



Alaskans Working For Alaska!

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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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34		

**QUARTERLY BUSINESS SESSION OF THE
ASEA/AFSCME LOCAL 52 STATE EXECUTIVE BOARD
SEPTEMBER 4, 2012
SPRINGHILL SUITES - FAIRBANKS AK**

DAY ONE – 9/4/2012

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.

1 Amendment 13-001

2 The following amendments to the agenda were brought forward:

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

9
10 Amendment 13-001A passed, without objection.

11
12 Main Motion 13-001 as amended passed, without objection.

13
14 **APPROVE MINUTES (5/23-24/2012)**

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

16 Moved by Chris Pace, seconded by Kathy Atkinson

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

18
19 Main Motion 13-002 passed, without objection.

20
21 **RECEIVE INTO RECORD ANY POLLS**

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

23 Moved by Chris Pace, seconded by Mo Koezuna

- 24
- 25 ■ 7/8/12 (FY13 Budget Amend - AFL-CIO Special Assessment) approved the FY13 budget
- 26 to include a special assessment from the Alaska AFL-CIO in the amount of \$41,070.
- 27 ■ 8/10/12 (2012 AFL-CIO Delegate Appointments) approved the President’s delegate
- 28 appointments, listed below, to the AFL-CIO Convention held in Anchorage on August
- 29 23-24, 2012.

30	31	32	33	34	35
	Chris Pace	Mike Williams	Chuck Stewart	Mo Koezuna	
	Jerry Soplana	Shawn Alexander	Linda Gerber	Lynette Barkowski	
	Dawn Bundick	Stephanie Carlson	Michael Bredlie	Autumn Ve	
	Vanessa George	Jonathan Thompson	Jud Kirkness	Fate Putman	
	Paul Kroenung		Amendment: Imeda White		

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

- 37
- 38
- 39 ■ Amend 8/10/12 poll to show Robert Sewell as absent.

40
41 Main Motion 13-003 passed as amended, without objection.

42
43 **REPORT – BUSINESS MANAGER**

44 Budget Review/Update

45 FY12 Unaudited Financials

46 The Business Manager presented the FY12 Balance Sheet, with no questions from the Board.

1 Regarding the Budget for FY12, ending June 30, 2012, (Budget vs. Actual) the following items were
 2 especially noted:

3
 4 **REVENUES**

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

7
 8 **EXPENSES**

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

11
 12 **NET INCOME (LOSS)**

13 For Fiscal Year 2012, the adopted budget reflected a deficit of \$9,889. The Year-to-Date actual budget
 14 reflects a surplus position of \$102,891; a variance of \$112,780.

15
 16 *ASEA Anchorage Building Update*

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

19
 20 *FY12 Annual Audit*

21 Mikunda Cottrell will be conducting the annual audit beginning October 8, 2012, at ASEA Headquarters.

22
 23 (The State Executive Board took a break at 9:26 a.m., and resumed in general session at 9:32 a.m.)

24 **Wells Fargo Advisors Presentation (Times Certain – 9:30 a.m.) - presented by Wayne Pichon**

25 Wayne Pichon, of Wells Fargo Advisors telephonically reported to the Board the performance review of
 26 the reserve accounts for the period ending June 30, 2012, and continued the presentation in Executive
 27 Session. An Executive Summary was incorporated into the minutes at Exhibit A. A copy of which is
 28 available for review upon filing of an Information Request to the Business Manager.

29
 30 *FY13 Financials*

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

32
 33 Regarding the Budget for FY13, ending July 31, 2012, (Budget vs. Actual); one month into the fiscal
 34 year, net income reflects a positive position.

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

37
 38 *Main Motion 13-004 (FY13 - Women's Issues Committee Budget)*

39 Moved by Michael Williams, seconded by Chris Pace

40 To appropriate \$2,058 to Women's Issues Committee FY2013 Budget, to allow rollover of funds raised
 41 that were not spent in FY2012.

