1. CALL TO ORDER: 2:06 PM  
Absent: A. Gonzalez & C. Cruz  

2. AGENDA MODIFICATIONS / ADDITIONS: None  

3. QUESTIONS & COMMENTS FROM MEMBERS: None  

4. ACTION ITEMS:  
   Minutes: Review and approval of minutes for June 7, 2016  
   1st: B. Springer  
   2nd: A. Cross  
   Corrections: none  
   Opposed: none  
   Abstained: C. Wick & M. Tucker  
   The motion passed.  
   Reimbursements: none  
   Position Authorizations:  
   Changes: none  
   New Positions: none  
   Replacements: none  
   Items for Vote: none  
   New Business: none  
   Unfinished Business: none  
   Elections: none  
   Training / Conferences: none  
   Negotiations:  
   - Contracts: none  
   - Classification Study: Aaron reported we received a proposal back from the District at the last meeting. The negotiations team presented a second proposal to the District. The proposal was similar to the first one. The first part of the proposal is mainly cleaning up language, namely making sure grammar is correct and supervisor positions names are accurate on job descriptions. The District is not ready to discuss salaries. They have decided to wait until the Governing Board has approved next year’s budget. The Board meets on the second Tues. in July.  
   Strategic Planning Update & Discussions:  
   SPC: none  
   FASPC: none  
   IPC: none  
   HRSPC: none  
   SSPC: none  
   Budget Committee: none  
   Benefits Committee: none  

5. Information/Discussion: none  

6. OTHER/AGENDA REQUESTS: Aaron discussed the out of class re-set the campus is talking about. He wanted to make it clear that nothing is official for the “reset”.
The District must give a proper notice when the out of class positions will be over. Dan reported Human Resources sent a letter yesterday to all administrators, directors and supervisors regarding out of class positions. They were instructed to complete a form to continue pay for out of class assignments and out of class positions. Aaron stated what needs to be determined in a fair way is how and when to return employees back to their original positions. Some classified employees have worked out of class at 20% for five years and have come to depend on this additional income. It is not in the interest of the union to have classified employees working in temporary positions for a long period of time.

7. EXECUTIVE SESSION: 2:25
   Presidents Report: Dan-no report
   Sr. Vice President Report: Chris- no report
   Vice President Report: Buddy reported he attended the Governing Board meeting for Dan. There was a presentation of the new financial budget and it did not include a COLA increase.
   Secretary Report: Kate- no report
   Treasury Report:
     - Amber reported she received 17 Hudson letter responses and all seventeen are currently reduced fee payers. The deadline is Friday, June 24, 2016. There is a total of 24 reduced fee payers.
     - Amber reported the ending fund balances for May 31, 2016: The General Account has $267,945.06. The Cope Account has $4,407.35. The Scholarship Account has $721.73.
   Grievance Officer – Anel absent-no report
   Grievance Officer- Carmelino absent- no report
   Communication Report-
     - Michelle reported she received in the mail the 2016-2017 benefit packet. Included were advertising posters. She will post one on the bulletin board by the mail room. Michelle will request to order labels in July for all members and a stack for new recruits. She also received 300 glass wipes.
     - Michelle reported that as of the end of May, our membership is at 79.5%. It is possible, with five new classified employees, the membership could go up to 80%.
     - Michelle is going to be sorting and shredding old documents from our storage office over the summer.
   Technology Officer Report
     - Aaron gave Dan the inside office key to the Mulberry Office.
     - Aaron suggested since we have such a “healthy ending fund balance” to establish a layoff relief fund/ legal defense fund. This money would be set aside in case something comes up in an emergency and be designated money (in Quick Book next year) to be used for this purpose only.
   OTHER UPDATES/INFORMATION: Aaron reminded the e-council the MOU SERP agreement with the District to fill the vacated positions by July 1, 2016 is up in nine days. For every person that took the SERP, the District must hire an equivalent position in the classified unit. Equivalent means the same grade or better, the same percentage of the contract or better, and same number of months or better. There are still 12-15 outstanding SERP positions that have not been filled.

8. AGENDA REQUESTS: none
9. ADJOURNMENT: 3:13 PM
Buddy Springer and Carmelino Cruz were sworn in for the position of Vice President and Grievance Officer.

1. CALL TO ORDER: 2:10 PM
   Present: D. Dryden, B. Springer, C. Parshalle, A. Cross, A. Holmes, A. Gonzalez, & C. Cruz

2. AGENDA MODIFICATIONS /ADDITIONS: None

3. QUESTIONS & COMMENTS FROM MEMBERS: None

4. ACTION ITEMS:
   Minutes: Review and approval of minutes for May 16, 2016
     1st: A. Cross 2nd: B. Springer
   Corrections: none
   Opposed: none  Abstained: none
   The motion passed unanimously.
   Reimbursements: none
   Position Authorizations:
     Changes: The two positions for Office Specialist and Teaching and Learning Specialist were supported and approved.
     New Positions: The Title Basic Skill Initiative 45% position was approved.
     Replacements: The Counseling Service position was approved, but the four others were put on hold until the SERP positions are filled.
   Items for Vote: none
   New Business: none
   Unfinished Business: none
   Elections: none
   Training / Conferences: Amber reported there was no interest from e-council members to attend for the CFT Labor Conference, July 12-13, 2016 in Oakland.
   Negotiations:
     ➢ Contracts: Dan reported there were no updates at this time.
     ➢ Classification Study: Dan reported the pre negotiations meeting was cancelled by the District. The negotiation team met and made progress on how to move forward. Aaron reported that the negotiations team did receive a proposal back from the District and it addressed everything in our proposal except for the ones regarding money with two exceptions: Y-ration (for people who went down) and the .72% growth “left over” monies from 2006. Aaron reported that in today’s prep meeting, the negotiations team prepared Proposal #2 including the pieces of the money proposal the District didn’t respond to. This will be presented to the District next Tuesday. If all goes well, negotiations can be finalized for the July Governing Board meeting.

   Strategic Planning Update & Discussions:
   SPC: none
5. Information/Discussion: none

6. OTHER/AGENDA REQUESTS: none

7. EXECUTIVE SESSION: 2:25
   Presidents Report: Dan-No report
   Sr. Vice President Report: Chris- absent
   Vice President Report: Buddy reported our appreciation event for members will be held in September, and the ice-cream social will take place in July.
   Secretary Report: Kate- no report
   Treasury Report: Amber reported she received 6 Hudson letters responses and all six are currently reduced fee payers. There is a total of 24 reduced fee payers.
   Grievance Officer – Anel reported there are several separate and ongoing grievances she is following and clarifying issues for.
   Grievance Officer – Carmelino reported he is now working on grievances.
   Communication Report- Amber reported for Michelle that as of the end of April, there are 272 members. There are currently 344 classified employees equating a 79.7% membership.
   Technology Officer Report – no report
   OTHER UPDATES/INFORMATION: None

8. AGENDA REQUESTS: none

9. ADJOURNMENT: 3:00 PM
1. **CALL TO ORDER: 2:05 PM**
   - Present: D. Dryden, C. Wick, B. Springer, C. Parshalle, A. Cross, M. Tucker, A. Holmes, A. Gonzalez, & C. Cruz,
   - Absent: None

2. **AGENDA MODIFICATIONS /ADDITIONS:** None

3. **QUESTIONS & COMMENTS FROM MEMBERS:** None

4. **ACTION ITEMS:**
   - **Minutes:** Review and approval of minutes for May 2, 2016
     - 1st: M. Tucker
     - 2nd: B. Springer
   - **Corrections:** Change in language under grievance reports
   - **Opposed:** None
   - **Abstained:** None
   - The motion passed unanimously.
   - **Reimbursements:** Aaron Holmes was reimbursed $211.01 for N.Y. Conference for meals, mileage, ground transportation, and air fare.
   - **Position Authorizations:** None
   - **Changes:** None
   - **New Positions:** None
   - **Replacements:** None

5. **Items for Vote:**
   - a.) **Travel Policy Review: second reading**
     - Dan made a motion to accept the new e-council travel policy which included new wording under meals and tips: “Specifically excluded are alcoholic beverages.”
     - 1st: D. Dryden
     - 2nd: C. Parshalle
   - **Discussion:** None
   - **Opposed:** None
   - **Abstained:** None
   - The motion passed unanimously.
   - b.) **Vote on Committee Representatives**
     - By consensus, the e-council selected Anne Delgado to serve on the hiring committee for the Dean of Arts, Media Business, & Computer Science. By consensus, the e-council selected Marilu D’Sanz to serve on the Benefits Committee.

6. **New Business:**
   - a.) **Summer Mou 4/10 plan:** Chris and Dan met with Mike Popielski to review our attorney’s response. Dan presented documentation from earlier MOU’s where it stated specifically employees will not be required to makeup 2 hours by using vacation on holidays that fall on the 4-10 schedule. A proposal is in the works to permanently fix the contract for those classified employees who are working alternate schedules the entire year. An MOU is underway and once in place, Dan will send an email to the e-council for review.
   - b.) **Storage Unit:** Dan and Amber successfully removed the lock and
found the contents to be junk and cardboard boxes. E-council agreed to remove all items and to
discontinue renting the unit. Storage items can be kept in the San Marcos or the Mulberry office. Amber
suggested hiring an outside consultant to scan and shred old documents. Certain documents need to be
kept in hard copy, but others just scanned for record keeping. This would simplify our storage needs. Dan
will consult with Dana Martinez to determine what we must keep for legal purposes.

Unfinished Business: None
Elections: None
Training / Conferences: Amber reported there is a California Labor Federation Conference, July 12-13, 2016 in
Oakland. She will email the flyer to the e-council.

Negotiations:
  ➢ Contracts: none
  ➢ Classification Study: Dan reported the committee is meeting tomorrow to present our initial proposal
    as to how to implement the study to the District. The proposal makes sense and is equitable. One
    question of concern is how retroactive pay will be compensated. The completion of the study was Sept.
    14, 2014.

Strategic Planning Update & Discussions:
SPC: None
FASPC: None
IPC: None
HRSPC: None
SSPC: None
Budget Committee: None
Benefits Committee: This committee is working on details of our PPO and Kaiser Health plans. There have been
issues with prescriptions and questions regarding cost savings for the college.

