



Alaskans Working For Alaska!

1577 C Street, Suite 201, Anchorage, Alaska 99501 • Phone (907)277-5200 • Fax (907)277-5206

E-mail: aseahq@afscmelocal52.org • Website: www.afscmelocal52.org

PENDING APPROVAL OF STATE EXECUTIVE BOARD

MINUTES OF ASEA/AFSCME LOCAL 52 Quarterly Business Session State Executive Board December 12-13, 2012 (Anchorage AK)

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3

**QUARTERLY BUSINESS SESSION OF THE
ASEA/AFSCME LOCAL 52 STATE EXECUTIVE BOARD
DECEMBER 12-13, 2012
ASEA HEADQUARTERS CONFERENCE ROOM - ANCHORAGE AK**

DAY ONE – 12/12/2012

CALL TO ORDER AND ROLL CALL (8:40 a.m.)

The quarterly business session of the State Executive Board convened in the conference room of the Anchorage ASEA Headquarters, and was called to order at 8:40 a.m. by President Val Kenny. (Call to order was delayed due to a snow advisory.) 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
Bruce Dougherty, Central Representative
Lynnette Barkowski, Administrative Support Representative
Maureen “Mo” Koezuna, Bush Representative
Chuck Stewart, Class I Representative
Pamela Harper, Technical Representative
Jud Kirkness, Municipal Representative
Jim Duncan, Business Manager (with voice/no vote)

Excused: Robert Sewell, Southeast Representative

Also present: Administrative Assistant III MaryAnn Ganacias, and AFSCME International Regional Field Services Director Tam Tocher

Member(s) present: None

ADOPT AGENDA

Main Motion 13-011 (Adopt Agenda)

Moved by Chris Pace, seconded by Charles Stewart
To adopt the agenda as presented.

Main Motion 13-011 passed, without objection.

APPROVE MINUTES (9/4//2012)

Main Motion 13-012 (Adopt 9/4/2012 Quarterly Business Session)

Moved by Charles Stewart, seconded by Chris Pace
To approve the September 4, 2012, minutes (Quarterly Business Session-Fairbanks) as presented.

1 Main Motion 13-012 passed, without objection.

2

3 **RECEIVE INTO RECORD ANY POLLS**

4 Main Motion 13-013 (Accept Poll into record – Committee Appointments - Various)

5 Moved by Pam Harper, seconded by Jerry Soplanda

6

7 11/1/12 (Committee Appointments - Various) approved the President’s committee appointments
8 as listed: Committee Chair Appointments - Jonathan Thompson as chair of the Next Wave
9 Committee, Lauri Harlan as chair of the Bush Committee; Statewide Election Committee: Misty
10 Pitaro - Southeast seat, Stephanie Carlson - Rural Seat; Grievance Review Committee: Donal
11 Lewis - Bush/Rural seat.

12

13 Main Motion 13-013 passed, without objection

14

15 Note of Record: Kathy Atkinson arrives

16

17 **REPORT – BUSINESS MANAGER**

18

Budget Review/Update

19

FY13 Financial Statements

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

21

22 Regarding the Budget for FY13, ending October 31, 2012, (Budget vs. Actual) the following items were
23 especially noted:

24

25 **REVENUE**

26 Membership Dues - reflects additional revenue of \$38,726, which is attributed to an increase in members.

27

28 **EXPENSES**

29 Depreciation - reflects a variance of \$17,033 over budget. The depreciation expense budget did not
30 account for building depreciation of the Anchorage building.

31 Arbitration - costs have exceeded the budget by \$36,283, to date.

32

33 (The State Executive Board took a break at 9:12 a.m., and resumed in general session at 9:20 a.m.)

34 Mikunda-Cottrell FY2012 Final Audit Presentation (Times Certain – 9:30 a.m.)

35 Rosalia “Lia” Patton of Mikunda-Cottrell reported to the Board an overview of FY2012. Two (2)
36 handouts, Report of Independent Auditor and Audited Financial Statements were distributed to the Board
37 which was incorporated into the minutes at Exhibit A & B, a copy of which is available for viewing in an
38 ASEA office upon filing of an Information Request to the Business Manager.

39

40 The financial statements referred to above present fairly, in all material respects, the financial position of
41 ASEA/AFSCME Local 52, AFL-CIO for the year ending June 30, 2012, and the changes in its net assets
42 and its cash flows for the year then ended in conformity with accounting principles generally accepted in
43 the United States of America.

1 Budget Review/Update - Continued

2 Alaska Airlines EasyBiz Account

3 As of December 5, 2012, the Alaska EasyBiz account has a balance of 343,009 miles, and the Alaska
4 Airlines Visa account has a balance of 1,231,014 miles. No mileage tickets were purchased during this
5 reporting period.