42
 43 Main Motion 13-004 passed, without objection
 44

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 Soplada

1 To approve the American Income life benefits program to be mailed to members in good standing with
2 subsequent mailings to new members.

3
4 Main motion 13-005 passed, without objection.

5
6 (The State Executive Board took a break at 10:24 a.m., resuming in general session at 10:42 a.m.)

7 Internal Organizing/Worksite Meetings

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

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

16 Steward Training

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

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

22 Chapter Reporting Update

23 The Business Manager presented the Chapter reporting update to the board. One chapter, Valdez has not
24 satisfied their FY11 chapter reporting requirements and currently has sharing withheld.

25 Chapters are required to submit and Automated Clearing House (ACH) form to ASEA to continue
26 receiving sharing. ACH forms still have not been received from the following chapters (sharing is being
27 withheld): Delta Junction, Midnight Sun (Fairbanks), Sitka and Valdez.

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

30 Rural/Bush Chapter Travel and Contact

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

32 External Organizing

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

34 New Hire Orientation/Membership Trend

35 The Business Manager presented the New Hire Orientation report to the board. For the period of May 1,
36 2012, through July 31, 2012, there have been 484 new hires (69.34% of new hires) that have attended the
37 orientation in person and telephonically.

38

1 Unit Clarifications/PUC/Appeal

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

5 Member Advancement Program (MAP)

6 The Business Manager presented the Member Advancement Program report to the Board. During the
7 reporting period there were 102 new contributors with a total of 1567 contributors, approximately
8 17.73% of the membership.

9 Political Action Program (PAC)

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

12 Business Leave Update

13 SOA GGU Business Leave Update

14 The Business Manager presented the Business Leave Bank Update to the Board. The bank is healthy.
15

16 City of Sitka Business Leave Update

17 The Business Manager presented the Business Leave Bank Update to the Board. The turnover in the
18 City of Sitka is low which limits contributions to the Bank. The City of Sitka President has submitted a
19 request to the Board to match funds that the chapter has contributed to the business leave bank.
20

21 Fairbanks North Star Borough Business Leave Update

22 The Business Manager presented the Business Leave Bank Update to the Board. The hours are low at
23 this time but a replenishment mechanism has been put in place to replenish the bank.
24

25 **REPORT – PRESIDENT**

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

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

30 Next Wave Committee

31 Women's Issues Committee

32 President's Committee
33

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

35 The telephonic connection was continued for the 12:00 p.m. times certain for all incoming calls from
36 members wishing to address the Board, with the meeting continuing until such time a call is joined.
37

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

39
40 (Kathy Atkinson has been excused at 12:00 noon, for an hour to attend a work teleconference)

1 **REPORT – BUSINESS MANAGER (Continued)**

2
3 Main Motion 13-006 (City of Sitka Business leave bank funding)

4 Moved by Jud Kirkness, seconded by Mo Koezuna

5 To match funds of \$4,000 contributed by the City of Sitka chapter to the business leave bank.

6
7 Main Motion 13-006 passed, without objection.

8 Catastrophic Leave Update

9 During the period of May 1, 2012, through August 24, 2012, ASEA has approved 71 members with a
10 total usage of 523.16 hours. The balance of the Catastrophic Leave bank is 47.35 hours.

11 The bank is exhausted. There have been 29 applicants for the month of August. The business
12 manager has requested that we cover these members through the business leave bank. The State has
13 refused to process the business leave for these members to have continued health coverage. The State
14 has filed two unfair labor practice (ULPs) against the business manager.

15
16 (The Member comments segment of the agenda concluded with telephonic disconnection at 12:15 p.m.,
17 with the State Executive Board taking a break for lunch and resuming the record in general session at
18 1:23 p.m.)

19 Emergency Leave Bank Update

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

23 Injury Leave Bank Update

24 During the period of May 1, 2012, through July 31, 2012, ASEA has approved 13 members that used the
25 Injury Leave bank for a total usage of 157.66 hours. The balance of the Injury Leave bank is
26 \$525,167.92.