5. Information/ Discussion: none
6. OTHER/AGENDA REQUESTS: Summer e-council meeting schedule
   E-council decided to change meeting times for the summer to the first and third Tues. of June and July.
7. EXECUTIVE SESSION:
   Presidents Report: Dan- No report
   Sr. Vice President Report: Chris- No report
   Vice President Report: Buddy is spearheading a member’s appreciation event for this fall. He is thinking of an off
campus venue providing dinner, a DJ and dancing. Amber and Michelle will assist in planning the event. The e-council
is considering a membership drive sometime in the summer.
   Secretary Report: Kate- No report
   Treasury Report:
     ➢ Amber reported the Hudson letter is going out this Friday, May 20, 2016.
     ➢ Amber reported the software, Money Plus, is outdated and no longer supported. Robert is assisting her with new
       software.
   Grievance Officer – Anel reported she is making progress with several grievances on processes and procedures.
   Grievance Officer Report – None
   Communication Report- None
   Technology Officer Report – Aaron reported that the website will updated with minutes from last month once the
   semester is over.
   OTHER UPDATES/INFORMATION: None
8. AGENDA REQUESTS: Swearing in new e-council members: Buddy Springer (Vice President) and Carmelino Cruz
   (Grievance Officer).
9. ADJOURNMENT: 3:12 PM
Minutes of Meeting: Monday, May 2, 2016
Regular Meeting of the Executive Council of the
Palomar College Council of Classified Employees / AFT Local 4522
MD-301

EXECUTIVE COUNCIL
DAN DRYDEN
PRESIDENT
CHRIS WICK
SENIOR VICE PRESIDENT
BUDDY SPRINGER
VICE PRESIDENT
CATHERINE PARSHALLE
SECRETARY
AMBER CROSS
TREASURER
MICHELLE TUCKER
COMMUNICATIONS/MEMBERSHIP
AARON HOLMES
TECHNOLOGY OFFICER
ANEL GONZALEZ
GRIEVANCE OFFICER
CARMELINO CRUZ
GRIEVANCE OFFICER
STEWARDS
MARY JO FLORES
TRICIA FRADY
ROBERT SEDILLO

1. CALL TO ORDER: 2:05 PM
Present: D. Dryden, C. Wick, B. Springer, C. Parshalle, A. Cross, M. Tucker, A. Gonzalez, & C. Cruz,
Absent: A. Holmes, M. Flores, T. Frady, & R. Sedillo

2. AGENDA MODIFICATIONS / ADDITIONS: None

3. QUESTIONS & COMMENTS FROM MEMBERS: None

4. ACTION ITEMS:
   Minutes: Review and approval of minutes for April 18, 2016
   1st: A. Gonzalez 2nd: M. Tucker
   Corrections: None
   Opposed: None  Abstained: A. Cross
   The motion passed unanimously.

   Reimbursements: Anel Gonzalez was reimbursed $617.77 for N.Y.
   Conference for meals, baggage, ground transportation, and parking.
   Position Authorizations: None
   Changes: None

   New Positions:
   ➢ Pos # 6630; Title: Technical Theatre Coordinator; Dept.: Performing Arts; Grade 25; 11 months; 100%

   Replacements:
   ➢ Pos #5021; Title: Human Resource Assistant 1; Dept.: Human Resources; Grade 16; 12 months; 100%
   ➢ Pos #6413; Title: Staff Assistant; Dept.: Facilities; Grade 23; 12 months, 100%

   Items for Vote:
   a.) appoint/vote in Secretary Position for one year
   Dan made a motion to appoint Kate Parshalle to serve as secretary for the time frame July 1, 2016-July 1, 2017.
   1st: D. Dryden 2nd: C. Wick

   b.) Vote on Committee Representatives
   Discussion: None
   Opposed: None  Abstained: None
   The motion passed unanimously

   b.) Vote on Student Success and Equity rep.
   Dan made a motion to appoint Rosalinda Tovar as committee representative for Student Success & Equity.
   1st: D. Dryden 2nd: C. Cruz
   Discussion: None
   Opposed: None  Abstained: None
   The motion passed unanimously.

New Business:
   a.) Follow up on the discussion for term limits on committees in our by-laws, adding a small change that might cover all we need: ARTICLE II.
COMMITTEES

Section 1. The following CCE committees, Shared-Governance Committee and any special task forces, shall be appointed by the President and confirmed by the Executive Council: Negotiations, Membership and Political Education.

Section 2. CCE committees shall perform such duties and functions as specified by the Executive Council.

Section 3. All members of CCE committees and Shared-Governance Committees shall serve at the pleasure of the Executive Council for a term of one (1) year following their initial appointment.

Section 4. The President shall be empowered to remove CCE committee members and dissolve special committees subject to the approval of the Executive Council.

1. A discussion was held and the e-council decided to make the term for two years. This will be put to a vote of all classified full union members. Michelle will take the lead on this proposal and bring a sample voting ballot to next meeting.

b.) Travel Policy Review

1. Amber wrote a draft of our new travel policy. Under Meals and Tips, the language is changing to: “Meal’s will be reimbursed per actual cost, up to $100.00 per day, per person. Under Airfare, language is changing to: “Flights may be booked up to one day prior and one day after the conference; any increases in fare resulting from stopovers not required for the conduct of official business will be an employee’s expense.” The e-council supported the wording changes. Amber will finalize the changes and bring this back to e-council for a second reading.

c.) Summer Mou 4/10 plan

1. Carmelino asked what our policy for the summer would be. Dan replied the District is not mandating or encouraging a 4 day work week. Employees can request this from their department. It will be the supervisor’s decision to allow it and to make sure student services are not interrupted.

d.) Creation of sub group to determine term limits for committees.

1. This was already decided in the follow-up for term limits discussed earlier.

Unfinished Business: None

Elections: On the first CCE meeting of July, 2016, newly elected officials will be sworn in.

Training / Conferences: None

Negotiations:

- Contracts: None
- Classification Study: Dan reported that the meeting with HR was cancelled this week. However, the negotiations committee did meet this week with Frank Oppedisano. Dan reported (for Aaron) that the meeting was constructive and that the proposal to be put forward to the district is fair and equitable. Carmelino reported the plan is inclusive and will be implemented with 4-5 different scenarios. There are areas that need to be worked on: PDQ’s that have changed in job descriptions since the study went forward and how to solve “out of class” compensation.

Strategic Planning Update & Discussions:

SPC: Dan reported this group is meeting tomorrow.

FASPC: None

IPC: None

HRSPC: None

SSPC: Dan reported there was a special meeting last week where the fate of the South Center was discussed. Michelle Barton gave a power point presentation illustrating where students are drawn from in this district. South Center is scheduled to open summer, 2018.

Budget Committee: None

Benefits Committee: None

5. Information/ Discussion: None

6. OTHER/AGENDA REQUESTS:

Stewards reports: Absent- no reports

7. EXECUTIVE SESSION:

Presidents Report: Dan- No report

Sr. Vice President Report: Chris- No report

Vice President Report: Buddy- No report

Secretary Report: Kate- No report
Treasury Report: Amber reported:
  ➢ The total balance for the CFT Conference in S.F. was $9,843.41. This was less than the approved $10,000 budget.
  ➢ The total balance for Classified Staff Development Day was $2,344.22. This was less than the approved $2,500 budget.
  ➢ Ending Account Balances as of March 31, 2016: The General Fund was $247,453.08. The ending account balance for COPE was $4,245.35. The ending account balance for Scholarship Fund was $721.73
  ➢ Amber reported all the paper work is done for the storage unit off campus. She and Dan will transfer the ownership and set up a new lock. Inventory of the contents will be taken.
  ➢ She will send out the Hudson Letter for reduced fee payers to us via email for the e-council approval. The letter will go out on May 20, 2016.

Grievance Officer – Anel reported she is working on several different grievances concerning processes and procedures. Self-evaluations are being requested from classified employees in various departments where the supervisor, manager, or Dean is new or does not know the employees for whom they write evaluations for very well. This is used as a tool to help, but as of now, it is not mandatory.

Grievance Officer Report – Carmelino reported he went for his first staff grievance meeting, but it did not happen. Other information and issues were presented.

Communication Report – Michelle reported at the end of April 29, 2016, there were 269 full members, 74 non-members, (less than 30 are reduced payers), for a total of 343. This represents 78.43% total membership. We added one new member in March. Michelle received some feedback regarding the AFT Scholarship notice she sent out last month. If anyone has any new information or updates to be posted, please let her know.

Technology Officer Report – Dan reported for Aaron that the website will be updated by the end of the week.

OTHER UPDATES/INFORMATION: None

8. AGENDA REQUESTS: Bring Travel Policy reading back to next meeting.

9. ADJOURNMENT: 3:35 PM
Minutes of Meeting: Monday, April 18, 2016
Regular Meeting of the Executive Council of the
Palomar College Council of Classified Employees / AFT Local 4522
MD-301

EXECUTIVE COUNCIL

DAN DRYDEN
PRESIDENT

CHRIS WICK
SENIOR VICE PRESIDENT

BUDDY SPRINGER
VICE PRESIDENT

CATHERINE PARSHALLE
SECRETARY

AMBER CROSS
TREASURER

MICHELLE TUCKER
COMMUNICATIONS/MEMBERSHIP

AARON HOLMES
TECHNOLOGY OFFICER

ANEL GONZALEZ
GRIEVANCE OFFICER

CARMELINO CRUZ
GRIEVANCE OFFICER

STEWARDS
MARY JO FLORES
ROBERT SEDILLO
TRICIA FRADY

1. CALL TO ORDER: 2:03 PM
Present: D. Dryden, C. Wick, C. Parshalle, M. Tucker, A. Gonzalez, & C. Cruz,
Absent: B. Springer, A. Cross & A. Holmes

2. AGENDA MODIFICATIONS /ADDITIONS: None

3. QUESTIONS & COMMENTS FROM MEMBERS: None

4. ACTION ITEMS:
   Minutes: Review and approval of minutes for April 11, 2016
      1st: C. Wick  2nd: C. Cruz
   Corrections: None
   Opposed: None  Abstained: None
   The motion passed unanimously.

   Reimbursements: None
   Position Authorizations: None
   Changes: None
   New Positions: None
   Replacements: None

   Items for Vote: Auditing services of Rita C. Villa for annual audit with a fee
   between $5,500-$6,000.
   Dan made a motion to agree to contract with Rita C. Villa for auditing
   services for the 2015-2016 year for a fee between $5,500-$6,000.
      1st: D. Dryden  2nd: C. Wick
   Discussion: None
   Opposed: None  Abstained: None
   The motion passed unanimously.

   New Business: None

   Unfinished Business: None

   Elections: Nominations for the positions of Vice President, Treasurer,
   Technology Officer, Grievance Officer and 3-5 Stewards will take place
   Wed., April 20, 2016, 12:30-1:30 in the Governing Board Room.

   Training / Conferences: None

   Negotiations:
      ➢ Contracts: Dan reported the committee is working on Memorandums of
        Understanding (MOU’S).
      ➢ Classified Study: Anel reported the last pre-negotiations meeting went
        well. Both sides are working on the process to move things forward.
        Two basic groups have been formed to assist in the negotiations: one,
        the job description is wrong (errors in wording, etc.) and two, the job
        description is correct, but there are issues with placement and salary.
        Another meeting is scheduled for April 20th.

   Strategic Planning Update & Discussions:
   SPC: Dan reported this group is meeting tomorrow.
   FASPC: None
   IPC: None
   HRSPC: None
5. **Information/Discussion: Future Events**
   A discussion was held on possible ideas for future events for all CCE members. They included: dinner with DJ., movie night, family carnival, keynote speaker, holiday event, or a nice lunch during the work day. An “Eighties Theme” is being considered. It is possible we could host two events throughout the year: one with members and their families, and one for members only. More discussion to follow.