6 ASEA Anchorage Headquarters Building Update

7 The Business Manager provided an update to the Board. The pre-proposal meeting/building walkthrough
8 for bidders was conducted on December 10, 2012, with bids due on December 21st. A capital budget of
9 \$200,000 was approved with current expenditures of \$39,000. A budget amendment will be needed if the
10 bids are in excess of \$161,000.

11
12 (The State Executive Board took a break at 10:18 a.m., resuming the record in general session at 10:30
13 a.m.)

14 Wells Fargo Advisors Presentation (Times Certain – 10:30 a.m.) - presented by Wayne Pichon

15 Wayne Pichon and Rachel Bunnell, of Wells Fargo Advisors reported to the Board the performance
16 review of the reserve accounts for the period ending December 7, 2012. An Executive Summary was
17 incorporated into the minutes at Exhibit C. A copy of which is available for review upon filing of an
18 Information Request to the Business Manager.

19 ASEA Juneau Office

20 The Business Manager provided notice to the Board that we have been evaluating an expansion of the
21 Juneau office conference room. We have received only one bid of the remodel cost and waiting on an
22 additional bid. There are four years left of the Juneau office lease. Depending on the cost of the
23 Anchorage remodel, this expansion may or may not be considered a priority capital project.

24 Accounting Software Upgrade

25 The Business Manager provided notice to the Board that an accounting software upgrade has been needed
26 to meet the current accounting standards. Additionally, a new server is needed to maintain the new
27 accounting software. Bids have been received from bidders and will be considered as the next project,
28 following the Anchorage Building remodel.

29 The Business Manager also recommends that an upgrade to the general server should be
30 considered.

31 Collections Update

32 The Business Manager presented the Collections report to the Board. For FY2012 we have collected
33 \$28,157.27. The net estimated outstanding dues to be collected are approximately \$94,125.49.

34 The Business Manager has implemented a more focused and aggressive process on collections.

35 Contract Negotiating Committee (CNC) Update

36 SOA General Government Unit

37 The Business Manager provided a summary of the current status of the Contract Negotiating Committee.
38 The CNC has met with the State's negotiating team in three 2-day negotiating sessions. A majority of the
39 articles have been proposed to the State with the exception of Article 19 – Health and 21 – Wages.

**ASEA/AFSCME Local 52 State Executive Board
Quarterly Business Session
December 12-13, 2012 (Anchorage AK)**

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 chapter held an election on November 29th to elect the CBS CNC. Vacancies will be filled at their next meeting on December 13, 2012. Negotiations will begin at the start of CY2013.

Fairbanks North Star Borough Supervisors

The Business Manager presented the bargaining updates to the Board which provided the current status of the negotiations process. A previous ratified tentative agreement was rejected by the assembly in the fall. A tentative agreement was entered into on November 28th through mediation and then ratified by the members on December 6, 2012. Assembly action on contract approval will be January 2013. The State Executive Board Municipal Representative Jud Kirkness will meet with the FNSB Chapter after their contract has been approved.

Internal Organizing/Worksite Meetings

The Business Manager provided an overview of the Internal Organizing/Worksite Meetings for the last quarter. This round was to discuss, in detail, the introduction of the GGU CNC negotiators, present their perspective and goals to the membership, and introduce the Collective Bargaining process from the initial meetings with the State of Alaska through the contract ratification vote. A worksite guidebook was distributed to attendants. There have been 55 worksite meetings during the quarter with 789 members in attendance.

The next round of worksite meetings will be to update the membership on the status of collective bargaining.

(The State Executive Board took a break at 11:50 a.m., resuming in general session at 12:00 p.m.)

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

A telephonic connection was established at 12:00 p.m. for all incoming calls from members wishing to address the Board.

- Patty Swenson (Anchorage): Contract Negotiations

(The Member comments segment of the agenda concluded with telephonic disconnection at 12:23 p.m., with the State Executive Board taking a break and resuming the record in general session at 1:02 p.m. President Valerie Kenny handed the gavel to Secretary Michael Williams.)

REPORT – BUSINESS MANAGER (CONTINUED)

ASEA Stewards/Training

The Business Manager presented the Steward training report to the Board. The Union conducted Basic and Advanced trainings for stewards on October 23-24, 2012, in the three urban locations with 55 attending in Anchorage, 25 attendees in Fairbanks, and 47 attending in Juneau. Rural and Bush Stewards attended in the urban location where they are represented.

1 Statewide Elections 2013

2 The Business Manager presented the 2013 Election timeline to the Board. Notice of Nominations will be
3 sent to members on the December 17, 2013, with a deadline of January 18, 2013. Ballots will be mailed
4 on February 15, 2013. The Election date has been set for March 21, 2013.

5 ASEA/AFSCME Local 52 members will be notified that nominations are being accepted for six
6 position on the State Executive Board and four positions on the Judicial Panel. This election is also an
7 opportunity for members to submit constitutional amendments.

8
9 (Secretary Michael Williams hands the gavel back to President Kenny at 1:21 p.m.)

