

COTA Meeting
October 8, 2009
1142 KC
12:00 p.m.

Minutes -

- I. Call meeting to order at 12:03 p.m.
- II. Roll Call – Guests Marty Lankford, Joe Washington. Present: Chris DeMull, Michelle Duram, Shawn Evans, Cheryl Fischer, Michele Golightly, Bill Grimaldi, Mary Ann Holcomb, Michelle Holstege, Ann Platt, Janet Potgeter, Hollie Rago, Dori Runyon, Lorna Siler, Carol Talsma, Vicki Wenger, Barbie Young, Jay Zink
- III. Approval of September meeting minutes – Motion made to approve September minutes as presented. Motion carried.
- IV. Treasurers Report –
 - a. Contacted multiple banks/ credit unions regarding the Money Market account. Our account will remain at NuUnion – as they have the best rate. Motion made to continue with the Money Market at NuUnion. Motion carried.
 - b. Written budget report received.
- V. Membership Report
 - a. There are 3 new members; one new member's classification was updated to a C-3 in the report. There were multiple changes from PT to FT status. Currently there are 347 Members, 10 on probation and 12 Fee Payers.
 - b. Just a reminder that if a Member chooses to leave the union the only time would be in August. We will allow a fee payer to join at any time.
- VI. Grievance Report
 - a. At this time there are no grievances.
 - b. Health Insurance and Academic Year employees. Currently there is no money removed during the summer months. The amount is removed in 1 lump sum when you return to work. UMR requires monthly payment. They need to let staff know right away about the money. This is an administrative change. A question was raised of why they cannot take out more money while the staff member is working. A lump sum is being removed to cover the arrears on the UMR portion. The Flex money will be adjusted to make the summer difference. Cheryl would like to see if they can remove the money in 32 weeks.
- VII. Building Representative Reports
 - a. Still trying to locate a building rep for the Bike Factory.
- VIII. Old Business
 - a. No old business

IX. New Business

- a. COTA Luncheon – will be on 10/15/9. Chris needs volunteers to assist with the luncheon. Our MEA Uniserv Director will be at the Luncheon. Marty will also be brining donations for the PAC raffle. Michele Golightly will be pulling an agenda together for the luncheon.
- b. Inclusion Advocate – The new Inclusion Advocate training program is being conducted. To be an Inclusion Advocate you must have attended the Institute for Healing Racism and an Orientation. Do not have a grasp on how it will truly be carried out. There is inconsistency on COT's being involved in searches. It was questioned on what to do when you run into a bias incident and the chair of the search is demonstrating the bias. COT Contractual issues also need to be discussed/addressed. Michele Golightly will address some contractual language that is not currently happening. The Inclusion Advocate program should be more of a coaching tool. Dr. Arnold presented on the Inclusion Advocate advisory team. Shawn would like to nominate a COT representative to serve on this committee. Shawn is willing to serve as the back up for this role. A motion was made to nominate Ann Platt as the Inclusion Advocate Advisory Team rep that we would like to bring forth to Dr. Arnold. The motion was carried.
- c. Maggie McCrystal and Ruthann Griffin presented on the Initiative to take a thorough look at the Performance Development Program. They are looking at going paperless, and any other improvements that could be made. Some of the questions are:
 - i. A numeric rating system
 - ii. New questions on the self assessment
 - iii. Rating on specific tasks instead of categories
 - iv. As we go through the next weeks/month if we could have the COT members make suggestions/comments on what they would like to see or change and direct those items to Ruthann Griffin in the HRO email address, in the subject list PD System.
 - v. It was discussed to send out an email from the building reps to their members. It was decided to have an email come from Michele G. to all the members.
 - vi. Shawn E. would like to see a more consistent process across the board for the supervisors. Even with a good relationship with a supervisor some COT's must do more to achieve a meritorious than another COT in the same college but a different department (also a different supervisor).
 - vii. How does HRO determine when supervisors are not completing or complying with the process? If the Dean doesn't mandate HRO cannot make the supervisor complete the evaluations. That creates an issue of fairness for those that are getting evaluated and have that as part of their permanent records.
- d. Marty Lankford would like to make himself available to attend meetings if possible. He addressed that the MEA is mainly K-12 but he would like to work towards making the MEA more meaningful to our members. We could add an addenda item to the meetings when we know Marty will be attending.
- e. The next meeting will be at DeVos on November