in office shall be filled on a temporary basis by a vote of the State Executive Board, and the member so elected shall serve until the following March election. The membership shall then proceed to elect a member to replace the board-elected member to serve out the balance of the unexpired term. The board shall follow the election process outlined in Section 4.08.000.

D. Rules of Procedure. The Judicial Panel shall establish rules of procedure that are consistent with the provisions of the constitutions of ASEA/AFSCME Local 52 and AFSCME International. The rules and any changes in such rules shall be subject to the approval of the State Executive Board, and shall become effective only upon the granting of such approval. A copy of such rules shall be filed with the Secretary of ASEA/AFSCME Local 52 and shall be made available to any member of the Union upon request. A copy of the rules shall be sent to all chapter presidents.

2.02.020 Contract Negotiating Committees

A. Members of the Contract Negotiating Committees shall be elected in accordance with Article 12 of the ASEA/AFSCME Local 52 Constitution.

B. Members of the Contract Negotiating Committee shall be authorized to establish their own rules of conduct and procedures concerning collective bargaining.

2.02.021 Collective Bargaining Information

During the collective bargaining process, in order to assure that all members are informed of critical collective bargaining issues, the Union will provide the membership with regular updates on negotiations and other collective bargaining information acceptable to the Contract Negotiating Committee of ASEA/AFSCME Local 52

2.03.000 APPOINTED COMMITTEES

2.03.010 General

Appointed Committees, unless otherwise stated, are subject to the following:
A. APPOINTMENTS: All committee members shall be appointed in accordance with Article 8.04 of the ASEA/AFSCME Local 52 Constitution.

B. COMPOSITION: Appointed committees shall consist of up to ten (10) members. Two (2) members each from the Central region, the Northern region, and the Southeast region; one (1) member each from the Bush and Rural regions; and two (2) At-Large seats.

Committees will consist of ASEA members in good standing only. Staff or other parties may provide assistance, however only ASEA members will be able to vote or chair meetings.

C. TERMS: Members of each committee shall serve for a term of three (3) years from date of appointment.

All resignations by a committee appointee must be submitted in writing to the President, through the Business Manager. Upon a majority vote of the State Executive Board, a committee member may be removed from the committee, or a committee may be dissolved.

D. COMMITTEE CHAIR: The President shall designate a Chair from the committee members with confirmation from the State Executive Board. The Chair’s term of appointment shall be for the duration of his/her regular appointment.

E. FUNDRAISING: Committees may conduct fundraising activities subject to approval by the Business Manager. Funds received from fundraising efforts shall be placed in the ASEA/AFSCME Local 52 general account. The State Executive Board may allocate those funds to the appropriate Committee.

F. LIAISON: Committees listed in 2.03.050 through 2.03.080 and 2.03.100 will have a designated State Executive Board liaison appointed by the President, with concurrence from the Board. Liaisons will have a voice but no vote and cannot serve as chair.

2.03.015 Websites

A. ASEA Anchorage Headquarters shall periodically review the content of committee website postings to ensure such content is consistent with the goals and objectives of the Union.

B. Committees must secure approval from the Business Manager to establish website or social networking accounts or postings.

2.03.020 Election Committee

In accordance with Article 7 of the ASEA/AFSCME Local 52 Constitution all elections for the State Executive Board and AFSCME convention delegates shall be conducted under the supervision of an Election Committee.

A. The Election Committee shall consist of six (6) members: the committee chair and one (1) member representing each of the five (5) geographic regions (Central, Northern, Southeast, Bush, and Rural).

B. Appointments to the Election Committee shall be made before the start of the election cycle, so that committee members shall be in place at least forty-five (45) days prior to the mailing of nomination forms.

C. The State Executive Board may utilize the Election Committee in membership balloting other than officer elections.

D. Upon receiving the State Executive Board notice to hold an officer election, the Election Committee shall execute all officer elections in accordance with the elections process established in the constitutions of ASEA/AFSCME Local 52 and AFSCME, and the AFSCME Elections Manual, and Policy 22.00.000 of this manual.