10 External Organizing

11 The Business Manager provided an update in executive session.

12
13 Main Motion 13-014 (Executive Session)

14 Moved by Michael Williams, seconded by Charles Stewart

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

17
18 Main Motion 13-014 passed, without objection

19
20 (The State Executive Board entered into executive session at 1:16 p.m., resuming the record in general
21 session at 1:29 p.m.)

22 Chapter Reporting Update

23 The Business Manager presented the Chapter reporting update to the board. Four Chapters are currently
24 not receiving chapter sharing. Sharing has been withheld from Alcan (Tok), Midnight Sun (Fairbanks),
25 Valdez and Yukon-Kuskokwim (Bethel).

26 Rural/Bush Chapter Travel and Contact

27 The Business Manager presented the Rural/Bush Chapter travel and contact report to the Board.
28 Chapters that have been visited by Business Agents include Mat-Su, Ketchikan, Sitka and Nome.

29 New Hire Orientation/Membership Trend

30 The Business Manager presented the New Hire Orientation report to the board. For the period of
31 September 1, 2012, through November 30, 2012, there have been 406 new hires in attendance at new hire
32 orientation.

33 Member Advancement Program (MAP)

34 The Business Manager presented the Member Advancement Program report to the Board. During the
35 reporting period there were 77 new contributors with a total of 1564 contributors, approximately 17.86%
36 of the membership.

37 Political Action Program (PAC)

38 The Business Manager presented the PAC participant report to the Board. As of November 30, 2012,
39 10.86% of the membership contributes to the PAC.

1 Unit Clarifications/PUC/Appeal

2 During the reporting period, we have had eighteen (18) new clarifications added to the GGU and twenty
3 (20) to the Supervisory Unit. There have been 38 total unit clarifications for the reporting period.

4 Business Leave Update

5 SOA GGU Business Leave Update

6 The Business Manager presented the Business Leave Bank Update to the Board. There have not been any
7 significant draw downs in the bank. Most of the Business leave bank usage has been for the General
8 Government CNC meetings. There has not been an update since August due to personnel changes in the
9 State where business leave is processed.

10
11 City of Sitka Business Leave Update

12 The Business Manager presented the Business Leave Bank Update to the Board. The turnover in the City
13 of Sitka is low which limits contributions to the Bank. The City of Sitka Chapter contributed \$4,000 to
14 the bank and was matched funds by the State Executive Board for a total contribution of \$8,000 to the
15 business leave bank in December 2012.

16
17 Fairbanks North Star Borough (FNSB) Business Leave Bank Update

18 The Business Manager presented the Business Leave Bank Update to the Board. The leave bank is
19 currently in a negative balance. After a contract is ratified and approved by the assembly the bank will be
20 replenished and will be in a positive position.

21 Catastrophic Leave Update

22 During the reporting period, ASEA has approved 20 members to use the catastrophic leave bank. Due to
23 the low balance of hours available, 25 members were denied catastrophic leave. The current balance of
24 the bank is 15.61 hours. Discussions are ongoing to determine a method to replenish the bank.

25 Emergency Leave Bank Update

26 During the period of August 25, 2012, through November 30, 2012, ASEA has approved 56 members.
27 The balance of the Emergency Leave bank is \$233,131.78. There are 1,739 GGU employees in the
28 Emergency Leave Bank. During the open enrollment period there were 288 new participants enrolled in
29 the Emergency Leave bank.

30 Injury Leave Bank Update

31 During the period of August 1, 2012, through November 30, 2012, ASEA has approved fourteen (14)
32 members that used the Injury Leave bank for a total usage of 159.97 hours. The balance of the Injury
33 Leave bank is \$520,877.

34
35 (The State Executive Board took a break at 2:09 p.m., resuming in general session at 2:28 p.m.)

36 Lobbyist Report (Times-Certain 2:30 p.m.)

37 The Assistant Business Manager provided the Lobbyist Report in executive session.

38
39 Main Motion 13-015 (Executive Session)

40 Moved by Michael Williams, seconded by Pam Harper

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

3
4 Main Motion 13-015 passed, without objection

5
6 (The State Executive Board entered into executive session at 2:29 p.m., resuming the record in general
7 session at 2:57 p.m.)

8 Grievance and Arbitration Report

9 The Business Manager presented the Arbitration report to the Board. The Board requested that there be
10 more consistency in reporting in regards to the keyword/articles.
11 There are 113 cases in the step IV process and 20 arbitrations have been scheduled or awaiting decisions.

12 The Business Manager presented the Grievance report to the Board. As of December 5, 2012,
13 there are 265 cases currently ongoing and open with the State of Alaska.

14 Publications/Communications Report

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

16 Facebook Report

17 The Business Manager presented the Facebook report to the Board. Facebook statistics included gender,
18 age, location and how many users by frequency.

19 ASEA Website information was also provided by Information Officer Reber Stein regarding
20 website traffic during certain times that information is released linking to the ASEA website. A more
21 formal report will be provided in the morning.