27 Grievance and Arbitration Report

28 The Business Manager presented the Arbitration report to the Board. There have been eighteen (18)
29 arbitrations during CY2012.

30 The Business Manager presented the Grievance report to the Board with no questions from the
31 Board. As of August 24, 2012, there are 351 cases currently ongoing and open with the State of Alaska.

32 Lobbyist Report

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

35
36 Main Motion 13-007 (Executive Session)

37 Moved by Michael Williams, seconded by Jerry Soplana

38 To enter into executive session to protect the privacy of individuals, and to protect the confidentiality of
39 negotiations and/or litigation

1
2 Main Motion 13-007 passed, without objection.

3
4 (The State Executive Board entered into executive session at took a break at 1:40 p.m., resuming the
5 record in general session at 2:15 p.m.)

6 Publications/Communications Report

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

8 ASEA/AFSCME Local 52 Constitution

9 President Saunder has approved the ASEA Constitution adopted by the ASEA 14th Biennial Convention.
10 Copies of the constitution were provided to all board members.

11
12 (The State Executive Board took a break at 2:18 p.m., resuming the record in general session at 2:30
13 p.m.)

14
15 //End of Business Manager's Report

16
17 **REPORT – PRESIDENT**

18 Committee Reports (Continued)

19 Subcommittee of the Board for Policies & Procedures

20 The subcommittee provided the following report to the board.

21 **1.00.000 CHAPTER GUIDELINES**

22 **1.01.000 ESTABLISHMENT OF CHAPTERS**

23
24 As authorized by ASEA Constitution Article 10, the State Executive Board shall establish chapters as it deems necessary to
25 provide for the most effective means of permitting members of the Union to participate in the affairs of the Union.

26
27 PURPOSE: The State Executive Board has created chapters to provide a local network for the membership in its area. The
28 purpose of chapters is to bring chapter members together to share ideas, and perspectives, as well as activities to promote
29 solidarity.

30
31 Chapters are subordinate entities of the Union. Each chapter, at a minimum, shall include an elected President, Secretary
32 and Treasurer, who shall serve a term of office as prescribed in the chapter bylaws.

33
34 Chapters may create committees to carry out functions of the chapter. Those chapter committees are subordinate bodies of
35 the chapter and may not act independent of the chapter. Chapters and chapter committees must follow established union
36 policies.

37
38 Chapters shall meet at least once annually and shall adopt bylaws for the conduct of their affairs and an annual budget.
39

1 **1.0102.000 REPORTING REQUIREMENTS**

- 2 A. Chapters will provide the ASEA/AFSCME Local 52 Executive Board with a fiscal (July 1 through June 30) year-end
3 accounting of funds expended. The fiscal year report will be provided through the ASEA/AFSCME Local 52 Business
4 Manager within one month following June 30 close of business. These financial reports will be used to determine
5 chargeable, partially chargeable, or non-chargeable expenses under the Hudson Decision (please read policy on the
6 Hudson Decision for full information).
- 7 B. In addition, chapters will provide the ASEA/AFSCME Local 52 Executive Board (through the Business Manager) with the
8 following:
9 1. Chapter bylaws.
10 2. A current list of Stewards with phone numbers.
11 3. Lists of officers.
12 4. Minutes of Chapter Executive Board and Chapter membership meetings.
- 13 C. The report will be signed by the Chapter President, Secretary, and Treasurer prior to submission to and acceptance by
14 the ASEA Headquarters. The ASEA Headquarters will provide the forms for submission of the report.
- 15 D. After thirty (30) days' notice to the chapter, the Business Manager shall withhold support checks from chapters that are
16 not in compliance with the reporting requirements. Chapters will receive all monies withheld upon compliance with
17 reporting requirements.

