

**COTA Meeting**  
**January 14, 2010**  
**1142 KC**  
**12:00 p.m.**

Agenda

- I. Call meeting to order – 12:01
- II. Roll Call – Present: Chris DeMichieli, Chris DeMull, Michelle Duram, Shawn Evans, Barb Farah, Cheryl Fischer, Michele Golightly, Bill Grimaldi, Molly Herth, Mary Ann Holcomb, Ann Platt, Hollie Rago, Linda Rettig, Doris Runyon, Lorna Siler, Carol Talsma, Vicki Wenger, Barb Young, Marty Lankford (MEA Uniserv)
- III. Approval of November meeting minutes – motion made to approve the minutes as presented, motion carried.
- IV. Treasurers Report –
  - a. We did receive our own EIN number. All the signature cards have been updated. Next step will be to work on incorporation.
  - b. Written report submitted on account balances for December and January – 20,000 was put into a 5 year CD, and the funds from fee payers was transferred to Financial Aid.
- V. Membership Report
  - a. Written membership report submitted for December. There are currently 356 members, 9 probationary employees and 11 fee payers.
- VI. Grievance Report
  - a. There is currently a Step 1 grievance in process related to hiring practices. There are other issues that they are addressing but no other outstanding grievances.
- VII. Building Representative Reports
  - a. Has anyone had a member approach them re: salary continuation reporting? One member feels she is being singled out; she has all the documentation to support her absences. This process occurs every 6 months from HRO. There are **not** a large number of employees that abuse salary continuation. There are only 30 COT's on this current report. The verbiage of the letter from HRO is in question. This is not supposed to be a disciplinary letter. A question was raised if we could notify the COT's that are on that list. Cheryl and Michele G. will ask HRO at their next meeting. As a building rep please make sure that you are fair in looking at both sides of the situation.
  - b. Another issue was raised – can a COT supervise another COT. COT's cannot supervise other COT's in the union. We do provide arbitration / mediation for 2 people in an office that cannot get past personal issues.

## VIII. Old Business

- a. COTA Luncheon – next year’s tentative date (tabled from 11.09 mtg) – the date for the COTA luncheon will be 10/7/10.
- b. COTA Evaluation Comments – (tabled from 11.09 mtg) – there were 14 comments sent from our members that we forwarded to HRO. Will clarify on the status of the automation process at the next meeting with HRO.

## IX. New Business

- a. Election Timeline – The election timeline will be adjusted this year due to the MEA requirement that elections be completed by March 30. The timeline is as follows:
  - 2/8/10 - Call for nominations
  - 2/15/10 - Nominations due to Michelle Holstege
  - 2/22/10 - Nominations confirmed/bio information received
  - 3/1/10 - Election information sent to full membership
  - 3/8/10 - Membership lists sent to building representatives\*
  - 3/15/10 - Ballots/Absentee ballots sent to building representatives (association members are responsible for notifying building representatives if they need an absentee ballot)
  - 3/22/10 - Absentee ballots returned to building representatives
  - 3/23/10 - Election day - Building representatives to return ballots to Michelle Holstege by 4:00 p.m.
  - 3/24/10 - COTA President receives election report/outcome
  - 3/25/10 - Association membership receives election report/outcome
  - 3/30/10 - MEA receives election report
- b. Student Appreciation day will be April 8.
- c. MEA Scholarships – received applications for scholarships through the MEA. MyMEA.org is where the applications can be found under conferences / awards. Applications are due by February 12. To qualify students must be children of MEA members. Retirees review the applications; it is a very thorough process.
- d. Bargaining / PAC conference – ESP is offering a state wide conference March 19- 20 and a Bargaining conference in February. If there is interest in attending please contact Michele G. There will be more information on higher education at the Bargaining conference in February.
- e. COTA Scholarship – Lorna has been awaiting information from Development. This fund is a matching fund. Michele G will send out a memo to the members regarding donations to this fund.
- f. Race to the Top – Marty responded to a question regarding the Race to the Top program. This program is supposed to stimulate reform in public schools. This is a federal program. The MEA does not support this program. Michigan would have to pass legislation to qualify for this grant program. This could positively impact higher education, but may not be beneficial to K-12 education.

Meeting adjourned 1:00 p.m.