Professional Association Executive Board

September 13, 2018 Meeting Minutes

**Present: Norma Chrisman, Patti Antanavige Diana Ayers-Darling, Alison Doughtie, Christine Van Namee, Michael Henningsen, Dawson McDermott, Justin Rahn, Justin Wilcox, Robin Saxe, Aaron Fried, Melissa Bartlett, Kelly McNamara, Robin Saxe, Sergey Myalik, Jocelyn Ireland, Kathy Kotary**

**Absent/Excused: Justin Wilcox, Christine Van Namee, Melissa Bartlett,**

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| **Item**  | **Discussion**  | **Action/Decision**  |
| **Call to Order and Approve Agenda** | Meeting was called to order by President Norma Chrisman at 2:32pm |  |
| **Electronic Votes since May 10th, 2018 meeting** | On 5/11, President Norma Chrisman sent an email out asking for a motion to spend $1,560 for each member of the LAP committee to have their own private room at the LAP Conference July 16-20 at Saratoga Springs. Motion was made by Dawson McDermott 2nd: Robin SaxeOn 5/30, President Norma Chrisman sent an email out asking for a motion to spend $750 for a donation to the United Way’s Day of Action that will provide 2,500 meals to those in need in Oneida & Herkimer Counties. Motion was made by: Michael Henningsen2nd: Justin RahnOn 7/13, President Norma Chrisman sent an email out asking if the PA would be interested in donating $250 to FARE’S CNY Food Allergy Hero’s Walk. Motion was made by: Dawson McDermott2nd: Justin Rahn  | **Motion Approved****Motion Approved****Motion Approved**  |
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| **Approve of Minutes** |  Minutes of the May 10, 2018 meeting were reviewed and discussed. No corrections were noted. Motion to approve minutes from May 10, 2018 made by Robin Saxe 2nd :Justin Rahn | **Motion Carried**  |
| **President:** | * 1. Meeting with President VanWagoner (05/18)-Discussion on finalizing the MVCCPA Contract.
	2. Attended Elaine and Louis A Falvo Jr Family Donor Recognition Wall event (05/21)
	3. LAP Self-Assessment Meeting (05/30)
	4. Meeting in Human Resources – employee matter (05/31)
	5. Meeting in Human Resources – job description changes (06/06)a. College has set a president that would allow the employee to carry over any promotions/levels with title or job description changes as long as still within the same department.
	6. Board of Trustee meeting (06/18) – contract approved
	7. United Way – Day of Action (06/21)-Event held at the Mohawk YMCA. Norma assisted in packaging meals. As a reminder, MVCCPA donated money towards this event. Over 30,000 meals were boxed during the event.
	8. LAP Year 2 Planning Meeting (06/26)
	9. NYSUT Post JANUS decision phone conference call (06/28)
	10. Oneida County Ways and Means Committee Meeting and County Board of Legislature Meeting (07/11)
	11. Board of Trustee meeting (07/16)
	12. NYSUT LAP Conference – Year 2 (07/17 - 07/20)
	13. United Way Campaign Cabinet meeting (07/23, 07/25)
	14. United Way Day of Action planning meeting (08/09)
	15. United Way Labor Kickoff (08/23)
	16. Meeting in Human Resources – job description changes (08/28)
	17. New Employee Orientation (08/31)
	18. Meeting in Human Resources – job description changes (09/07)
	19. Meeting in Payroll – retro payment review (09/11)
	20. United Way Campaign Cabinet meeting (09/12)
	21. Meeting in Human Resources – member concern (09/12)
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| **Correspondence:** | 1. Thank-yous received
	* 1. Michelle M Adey Memorial Fund
		2. Rescue Mission of Utica for Food Pantry donation
		3. FARE – Food Allergy Research and Education
2. Golf Outing – Friends of Anthony Picente – invite
3. NYSUT Utica Office Fall Leadership Conference – Oct 13-14 – STRIDES fundraiser in Alexandra Bay, NY.
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| **Treasurer Report:** | Christine is currently attending a conference in Arizona. The Current Financial Statement was handed out and explained by Norma.  |  |
| **Committee Reports** |  |  |
| **Benefits Fund** | The Benefits fund voted to discontinue the Financial Planning service as reports showed this was underutilized by our members. Due to the rising costs of other services provided by the Benefits Funds, this will save some money as well as cover the additional costs. The fund is also sponsoring a representative from our legal services plan on Monday, September 24th. John Calimano, ESQ will be on campus to answer any legal questions or develop a Will and/or Health Care Proxy.  |  |
| **Community Outreach** | June 21st—Saranac Pouring event was as huge success. Thank-you to everyone that came to pour and show your support for the United Way! Tickets will be sold for the STRIDES fundraiser to be held during the Leadership Conference. We will be sponsoring 2 baskets this year. The School supply donations is still underway. Items are coming in slowly, so please encourage others to donate! The Community Outreach Committee was approached by TEAM MVCC to work together for the American Heart/Run. The team name will be MVCC TEAM SAM. 1. Motion to approve walking jointly with the College (TEAM MVCC) as MVCC TEAM SAM by Aaron, 2nd Patti