6. **OTHER/AGENDA REQUESTS:** None

7. **EXECUTIVE SESSION:**
   - **Presidents Report:** Dan-No report
   - **Sr. Vice President Report:** Chris-No report
   - **Vice President Report:** Buddy-Absent
   - **Secretary Report:** Kate-No report
   - **Treasury Report:** Amber–Absent
   - **Grievance Officer Report** – Anel
     - Anel continues to work with member grievances concerning policies and procedures.
     - She reported the Student Equity Committee is supporting various positions to be hired on campus with grant money. A discussion ensued as to the difference between categorical (state funded money) versus grant (federal grant money).
     - **EEOC Committee:** Anel reported Michelle Barton gave a similar presentation as she did for the President’s All Forum. Statistics show that the majority of full time faculty is white. This is not representative of the student population at Palomar.
     - **Diversity Day was cancelled this year. The committee will consider other ideas to promote and celebrate diversity on campus which could extend throughout the entire year.**
     - **The Equal Opportunity Plan, originating from this committee, will be presented to the Governing Board. New in the report are “aspirational” ideas to recruit candidates from more diverse pools and to encourage them to apply.**
   - **Grievance Officer – Carmelino- no report**
   - **Communication Report** –
     - Michelle reported she is happy to send out announcements and e-council members should continue sending her information to be posted.
     - Michelle reported that there may be some changes in times the committees will be meeting. She will keep us informed on the changes.
     - She is going to bring in samples and quotes for business cards and shirts for e-council members.
   - **Technology Officer Report – Absent- no report**

8. **OTHER UPDATES/INFORMATION:** None

9. **AGENDA REQUESTS:** Creation of subgroup to determine term limits for serving on committees.

10. **ADJOURNMENT:** 2:56 PM
Minutes of Meeting: Monday, March 21, 2016
Regular Meeting of the Executive Council of the
Palomar College Council of Classified Employees / AFT 4522
MD-301

EXECUTIVE COUNCIL
DAN DRYDEN
PRESIDENT

CHRIS WICK
SENIOR VICE-PRESIDENT

VACANT
VICE PRESIDENT

CATHERINE PARSHALLE
SECRETARY

AMBER CROSS
TREASURER

MICHELLE TUCKER
COMMUNICATIONS / MEMBERSHIP OFFICER

AARON HOLMES
TECHNOLOGY OFFICER

ANEL GONZALEZ
GRIEVANCE OFFICER

VACANT
GRIEVANCE OFFICER

STEWARDS
MARY JO FLORES
ROBERT SEDILLO
TRICIA FRADY

1. CALL TO ORDER: 2:03 PM
   Absent: none
   AGENDA MODIFICATIONS / ADDITIONS: none

2. QUESTIONS & COMMENTS FROM MEMBERS: none

3. ACTION ITEMS:
   Minutes: Review & approve minutes for March 7, 2016
   1st: A. Holmes 2nd: A. Cross
   Corrections: none
   Opposed: none  abstained: none
   The motion passed unanimously.
   Reimbursements:
   a.) Buddy Springer was reimbursed $91.39 for food and airport parking for the CFT conference in San Francisco.
   b.) A. Gonzalez was reimbursed $506.00 for flight to New York for upcoming Conference.
   Positions Authorizations Meetings: none
   Changes: none
   New Positions: none
   Replacements: none
   Items to Vote: none

4. Action Items: none

5. INFORMATION / DISCUSSION:
   New Business:
   a.) Carmelino Cruz as Grievance Officer
      Dan made a motion to appoint Carmelino Cruz for e-council position of Grievance Officer and to complete the term which began July, 2015.
      1st: D. Dryden 2nd: C. Wick
      Abstained: none
      The motion passed unanimously
   Discussion: none
   b.) Buddy Springer for Vice President
      Dan made a motion to appoint Buddy Springer for the e-council position of Vice President and to complete the term which began July, 2015.
      1st: D. Dryden 2nd: C. Wick
      Abstained: none
      The motion passed unanimously
   Discussion: none
   Unfinished Business: none
   Elections: A. Gonzalez, A. Cross, B. Springer and all stewards will be up for re-election this year. An election committee will be formed.
   Training / Conferences:
a.) Dan reported the upcoming CFT Summer School Conference in Pomona is scheduled for June 20-24, 2016.

b.) Dan will send a letter to Mike Popielski requesting the number of days for release time for each member who is attending the upcoming New York Conference.

c.) Aaron reported the CFT Convention was a great team building experience, and quite a few members from our locals were there as representatives. Aaron especially enjoyed Tim Wise’s speech about racial and income inequality.

Negotiations Update: Dan requested for future agendas, that negotiations and the classification study be put together. Aaron suggested, under negotiations, to have one bullet for contracts and a second for update on classification study as they are two separate items to be negotiated. Dan reported that we “sunshined” at the last full board meeting, and the public review period is up in two weeks. At this point, the District will close the comment period and direct the District to schedule negotiations.

Classification Study: Dan reported that a pre-negotiations meeting will be held tomorrow with Frank Oppedisano, Dan Dryden, Mike Popielski and Bill Schaffer (the District’s attorney). They will not be negotiating, but will be creating a plan as to where formal negotiations will begin. Dan will be send an email to all classified staff to let everyone know when the negotiations process will begin.

Membership / Communications:

Strategic Planning Update & Discussions:

  SPC: Chris will send Kate an update from last meeting.
  FASPC: no report
  IPC: none
  HRSPC: Kate gave her report to Dan and Aaron following the last meeting.

Benefits Committee: Dan reported this meeting was rescheduled for April 13, 2016.

SSPC: none

Budget Committee:

  a.) Aaron reported the budget subcommittee is working on a date and time to meet.
  b.) Chris reported she attended the President’s Forum. Adrian Gonzales gave a presentation on stability funding and how Palomar is planning to move forward. Ron Perez presented a budget analysis. The effects of Proposition 30 will have on our budget, depending on the outcome of the next election, were discussed. Aaron explained there are two parts to this: the sales tax increase and an income tax increase. For the sales tax increase, (about to expire), unions and the state are working for the tax not to be increased, but for it to return to 7.75%. The income tax, (phasing out in 2018), is for individuals making over 250,000 a year to pay a little bit more in personal income tax. Voters will determine whether or not to extend it for 8 more years. The original Prop 30 funneled money to public education. If not approved, the loss to the state could be huge.

  Benefits Committee: none
  Behavioral Health: Michelle reported they are working on additional health center located behind health services. Also, there will be an initiative to make all community colleges smoke free on the June ballot.

6. OTHER / AGENDA REQUESTS: none

7. Executive Session:

  President’s Report: Dan reported the San Francisco Conference was a success for all who attended. Dan spoke highly of keynote speaker Tim Wise’s presentation on inequality in racial, economic, and educational areas. Dan attended a workshop on how to run effective meetings. In an effort to keep meetings moving forward, discussion following officer reports will be limited to one minute.

  Senior Vice President Report: Chris reported not only was the CFT conference good, but the time
spent together with fellow members was of equal value. There was time for team building and engaging in deeper conversations. She enjoyed the communications session. Her take away was: “it is good to get to know local reporters.” If something comes up, you already know them as valuable contacts.

Grievance Officer Report: Anel reported she has been fielding calls following the President’s All College Forum. She continues to work with grievances where practices and procedures are being written down, and reported mechanisms are being put in place for more training to be offered to classified employees and their managers.

Vice President Report: vacant position

Secretary Report: no report

Treasure’s Report: Amber reported she enjoyed the opportunity to attend her first CFT Conference in San Francisco, and returned home ready to fight for social justice. Her take away from the communications workshop was knowing your audience and tailoring your message directly to them. In addition, keeping your message out there and not be afraid of getting feedback is important. Amber also reported account balances as of Feb. 29, 2016. In the general fund there is $261,572.85. The COPE Fund has a balance of $4,164.35 and the Scholarship Fund ending balance is $721.73.

Technology Officer Report: Aaron reported he will post the minutes from Jan.-Feb., 2016 onto the CCE website. Aaron’s take away from the communication workshop at the CFT Conference he attended was: when presenting information, messages need to be framed to the specific audience being addressed.

Communication Officer Report: Michelle reported she has been working on Classified Staff Day. Michelle, Kate, Anel, Kelly and the stewards will help man the CCE unit’s table and encourage new members to sign up. She reported she has two calls out for committee volunteers: the presidential search committee and the enrollment task force committee. She has had a lot of interest for both. Michelle presented a list of items that pertain to negotiable items of interest for members serving on committees to report back to the e-council.

8. AGENDA REQUESTS: none

9. ADJOURNMENT: 2:57 PM
Minutes of Meeting: Monday, March 7, 2016
Regular Meeting of the Executive Council of the Palomar College Council of Classified Employees / AFT 4522 MD-301

EXECUTIVE COUNCIL
DAN DRYDEN
PRESIDENT

CHRIS WICK
SENIOR VICE-PRESIDENT

VACANT
VICE PRESIDENT

CATHERINE PARSHALLE
SECRETARY

AMBER CROSS
TREASURER

MICHELLE TUCKER
COMMUNICATIONS / MEMBERSHIP OFFICER

AARON HOLMES
TECHNOLOGY OFFICER

ANEL GONZALEZ
GRIEVANCE OFFICER

VACANT
GRIEVANCE OFFICER

STEWARDS
MARY JO FLORES
ROBERT SEDILLO
TRICIA FRADY

1. CALL TO ORDER: 2:05 PM
Absent: R. Sedillo & T. Frady
AGENDA MODIFICATIONS /ADDITIONS: Vote to increase budget for Classified Staff Day

2. QUESTIONS & COMMENTS FROM MEMBERS: none

3. ACTION ITEMS:
Minutes: Review & Approve minutes for Feb. 8, 2016
Aaron made a motion to accept the minutes with changes.
1st: A. Holmes 2nd: M. Tucker
Corrections: Corrected language under Discussion of New York Conference.
Opposed: none abstained: A. Cross & C. Wick
The motion was passed.

Reimbursements: A. Holmes was reimbursed $158.90 for airline ticket home from the New York Conference.