22 Political Education Leadership Conference 2013

23 The Business Manager provided an update to the Board. The conference will be held in the Centennial
24 Hall in Juneau on February 20-21, 2013. Members will be housed in the Baranof Hotel. Invitations will
25 be held at the beginning of 2013.

26 Vests have been purchased for attendees. The vests will be worn while visiting the capital.

27
28 The State Executive Board recessed for the evening at 3:35 p.m. and will reconvene at 9:30 a.m.

29 DAY TWO – 12/13/2012

30 **CALL TO ORDER AND ROLL CALL (9:30 a.m.)**

31
32 The quarterly business session of the State Executive Board reconvened in the conference room of the
33 ASEA Headquarters, and was called to order at 9:30 a.m. by President Val Kenny. Secretary Michael
34 Williams noted for the record the following board members and staff to be present. The presence of a
35 quorum was declared.
36

37 Present were:

38 Valerie Kenny, President

39 Michael Williams, Secretary

40 Chris Pace, Treasurer
41

1 Jerry Soplada, Northern Region (Fairbanks) Representative
 2 Kathy Atkinson, Professional Representative
 3 Bruce Dougherty, Central Representative
 4 Lynnette Barkowski, Administrative Support Representative
 5 Maureen “Mo” Koezuna, Bush Representative
 6 Chuck Stewart, Class I Representative
 7 Pamela Harper, Technical Representative
 8 Jud Kirkness, Municipal Representative
 9 Jim Duncan, Business Manager (with voice/no vote)

10
 11 Excused: Robert Sewell, Southeast Representative
 12

13 Also present: Administrative Assistant III MaryAnn Ganacias, and AFSCME International Regional
 14 Field Services Director Tam Tocher
 15

16 Member(s) present: Jonathan Thompson, Anchorage – ASEA Next Wave Committee Chair
 17

18 **REPORT – PRESIDENT**

19 State Executive Board Etiquette

20 President Kenny stated how meetings will be conducted. Laptops are to be closed during the meeting,
 21 with exception of the recording secretary. Phones must be on silent and any calls taken must be outside
 22 of the meeting room. All absences should be reported to the Administrative Assistant. Absences from the
 23 meeting are excused by the President. During Executive Session the doors will be closed and anything
 24 discussed during executive session is confidential. Breaks are given approximately every 90 minutes.

25 State Executive Board Liaisons to Committees

26 President Kenny stated that Board Liaisons are members of the State Executive Board that are appointed
 27 to statewide committees by the President. The liaisons will attend the committee meetings to assist
 28 committees in policies and to be their voice at the State Executive Board meetings.
 29

30 **REPORT – BUSINESS MANAGER (CONTINUED)**

31 ASEA Website Report

32 The Business Manager, assisted by Reber Stein, presented a report on the ASEA website. The data was
 33 distributed to the Board regarding the frequency of views for website postings and publications. A report
 34 will be provided for website traffic in the upcoming quarterly business sessions.
 35

36 **REPORT – PRESIDENT (CONTINUED)**

37 Committee Reports

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

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

1 AFSCME Corrections United
 2 Probation/Parole Committee
 3 Bush Community Committee
 4 Next Wave Committee (Provided by Jonathan Thompson – Committee Chair)

5
 6 Committee Events/Budget

7 Conferences and Conventions that are scheduled are to be reported to the Business Manager. The
 8 Business Manager will propose a budget for the next fiscal year which will include the cost of the
 9 committees to attend the scheduled events.

10
 11 AFSCME Committee Appointments

12 AFSCME President Saunders has appointed Jonathan Thompson (Anchorage) to the AFSCME Next
 13 Wave Advisory Committee and Dawn Bundick (Anchorage) to the AFSCME Women’s Advisory
 14 Committee. The appointments will expire at AFSCME Convention 2014.

15
 16 Written Committee reports were provided to the Board from the following committee(s):

17
 18 Election Committee
 19 Grievance Review Committee
 20 Judicial Panel

21
 22 (The State Executive Board took a break at 11:31 a.m., resuming in general session at 11:45 a.m.)

23 Committee Reports (Continued for Times Certain 11:45 a.m.)

24 Telephonic connection was established at 11:45 a.m. for any committees wishing to address the Board
 25 with the meeting continuing until a call is joined.

26
 27 President’s Committee
 28 AFSMCE Women’s Advisory Committee
 29 Women’s Issues Committee

30
 31 Note of Record: The State Executive Board directs the Business Manager to solicit interest from the
 32 membership for vacancies in the Women’s and Next Wave Committees.

33
 34 **REPORT – TREASURER**

35 There was no Treasurer’s report provided at this time.

36
 37 **MEMBER COMMENTS – TIMES CERTAIN AT 12:00 p.m.**

38 A telephonic connection was established at 12:00 p.m. for all incoming calls from members wishing to
 39 address the Board, with the meeting continuing until such time a call is joined.

