

**COTA Meeting**  
**September 10, 2009**  
**1142 KC**  
**12:00 p.m.**

Agenda

- I. Call meeting to order 12:05
- II. Roll Call - present: Chris DeMichieli, Chris DeMull, Michelle Duram, Shawn Evans, Barb Farah, Cheryl Fischer, Michele Golightly, Bill Grimaldi, Mary Ann Holcomb, Michelle Holstege, Wanda Isenga, Ann Platt, Janet Potgeter, Hollie Rago, Dori Runyon, Lorna Siler, Carol Talsma, Vicki Wenger, Barb Young
- III. Approval of May meeting minutes – motion made to approve the May 2009 meeting minutes, motion carried.
- IV. Treasurers Report –
  - a. The CD is set to roll over on 10/1/09. We would like to move the CD to LMCU, but will be checking to see what the best rate would be.
  - b. Discussed moving money from the money market account to a CD \$10,000.00 was the amount discussed. Questions were raised regarding if we need to maintain a minimum balance in the money market account to keep our rate. What the percentage would be compared to what we have. We may revisit the issue if there is a substantial difference in rates.
  - c. Motion made to approve the report as given. Motion carried.
- V. Membership Report
  - a. This has been an active summer. There are 16 changes to COT – either reclassifications or changes in work hours.
  - b. There were some reclassifications, Shawn served on 2 reclassifications, the remaining went directly through HRO.
  - c. Discussed pending retirement for a long time COT.
- VI. Grievance Report
  - a. There are no official grievances at this time. It has however been a busy summer.
  - b. There was a part time position that was approved to go to full time status. The current staff member must either take FT or lay off. There was an

approved part time position in another office. We would like that position to go to the COT member without posting.

- c. Salary Continuation – there have been several instances brought to our attention. Excessive usage of salary continuation can follow our members. It is a great benefit but the usage of salary continuation does stay a matter of record, even if it is approved by the supervisor.
- d. A Bldg Rep. brought a question regarding a position that went to an outside candidate. There was a job classification description but not the type of person they wanted to fill the position. If a grievance had been filed, and won the grievant would be given that position. The University would be responsible to provide another position for the for the new hire or lay them off.
- e. There were three issues this summer of external candidates being hired over internal candidates. All of those people have left the university either quitting or not making their probation.

## VII. Building Representative Reports

- a. There has been another AP position approved in the Records office. Are they attempting to avoid COT positions? The job description was questioned. The AP group has a website that lists their job descriptions.
- b. A Staff member had requested vacation in January, and it was approved. Now that person is being told that it is the time of vacation blackout (the calendar was not available when vacation was requested). Can the supervisor resend the vacation approval based on the blackout time period? The supervisor cannot disapprove vacation once they have approved it.

## VIII. Old Business – no old business

## IX. New Business

- a. Discussion on donation of sick hours to COTA members – a staff member must be a full time employee to be eligible for donation of vacation hours. Also a they can only accept donated hours if their vacation is exhausted and they are now on STD. The process begins with HRO. Cheryl will verify this process with the HRO office. STD is 75% of your wages; LTD is 50% of your wage. We cannot donate extra hours if we have an excess of 160 hours.
- b. MEA Region 9 – Silvia is no longer the Region 9 representative. The current MEA reps are Shawn Evans and Lorna Siler. Ann Platt was a write in candidate. Shawn has contacted Region 9 for meeting dates. We need to have 2 representatives present especially for the Spring meeting. This is the most important Region 9 meeting.

- c. Need for Additional Building Reps. – we would like to add building representatives as some buildings representatives are responsible for 40 – 50 people in their buildings.
- d. Scholarship Committee Update – Shawn, Chris and Lorna met last spring to discuss the language in the scholarship. They have discussed the language relating to child/grandchild. They chose to say that instead of dependant. Dependant typically applies to people under the age of 24. A motion was made to approve the changes to the scholarship language. Motion carried.
- e. October COT luncheon. The date has been set for October 15. Chris DeMull will be sending the save the date reminder.
- f. MEA Uniserv Director – Bob has taken another position. The MEA contacted Michele Golightly to discuss the 2 candidates. Michele G. requested they contact Cheryl F. Cheryl had discussed that we wanted a candidate that had Higher Education experience and would not “okay” the hire without reviewing the candidates. The person with seniority has been hired to replace Bob. We are still attempting to contact him to meet.
- g. Open enrollment is coming soon. Coreen and Cheryl are still on the medical Benefits Committee. They will be meeting on the 30<sup>th</sup> and will know if we will have any changes or if it will remain unchanged. The university has bid other companies looking for better cost. It has been very helpful to be on this committee. Dave Smith in HRO is doing a very good job and is working very hard to achieve the best results for GVSU.

Meeting adjourned at 12:55 p.m.

Next meeting date October 8, 2009 – 1142 KC