

Minutes of the Communications Committee
Thursday, January 14, 2010

Attendees: Cesar Aguilar, Debbie Blair, Jim Carr, Donna Dawn, Sally Jo Divis, Mike Geck, Karen Irwin, Virginia Mann, Pam Ohrazda, Pete Rauch, Brian Young, Steve Wiener

I. Restructuring of the Communications Committee

Brian reported that the January 9th meeting at SDSU has reinforced the fact that the coming months are going to be very busy, involving a lot of communication between union activists, and our members. It has also become clear since Lisa Bandong stepped down that the position of Communications Director has become too much for one person, and that we should move forward with different people taking on specific Communications tasks.

Brian set out the tools our Chapter will need to use on a regular basis:

Email updates: Write, distribute and maintain (**Karen Irwin will distribute & maintain**)

Website: Write, post and maintain (**Val Knox will post and maintain**)

Newsletter: Write, edit, format, distribute (**Donna Dawn and Jim Carr will do this and meet with Brian weekly to coordinate**). They are to contact John Watson to see about getting on the monthly call list)

Bulletin Boards: Post and maintain with current information (**Jim Carr will manage & delegate information for posting**)

Meetings: Monthly meetings for E-Board, Communications, Steward's Council, and all-staff meetings when there are pressing issues to discuss with employees

II. Email Updates – Newsletters – Website – Bulletin Boards

Brian, Mike & Sally Jo have been meeting 3 or 4 times monthly with HR to discuss furloughs, voluntary time reductions, and current issues and it is important to transmit some of this information to employees, to inform them and get feedback and more local participation. Additionally, we need to keep staff current with the latest news from union management. The vehicles for all of this will be our website, emails, and the newsletter. Sally-Jo will send the minutes from these meetings to be posted on web site.

Virginia Mann reported that Val Knox has told her she is happy to continue to post items to the Chapter webpage, and is also available to proofread as needed.

Brian would like us to revive the newsletter at the beginning of February – and aim for two pages. Sally Jo feels a February meeting is needed for employees. Mike agreed, but felt the meeting should be held off for a few weeks, since much is now happening and the President will report on the budget on January 28th. An all-staff meeting is expected in February, but the date is not yet set. **We will ask Pamela to reserve the 18th and 25th of Feb. as possible meetings. These will include only drinks/ goodies – not full lunch.**

III. Goal-setting for Communications

The Newsletter is generated biweekly by information coming into and from Sacramento and Chapter 321 needs to implement this on a regular basis again. These messages will concern specifics regarding jobs, furloughs, layoffs, pay raises, and other issues of great interest to employees. We need to include all employees in the process, and not just inform them.

Donna Dawn commented that she overhears employees say that we're looking at layoffs. She feels that the general mindset is that it's a certainty that layoffs are coming. Brian pointed out that the layoff process at CSU is different than private industry. The state budget will determine the CSU budget. Then, the unions can work with management to decide if they will accept voluntary time reductions or furloughs, or other proposals.

Mike noted that in the last email update, he posted a question he had received, and then answered it in the email. He felt that our website should have a function for Q&A. **Pete will look into setting up a site for this.**

HR will meet with employees on Jan 20, 21, 25 to discuss a program for voluntary time reductions. Mike suggested that at least one Chapter activist attend each of these meetings and take note of any follow-up required by HR.

Donna felt that an email should be sent out today to employees, notifying them of these meetings next week. Brian volunteered to draft the email, and Karen will send it out later this afternoon. It should be stressed that HR won't ask people to sign up for voluntary time reductions yet – it's strictly informational.

Brian reported that he and Mike were headed upstate on Friday, to discuss how the union will respond to the budget. Mike noted that furloughs are not off the table, and layoffs are not on the table yet. Furloughs require discussion, and a vote by union membership.

Virginia inquired about the possibility of an 11/12 work schedule, campus-wide, which would provide an extra 2-week vacation in summer and over the holidays? Brian replied that the Union would have to agree to this – the President cannot impose it.

Sally Jo Divis will be putting in an official request for seniority point lists from HR next week.

For next week's meeting: We need to put together a schedule for the rest of the fiscal year: trainings, meetings, general meetings. It is felt that room 4402 is too small. Need to look into a bigger room that allows lunch without a fee. Steve Weiner has handled this and booked MARK 221-B for the rest of the semester.

Brian would like to start meeting weekly with Sally Jo (to keep on top of steward issues), communications (Donna and Jim), furlough committee, and whoever else can meet at noon on Thursdays.

IV. Surveys

To be discussed at a future meeting....