**AFT Everett Higher Education**Executive Council Meeting
May 23, 2016

Meeting Minutes

Present: Nina Benedetti, ElkeDinter, Sue Grigsby, Steve Horn, Gary Newlin, David Rash, Trish Davies (arrived 2:35)

Guests: Mike VanQuickenborne, Mark Kontulis, Nancy Bruce

Absent: Brett Kuwada, Jeanie Goodhope

**Approval of Minutes**

Approval of minutes from the May 9, 2016 meeting was deferred until the next meeting.

**Spring Membership Meeting Funding**

Based on expected attendance, ExCo unanimously approval of up to $700 for lunches for the June 1, 2016 membership meeting. Lunches will be obtained from the new college cafeteria vendor, Snohomish Bakery.

**Payment for Gifts at Spring Membership Meeting**

ExCo unanimously approved providing gifts to retirees and to current ExCo members leaving their positions on June 1, 2016 in the amounts provided pursuant to ExCo’s written policy on such gifts.

**Fall Membership Meeting Funding**

Based on attendance from prior years, ExCo unanimously approved up to $1500 for lunches for the Fall Quarter 2016 membership meeting to be held during opening week.

**Approval of New Members**

Sue presented and ExCo unanimously approved the new members from May 2016.

**Approval of Financial Statement**

Sue presented the AFT Everett financial statement as of April 30, 2016. Sue noted that the profit & loss statement includes two months of per capita fees paid to the state and national AFT organizations and to the Snohomish Labor Council. After discussion, ExCo unanimously approved the financial statement.

**Approval of Check Signing Authority**

Sue noted that changes in Executive Council membership requires a change in check signing authority. These minutes serve as authorization by the current Council for the VP of Finance (Sue Grigsby), to direct any relevant financial institutions to:

Remove Jeanie Goodhope and Trish (Patricia) Davies as check signers/financial designees at Opus Bank.

Remove Gary Newlin and Trish (Patricia) Davies as check signers/financial designees at Heritage Bank.

Add Mike VanQuickenborne and Mark Kontulis as check signers/financial designees at both Opus Bank and Heritage Bank.

Gary Newlin moved to approve this action and Nina Benedetti seconded the motion. The motion was approved unanimously.

**Transitions as of June 1, 2016**

Upon completion of her last minute taking for the Spring 2016 Membership Meeting, Trish will return the AFT-Everett laptop computer to the campus office. At Nancy’s request, the laptop will not be updated to Windows 10.

Anyone leaving office and in possession of keys to the AFT-Everett office should return them to Campus Security so they can be reassigned to new ExCo members.

**Finance Report**

Sue noted that AFT Everett’s Opus Bank checking account has a balance of approximately $150,000. She indicated that she would research options for putting $100,000 into a CD and would report those options to ExCo at a later meeting.

Sue presented the proposed 2016-17 budget she and Nancy created. Changes suggested:

Increase release time for the VP of Negotiations from 4K to 9K

Decrease legal expenses from 40K to 35K

Decrease travel, amount TBD

The budget was tentatively approved with the plan for Sue to send a final version for approval via e-mail no later than June 30.

**Selection of Auditor**

Sue presented information on two CPA firms as options for a new external auditor; Aiken & Sanders, and Huebner, Dooley & McGuinness. There are minor differences in price and services offered. Trish moved that ExCo rely on the experience of Sue as VP of Finance to make the final choice. Elke seconded this motion, and it passed unanimously.

**Recruitment for ExCo Opening**

VP for Records & Elections: Gary recommended Michael Chaplin, Associate Faculty in the Business department. Mike spoke with him and recommended he meet with Trish to discuss the role and responsibilities of this position. Nina reported that Rachel Escoto, tenure-track faculty in Transitional Studies is also interested in this position. Trish and Nina will report back to Mike.

**Scheduling Future ExCo Meetings**

Mike suggested, and it was agreed, the new ExCo meet briefly after the Spring membership meeting on June 1.

Scheduling of meetings for next year will be determined later based on member availability.

**Salary Increase**

Gary reported that when he and Mark met with Jennifer Howard she acknowledged we would be receiving the promised 1.8% salary increase.

**EXECUTIVE SESSION**

The posting for an Advisor in Nursing has been pulled. Mark and Gary met with Jennifer Howard to discuss creating a better defined job description for Advising faculty. They brainstormed a list of responsibilities in three categories; Faculty, Classified (non-faculty), and Middle Ground. This middle ground list will be part of negotiations.

**Strike at Green River Community College**

Faculty at GRCC are conducting a three day strike May 23-25 as part of ongoing issues and no-confidence votes of their administration. AFT-Everett will take no official action, but faculty are free to take individual action they deem appropriate.

Meeting adjourned at 4:30 p.m.

Respectfully submitted,

Gary Newlin, VP for Negotiations

Trish Davies, VP for Records and Elections

May 28, 2016