E. The Election Committee should hold their organizational meeting no later than thirty (30) days prior to the mailing of nomination forms. The committee shall elect a secretary to keep the minutes of the committee.

2.03.030 Grievance Review Committee

A. The members of the Grievance Review Committee shall consist of eight (8) experienced GGU stewards, with two from the Central region, two from the Southeast region, two from the Northern region, and two from the Rural or Bush regions. Appointments are for three (3) years. Grievance Committee members will be appointed by the President with the approval of the ASEA/AFSCME Local 52 State Executive Board. The President shall designate the Chair of the Grievance Review Committee. Members are allowed to serve subsequent appointments as long as they remain stewards, work in the location for which they were assigned to represent, and that they meet training

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requirements noted in section C, below. No members of the ASEA/AFSCME Local 52 State Executive Board may be
appointed to the Grievance Review Committee.

B. For the purpose of this Policy and Procedure, an experienced steward is defined as an ASEA member who is an
elected steward and has at least two years of steward experience prior to appointment to the Grievance Review
Committee.

C. ASEA/AFSCME Local 52 will provide mandatory annual training for all committee members and initial training for all
newly appointed committee members. Newly appointed members must receive training within six months of their
appointment. Failure to meet the training requirements is grounds for removal from the committee.

2.03.031 Right of Appeal

A. Each General Government Unit member is entitled to have disputes with the State promptly considered by the
Union. This Grievance Review Policy is applicable to all grievances covered by Article 16 of the current Collective
Bargaining Agreement or the comparable provision of any successor agreement. Appeals are not available for
complaints, as defined in Article 15 of the current Collective Bargaining Agreement, or the comparable provision of
any successor agreement, nor does it apply to classification reviews (Article 17) or performance evaluations and
incentives (Article 18), or the comparable provisions of any successor agreement. The following actions may be
appealed by the member pursuant to this Grievance Review Policy:

1. The refusal to advance a grievance at any step;
2. Any disagreement regarding a proposed settlement; or,
3. The decision whether to proceed to arbitration.

The jurisdiction of the Grievance Review Committee is limited to items 1., 2., and 3. above. Other disputes, such as
disagreements over hearing strategy, witnesses, and decisions falling within the discretion of the Business Agent or
Business Manager, are not subject to this Grievance Review Policy.

B. All members are entitled to appeal in writing any of the above-described actions to the Union’s Grievance Review
Committee.

C. Upon certified receipt of the Union’s notice that it will not proceed with the grievance (as defined in Paragraph 1)
the member may file a written appeal. The member’s appeal must be received by the Union, or postmarked within
10 calendar days of the member’s receipt of the Union’s notice.

D. Questions of timeliness shall be decided by the Grievance Review Committee. Circumstances beyond the member’s
control which delay the filing of an appeal may be considered by the Grievance Review Committee.

E. Appeals will be processed in an expedited manner. A panel of three (3) members of the Grievance Review
Committee shall meet as needed to hear and decide pending appeals.

F. All proceedings shall be confidential, unless the member filing the appeal waives confidentiality. All documents
produced in support of or in opposition to any appeal shall not be distributed to anyone other than the Business
Agent, the member, the Business Manager, and the members of the Committee hearing the appeal. Such
documents shall become a permanent part of the Union’s grievance file.

2.03.032 Standards of Review

A. A panel comprised of members of the Grievance Review Committee shall meet as needed to hear all pending
appeals. The members of each Panel will be selected by the Chair, who shall designate one Panel member to serve
as Panel Chair. The Business Manager (or his/her designee) will coordinate the hearing schedule. The Panel shall
not consist of co-workers of the appealing members. Any Panel member who is biased or may appear to be biased
shall withdraw.

B. Business leave will be authorized only for Panel members, for both preparation and hearings. GGU members who
are appealing decisions to the Panel shall be responsible for their own expenses.

C. The Business Manager will forward all paperwork pertaining to the appeal issue to the Hearing Panel members for
review and to better prepare themselves to hear the appeal. Panel members must safeguard all hearing documents
from public view.