Positions Authorizations Meetings: New and replacement authorizations to be brought back for next meeting
Changes:
- Pos # 5299; Title: Academic Department Assistant; Dept.: Nursing Education; Grade 23; increase from 11-12 months; 100%
- Pos # 6519; Title: V/STEM Tutorial Specialist; Dept.: MNHS; Grade 22; 11 months, change to tutorial specialist no longer grant funded; 100%
- Pos # 5300; Title: Health Programs Specialist; Dept.: Nursing Education; Grade 20; increase from 11-12 months; 100%
- Pos # 6409; Title: Prop M Contracts Assistant; Dept.: Contract & Procurement Services; Grade 22; 12 months (approved by GB, position never filled); 100%

New Positions:
- Pos # 6625; Title: Office Specialist; Dept.: Health Services; Grade 20; 11 months; 100% will work on main campus and Camp Pendleton
- Pos # 3679; Title: Trio/SS Outreach Coordinator; Dept.: GFSP/TRIO-SSS; Grade: 20; 12 months; 100%
- Previously approved but never filled. Pos # 6567; Title: IS Systems Engineer; Dept.: IS; Grade 47; 12 months; 100%
- Previously approved but never filled. Pos # 6419; Title: Trio/SS Outreach Coordinator; Dept.: GFSP/TRIO-SSS; Grade: 20; 12 months; 100%
Replacements:
- Pos # 5746; Title: Office Specialist III; Dept.: HRS; Grade: 16; 12 months; 100%
- Pos # 6534; Title: Veteran Services Technician; Dept.: Veterans Services; Grade: 23; 12 months; 100%
- Pos # 5479; Title: Enrollment Service Specialist; Dept.: Enrollment Services; Grade: 20; 12 months; 100%
- Pos # 5472; Enrollment Services Technician; Dept.: Enrollment Services; Grade: 20; 12 months; 100%
- Pos # 5837; Title: Skilled Maintenance Technician; Dept.: Escondido Center; Grade 17; 12 months; 100%
- Pos # 5050; Title: Senior Library Media Technician; Dept.: Library; Grade 19; 12 months; 100%
- Pos # 6393; Title: Counseling Service Specialist; Dept.: Counseling; Grade 20; 12 months; 100%

Items to Vote:
a.) Voting for new representative for Student Success and Equity Plan
   - Michelle made the motion to elect Patty Rodriguez as representative to the Student Success and Equity Committee.
     1st: M. Tucker
     2nd: A. Gonzalez
     Abstained: none
     The motion was passed unanimously

b.) Vote to Increase budget for Classified Staff Day.
   - Chris made a motion to increase by $500.00 the previously approved $2,000.00 CCE donation bringing the new total given for Classified Staff Day to $2,500.00.
     1st: C. Wick
     2nd: D. Dryden
     Abstained: none
     The motion passed unanimously

Discussion: This will include approximately $850.00 for bags with the Union Logo, $300.00 for water bottles, $400.00-$500.00 for raffle prizes, $200.00 for treats at the CCE table, and $200.00 for two raffle gift cards for new members at $100.00 each.

5. INFORMATION / DISCUSSION:

New Business:
a.) Committees/ Council Representatives- Communications
   - A discussion was held on the best way for committee members to report back to the executive council following committee meetings. Dan suggested that we create a simple form and post it on the CCE website for members to complete. Feedback reported would be on bargainable issues. Michelle and Arron will work together on developing an on-line form.

Unfinished Business: none

Elections: none

Training / Conferences: none

Negotiations Update: No dates have been given to us by the District for a time line on negotiations. However, they will be meeting tomorrow to review the sunshine items which will then be open for public review. Following this time period, the contract will be presented to the Governing Board and opened for negotiations.

Classification Study: Dan reported that the District has not finished with the budget analysis portion of the study for the District and won’t propose negotiations until they complete that process.

Membership / Communications:

Strategic Planning Update & Discussions:
   SPC: none
   FASPC: none
6. OTHER / AGENDA REQUESTS:

Stewards report:
Mary Jo Flores reported she is happy to be back from her leave and that things are going well for her. Robert Sedillo and Tricia Frady were absent.

7. EXECUTIVE SESSION: 2:53 PM

President’s Report: Dan reported that before our next e-council meeting, he will email a time to hold a classified staff members meeting.

Senior Vice President Report: Chris expressed ongoing concerns regarding the Classified Study, short term hourlies, and working out of class issues.

Grievance Officer Report: Anel continues assisting classified employees with grievances regarding processes and procedures.

Vice President Report: vacant position

Secretary Report: no report

Treasure’s Report: Amber presented her budget report, “Ending Account Balances.” All money has been transferred from Union Bank to Cal Coast. Money for the COPE Fund has been put into a separate account as has the Cal Coast Scholarship Fund.

Technology Officer Report: no report

Communication Officer Report: Michelle reported as of Feb. 2016, there are 254 full unit members, 89 nonmembers for a total of 343. Our membership is at 74.05%. Michelle will send out emails to nonmembers, before Classified Day, and invite them to our table. We will continue to recruit new members at our Classified Day event.

8. AGENDA REQUESTS: none

9. ADJOURNMENT: 3:15 PM
Minutes of Meeting: Monday, Feb. 8, 2016
Regular Meeting of the Executive Council of the Palomar College Council of Classified Employees / AFT 4522
MD-301

EXECUTIVE COUNCIL
DAN DRYDEN
PRESIDENT

CHRIS WICK
SENIOR VICE-PRESIDENT

VACANT
VICE PRESIDENT

CATHERINE PARSHALLE
SECRETARY

AMBER CROSS
TREASURER

MICHELLE TUCKER
COMMUNICATIONS / MEMBERSHIP OFFICER

AARON HOLMES
TECHNOLOGY OFFICER

ANEL GONZALEZ
GRIEVANCE OFFICER

VACANT
GRIEVANCE OFFICER

STEWARDS
MARY JO FLORES
ROBERT SEDILLO
TRICIA FRADY

1. CALL TO ORDER: 8:40 AM
Present: D. Dryden, C. Parshalle, A. Gonzalez, A. Holmes, & M. Tucker,
Absent: A. Cross & C. Wick,

2. AGENDA MODIFICATIONS /ADDITIONS: none

3. QUESTIONS & COMMENTS FROM MEMBERS: none

4. ACTION ITEMS:
Minutes: Review & Approve minutes for Feb. 1, 2016
Michelle made a motion to accept the minutes with changes.
1st: M. Tucker 2nd: C. Parshalle
Corrections: Delete one line of President Report
Opposed: none abstained: none
The motion was passed.

Reimbursements: No reimbursements

Positions Authorizations Meetings: New and replacement authorizations to be brought back for next meeting

New Positions:

- Pos # 6625; Title: Office Specialist; Dept.: Health Services; Grade 20; 11 months; 100% will work on main campus and Camp Pendleton
- Pos # 3679; Title: Trio/SS Outreach Coordinator; Dept.: GFSP/TRIO-SSS; Grade: 20; 12 months; 100%
- Previously approved but never filled. Pos # 6567; Title: IS Systems Engineer; Dept.: IS; Grade 47; 12 months; 100%
- Previously approved but never filled. Pos # 6419; Title: Trio/SS Outreach Coordinator; Dept.: GFSP/TRIO-SSS; Grade: 20; 12 months; 100%

Changes: none

Replacements:

- Pos # 5746; Title: Office Specialist III; Dept.: HRS; Grade: 16; 12 months; 100%
- Pos # 6534; Title: Veteran Services Technician; Dept.: Veterans Services; Grade: 23; 12 months; 100%
- Pos # 5479; Title: Enrollment Service Specialist; Dept.: Enrollment Services; Grade: 20; 12 months; 100%
- Pos # 5472; Enrollment Services Technician; Dept.: Enrollment Services; Grade: 20; 12 months; 100%
- Pos # 5837; Title: Skilled Maintenance Technician; Dept.: Escondido Center; Grade 17; 12 months; 100%

Items to Vote:

a.) Increase for San Francisco Conference
Dan moved to amend the previous AFT San Francisco conference motion for all attending, including the two elected delegates, to extend the previous spending budget, and not to exceed the amount of $10,000.

1st: D. Dryden
2nd: M. Tucker
**Abstained:** none
The motion was passed unanimously

**b.) New York Collective Bargaining Conference Budget**

Dan made a motion to send 5 members maximum of the negotiation team to the Collective Bargaining Conference in New York in April with total expenditure not to exceed $14,000.

1st: D. Dryden
2nd: A. Holmes
**Abstained:** none
The motion passed unanimously

**Discussion:** Aaron recommended that we notify the District Leadership and urge them to participate as the conference is centered on joint labor and management with a focus on the negotiation of fair and equitable contracts. Invited leadership would be V.P. Popieliski from HR and one other from his team. Dan will extend the invitation.

**c.) Classified Staff Day Contribution**

Kate made a motion to contribute $2,000 to the annual Classified Staff Day for water bottles, printed goodie bags, raffle prizes, and CCE table raffle gifts for two $100.00 gift cards.

1st: K. Parshalle
2nd: M. Tucker
**Abstained:** none
The motion passed unanimously

**Discussion:** Michelle suggested CCE Council donate the left over extra popcorn and oil from our movie night and grab and go events.

**5. INFORMATION / DISCUSSION:**

**New Business:**

**a.) Progress on Short Term:** The issue of short term hourlies doing classified work continues. Aaron explained EDCO states short term hourlies are to be hired for a specific short term assignment and once the assignment is finished they leave. The assignment can’t be a classified position, (although it can be a specific task or classified duty within the classified position such as scanning), and they cannot be rehired for the same assignment again. However, there is no legal time limit on how long the project is to last. The District has not been consistent in putting limits on short term hourly assignments.

**b.) Negotiations team update (Will there be meetings?):** There is a scheduled meeting Feb.16, 2016 from 10:30-12:00 at the Mulberry Office for the CCE Council and the negotiations team.

**c.) Budget report/ bank statements:** no report today as treasurer is out.

**d.) Retreat (team building):** CCE Council members schedules are currently impacted, but an event with Frank Oppedisano will be planned for a time in the future.

**e.) Goals, Expectations:** Michelle suggested to have improved communication between CCE Council members. Another goal is to encourage more participation from CCE unit members. Anel proposed recruiting CCE members to attend the summer school training program.

**f.) Recruiting additional e-council officers:** There are two vacancies on the e-council. Missing are the Vice President position and a second Grievance Officer. Dan continues to speak to CCE members to see if there is any interest.

**g.) Sub-contractors:** A discussion was held about the CCE unit position on outside contractors. Outside contractors are permitted for an interim period to provide assistance and support in areas, that for health and safety reasons, the work load cannot be completed by current staff.
Once permanent classified employees positions are hired in these areas, sub-contractor hires will be let go.

**Unfinished Business:** none

**Elections:** none

**Training / Conferences:** Two conferences are coming up: the AFT San Francisco Conference in March, and the New York Collective Bargaining Conference in April. Results for the two elected delegates for the AFT Conference will be announced shortly after the ballot votes are counted. Ballots are due Feb. 17, 2016.

**Classification Study:** Aaron reported that RSG did a good job collecting information and comparing job descriptions with 14 outside organizations. RSG made a great effort to do the study without bias either from the CCE unit or the District, and provided data to back it up. Negotiations will go forward following the Governing Board acceptance Tues. Feb 9, 2016.

**Membership / Communications:**

**Strategic Planning Update & Discussions:**

- **SPC:** Aaron reported Administration is wanting to finish up the Classification Study.
- **FASPC:** none
- **IPC:** none
- **HRSPC:** none
- **SSPC:** none
- **Budget Committee:** none
- **Benefits Committee:** none

**Executive Session**

**President’s Report:** Dan has adjusted his schedule to be available to discuss union business at the dedicated time of 3:00-4:00 PM daily. For questions regarding the classification study, the classified employee should provide Dan with the necessary information, and this will be given to the negotiations team.