18 **1.0203.000 GUIDELINES FOR STAFF ASSISTANCE TO CHAPTERS**

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

- 20 A. Use of ASEA/AFSCME Local 52 Office meeting space for local Chapter meetings is permitted and encouraged, as an
21 economical means of holding chapter meetings.
- 22 B. A request for meeting space should be made ten (10) days prior to the actual meeting date. Less notice is permissible if
23 deemed an emergency by the Chapter board of officers and requested by the president or secretary.
- 24 C. Union staff may be present at all meetings but at no additional expense to the union or chapter.
- 25 D. Chapter members using the office space will straighten up the room and leave it neat.
- 26 E. Long distance calls may be made from ASEA/AFSCME Local 52 offices only for Union-related business purposes. The
27 local Chapter may be billed for the actual cost of each long distance call and reimbursement made to the Union.
- 28 F. Use of copying equipment is allowed for official chapter business only. Number of copies will be noted on a copy log
29 located at the copier.
- 30 G. Chapters may be billed for copying, not to exceed six cents per page. No copying charges will be incurred when copies
31 are made on chapter purchased paper.
- 32 H. Production of printed notices and distribution of Chapter meeting notices will not normally be done by Union staff.
- 33 I. Any mailings done by Union staff for Chapter business will require prior approval of the Business Manager, and costs will
34 be billed to the Chapter.
- 35 J. E-mail notification of Local Chapter meetings, special events, and informational notices will be done by Union staff.
- 36 K. Business Leave for Chapter Use. The Business Manager may authorize the use of Business Leave if, in his/her sole
37 judgment, the proposed use would benefit a chapter.
- 38 L. Chapter presidents in Anchorage, Fairbanks, and Juneau will be granted independent access to the local union
39 office under the following conditions:
40 1. Upon swearing into office, chapter presidents in Anchorage, Fairbanks, and Juneau will sign a liability
41 agreement and a confidentiality statement.
42 2. Chapter presidents will ensure the union office is secured after their use of the union office.
43 3. At the end of each business day, staff will secure all documents containing confidential information.

44 **1.0203.010 Newsletters**

45 Staff shall not prepare Chapter newsletters.

1 ~~1.02~~1.020 Websites

- 2 A. ASEA Anchorage Headquarters shall periodically review the content of Chapter and committee website postings to
 3 ensure such content is consistent with the goals and objectives of the Union.
 4 B. Chapters and Committees must secure approval from the Business Manager to establish website or social
 5 networking accounts or postings.

6 ~~1.03~~1.000 **HIRING OF CHAPTER STAFF PERSONNEL**

7 Chapters may not hire employees.

8 **1.05.000** CHAPTER FUNDS

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

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

19
 20 Chapter funds may not be spent for political purposes, or contributed to any political candidate or political entity. Chapter
 21 funds may not be used to conduct member surveys or to conduct activities inconsistent with the Union's goals as established
 22 by the State Executive Board.

23
 24 **2.00.000** **COMMITTEES**

25 **2.01.000** GENERAL

- 26 A. PURPOSE: The State Executive Board has created committees to help identify issues facing the membership. The
 27 purpose of committees is to bring committee members together to share ideas, perspectives, and to identify issues
 28 unique to the group the committee represents. The committee may develop strategies, ideas, suggestions for
 29 addressing issues and submit their recommendation to the Business Manager. The Business Manager may refer
 30 recommendations to the State Executive Board. The State Executive Board may delegate assignments or tasks to
 31 the committee. The committee may only implement actions specifically authorized by the Business Manager or the
 32 State Executive Board.
- 33 B. BUDGET: The State Executive board shall adopt an annual budget for each committee. Committees may submit
 34 budget requests to the State Executive Board through the Business Manager. A committee's budget is used
 35 primarily to facilitate meetings of the committee such as teleconferences and face-to-face meetings of committee
 36 members. All expenditures must be pre-approved by the Business Manager. No committee or individual
 37 committee member shall have the power to act as an agent for or otherwise bind the Union in any manner
 38 whatsoever. (ASEA Constitution 13.01)
- 39 C. FUNDRAISING: Committees may conduct fundraising activities subject to approval by the Business Manager. Funds
 40 received from fundraising efforts shall be placed in the ASEA/AFSCME Local 52 general account. The State
 41 Executive Board ~~will~~ ~~may~~ allocate those funds to the appropriate Committee.
- 42 D. CHARGE: Each committee's charge can be found in P&P 2.03. Committees may submit recommendations to the
 43 State Executive Board for their affected members. While committees may recommend, the State Executive Board
 44 decides what charge/message ultimately fits within the goals and objectives of the Union. The State Executive
 45 Board may ask committees to help disseminate the Union message.