D. Neither ASEA/AFSCME Local 52 nor the appellant will be entitled to more than two witnesses – in addition to the
appellant, Steward, Business Agent, and Business Manager – unless a request for additional witnesses is made in
writing and received 10 calendar days prior to the date of the hearing. Hearings may be conducted telephonically.
Advance notice of the hearing shall be adequate to arrange the presence of other witnesses deemed necessary by the participants or the Panel.

E. At the hearing the parties may present evidence and arguments. The right of the parties to hear and cross-examine all witnesses shall be respected. The Panel Chair shall assure that each side has a reasonable opportunity to present its case. However, he/she may limit the length of testimony and make reasonable rulings to expedite the proceedings, subject to review by the entire Panel.

F. If the panel needs additional information, it shall act together and not separately in requesting additional information be provided by the Union staff or appellant. The Panel members shall avoid individual contact with any party or witness during the appeal process with regard to the subject of the appeal. In the event additional information is requested, the hearing shall be postponed until the next Panel meeting, at which time the Panel will hear and decide the appeal.

G. Once the Panel has heard all the evidence and arguments presented at the hearing, the Panel shall deliberate in closed session. Such deliberations shall be confidential.

H. In making a decision, the Panel may consider the following:

1. all information provided to them by the parties, so long as both parties have had an opportunity to review and respond to the evidence;
2. the Union’s budget for grievance/arbitration processing;
3. the testimony and credibility of witnesses; and,
4. any other evidence or considerations which are necessary to an equitable determination of the appeal.

The Panel may not consider facts, rumors, documents or other information, which are not a part of the grievance file or supplied by the parties at the hearing.

I. The Panel shall not overturn the decision of the Union staff unless the evidence establishes that ASEA/AFSCME Local 52 has acted in an arbitrary or discriminatory manner, or in bad faith.

J. 1. If an appeal is granted, the Panel may:
   (a) direct the grievance be advanced through Step IV;
   (b) direct the settlement be rejected and the Union to proceed to arbitration; or
   (c) direct the grievance be advanced to arbitration.
2. If an appeal is denied, the Panel shall affirm the decision made by the Union.

K. The Panel’s decision shall be final and binding on the Union and the member. However, the Panel may reconsider their decision if, and only if, new evidence becomes known after the decision has been issued that may have caused the Panel to decide the case differently. The final decision may not be appealed to the Union’s State Executive Board or other Union board or officer.

L. The Panel’s decision shall be sent in writing to the member with a copy to the Business Manager, within 10 calendar days of the Panel’s decision.

2.03.040 ASEA/AFSCME Local 52 Political Action Committee

As it is prohibited under Alaska Public Offices Commission (APOC) Regulations to use ASEA/AFSCME Local 52 dues money for any partisan political purposes, all voluntary political contributions are to be placed under the control of the ASEA/AFSCME Local 52 Statewide PAC and governed by the Rules of Operation that have been approved by the ASEA/AFSCME Local 52 Political Action Directors. The PAC is not a committee under the jurisdiction of the Union.

2.03.050 Rural Advisory Committee

The Rural Advisory Committee shall be comprised of the president of each rural chapter of ASEA/AFSCME Local 52. The Rural Representative on the State Executive Board shall serve as liaison between the committee and the State Executive Board. The Rural Advisory Committee will meet telephonically at least quarterly. They may have one face-to-face meeting annually in lieu of a telephonic meeting.

2.03.060 Women’s Issues Committee

The Women’s Issues Committee is created for members to address challenges, inequalities, and recommendations for improving working conditions for ASEA women.
The Women’s Issues Committee will meet telephonically at least quarterly and may meet in a face-to-face meeting annually in lieu of a telephonic meeting.

2.03.070  

Bush Community Committee  
The Bush Community Committee is created for the Bush community members, to address issues and concerns of chapters not on a road system and to look into economic impacts and union opportunities. The committee will consist of up to ten (10) members from Bush chapters. The State Executive Board Bush Representative will serve as a liaison between the committee and the State Executive Board. The Bush Community Committee will meet telephonically at least quarterly. They may have one face-to-face meeting annually in lieu of a telephonic meeting.