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| **Education and Training** | Melissa is working on developing a January Institute program on how to write planning and evaluation reports.  |  |
| **Grievance** | Currently we have 6 grievances at step 2We have 2 at the Arbitration stage and are just waiting on decisions from the arbitrator.  |  |
| **Internal Communications** | We had 13 Nominations for the upcoming special election. Voting will take place Sept 24-28th. Ballots will be mailed home and can be returned to the MVCC Libraries. Kinks with the website are still being worked out, but almost ready to go live. The new MVCC PA Contract will be uploaded to the website shortly. Members will be receiving a printed out contract shortly. PAnamora will hopefully be sent out the 1st week of October. Norma is looking for every committee to submit at least one article.  |  |
| **LAP** | The LAP Committee has been very busy!* Looked at last year goals and evaluated: Did not meet the number of PANamoras or the Legisletter due to other things that came up (due to contact negotiations).
* Came in under budget, which will be rolled into this year.
* Patti asked for committee chairs to invite a member of the LAP Committee to meetings to discuss committee involvement in Lap activities.
* LAP budget for this year is $16,000 with 40% being funded by NYSUT.
* LAP provide the funds for the MVCCPA Lanyards and the service pins. Since pins only go up to 25 (every 5 years). We are working on finding a new company for additional pins.
* MVCC PA Movie Night occurred, however, was attended by only a few. A total of $32 was raised for the MVCCPA Book fund.
* UTA Kickball Game has been postponed until the Spring.
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| **Member Engagement** | As part of LAP, Member engagement will be looking for ways to signify/celebrate promotions. The Holiday Party will be scheduled soon.  |  |
| **Negotiations** |  Special Election will result in knowing who the Negotiation Team will be as our new contract expires at the end of this Academic Year. Aaron will pull the former team together to discuss ways to collect good data for the new team. Possibly looking at putting together a “64 Bracket” to find the top 4-8 concepts that are of the most importance to the MVCC PA constituents.  |  |
| **Political Outreach** | Attended the July BOL meeting along with Norma. There was no discussion by the Legislators on the contact. Attended the NYSUT State-wide endorsement conference in early August. At this point, Anthony Brindisi has been endorsed for the US Rep Seat, but no endorsement for the 119th District. August/Sept BOL meeting was attended but nothing was discussed that would impact MVCC.   |  |
| **Research and Records** | Welcome Jocelyn Ireland as the new Chair of this committee! Looking for ways that the committee can be of assistance to all the committees.  |  |
| **New Members** | Committee met to put together all the new members’ binders. We currently only have 3 that have not signed, and a couple that have not signed the recertification sheet. September 26th is the New Members Reception at 4:30pm in IT 225.  |  |
| **Old Business** | One-on-One Meetings—Membership Commitment Forms: We currently have 6 that have not signed the recommitment form. Able to use the original form that was filled out, however, there is a small difference in the language about length of time the member has to no longer to be a member. Report has to be given to Kim Evans Dame by end of the month or all dues for members will be stopped being automatically deducted. It is very important that we strive to get 100% cards returned! Certification cards will not have to be completed each year; dues will be deducted until the member no longer wants to be a member. We have 1 official non-member as he alerted the college and Norma he does not want to be a member.  |  |
| **New Business** | 1. Gompers Dinner—Award Nomination—Friday October 26th, 2018 At Hart’s Hill Inn. Two nominations have come forward, however, there was a split as to who the PA would nominate. Norma is requesting that we nominate both nominees instead of having to choose between the two deserving individuals.

Cost: The MVCC PA pays for the honoree and a family member at $45 per person ($180) and we take out an ad for the booklet ($100), and the medal the honorees receives and the brick at the memorial in Illion (300) for a total of $580. Motion to approve expenditures for our two nominees for the Samuel Gompers Distinguished Service Award made by Dawson McDermott 2nd:: Kelly McNamara 1. Elections—Replacement and Special Election

Community Outreach—Thomas Zenon to replace David Internal Communication—Louise Charb(Library) to replace Jennifer Rubino Motion to replace as noted above: Justin, 2nd Aaron 1. Proposal to change officer and committee terms from 2 year to 3 year terms
* Allows more opportunity to learn the position and to be more productive within said position.
* If approved by Eboard, would go in front of full General meeting at the January meeting.

Motion to change terms from 2 year to 3 year made by Robin Saxe 2nd :Jocelyn Ireland1. Community College conference October 20-21st. If interesting in attending, please let Norma know.
 | **Motion Carried****Motion Carried****Motion Carried** |
| **Next Meeting** | The next meeting will be held on October 11, 2018 at 230pm in AB 126 |  |
| **Adjourn** | Motion to adjourn made by Dawson McDermott 2nd by Mike HenningsenMeeting was adjourned at by Norma Chrisman at 3:46pm.  | **Meeting Adjourn** |