- 1 E. [A committee may recommend ideas for outreach to the membership or surveys of the membership to the State](#)
 2 [Executive Board. Implementing such recommendations is the prerogative of the State Executive Board.](#)
 3 ~~AF.~~ The ASEA President will be informed of all committee meetings and the date of the committee meeting will be
 4 posted on the ASEA website calendar.
 5 ~~B. All resignations by a committee appointee must be submitted in writing to the President, through the Business~~
 6 ~~Manager.~~
 7 ~~C. Upon a majority vote of the State Executive Board, a committee member may be removed from the committee.~~
 8 ~~DG.~~ Committees are required to provide the President, through the Business Manager, written minutes of all meetings
 9 no later than 30 days from the date of the meeting.
 10 ~~EH.~~ A standing committee may be constituted only if specifically authorized as a standing committee in the
 11 ASEA/AFSCME Local 52 Constitution.
 12 ~~F. Committees will consist of ASEA members in good standing only. Staff or other parties may provide assistance,~~
 13 ~~however only ASEA members will be able to vote or chair meetings.~~
 14 ~~J.~~ Materials distributed to members by ASEA Committees shall be reviewed and approved by the Business Manager.
 15

16 **2.02.000 ELECTED COMMITTEES/PANELS**

17 2.02.010 Judicial Panel

- 18 A. Members of the Judicial Panel shall be elected in accordance with Article 11 of the ASEA/AFSCME Local 52
 19 Constitution. ASEA/AFSCME Local 52 members in good standing are eligible to run as candidates for the Judicial
 20 Panel, except members of the State Executive Board and the Contract Negotiating Committee.
 21 B. In instances where the constitutional authority of the State Executive Board appears in conflict of the
 22 constitutionally granted authority of the ASEA/AFSCME Local 52 Judicial Panel, the decision of jurisdiction will be
 23 made by the State Executive Board.
 24 C. Vacancies in office shall be filled on a temporary basis by a vote of the State Executive Board, and the member so
 25 elected shall serve until the following March election. The membership shall then proceed to elect a member to
 26 replace the board-elected member to serve out the balance of the unexpired term. The board shall follow the
 27 election process outlined in Section 4.08.000.
 28 D. Rules of Procedure. The Judicial Panel shall establish rules of procedure that are consistent with the provisions of
 29 the constitutions of ASEA/AFSCME Local 52 and AFSCME International. The rules and any changes in such rules
 30 shall be subject to the approval of the State Executive Board, and shall become effective only upon the granting of
 31 such approval. A copy of such rules shall be filed with the Secretary of ASEA/AFSCME Local 52 and shall be made
 32 available to any member of the Union upon request. A copy of the rules shall be sent to all chapter presidents.

33 2.02.020 Contract Negotiating Committees

- 34 A. Members of the Contract Negotiating Committees shall be elected in accordance with Article 12 of the
 35 ASEA/AFSCME Local 52 Constitution.
 36 B. Members of the Contract Negotiating Committee shall be authorized to establish their own rules of conduct and
 37 procedures concerning collective bargaining.