2.03.080  

Probation/Parole Committee  
The Probation/Parole Committee is created to address issues and concerns of Probation and Parole Officers. The committee will consist of up to ten (10) GGU members who are Probation/Parole Officers from various regions. The State Executive Board Class I Representative will serve as a liaison between the committee and the State Executive Board.

2.03.090  

Class I Committee  
The Class I Committee is created for and comprised of GGU Class I members to represent the needs of Class I employees. The ASEA/AFSCME Local 52 Class I Executive Board representative shall be the Chair of the committee. The Committee shall meet monthly by teleconference. Members of the Committee may meet face-to-face at least annually in lieu of a telephonic meeting.

2.03.100  

Next Wave Committee  
The Next Wave Committee is created for ASEA members 35 years of age and under, to address issues and concerns of these younger members. The Next Wave Committee will meet telephonically at least quarterly and may meet in a face-to-face meeting annually in lieu of a telephonic meeting.

2.04.000  

SPECIAL STATE EXECUTIVE BOARD COMMITTEES  
Special committees are appointed for a time-certain, providing a final report to the ASEA/AFSCME Local 52 Executive Board no later than the conclusion of such appointment or at the next regularly scheduled quarterly meeting, whichever comes first. All special committee appointments shall cease to exist at end of time-certain.

2.05.000  

COMMITTEES REQUIRED UNDER COLLECTIVE BARGAINING AGREEMENTS  

Main Motion 13-008 (Subcommittee of the Board for Policies and Procedures)  
Moved by Committee  
To recommend the proposed language changes in the ASEA Policies and Procedures for the 30-day comment period.

Main Motion 13-008 passed, without objection.

Committee reports are noted and accepted into the record and incorporated into the minutes at Exhibit B, a copy of which is available upon filing of an Information Request to the Business Manager.
Executive Board Committee Liaisons present provided a verbal presentation for the following committee(s):

- Bush Community Committee
- Class I Committee
- Judicial Panel
- AFSCME Correction United
- Probation and Parole Committee

Written Committee reports were provided to the Board from the following committee(s):

- Grievance Review Committee
- Judicial Panel
- Presidents Committee
- Women's Issues Committee

Committee Appointments

The State Executive Board reviewed the solicitations of interest received from the membership.

Main Motion 13-009 (Various Committee Appointment)
Moved by Michael Williams, seconded by Kathy Atkinson
To accept the Chair’s appointment of Christian Blankenship to the Northern Class I Committee seat, Michi Robinson to the Bush/Rural Judicial Panel seat, and Dawn Bundick to the Central Grievance Review Committee seat.

Main Motion 13-009 passed, without objection.

Calendar of Events
The next schedule meeting of the State Executive Board is December 12-13, 2012, in Anchorage.

REPORT – TREASURER
There was no Treasurer’s report provided at this time.

UNFINISHED BUSINESS
There was no unfinished business at this time.

NEW BUSINESS

Political Education Leadership Conference 2013
Main Motion 13-010 (FY13 - Political Education Leadership Conference)
Moved by Charles Stewart, seconded by Lynnette Barkowski
To approve the Political Education Leadership conference in Juneau and to appropriate $120,000 in the FY2013 budget.

Main Motion 13-010 passed, without objection.
Invitations will be sent after dates are determined. 100 members and staff will be invited to attend. Dates of the PEL Conference will be determined based on availability of the meeting room and hotel rooms in Juneau during the month of February 2013. The Quarterly Business Session of the State Executive Board will be scheduled either immediately before or after the PEL Conference. After availability is determined, the Board will be notified.

ADJOURNMENT

(Whereupon, the quarterly business session of the ASEA/AFSCME Local 52 State Executive Board adjourned at 4:14 p.m.)

Respectfully submitted by
Michael R. Williams, Secretary
State Executive Board
ASEA/AFSCME Local 52, AFL-CIO