- 40
 41
 - Richard Sewell (Anchorage): Holiday greeting and response to legislation

42
 43 (The Member comments segment of the agenda concluded with telephonic disconnection at 12:15 p.m.,
 44 with the State Executive Board taking a break at 12:27 p.m., and resuming the record in general session at
 45 1:00 p.m.)

1 **UNFINISHED BUSINESS**
2

3 ASEA Policies and Procedures

4 The State Executive Board reviewed the comments and addressed grammatical and clarity issues in the
5 following proposed Policies and Procedures:

6 **1.00.000 CHAPTER GUIDELINES**

7 1.01.000 ESTABLISHMENT OF CHAPTERS
8

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

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

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

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

19 Chapters shall meet at least once annually and shall adopt bylaws for the conduct of their affairs and an annual budget.
20
21
22
23

24 **~~1.01~~02.000 REPORTING REQUIREMENTS**

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

41 **~~1.02~~03.000 GUIDELINES FOR STAFF ASSISTANCE TO CHAPTERS**

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

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

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

23 **1.0203.010** Newsletters

24 Staff shall not prepare Chapter newsletters.

25 **1.0203.020** Websites

- 26 A. ASEA Anchorage Headquarters shall periodically review the content of Chapter [and committee](#) website postings to
 27 ensure such content is consistent with the goals and objectives of the Union.
 28 B. Chapters and Committees must secure approval from the Business Manager to establish website or social
 29 networking accounts or postings.

30 **1.0304.000** ***HIRING OF CHAPTER STAFF PERSONNEL***

31 Chapters may not hire employees.

32 **1.05.000** ***CHAPTER FUNDS***

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

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

43 [Chapter funds may not be spent for political purposes, or contributed to any political candidate or political entity. Chapter](#)
 44 [funds may not be used to conduct member surveys or to conduct activities inconsistent with the Union's goals as established](#)
 45 [by the State Executive Board.](#)

46 **2.00.000** **COMMITTEES**

1 **2.01.000 GENERAL**

- 2 A. PURPOSE: The State Executive Board has created committees to help identify issues facing the membership. Each
 3 committee's specific purpose can be found in P&P 2.03. In general, the purpose of committees is to bring
 4 committee members together to share ideas, perspectives, and to identify issues unique to the group the committee
 5 represents. A committees may develop strategies, ideas, and suggestions for addressing issues and submit their
 6 recommendations to the State Executive Board, through the Business Manager. The Business Manager may act
 7 on recommendations that fall within the committee's purpose. Otherwise, the Business Manager will refer
 8 recommendations to the State Executive Board for further consideration. The State Executive Board may delegate
 9 assignments or tasks to a committee. A committees may only implement actions specifically authorized by the
 10 Business Manager or the State Executive Board.
- 11 B. BUDGET: The State Executive board shall adopt an annual budget for each committee. Committees may submit
 12 budget requests to the State Executive Board through the Business Manager. A committee's budget is used
 13 primarily to facilitate meetings of the committee such as teleconferences and face-to-face meetings of committee
 14 members. All expenditures must be pre-approved by the Business Manager. No committee or individual committee
 15 member shall have the power to act as an agent for or otherwise bind the Union in any manner whatsoever. (ASEA
 16 Constitution 13.01)
- 17 C. FUNDRAISING: Committees may conduct fundraising activities subject to approval by the Business Manager. Funds
 18 received from fundraising efforts shall be placed in the ASEA/AFSCME Local 52 general account. The State Executive
 19 Board will may allocate those funds to the appropriate Committee.
- 20 ~~D. CHARGE: Each committee's charge can be found in P&P 2.03. Committees may submit recommendations to the~~
 21 ~~State Executive Board for their affected members. While committees may recommend, the State Executive Board~~
 22 ~~decides what charge/message ultimately fits within the goals and objectives of the Union. The State Executive Board~~
 23 ~~may ask committees to help disseminate the Union message.~~
- 24 E. A committee may recommend ideas for outreach to the membership or surveys of the membership to the State
 25 Executive Board. Implementing such recommendations is the prerogative of the State Executive Board.
- 26 ~~A.F.~~ The ASEA President will be informed of all committee meetings and the date of the committee meeting will be
 27 posted on the ASEA website calendar.
- 28 ~~B. All resignations by a committee appointee must be submitted in writing to the President, through the Business~~
 29 ~~Manager.~~
- 30 ~~C. Upon a majority vote of the State Executive Board, a committee member may be removed from the committee.~~
- 31 ~~D.G.~~ Committees are required to provide the President, through the Business Manager, written minutes of all meetings
 32 no later than 30 days from the date of the meeting.
- 33 ~~E.H.~~ A standing committee may be constituted only if specifically authorized as a standing committee in the
 34 ASEA/AFSCME Local 52 Constitution.
- 35 ~~F. Committees will consist of ASEA members in good standing only. Staff or other parties may provide assistance,~~
 36 ~~however only ASEA members will be able to vote or chair meetings.~~
- 37 G. Materials distributed to members by ASEA Committees shall be reviewed and approved by the Business Manager.