38 2.02.021 Collective Bargaining Information

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

42 **2.03.000 APPOINTED COMMITTEES**

43 2.03.010 General

44 Appointed Committees, unless otherwise stated, are subject to the following:

- 1
2 A. APPOINTMENTS: All committee members shall be appointed in accordance with Article 8.04 of the ASEA/AFSCME
3 Local 52 Constitution.
- 4 B. COMPOSITION: Appointed committees shall consist of up to ten (10) members. Two (2) members each from the
5 Central region, the Northern region, and the Southeast region; one (1) member each from the Bush and Rural
6 regions; and two (2) At-Large seats.
7 Committees will consist of ASEA members in good standing only. Staff or other parties may provide assistance,
8 however only ASEA members will be able to vote or chair meetings.
- 9 C. TERMS: Members of each committee shall serve for a term of three (3) years from date of appointment.
10 All resignations by a committee appointee must be submitted in writing to the President, through the Business
11 Manager. Upon a majority vote of the State Executive Board, a committee member may be removed from the
12 committee, or a committee may be dissolved.
- 13 D. COMMITTEE CHAIR: The President shall designate a Chair from the committee members with confirmation from
14 the State Executive Board. The Chair's term of appointment shall be for the duration of his/her regular
15 appointment.
- 16 ~~E. FUNDRAISING: Committees may conduct fundraising activities subject to approval by the Business Manager. Funds~~
17 ~~received from fundraising efforts shall be placed in the ASEA/AFSCME Local 52 general account. The State~~
18 ~~Executive Board may allocate those funds to the appropriate Committee.~~
- 19 E. LIAISON: Committees listed in 2.03.050 through 2.03.080 and 2.03.100 will have a designated State Executive
20 Board liaison appointed by the President, with concurrence from the Board. Liaisons will have a voice but no vote
21 and cannot serve as chair.

22 2.03.015 Websites

- 23 A. ASEA Anchorage Headquarters shall periodically review the content of committee website postings to ensure such
24 content is consistent with the goals and objectives of the Union.
- 25 B. Committees must secure approval from the Business Manager to establish website or social networking accounts or
26 postings.
- 27

28 2.03.020 Election Committee

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

- 31 A. The Election Committee shall consist of six (6) members: the committee chair and one (1) member representing
32 each of the five (5) geographic regions (Central, Northern, Southeast, Bush, and Rural).
- 33 B. Appointments to the Election Committee shall be made before the start of the election cycle, so that committee
34 members shall be in place at least forty-five (45) days prior to the mailing of nomination forms.
- 35 C. The State Executive Board may utilize the Election Committee in membership balloting other than officer elections.
- 36 D. Upon receiving the State Executive Board notice to hold an officer election, the Election Committee shall execute all
37 officer elections in accordance with the elections process established in the constitutions of ASEA/AFSCME Local 52
38 and AFSCME, and the AFSCME Elections Manual, and Policy 22.00.000 of this manual.
- 39 E. The Election Committee should hold their organizational meeting no later than thirty (30) days prior to the mailing
40 of nomination forms. The committee shall elect a secretary to keep the minutes of the committee.

41 2.03.030 Grievance Review Committee

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

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

- 3 B. For the purpose of this Policy and Procedure, an experienced steward is defined as an ASEA member who is an
4 elected steward and has at least two years of steward experience prior to appointment to the Grievance Review
5 Committee.
- 6 C. ASEA/AFSCME Local 52 will provide mandatory annual training for all committee members and initial training for all
7 newly appointed committee members. Newly appointed members must receive training within six months of their
8 appointment. Failure to meet the training requirements is grounds for removal from the committee.

9
10 2.03.031 Right of Appeal

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

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

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

- 24 B. All members are entitled to appeal in writing any of the above-described actions to the Union's Grievance Review
25 Committee.
- 26 C. Upon certified receipt of the Union's notice that it will not proceed with the grievance (as defined in Paragraph 1)
27 the member may file a written appeal. The member's appeal must be received by the Union, or postmarked within
28 10 calendar days of the member's receipt of the Union's notice.
- 29 D. Questions of timeliness shall be decided by the Grievance Review Committee. Circumstances beyond the member's
30 control which delay the filing of an appeal may be considered by the Grievance Review Committee.
- 31 E. Appeals will be processed in an expedited manner. A panel of three (3) members of the Grievance Review
32 Committee shall meet as needed to hear and decide pending appeals.
- 33 F. All proceedings shall be confidential, unless the member filing the appeal waives confidentiality. All documents
34 produced in support of or in opposition to any appeal shall not be distributed to anyone other than the Business
35 Agent, the member, the Business Manager, and the members of the Committee hearing the appeal. Such
36 documents shall become a permanent part of the Union's grievance file.