**Senior Vice President Report:** Absent – no report

**Grievance Officer Report:** Anel continues assisting classified employees with grievances.

**Vice President Report:** vacant position

**Secretary Report:** no report

**Treasure’s Report:** absent - no report

**Technology Officer Report:** Aaron reported the website is fully up to date with minutes posted up to January 2016.

**Communication Officer Report:**

- Michelle reported the results of the email e-council vote for Classified Employee of the Year Committee: members elected were Myrna Valencia, Nieves Suares, and Jessica Horn.
- Michelle reported on the meeting for Classified Staff Day. Administration has requested time in the program to discuss shared governance. Adrian Gonzales will be given time to speak about how to encourage and increase active participation from classified employees. The possibility of a workshop on the Cleary Act was also proposed.
- Michelle discussed the need for better communication in feedback from members serving on committees. Anel suggested writing a standard form to give to the members serving on committees stating what information should be reported back to the e-council. The information would be emailed to both Kate and Dan and in this way the e-council could be kept current and up to date as to what is being discussed at the committee meetings.
8. AGENDA REQUESTS: none
9. ADJOURNMENT: 10:10 AM
Minutes of Meeting: Monday, Feb. 1, 2016
Regular Meeting of the Executive Council of the
Palomar College Council of Classified Employees / AFT 4522
MD-301

EXECUTIVE COUNCIL
DAN DRYDEN
PRESIDENT

CHRIS WICK
SENIOR VICE-PRESIDENT

VACANT
VICE PRESIDENT

CATHERINE PARSHALLE
SECRETARY

AMBER CROSS
TREASURER

MICHELLE TUCKER
COMMUNICATIONS / MEMBERSHIP OFFICER

AARON HOLMES
TECHNOLOGY OFFICER

ANEL GONZALEZ
GRIEVANCE OFFICER

VACANT
GRIEVANCE OFFICER

STEWARDS
MARY JO FLORES
ROBERT SEDILLO
TRICIA FRADY

1. CALL TO ORDER: 2:04 PM
Present: D. Dryden, C. Wick, C. Parshalle, A. Cross, A. Gonzalez & M. Tucker
Absent: A. Holmes, T. Frady, M. Flores, & R. Sedillo

2. AGENDA MODIFICATIONS / ADDITIONS: none

3. QUESTIONS & COMMENTS FROM MEMBERS: none

4. ACTION ITEMS:
Minutes: Review & Approve minutes for Dec. 7, 2015
1st: C. Parshalle 2nd: A. Cross
Corrections: None
Opposed: none  abstained: M. Tucker
The motion was passed.
Reimbursements: No reimbursements

Positions Authorizations Meetings: New and replacement authorizations to be brought back for next meeting

New Positions:
- Pos # 6625; Title: Office Specialist; Dept.: Health Services; Grade 20; 11 months; 100% will work on main campus and Camp Pendleton
- Pos # 3679; Title: Trio/SS Outreach Coordinator; Dept.: GFSP/TRIO-SSS; Grade: 20; 12 months; 100%
- Previously approved but never filled. Pos # 6567; Title: IS Systems Engineer; Dept.: IS; Grade 47; 12 months; 100%
- Previously approved but never filled. Pos # 6419; Title: Trio/SS Outreach Coordinator; Dept.: GFSP/TRIO-SSS; Grade: 20; 12 months; 100%

Changes: none

Replacements:
- Pos # 5746; Title: Office Specialist III; Dept.: HRS; Grade: 16; 12 months; 100%
- Pos # 6534; Title: Veteran Services Technician; Dept.: Veterans Services; Grade: 23; 12 months; 100%
- Pos # 5479; Title: Enrollment Service Specialist; Dept.: Enrollment Services; Grade: 20; 12 months; 100%
- Pos # 5472; Enrollment Services Technician; Dept.: Enrollment Services; Grade: 20; 12 months; 100%
- Pos # 5837; Title: Skilled Maintenance Technician; Dept.: Escondido Center; Grade 17; 12 months; 100%

Items to Vote: none

5. INFORMATION / DISCUSSION:
New Business: none
Unfinished Business: AFT per capita increase.
Amber reported the 77.39 a month AFT agency fee per capita increase we voted on did not happen Jan. 1, 2016.

- Dan moved to amend the previously approved motion to pass through an increase in agency fees to membership dues in Jan. 1, 2016 to now reflect the increase to begin July 16, 2016.
  
  1st: D. Dryden
  2nd: C. Wick
  Abstained: none
  The motion passed unanimously

Elections: Michelle and Amber reported ballots were sent out for choosing two additional members to attend the upcoming CFT convention in San Francisco. Four people were nominated and are on the ballot. Ballots are due Feb. 17, 2016. The ballots will be counted and the winners informed.

Training / Conferences: Dan reported there is another national conference to be held in New York, April 3-5, 2016. Reservations need to be made no later than March 1, 2016. The registration fee is $345.00 per person. Further details will be discussed at the next CCE council meeting.

Negotiations Update: none

Classification Study: Dan reported that the classification study with recommended allocations to salary grades will be reviewed by the Governing Board on Tuesday, Feb. 9, 2016. The Governing Board will decide whether to accept the study, and if so, give the directive to the District to go ahead with negotiations.

Membership / Communications:

Strategic Planning Update & Discussions:

  SPC: none
  FASPC: none
  IPC: none
  HRSPC: none
  SSPC: none
  Budget Committee: none
  Benefits Committee: none

6. OTHER / AGENDA REQUESTS: none

  Stewards reports:
  a.) Robert: absent
  b.) Tricia: absent
  c.) Mary Jo: absent

7. EXECUTIVE SESSION: 2:40 PM

President’s Report: Dan reported discussions for the reorganization or “reset” of the college are occurring. Administrators will be working top down considering the best supervision for classified employees, what makes sense fiscally for the college, and staying within parameters of our contracts. Dan also reported that the director of facilities is in the process of hiring two new custodians to come in at night to help out on a contract basis. This will be filling a short term void.

Senior Vice President Report: Chris reported a few retired classified employees have contacted her regarding the new health plan. She refers them to the Benefits Committee and HR.

Grievance Officer Report: Anel reported she continues to work on grievances for classified employees.

Vice President Report: vacant position

Secretary Report: no report

Treasure’s Report: Amber reported she has filled out all the paper work for the storage unit so that CCE Council members will be able to view what records have been stored there. Amber reported for the month of December, we have 85 nonmembers, 256 full members totaling to 341
classified staff with a 75.07% full CCE membership. Amber also reported we have closed our account with Union Bank. She and Tricia will be meeting next week to reconcile all accounts since July, 2015. She will present the report to the CCE Council.

**Technology Officer Report:** absent

**Communication Officer Report:**  Michelle is working on updating a full membership list with current addresses. Michelle is going to send out an email requesting help for counting ballots to determine who will be elected to attend the CFT San Francisco Conference.

8. **AGENDA REQUESTS:** none

9. **ADJOURNMENT:** 3:24 PM
Minutes of Meeting: Monday, Dec. 7, 2015
Regular Meeting of the Executive Council of the
Palomar College Council of Classified Employees / AFT 4522
MD-301

EXECUTIVE COUNCIL

DAN DRYDEN
PRESIDENT

CHRIS WICK
SENIOR VICE-PRESIDENT

VACANT
VICE PRESIDENT

CATHERINE PARSHALLE
SECRETARY

AMBER CROSS
TREASURER

MICHELLE TUCKER
COMMUNICATIONS / MEMBERSHIP OFFICER

AARON HOLMES
TECHNOLOGY OFFICER

ANEL GONZALEZ
GRIEVANCE OFFICER

VACANT
GRIEVANCE OFFICER

STEWARDS
MARY JO FLORES
ROBERT SEDILLO
TRICIA FRADY

1. CALL TO ORDER: 2:08 PM
Present: D. Dryden, C. Wick, C. Parshalle, A. Cross, A. Holmes, A. Gonzalez
Guest: Frank Oppedisano
Stewards: R. Sedillo & T. Frady
Absent: M. Tucker & M. Flores

2. AGENDA MODIFICATIONS /ADDITIONS: none

3. QUESTIONS & COMMENTS FROM MEMBERS: none

4. ACTION ITEMS:

   Minutes: Review & Approve minutes for November 2, 2015
   1st: C. Wick  2nd: A. Holmes
   Corrections: None
   Opposed: none  abstained: A. Gonzalez & A. Holmes
   The motion was passed.
   
   Reimbursements: Amber reimbursed Michelle $66.51 for the Grab & Go Event.
   
   Positions Authorizations Meetings:
   New Positions: none
   Changes: none
   Replacements: none
   Items to Vote: none

5. INFORMATION / DISCUSSION:

   New Business:
   a.) Storage Unit: A conversation was held regarding whether to keep the
       storage unit as it costs $50.00 a month. It appears no-one is sure what is kept
       there. It was suggested an inventory be taken to see if there are records to keep
       and if so, perhaps relocate them to the Mulberry Office. Amber has the address
       and Mike Dimmick has the key.
   b.) Lease agreement with PFF: CCE has a lease agreement with PFF in sharing
       the Mulberry Office. The rent is $750.00 a month and the space is rarely used by
       the CCE. A suggestion was made to make keys for the committee members.
       Dan suggested we move this to second reading at our next meeting scheduled
   c.) New members drawing: The drawing was held and Eugene Tactay was the
       winner. It was decided to give a $100.00 gift card to the new member as well.
   d.) Discussion on language for term of time to serve on a committee: Dan
       reminded us that we had decided at a previous meeting to design a standard
       template at our next training retreat to be held at the Mulberry Office.
   e.) Holiday Event for our E-Council: It was decided that our holiday council event
       will be held on Friday, Jan. 8th, 2016. The council will go out for lunch and
       bowling together.
   f.) Holiday gifts to HR & Payroll:
      ➢ Dan made a motion to buy holiday gifts not to exceed $50.00
         for two departments in recognition of their continued assistance
         to the CCE.
1^st:  D. Dryden       2^nd:  C. Wick

**Opposed:** none       **Abstained:** none

The motion passed unanimously

g.) Update on short-term issue from the attorney/Dan: Dan gave an update on the short term hourlies issue and possibilities to move forward. He will meet with Mike Popielski in January, 2016.

**Unfinished Business:** none

**Elections:** none

**Training / Conferences:** Amber reported that there are two upcoming CFT conferences for members to attend. One conference is on Jan. 22^nd^, 2016 in Manhattan, and the other is scheduled March 11-13^rd^, 2016, in San Francisco. Aaron mentioned another leadership training conference scheduled in Feb., 2016 in Sacramento.

**Negotiations Update:** none

**Classification Study:** Robert, Chris and Aaron met with RSG last Monday. A presentation will be given to the Governing Board in Feb., 2016. Negotiations for the implementation of the study will begin following the Governing Board meeting. The study is anticipated to be finalized by the end of the fiscal year, July 1, 2016.

**Membership / Communications:** Dan reported the District is on board with the “sooner the better” contract.

**Strategic Planning Update & Discussions:**

- **SPC:** Dan reported the Director of Enrollment Services will become a member of this committee.
- **FASPC:** none
- **IPC:** none
- **HRSPC:** Kate reported from the last meeting that HR is working on a new staffing master plan for the college.
- **SSPC:** none
- **Budget Committee:** none
- **Benefits Committee:** none

6. **OTHER / AGENDA REQUESTS:** none

**Stewards reports:**

a.) Robert: none

b.) Tricia reviewed past protocol of HR writing letters to the CCE 20 days before moving employees to new positions and is concerned this practice may not be currently followed.