38 **2.02.000 ELECTED COMMITTEES/PANELS**

39 **2.02.010 Judicial Panel**

- 40 A. Members of the Judicial Panel shall be elected in accordance with Article 11 of the ASEA/AFSCME Local 52
 41 Constitution. ASEA/AFSCME Local 52 members in good standing are eligible to run as candidates for the Judicial
 42 Panel, except members of the State Executive Board and the Contract Negotiating Committee.
- 43 B. In instances where the constitutional authority of the State Executive Board appears in conflict of the
 44 constitutionally granted authority of the ASEA/AFSCME Local 52 Judicial Panel, the decision of jurisdiction will be
 45 made by the State Executive Board.
- 46 C. Vacancies in office shall be filled on a temporary basis by a vote of the State Executive Board, and the member so
 47 elected shall serve until the following March election. The membership shall then proceed to elect a member to
 48 replace the board-elected member to serve out the balance of the unexpired term. The board shall follow the
 49 election process outlined in Section 4.08.000.

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

6 2.02.020 Contract Negotiating Committees

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

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

11 2.02.021 Collective Bargaining Information

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

15 **2.03.000 APPOINTED COMMITTEES**

16 2.03.010 General

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

18 A. APPOINTMENTS: All committee members shall be appointed in accordance with Article 8.04 of the ASEA/AFSCME
 19 Local 52 Constitution.

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

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

25 C. TERMS: Members of each committee shall serve for a term of three (3) years from date of appointment.
 26 All resignations by a committee appointee must be submitted in writing to the President, through the Business
 27 Manager. Upon a majority vote of the State Executive Board, a committee member may be removed from the
 28 committee, or a committee may be dissolved.

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

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

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

37
 38 2.03.015 Websites

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

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

43

1 2.03.020 Election Committee

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

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

14 2.03.030 Grievance Review Committee

- 15 A. The members of the Grievance Review Committee shall consist of eight (8) experienced GGU stewards, with two
16 from the Central region, two from the Southeast region, two from the Northern region, and two from the Rural or
17 Bush regions. Appointments are for three (3) years. Grievance Committee members will be appointed by the
18 President with the approval of the ASEA/AFSCME Local 52 State Executive Board. The President shall designate the
19 Chair of the Grievance Review Committee. Members are allowed to serve subsequent appointments as long as they
20 remain stewards, work in the location for which they were assigned to represent, and that they meet training
21 requirements noted in Section C, below. No members of the ASEA/AFSCME Local 52 State Executive Board may be
22 appointed to the Grievance Review Committee.
23 B. For the purpose of this Policy and Procedure, an experienced steward is defined as an ASEA member who is an
24 elected steward and has at least two years of steward experience prior to appointment to the Grievance Review
25 Committee.
26 C. ASEA/AFSCME Local 52 will provide mandatory annual training for all committee members and initial training for all
27 newly appointed committee members. Newly appointed members must receive training within six months of their
28 appointment. Failure to meet the training requirements is grounds for removal from the committee.

29 2.03.031 Right of Appeal

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

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

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

- 43 B. All members are entitled to appeal in writing any of the above-described actions to the Union's Grievance Review
44 Committee.
45 C. Upon certified receipt of the Union's notice that it will not proceed with the grievance (as defined in Paragraph 1)
46 the member may file a written appeal. The member's appeal must be received by the Union, or postmarked within
47 10 calendar days of the member's receipt of the Union's notice.
48 D. Questions of timeliness shall be decided by the Grievance Review Committee. Circumstances beyond the member's
49 control which delay the filing of an appeal may be considered by the Grievance Review Committee.
50 E. Appeals will be processed in an expedited manner. A panel of three (3) members of the Grievance Review
51 Committee shall meet as needed to hear and decide pending appeals.

