

To Be Adopted

AFT Local 1839
Tuesday, September 9, 2008
R-115, 3:00pm – 6:00pm

Executive Meeting Minutes

1. Call to Order—The meeting was called to order by President Joe Moskowitz at 3:05pm.
2. Opening Remarks—Joe reviewed previous executive meeting discussion.
3. Adoption of Agenda
4. Acceptance of September 3, 2008 Executive Committee Minutes—motion made by Ivan. Seconded by Lynn. Minutes approved by voice vote.
5. President's Report—Joe Moskowitz:
 - a. announced that 14 faculty promotions will be available for next year perhaps due to his inquiries about administrators with faculty rank & their promotions
 - b. talked about the CNJSCL Workshops (for October 3rd and October 4th). And asked whoever wishes to attend, to let Joe know so he can try to arrange rides as needed.
 - c. mentioned that the election of Scholarship/Gift Committee will take place at September 22nd general membership meeting.
 - d. mentioned that the new office open house will be postponed until late September or October.
 - e. talked about the lack of interest of officers to hold regular office hours.
 - f. went over procedures for ordering/purchasing items such as printing, refreshments, and mailings, among others, indicated that all requisitions need to be signed by Joe or Rubina.
6. Proposed Budget Discussion
 - a. The discussion about the proposed budget discussion was continued. Ivan motions to adopt Joe's proposed budget. Motion seconded by Sarah. Joe clarified that he'd revise the proposal to include the caps printed on Rubina's proposal. Various questions were raised. Joe promises that a clean copy of the budget proposal will be available for the September 22nd general membership meeting. (See attached).

7. Officer's and Committee Reports

- a. VP of Adjunct Faculty—Niloofar talked about adjunct faculty issues and the needs of the adjunct faculty.
- b. VP for Professional Staff and Librarians—Lynn mentioned librarians' mandated vacation during winter break.

8. Old Business

- a. The protocol for selecting people for negotiations was discussed at length to dispel with problems. Concerns were raised.
- b. Office assistant job description discussed at length (see attached). Proposed job description was motioned for approval by Howard. Motion seconded by Ivan. Motion carries by voice vote. (See attached).

9. New Business

- a. The Executive Committee asks people to join various ad hoc committees (see agenda for specific committees)

10. Good & Welfare Items

- a. Sharon Jackson completed her doctoral degree. The Local is sending flowers.
- b. Connie Sica is ill. The Local is sending flowers.

11. Adjournment—Motion to adjourn. Seconded by Ivan. Motion carries by voice vote.

Submitted by:

John T. Trigonis,
Recording Secretary, AFT Local 1839