37
38 2.03.032 Standards of Review

- 39 A. A panel comprised of members of the Grievance Review Committee shall meet as needed to hear all pending
40 appeals. The members of each Panel will be selected by the Chair, who shall designate one Panel member to serve
41 as Panel Chair. The Business Manager (or his/her designee) will coordinate the hearing schedule. The Panel shall
42 not consist of co-workers of the appealing members. Any Panel member who is biased or may appear to be biased
43 shall withdraw.
- 44 B. Business leave will be authorized only for Panel members, for both preparation and hearings. GGU members who
45 are appealing decisions to the Panel shall be responsible for their own expenses.
- 46 C. The Business Manager will forward all paperwork pertaining to the appeal issue to the Hearing Panel members for
47 review and to better prepare themselves to hear the appeal. Panel members must safeguard all hearing documents
48 from public view.
- 49 D. Neither ASEA/AFSCME Local 52 nor the appellant will be entitled to more than two witnesses – in addition to the
50 appellant, Steward, Business Agent, and Business Manager – unless a request for additional witnesses is made in
51 writing and received 10 calendar days prior to the date of the hearing. Hearings may be conducted telephonically.

- 1 Advance notice of the hearing shall be adequate to arrange the presence of other witnesses deemed necessary by
 2 the participants or the Panel.
- 3 E. At the hearing the parties may present evidence and arguments. The right of the parties to hear and cross-examine
 4 all witnesses shall be respected. The Panel Chair shall assure that each side has a reasonable opportunity to
 5 present its case. However, he/she may limit the length of testimony and make reasonable rulings to expedite the
 6 proceedings, subject to review by the entire Panel.
- 7 F. If the panel needs additional information, it shall act together and not separately in requesting additional
 8 information be provided by the Union staff or appellant. The Panel members shall avoid individual contact with any
 9 party or witness during the appeal process with regard to the subject of the appeal. In the event additional
 10 information is requested, the hearing shall be postponed until the next Panel meeting, at which time the Panel will
 11 hear and decide the appeal.
- 12 G. Once the Panel has heard all the evidence and arguments presented at the hearing, the Panel shall deliberate in
 13 closed session. Such deliberations shall be confidential.
- 14 H. In making a decision, the Panel may consider the following:
 15 1. all information provided to them by the parties, so long as both parties have had an opportunity to review
 16 and respond to the evidence;
 17 2. the Union's budget for grievance/arbitration processing;
 18 3. the testimony and credibility of witnesses; and,
 19 4. any other evidence or considerations which are necessary to an equitable determination of the appeal.
 20 The Panel may not consider facts, rumors, documents or other information, which are not a part of the grievance
 21 file or supplied by the parties at the hearing.
- 22 I. The Panel shall not overturn the decision of the Union staff unless the evidence establishes that ASEA/AFSCME
 23 Local 52 has acted in an arbitrary or discriminatory manner, or in bad faith.
- 24 J. 1. If an appeal is granted, the Panel may:
 25 (a) direct the grievance be advanced through Step IV;
 26 (b) direct the settlement be rejected and the Union to proceed to arbitration; or
 27 (c) direct the grievance be advanced to arbitration.
 28 2. If an appeal is denied, the Panel shall affirm the decision made by the Union.
- 29 K. The Panel's decision shall be final and binding on the Union and the member. However, the Panel may reconsider
 30 their decision if, and only if, new evidence becomes known after the decision has been issued that may have caused
 31 the Panel to decide the case differently. The final decision may not be appealed to the Union's State Executive
 32 Board or other Union board or officer.
- 33 L. The Panel's decision shall be sent in writing to the member with a copy to the Business Manager, within 10 calendar
 34 days of the Panel's decision.