- 1 F. All proceedings shall be confidential, unless the member filing the appeal waives confidentiality. All documents
 2 produced in support of or in opposition to any appeal shall not be distributed to anyone other than the Business
 3 Agent, the member, the Business Manager, and the members of the Committee hearing the appeal. Such
 4 documents shall become a permanent part of the Union's grievance file.
- 5 2.03.032 Standards of Review
- 6 A. A panel comprised of members of the Grievance Review Committee shall meet as needed to hear all pending
 7 appeals. The members of each Panel will be selected by the Chair, who shall designate one Panel member to serve
 8 as Panel Chair. The Business Manager (or his/her designee) will coordinate the hearing schedule. The Panel shall
 9 not consist of co-workers of the appealing members. Any Panel member who is biased or may appear to be biased
 10 shall withdraw.
- 11 B. Business leave will be authorized only for Panel members, for both preparation and hearings. GGU members who
 12 are appealing decisions to the Panel shall be responsible for their own expenses.
- 13 C. The Business Manager will forward all paperwork pertaining to the appeal issue to the Hearing Panel members for
 14 review and to better prepare themselves to hear the appeal. Panel members must safeguard all hearing documents
 15 from public view.
- 16 D. Neither ASEA/AFSCME Local 52 nor the appellant will be entitled to more than two witnesses – in addition to the
 17 appellant, Steward, Business Agent, and Business Manager – unless a request for additional witnesses is made in
 18 writing and received 10 calendar days prior to the date of the hearing. Hearings may be conducted telephonically.
 19 Advance notice of the hearing shall be adequate to arrange the presence of other witnesses deemed necessary by
 20 the participants or the Panel.
- 21 E. At the hearing the parties may present evidence and arguments. The right of the parties to hear and cross-examine
 22 all witnesses shall be respected. The Panel Chair shall assure that each side has a reasonable opportunity to present
 23 its case. However, he/she may limit the length of testimony and make reasonable rulings to expedite the
 24 proceedings, subject to review by the entire Panel.
- 25 F. If the panel needs additional information, it shall act together and not separately in requesting additional
 26 information be provided by the Union staff or appellant. The Panel members shall avoid individual contact with any
 27 party or witness during the appeal process with regard to the subject of the appeal. In the event additional
 28 information is requested, the hearing shall be postponed until the next Panel meeting, at which time the Panel will
 29 hear and decide the appeal.
- 30 G. Once the Panel has heard all the evidence and arguments presented at the hearing, the Panel shall deliberate in
 31 closed session. Such deliberations shall be confidential.
- 32 H. In making a decision, the Panel may consider the following:
- 33 1. all information provided to them by the parties, so long as both parties have had an opportunity to review
 34 and respond to the evidence;
- 35 2. the Union's budget for grievance/arbitration processing;
- 36 3. the testimony and credibility of witnesses; and,
- 37 4. any other evidence or considerations which are necessary to an equitable determination of the appeal.
- 38 The Panel may not consider facts, rumors, documents or other information, which are not a part of the grievance file
 39 or supplied by the parties at the hearing.
- 40 I. The Panel shall not overturn the decision of the Union staff unless the evidence establishes that ASEA/AFSCME Local
 41 52 has acted in an arbitrary or discriminatory manner, or in bad faith.
- 42 J. 1. If an appeal is granted, the Panel may:
- 43 (a) direct the grievance be advanced through Step IV;
- 44 (b) direct the settlement be rejected and the Union to proceed to arbitration; or
- 45 (c) direct the grievance be advanced to arbitration.
- 46 2. If an appeal is denied, the Panel shall affirm the decision made by the Union.
- 47 K. The Panel's decision shall be final and binding on the Union and the member. However, the Panel may reconsider
 48 their decision if, and only if, new evidence becomes known after the decision has been issued that may have caused
 49 the Panel to decide the case differently. The final decision may not be appealed to the Union's State Executive
 50 Board or other Union board or officer.
- 51 L. The Panel's decision shall be sent in writing to the member with a copy to the Business Manager, within 10 calendar
 52 days of the Panel's decision.

- 1 2.03.040 ASEA/AFSCME Local 52 Political Action Committee
2 As it is prohibited under Alaska Public Offices Commission (APOC) Regulations to use ASEA/AFSCME Local 52 dues money for
3 any partisan political purposes, all voluntary political contributions are to be placed under the control of the ASEA/AFSCME
4 Local 52 Statewide PAC and governed by the Rules of Operation that have been approved by the ASEA/AFSCME Local 52
5 Political Action Directors. The PAC is not a committee under the jurisdiction of the Union.
- 6 2.03.050 Rural Advisory Committee
7 The Rural Advisory Committee shall be comprised of the president of each rural chapter of ASEA/AFSCME Local 52. The Rural
8 Representative on the State Executive Board shall serve as liaison between the committee and the State Executive Board.
9 The Rural Advisory Committee will meet telephonically at least quarterly. They may have one face-to-face meeting annually
10 in lieu of a telephonic meeting.
- 11 2.03.060 Women’s Issues Committee
12 The Women’s Issues Committee is created for members to address challenges, inequalities, and recommendations for
13 improving working conditions for ASEA women.
14 The Women’s Issues Committee will meet telephonically at least quarterly and may meet in a face-to-face meeting annually
15 in lieu of a telephonic meeting.
- 16 2.03.070 Bush Community Committee
17 The Bush Community Committee is created for the Bush community members, to address issues and concerns of chapters
18 not on a road system and to look into economic impacts and union opportunities. The committee will consist of up to ten
19 (10) members from Bush chapters. The State Executive Board Bush Representative will serve as a liaison between the
20 committee and the State Executive Board. The Bush Community Committee will meet telephonically at least quarterly. They
21 may have one face-to-face meeting annually in lieu of a telephonic meeting.
- 22 2.03.080 Probation/Parole Committee
23 The Probation/Parole Committee is created to address issues and concerns of Probation and Parole Officers. The committee
24 will consist of up to ten (10) GGU members who are Probation/Parole Officers from various regions. The State Executive
25 Board Class I Representative will serve as a liaison between the committee and the State Executive Board.
- 26 2.03.090 Class I Committee
27 The Class I Committee is created for and comprised of GGU Class I members to represent the needs of Class I employees. The
28 ASEA/AFSCME Local 52 Class I Executive Board representative shall be the Chair of the committee. The Committee shall meet
29 monthly by teleconference. Members of the Committee may meet face-to-face at least annually in lieu of a telephonic
30 meeting.
- 31 2.03.100 Next Wave Committee
32 The Next Wave Committee is created for ASEA members 35 years of age and under, to address issues and concerns of these
33 younger members. The Next Wave Committee will meet telephonically at least quarterly and may meet in a face-to-face
34 meeting annually in lieu of a telephonic meeting.
- 35 **2.04.000 SPECIAL STATE EXECUTIVE BOARD COMMITTEES**
36 Special committees are appointed for a time-certain, providing a final report to the ASEA/AFSCME Local 52 Executive Board
37 no later than the conclusion of such appointment or at the next regularly scheduled quarterly meeting, whichever comes
38 first. All special committee appointments shall cease to exist at end of time-certain.