7. **EXECUTIVE SESSION: 3:01 PM**

**President’s Report:** Dan gave his time for Frank Oppedisano to speak about the upcoming Friedrichs vs. California Teachers Association Supreme Court Case that is scheduled first on the docket next year. The case is ruling whether Agency Fees are in violation of free speech. At issue is whether “Agency shop laws” which require public employees to pay union dues as a condition of employment violate principles of free speech.

**Senior Vice President Report:** no report

**Grievance Officer Report:** no report

**Vice President Report:** vacant position

**Secretary Report:** no report

**Treasure’s Report:** no report

**Technology Officer Report:** no report

**Communication Officer Report:** absent-no report

8. **AGENDA REQUESTS:** none

9. **ADJOURNMENT: 4:08 PM**
Minutes of Meeting: Monday, November 2, 2015
Regular Meeting of the Executive Council of the
Palomar College Council of Classified Employees / AFT 4522
MD-301

EXECUTIVE COUNCIL
DAN DRYDEN
PRESIDENT

CHRIS WICK
SENIOR VICE-PRESIDENT

CATHARINE PARSHALLE
SECRETARY

AMBER CROSS
TREASURER

MICHÉLLE TUCKER
COMMUNICATIONS / MEMBERSHIP OFFICER

AARON HOLMES
TECHNOLOGY OFFICER

ANEL GONZÁLEZ
GRIEVANCE OFFICER

STEWARDS
MARY JO FLORES
ROBERT SEDILLO
TRICIA FRADY

1. CALL TO ORDER: 2:04 PM
Present: D. Dryden, C. Parshalle, A. Cross, M. Tucker, & C. Wick
Stewards: R. Sedillo & Tricia Frady
Absent: A. Holmes & A. Gonzalez

2. AGENDA MODIFICATIONS /ADDITIONS: none

3. QUESTIONS & COMMENTS FROM MEMBERS: none

4. ACTION ITEMS:
Minutes:
Review & Approve minutes for October 19th, 2015
1st: A. Cross
2nd: M. Tucker
Corrections: None
Opposed: none
abstained: C. Wick
The motion was passed.

Reimbursements: none

Positions Authorizations Meetings:
New Positions: none
Changes: none

Replacements: Tricia reported these positions will be looked at the committee’s
next meeting.

- Pos #5689; Title: Skilled Maintenance Technician
  Parking Lot; Dept.: Facilities Building Services; Grade
  17; 12 months; 100%
- Pos # 5864; Title: Senior Administrative Secretary; Dept.: TERB; Grade 23; 10 months; 75%

Items to Vote: Holiday cards and gifts for members
Stater Brothers cards: $25-30 for members; $15 for non-members

a.) Dan made a motion that the CCE provide full members a $30.00 Stater
Brothers Holiday gift card and $15.00 for non-members to be distributed
before the winter break.
1st: D. Dryden
2nd: M. Tucker
Discussion: none
Opposed: none
Abstained: none
The motion passed unanimously

b.) Dan made a motion to purchase holiday cards for our unit members not to
exceed $500.00.
1st: D. Dryden
2nd: M. Tucker
Discussion: none
Opposed: none
Abstained: none
The motion passed unanimously.

5. INFORMATION / DISCUSSION:
New Business: none
Unfinished Business: none
Elections: none
Training / Conferences: Chris reiterated the importance for us to have training sessions for our cabinet members in the near future.

Negotiations Update: Dan reported that he has had some calls regarding changes in the health care plans. He requested that further questions regarding the health care be referred to Wendy Corbin in HR.

Classification Study: Chris reported that they are meeting twice a week for the reconsiderations. She stated that they have a really good group working on this and wanted to give a special thanks to Robert Sedillo for his valuable input on background for Student Services. Also to be thanked for their assistance are: Dayna Schwab for Administrative Services and Anne Delgado for Instruction. RSG is ¾ of the way done on salaries. The study is to be completed by the end of November, 2015.

Membership / Communications: Michelle reported Anel Gonzales is the new committee member for the EEO Diversity Committee. Amber suggested that an email go out to all committee members and let them know what our expectations are in reporting back to us. Committee members need to be informed where to send “high lights” of their meetings. Tricia suggested a standard template be designed for them to follow. Michelle reminded we need to decide if there are to be time limits for people serving on certain committees. Dan said these items could be worked on at our next training retreat.

Strategic Planning Update & Discussions:
- SPC: none
- FASPC: none
- IPC: none
- HRSPC: none
- SSPC: none

Budget Committee: Dan reported they are talking about being resized and that the allocation will go down. He also mentioned the opening of the South Center and that money has been set aside to pay for the launching of it, but staffing is not yet determined. The opening is scheduled for fall 2017.

Benefits Committee: none

6. OTHER / AGENDA REQUESTS: none

Stewards reports:
- a.) Robert suggested for future CCE events, to recruit non e-council members, who love outreach, to take shifts and help out. This would encourage more interaction between members and for members to feel a stronger connection to our unit.
- b.) Tricia reported on several items:
  1.) E-council needs to encourage members to attend the presidential forum. If they can’t attend, encourage them to watch the video.
  2.) She had sent an email reporting, as of the month of October, we have 636 hourly employees nearly twice as many as classified employees.
  3.) Either Amber or Michelle should be listed on our AFT website.
  4.) She will send an updated list of SERP listing what positions have been filled.

EXECUTIVE SESSION: 3:01 PM

President’s Report: Dan reported concerns regarding temporary hourly employees doing the work of full time classified employees.

Senior Vice President Report: no report

Grievance Officer Report: Absent –no report

Vice President Report: vacant position

Secretary Report: no report

Treasure’s Report: Amber reported she is waiting for the next statement from US Bank. Whatever is remaining, she will write a check to Cal Coast. To close the account, the original
signers need to be present. The COPE and the Scholarship Funds also need to be closed out and set up at Cal Coast. Options still need to be considered for whether to open two separate savings accounts. She is also working with Tricia on the spread sheets.

**Technology Officer Report:** Absent-no report

**Communication Officer Report:** Michelle reported the Grab and Go was successful. Two new members were recruited and possibly more to follow. She noted for future events to check which building the electrical source is coming from and to make sure we don’t conflict with student events scheduled. Michelle is planning two more Grab and Go events before the end of the year: one for the evening classified staff here at San Marcos and another for Escondido. There is left over candy, popcorn and drinks from the last event. For the Escondido event, she will purchase pre-bagged popcorn as it would be difficult to transport the popcorn machine.

8. **AGENDA REQUESTS:** none

9. **ADJOURNMENT:** 3:15PM
Minutes of Meeting: October 5, 2015
Regular Meeting of the Executive Council of the
Palomar College Council of Classified Employees / AFT 4522
MD-301

EXECUTIVE COUNCIL
DAN DRYDEN
President

CHRISS WICK
Senior Vice-President

VACANT
Vice-President

CATHERINE PARSHALLE
Secretary

AMBER CROSS
Treasurer

MICHELLE TUCKER
Communications / Membership Officer

AARON HOLMES
Technology Officer

ANEL GONZALEZ
Grievance Officer

VACANT
Grievance Officer

STEWARDS
MARY JO FLORES
ROBERT SEDILLO
TRICIA FRADY

1. CALL TO ORDER: 2:00 PM
Absent: A. Cross, & A. Holmes  Stewards: R. Sedillo

2. AGENDA MODIFICATIONS / ADDITIONS:
Additions: none
Modifications: none

3. QUESTIONS & COMMENTS FROM MEMBERS:
a.) Mary Jo reported she will be on medical leave until Jan. 2016.

4. ACTION ITEMS:
Minutes: Minutes for Sept.28, 2015 were tabled for next meeting.
Reimbursements: none
Position Authorizations Meetings:
 Tier I: Tricia reported 7 have been filled and the remaining 10 are in process.
 Tier 2: Tricia reported, there are 15 positions to be filled and 7 have gone out for transfer.
    Any positions vacated and not part of the SRP will be put on a priority list within the
    department. Many of these are IS jobs, and are on hold due to the classification study.
    Positions vacated due to a transfer are not automatically filled. They go on a priority
    list within their department. Tricia stated that in the month of August, there were 386
    student workers and temporaries combined. In September, there were 540 student
    workers and temporaries.
Items to Vote: none

5. INFORMATION / DISCUSSION:
New Business: none
Unfinished Business: none
Elections: none
Training / Conferences: none
Membership / Communications: none
Negotiations Update:
Dan revisited the promotional ability for classified employees to transfer to a higher level.
The question remains as to how the letter of interest is to be given to HR.
If the transcript, social security are already on file, it is there permanently. Employees
with their files on record can apply for higher positions by updating their minimum
qualifications for the new position. Anel and Tricia discussed the option of standardized tests
being made for the different positions. The current policy states it is up to the departments to
determine what tests will be used for the position.
Classification Study:
Chris reported there are about 85 reconsiderations to be completed with RSG. The process is
on-going and to be completed by November.
Strategic Planning Update & Discussions:
SPC: none  FASPC: none
IPC: none  HRSPC: none
SSPC: none  Budget Committee: none
Benefits Committee: none

6. OTHER / AGENDA REQUESTS: none
Stewards Reports: Mary Jo-none

7. EXECUTIVE SESSION:
Presidents’ Report:
Dan reported that a Common Information Exchange is being set up as a portal to share information between planning councils and then expand to the rest of the college. Dan mentioned five areas we will be concerned with in the future: hiring and staffing, right sizing the college, enrollment management, short term hourlies and the classification study.

Sr. Vice President Report: none
Vice President Report: vacant
Secretary Report: none
Treasurer’s Report: absent (none)
Technology Officer Report: absent (none)
Communication Report: Michelle reported she continues to work on the committees and make sure we have representation on all.
Grievance Officer Report: Anel reported she is working employee issues in HR and Facilities.

8. AGENDA REQUESTS: None
9. ADJOURNMENT: 3:39 PM
Minutes of Meeting: Monday, October 19th, 2015
Regular Meeting of the Executive Council of the
Palomar College Council of Classified Employees / AFT 4522
MD-301

EXECUTIVE COUNCIL

DAN DRYDEN
PRESIDENT

CHRIS WICK
SENIOR VICE-PRESIDENT

VACANT
VICE PRESIDENT

CATHERINE PARSHALLE
SECRETARY

AMBER CROSS
TREASURER

MICHIELE TUCKER
COMMUNICATIONS / MEMBERSHIP OFFICER

AARON HOLMES
TECHNOLOGY OFFICER

ANEL GONZALEZ
GRIEVANCE OFFICER

VACANT
GRIEVANCE OFFICER

STEWARDS
MARY JO FLORES
ROBERT SEDILLO
TRICIA FRADY

1. CALL TO ORDER: 2:04 PM

Present: D. Dryden, C. Parshalle, A. Cross, M. Tucker, A. Holmes,
& A. Gonzalez

Absent: C. Wick

2. AGENDA MODIFICATIONS / ADDITIONS: none

3. QUESTIONS & COMMENTS FROM MEMBERS: none

4. ACTION ITEMS:

   Minutes:
   Review & Approve minutes for Sept. 28th, 2015
   1st: A. Holmes
   2nd: M. Tucker

   Corrections: Corrections were made per A. Holmes request for the negotiations
   wording and also for D. Dryden’s President’s Report. A. Cross requested a
   change in wording for Training and Conferences.