35 2.03.040 ASEA/AFSCME Local 52 Political Action Committee

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

40 2.03.050 Rural Advisory Committee

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

45 2.03.060 Women's Issues Committee

46 The Women's Issues Committee is created for members to address challenges, inequalities, and recommendations for
 47 improving working conditions for ASEA women.

1 The Women's Issues Committee will meet telephonically at least quarterly and may meet in a face-to-face meeting annually
2 in lieu of a telephonic meeting.

3 2.03.070 Bush Community Committee

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

9 2.03.080 Probation/Parole Committee

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

13 2.03.090 Class I Committee

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

18 2.03.100 Next Wave Committee

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

22 **2.04.000 SPECIAL STATE EXECUTIVE BOARD COMMITTEES**

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

26 **2.05.000 COMMITTEES REQUIRED UNDER COLLECTIVE BARGAINING AGREEMENTS**

27 2.05.010 General Government Unit Labor-Management Committees

28 Labor-Management Committees or any committee provided for by the GGU Collective Bargaining Agreement shall be
29 appointed and coordinated by the professional staff of the Union.

30
31 Main Motion 13-008 (Subcommittee of the Board for Policies and Procedures)

32 Moved by Committee

33 To recommend the proposed language changes in the ASEA Policies and Procedures for the 30-day
34 comment period.

35

36 Main Motion 13-008 passed, without objection.

37

38 Committee reports are noted and accepted into the record and incorporated into the minutes at Exhibit B,
39 a copy of which is available upon filing of an Information Request to the Business Manager.

40

1 Executive Board Committee Liaisons present provided a verbal presentation for the following
2 committee(s):

3 Bush Community Committee
4 Class I Committee
5 Judicial Panel
6 AFSCME Correction United
7 Probation and Parole Committee
8

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

10
11 Grievance Review Committee
12 Judicial Panel
13 Presidents Committee
14 Women's Issues Committee

15 Committee Appointments

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

17
18 Main Motion 13-009 (Various Committee Appointment)

19 Moved by Michael Williams, seconded by Kathy Atkinson

20 To accept the Chair's appointment of Christian Blankenship to the Northern Class I Committee seat,
21 Michi Robinson to the Bush/Rural Judicial Panel seat, and Dawn Bundick to the Central Grievance
22 Review Committee seat.

23
24 Main Motion 13-009 passed, without objection.

25 Calendar of Events

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

27
28 **REPORT – TREASURER**

29 There was no Treasurer's report provided at this time.

30
31 **UNFINISHED BUSINESS**

32 There was no unfinished business at this time.

33
34 **NEW BUSINESS**

35 Political Education Leadership Conference 2013

36 Main Motion 13-010 (FY13 - Political Education Leadership Conference)

37 Moved by Charles Stewart, seconded by Lynnette Barkowski

38 To approve the Political Education Leadership conference in Juneau and to appropriate \$120,000 in the
39 FY2013 budget.

40
41 Main Motion 13-010 passed, without objection.
42

1 Invitations will be sent after dates are determined. 100 members and staff will be invited to attend.
2 Dates of the PEL Conference will be determined based on availability of the meeting room and hotel
3 rooms in Juneau during the month of February 2013. The Quarterly Business Session of the State
4 Executive Board will be schedule either immediately before or after the PEL Conference.

5 After availability is determined, the Board will be notified.
6

7 **ADJOURNMENT**
8

9 (Whereupon, the quarterly business session of the ASEA/AFSCME Local 52 State Executive Board
10 adjourned at 4:14 p.m.)
11

12 Respectfully submitted by
13 Michael R. Williams, Secretary
14 State Executive Board
15 ASEA/AFSCME Local 52, AFL-CIO
16