1 **2.05.000 COMMITTEES REQUIRED UNDER COLLECTIVE BARGAINING AGREEMENTS**

2 2.05.010 General Government Unit Labor-Management Committees
 3 Labor-Management Committees or any committee provided for by the GGU Collective Bargaining Agreement shall be
 4 appointed and coordinated by the professional staff of the Union.

5
 6 Main Motion 13-016 (ASEA Policies and Procedures-Grammatical)

7 Moved by Michael Williams, seconded by Chris Pace
 8 To adopt the grammatical corrections to the proposed P&Ps.

9
 10 Main Motion 13-016 passed, without objection

11
 12 **REPORT - BUSINESS MANAGER (CONTINUED)**

13 American Income Life Insurance

14 The Business Manager provided an update for the American Income Life Insurance benefits. Accidental
 15 Death & Dismemberment insurance is provided to all members. A mailing will be sent to each member
 16 in the mail to designate a beneficiary.

17
 18 //end of Business Manager's Report

19
 20 (The State Executive Board took a break at 1:40 p.m., resuming in general session at 1:56 p.m.)

21
 22 Note of Record: Kathy Atkinson distributed materials to the Board for a voluntary savings plan for Tier I,
 23 II, and III employees.

24
 25 **UNFINISHED BUSINESS (CONTINUED)**

26 ASEA Policies and Procedures - Continued

27 ASEA Policy 2.01.000 A & D was clarified as presented in the above proposed policies and procedures.

28
 29 Main Motion 13-017 (ASEA Policies and Procedures-Policy 2.01)

30 Moved by Michael Williams, seconded by Mo Koezuna
 31 To adopt change to 2.01.000 A&D and renumber remaining sections accordingly.

32
 33 Main Motion 13-017 passed, without objection

34
 35 **REPORT - PRESIDENT (CONTINUED)**

36 Committee Appointments

37 Appointments for vacant seats were addressed in the State Executive Board poll of November 1, 2012.

38
 39 Main Motion 13-018 (AFSCME Int'l Committee Recommendation)

40 Moved by Michael Williams, seconded by Jerry Soplanda
 41 To forward a recommendation to AFSCME of Sue Johnson for the AFSCME Nurses Committee.

42

1 Main Motion 13-018 passed, without objection

2

3 **UNFINISHED BUSINESS (CONTINUED)**

4 ASEA Strategic Goals and Action Plan

5 The Business Manager presented the ASEA Strategic Goals and Action Plan to the Board. Each of the
6 goals has a plan of action for staff to perform. The State Executive Board will receive an update during
7 the quarterly business session.

8

9 **REPORT - PRESIDENT (CONTINUED)**

10 Calendar of Events

11 The next schedule Quarterly Business Session of the State Executive Board will be a one-day meeting on
12 February 22, 2013 in Juneau at the Baranof Hotel.

13

14 Main Motion 13-019 (May 2013 Quarterly Business Session - State Exec Board)

15 Moved by Jud Kirkness, seconded by Lynnette Barkowski

16 To schedule the May 2013 Quarterly Business Session for the week of May 13th, preference to May 14-
17 15, 2013, in Sitka, Alaska.

18

19 Main Motion 13-019 passed, without objection

20

21 **NEW BUSINESS**

22 There was no new business at this time.

23

24 **ADJOURNMENT**

25

26 (Whereupon, the quarterly business session of the ASEA/AFSCME Local 52 State Executive Board
27 adjourned at 4:06 p.m.)

28

29 Respectfully submitted by

30 Michael R. Williams, Secretary

31 State Executive Board

32 ASEA/AFSCME Local 52, AFL-CIO

33