   Opposed: none
   Abstained: A. Holmes, & A. Cross

   The motion was passed.

   Minutes:
   Review & approve minutes for October 5th, 2015
   1st: A. Holmes
   2nd: M. Tucker

   Corrections: D. Dryden requested changes in wording in the Negotiation
   Update.

   Opposed: none
   Abstained: none

   The motion was passed unanimously.

   Reimbursements: none

   Positions Authorizations Meetings: none

   Items to Vote:

   a.) Approve 2015/2016 Budget:

   ➢ Aaron made a motion to approve the CCE 2015/2016 budget
     increasing membership to $15,000 and removing the legal fund.

   1st: A. Holmes
   2nd: M. Tucker

   Discussion: none

   Opposed: none
   Abstained: none

   The motion was passed unanimously.

   ➢ Dan made a motion to allocate $30,000 as a reserve fund.

   Discussion: none

   1st: D. Dryden
   2nd: A. Cross

   Opposed: none
   Abstained: none

   The motion passed unanimously.

   b.) AFT Rate Increase: The AFT Rate Increase went up September 1, 2015 for
   an increase of $77.39 a month. This equates to approximately a 27 cents
   increase for members and 14 cents for non-members. There are 241 full
   members and 88 non-members.

   ➢ Aaron made a motion: As of Jan.1st, 2015 dues will reflect the
     2015/2016 AFT affiliate rate per capita increase.

   1st: A. Holmes
   2nd: D. Dryden

   Discussion: none
5. INFORMATION / DISCUSSION:

New Business: Action item

a.) Salary Increase Allocation: Dan made a motion for the CCE to direct the District to distribute evenly the funds available through Article 12- Section 1 (1.13% in additional funds), to the classified salary schedule.

1st: D. Dryden 2nd: A. Holmes

Discussion: Other ideas considered for use of funds included a rainy day fund, a professional growth fund or a floater holiday.

Opposed: none  Abstained: none

The motion passed unanimously.

Unfinished Business: none

Elections: none

Training / Conferences: Dan reported he is talking with Frank Oppedisano about putting something together for a future retreat.

Negotiations Update: none

Classification Study: Aaron stated the classification study is moving along with the reconsideration requests and that they are about half way through. It is expected that everything, including the salaries which are based on the job descriptions, will be completed by the end of November, 2015.

Membership / Communications: Michelle reported a new committee member is needed for the EEO Diversity Committee.

Strategic Planning Update & Discussions:

SPC: none  FASPC: none
IPC: none  HRSPC: none
SSPC: none

Budget Committee: Aaron reported the subcommittee is looking at the budget line by line to make sure all the funds are used in an efficient way.

Benefits Committee: none

6. OTHER / AGENDA REQUESTS: none

7. EXECUTIVE SESSION: 2:40 PM

President’s Report: Dan reported that he is working with Mike Popielski regarding out of class issues. Mike Popielski apologized that he did error in stating the District would accept and consider applications from classified staff for positions in a higher grade before advertising to external candidates. Title 5 specifically prohibits the District from in-house or promotional recruitment. All internal candidates will apply at the same time as external candidates.

Senior Vice President Report: Absent-no report

Grievance Officer Report: Anel reported she continues to work on several employee issues and grievances. A conversation about “additional duties” versus out of class ensued.

Vice President Report: vacant position

Secretary Report: no report

Treasure’s Report: Amber reported there are 3 new hires this month who have not signed up for membership. There are 329 employees in our unit with 73.25% membership. Full membership is 241 with 88 nonmembers. She has received checks for our account at Cal Coast. The Union Bank account needs to be closed and monies transferred. The COPE and Scholarship Funds also need to be closed and set up at Cal Coast.
**Technology Officer Report:** Aaron reported everything is up on the website except the minutes. He needs to create a new page in order to post the agenda and minutes.

**Communication Officer Report:** none.

8. AGENDA REQUESTS: none

9. ADJOURNMENT: 3:10 PM
Minutes of Meeting: Monday, Sept. 28, 2015
Regular Meeting of the Executive Council of the
Palomar College Council of Classified Employees / AFT 4522
MD-301

1. CALL TO ORDER: 2:05 PM
Present:  D. Dryden, C. Wick, C. Parshalle, A. Cross, M. Tucker, A. Holmes, & A. Gonzalez,
Guests: T. Frady & Frank Oppedisano

2. AGENDA MODIFICATIONS / ADDITIONS:
Additions: Committee Reps
Modifications: none

3. QUESTIONS & COMMENTS FROM MEMBERS: none

4. ACTION ITEMS:
   Minutes: Review & Approve minutes of July 1, 2015
   1st: A. Holmes  
   2nd: C. Wick
   Corrections: none
   Opposed: none
   Abstained: A. Holmes, M. Tucker, & A. Gonzalez

   Minutes: Review & Approve minutes of Sept. 15, 2015
   1st: M. Tucker  
   2nd: A. Holmes
   Corrections: none
   Opposed: none
   Abstained: A. Cross

   Reimbursements:
   Position Authorizations Meetings: none

   Items to Vote:
   b.) Committee representatives and membership:
      ➢ A motion was made to appoint Rosalinda Tovar to serve on the BSI Committee.
        1st: D. Dryden  
        2nd: A. Holmes
        Motion passed unanimously
      ➢ A motion was made to appoint Susan Garland to the FASPC Committee.
        1st: D. Dryden 
        2nd: A. Gonzalez
        Motion passed unanimously
      ➢ A motion was made to appoint Kate Parshalle to the HRSPC Committee.
        1st: D. Dryden 
        2nd: A. Gonzalez
        Motion passed unanimously
      ➢ A motion was made to appoint Michelle Tucker to Behavior Health and Wellness Committee.
        1st: K. Parshalle 
        2nd: A. Gonzalez
        Motion passed unanimously
      ➢ A motion was made to appoint Glenda Gardner to the Professional Growth Committee.
        1st: D. Dryden 
        2nd: C. Wick
        Motion passed unanimously

5. INFORMATION / DISCUSSION:
   a.) There was a discussion regarding increasing money for the COPE Fund.
      (Campaign on Political Education.) Other ideas considered were:
      ➢ Additional money for a legal fund
Increasing funds for the part-time employee
Increasing funds for membership
Increasing funds for legal council

New Business: Short-term & hourlies.
Anel is concerned about hiring practices going on in many departments regarding short-term replacing classified staff. A discussion was held regarding hourlies who have been here for years doing classified position work. Dan will be meeting with Mike Popielski in HR regarding these matters. Aaron concluded the conversation stating: “we need to make sure bosses equally promote people and prevent biases in the hiring process.”

Unfinished Business: none

Elections: none

Training / Conferences: Training Summit
No one will be attending the Oct. 9th-11th, 2015 CFT Conference.
The group is considering doing group training off campus with Frank at the Mulberry Office or at a member’s home. This could be scheduled towards the end of October. Tricia suggested to have team building events at least once a year. For future conferences, Michelle is going to bring in some more information.

Membership / Communications: none

Negotiations Update: Dan reported the District’s request to change the health benefits planned administrator from FBC to SISC was approved by the Benefit’s Negotiation Committee. Aaron noted the Benefits Committee has the task of evaluating medical plans offered by the District per Article 13.5.

Classification Study: Aaron stated the classification study steering committee is working with RSG to finalize accurate job descriptions for the study and reported that this part should be completed by November, 2015. The goal is to ensure the job descriptions are 100% accurate. RSG will send a letter to every employee who made a revision request and provide an explanation as to what was determined. Next, the compensation part will be determined. What will be negotiated is to how to implement the study.

Strategic Planning Update & Discussions:
SPC: none 
FASPC: none 
IPC: none 
HRSPC: none 
SSPC: none 
Budget Committee: none 
Benefits Committee: none

6. OTHER / AGENDA REQUESTS: none

7. EXECUTIVE SESSION:

Presidents’ Report: Dan reported on transfers and promotions. In the past, promotional opportunities were not included for transfers. HR now includes language on job postings that states: “Transfer, Voluntary Demotion and Promotion” to encourage promotional opportunities from within. Thus, applicants who meet the minimum qualifications, and are not at the same grade level as the position posted, will be able to apply. This will provide new opportunities for our classified staff to advance. The electronic application Human Resources has adopted was discussed. In the past, applicants could submit a typed letter of interest illustrating how they met the minimum qualifications for a temporary out of class or transfer promotion. HR’s new policy requires everything be submitted through the electronic application process, but will continue to accept a letter to honor the contract.

Sr. Vice President Report: no report

Vice President Report: vacant position

Secretary Report: no report

Treasurer’s Report: no report

Technology Officer Report: no report

Communication Officer Report: Michelle began a discussion on the safety and security of toxic substances for classified workers on campus. It states in Section 25.4 of our contract that: “The District shall provide appropriate safety and security training for any employee required to handle hazardous or toxic chemicals.” Her question was: what mechanism is in place for training? Aaron stated, these issues are handled on an individual basis following a complaint filed by an employee.

Grievance Officer Report: Anel did her reporting in new business.
8. AGENDA REQUESTS: none
9. ADJOURNMENT: 3:34 PM
Minutes of Meeting: Sept. 14, 2015
Regular Meeting of the Executive Council of the
Palomar College Council of Classified Employees/AFT Local 4522
MD-301

Executive Council
Dan Dryden
President
Chris Wick
Senior Vice-President
Vacant
Vice-President
Catherine Parshalle
Secretary
Amber Cross
Treasurer
Michelle Tucker
Communications / Membership Officer
Aaron Holmes
Technology Officer
Anel Gonzalez
Grievance Officer
Vacant
Grievance Officer

Stewards
Mary Jo Flores
Robert Sedillo
Tricia Frady

1. CALL TO ORDER: 2:06 PM
Absent: A. Cross & R. Sedillo

2. AGENDA MODIFICATIONS/ADDITIONS
Addition: none
Modifications: none

3. QUESTIONS & COMMENTS FROM MEMBERS: none

4. ACTION ITEMS:
Minutes: Due to lack of quorum, minutes of July 1, 2015 were tabled.
Minutes: Review & approve minutes of August 5, 2015
1st: M. Tucker 2nd: A. Holmes
Corrections: none Opposed: none Abstained: D. Dryden & C. Parshalle
Minutes: Review & approve minutes of August 26, 2015
1st: A. Holmes 2nd: A. Gonzalez
Corrections:
1.) Typo of incorrect date of minutes July 7th was changed to July 1.
2.) Change in negotiations update: The wording for Chris Wick PFF contract was corrected to: The
PFF has already completed their negotiations for their new contract and is awaiting ratification.
The wording for the Cola for the CCE was changed to: Dan reported the CCE received the 2015-2016
COLA per our contractual agreement. The COLA increase is 1.02%.
Opposed: none Abstained: none
The motion passed unanimously

Reimbursements: None

Position Authorizations Meetings:
Replacement and Change Positions: going from 11 months to 12 months
- Pos # 6543: Title: Teaching and Learning Center Specialist; Dept.: Languages and Literature;
  Grade 23; 12 months; 100%
- Pos # 6490: Title: Nurse Practitioner; Dept.: Health Services; Grade: 49; 12 months; 100%

Position Replacements:
- Pos #5758: Title: Custodian I; Dept.: Custodial Services; Grade B; 12 months; 100%
- Pos #5158: Title: Audio Production Coordinator; Dept.: Performing Arts; Grade 25; 12 months;
  100%
- Pos #5833: Title: Athletic Advisement Assistant; Dept.: Athletics; Grade 12; 11 months 45%
- Pos #6229: Title: Broadcast Operator; Dept.: Telecommunications/Grants; Grade 23; 12
  Months; 100%
- Pos #5594: Title: Accounting Assistant; Dept.: Fiscal Services; Grade 16; 12 months; 100%

Items for Vote:
a. Approve 2015/2016 Budget: Tabled until the next meeting

5. INFORMATION / DISCUSSION
New Business:
a.) Discussion regarding time lines for serving on committees:
Dan led a discussion as to how long members should serve on committees. It takes two years to make an
impact. One year to become familiar and another to be effective. There are certain committees, (Budget,
Negotiations, and SPCC) that should not be restricted to the two year term. A proposal from Dan proposing
a two year term for shared governance committees and councils will come in email for CCE Council
members to review. Consideration for the responsibilities of committee members will also be reviewed.
Training and Conferences:

a.) The upcoming CFT Conference scheduled for October 9th-11th, 2015 was discussed. D. Dryden, C. Wick, A. Cross & C. Cruz may be attending. Dan made a motion to send no more than 4 people to the CFT Conference for Oct. 9th-11th, 2015 and for expenses not to exceed $1,000 per person which includes 2 nights of hotel, air-fare, registration fee and food.

1st: D. Dryden 2nd: C. Wick The motion passed unanimously.

Membership/Communications:

Michelle is planning to do a “Grab and Go” event to use up the leftover food and drink items from Movie Night. She is also looking for “poll” survey questions to ask unit members when the event is held.

Negotiations Update:

Dan reported that the Health Care changes are coming down soon. The District wants this change due to increase in premiums. Kaiser premiums are up 8%. Aaron noted, although there are changes in both the HMO’s and PPO’s, that the actuarial values of the plans are the same. The health care savings for the District would be between 600,000 - 8000,000 per year. The decision whether to support the health care changes has to go out for a vote. There will be another CCE Unit meeting. The ultimate question we are asking is: What impact will the health care plan changes have on each of our members? Currently, FBC (Fringe Benefits Consortium) administers the PPO claims. If the new plans are adopted, SISC will be the new claims administrator and be responsible for determining whether to pay the claims or not.

Classification Study:

Chris reported the job descriptions are in their final process. After these are finished, they will work on the salary component. Ron Perez expects, based on a conversation with Mike Popielski, that the study should be completed by the end of November.

Strategic Planning Update & Discussions:

SPC: A discussion about the medium versus large community college occurred. Aaron explained that the college was trying to “reset” from a large community college to a medium size college based on years of declining numbers of FTES, and to go to “stability funding.” Currently, we receive a large allocation for being a large community college. In the first year of the three year plan, we will receive a million dollars for being a large college. The second year, the state will fund only at actual FTES, and we will still receive the million for the large college status. The third year, our funding will be at the actual FTES level, and we will receive the million in funding. After this, the million dollars goes away. For example, say 18,500 is the new FTES base; the college will only get the funding for that FTES base. Essentially, we want to be close to the 19,200 FTES mark as we can.

6. OTHER / AGENDA REQUESTS: none

7. EXECUTIVE SESSION: 3:30

President’s Report:

Dan reported that he, Amber and Chris opened an account at Cal Coast. A $17,907.59 deposit was made. The plan is to settle the Union Bank account and transfer the funds to Cal Coast. Dan and Amber were issued credit cards for Cal Coast. Amber will create a simple form for two signatures and a photocopy of each check. Cal Coast does not allow two signatures on checks and it is not in our by-laws that two people need to sign. Dan reported that we got the COLA and that Ron Perez was instrumental in getting this done for us. Dan mentioned union canopies will be relocated to our Mulberry Office.

Sr. Vice President’s Report:

Chris reported there is good conversation going on regarding the hourly workers. She also began the conversation of whether to continue paying $750.00 monthly rent for the Mulberry Office if none of us are using it. Dan suggested we wait until the end of the semester to see how much we do use it, and then make a final decision.

Vice President’s Report: Position unfilled

Secretary’s Report:

Kate reported that FASPC is planning on getting 1,000 FTES upon opening the South Center. As to where the staff will come from, there was no report from the FASPC meeting.

Treasurer’s Report: Absent- no report

Technology Report:

Aaron reported he re-upped URL and hosting. He is working on our website. He will update our current one, but eventually re-do the whole thing.

Communications Report:

Michelle is planning a “Grab and Go” activity to use up the extra popcorn, drinks, etc. left over from Family Movie Night. She is thinking of having a survey to hand out at the event as well. She is asking for us to send possible poll questions.

GRIEVANCE REPORT:

Anel and Chris are completing a grievance with an employee and things will be resolved shortly.

OTHER UPDATES/INFORMATION REQUESTS: none

8. AGENDA REQUESTS: none

9. ADJOURNMENT 4:00 PM
Minutes of Meeting: August 26, 2015
Regular Meeting of the Executive Council of the
Palomar College Council of Classified Employees/AFT Local 4522
MD-301

1. CALL TO ORDER: 2:05 PM
   Absent: A. Cross & A. Holmes

2. AGENDA MODIFICATIONS/ADDITIONS
   Addition: Health Benefit Discussion
   Modifications: none

3. QUESTIONS & COMMENTS FROM MEMBERS: None

4. ACTION ITEMS:
   Minutes: 
   Due to lack of quorum, minutes of July 1, 2015 and August 5, 2015 will be reviewed and approved at a
   future meeting.
   Reimbursements: None

   Position Authorizations Meetings: The following positions will be brought forth at the next meeting.
   Positions not in the SRP Tiers
   ➢ Pos # 6543; Title: Teaching and Learning Center Specialist; Dept.: Languages and Literature; Grade
     23; 12 months; 100%
   ➢ Pos #5758; Title: Custodian I; Dept.: Custodial Services; Grade 8; 12 months; 100%
   ➢ Pos #5158; Title: Audio Production Coordinator; Dept.: Performing Arts; Grade 25; 12 months;
     100%
   ➢ Pos #5833; Title: Athletic Advisement Assistant; Dept.: Athletics; Grade 12; 11 months 45%

   Items for Vote:
   a. A motion was made: Starting September 2, 2015 E-Council meetings will be Monday’s from 2:00-3:30.
      1st: M. Tucker 2nd: C. Wick The motion passed unanimously.
   b. Approve 2015/2016 Budget: Tabled until the next meeting

5. INFORMATION / DISCUSSION

   New Business:
   a.) Committees /Planning Council CCE Reps
      (1.) Safety & Security Committee: A motion was made for Sean Heath to serve. 1st: D. Dryden 2nd: C. Wick
      The motion passed unanimously.
      (2.) Strategic Planning Council- SPC Alternate: A motion was made for Elizabeth Schoneman to serve.
      1st: D. Dryden 2nd: C. Wick The motion passed unanimously.
      (3.) Student Services Planning Council SSPC: A motion was made for Jessica Ambrocio to serve.
      1st: C. Wick 2nd: A. Gonzalez The motion passed unanimously.
      (4.) Human Resources Planning Council HRSPC: Debbi Claypool was the only candidate who volunteered
      and was unanimously approved.
      (5.) FASPC: The email vote for Teresa Wacker to serve was ratified. The vote was 5 yes, and 2 no.
   b.) Dan presented the Health Plan Proposal which the Benefits Committee agreed to recommend to
      the District. An email will be sent to all members of the CCE Unit with the proposed changes in both
      PPO and Kaiser Plans.
      A CCE unit meeting will be held for discussion, questions and answers, and a vote.
      Members will be voting whether to support the view of the Benefits Committee.
      Positive benefits changes for the PPO include: most generics from Costco prescriptions delivered through
      the mail with zero co-pays and receive a 3 month supply, removal of the family deductible, and no fee for
      CT, CAT, MRI and PET scans.
      There are some negative changes for Kaiser. Most notable, ER visits will no longer be free. There will
      be a $100.00 dollar fee for stepping into the ER, and a $250.00 fee if you are hospitalized. Outpatient
      surgery will have a 20.00 co-pay. The choice considered by the Benefits Committee was to keep our co-
      pays for prescriptions low, at the current $5.00, in exchange for the increase in the ER fees.

   Unfinished Business:
   a.) Dan requested removing from the agenda moving the CCE Office to the MD BLDG.
A motion was made to permit Dan and Amber to spend no more than $300.00 for the purchase of locked cabinet files. 

1st:  M. Tucker 2nd C. Wick The motion passed unanimously.

**Training and Conferences:**

Dan reported there is an upcoming CCE training workshop scheduled for Oct.9th-11th in San Jose. Members to attend will be selected at a future meeting. Registration goes from August-September, 2015.

**Negotiations Update:**

Chris reported that the PFF has already completed their negotiations for their new contract and is awaiting ratification. Dan reported the CCE received the 2015-2016 COLA per our contractual agreement. The COLA increase is 1.02%. Dan mentioned that most likely we won’t see the COLA until our December check.

**Classification Study:**

Chris stated there is a meeting scheduled with RSG next week. The study won’t be completed until the end of the year and perhaps won’t be finalized until early 2016. She noted the compensation part will be hard to negotiate.

**Strategic Planning Update & Discussions:**

There were no reports from any of the Committees.

6. **OTHER / AGENDA REQUESTS:**

   **Other:** none

7. **EXECUTIVE SESSION:**

   **President’s Report:**
   
   Dan’s report was completed in the new business agenda.
   
   **Sr. Vice President’s Report:** none
   
   **Vice President’s Report:** Position unfilled
   
   **Secretary’s Report:** No report
   
   **Treasurer’s Report:** Absent- no report
   
   **Technology Report:** Absent-no report
   
   **Communications Report:**
   
   Michelle is planning a “Grab and Go” activity to use up the extra popcorn, drinks, etc. left over from Family Movie Night.

   **GRIEVANCE REPORT:**

   Anel reported that the four on-going grievances are moving through the process and working towards resolution.

8. **AGENDA REQUESTS**

   Michelle requested a discussion about time lines for serving on committees be put on the next agenda. Many of them have 2 year term limits.

9. **ADJOURNMENT**  3:58 PM
Minutes of Meeting: Date: August 5, 2015
Regular Meeting of the Executive Council of the
Palomar College Council of Classified Employees/AFT Local 4522
Location - MD-301

EXECUTIVE COUNCIL
Dan Dryden
PRESIDENT

Chris Wick
SENIOR VICE-PRESIDENT

Vacant
VICE-PRESIDENT

Catherine Parshalle
SECRETARY

Amber Cross
TREASURER

Michelle Tucker
COMMUNICATIONS / MEMBERSHIP OFFICER

AARON HOLMES
TECHNOLOGY OFFICER

Anel Gonzalez
SENIOR GRIEVANCE OFFICER

Vacant
GRIEVANCE OFFICER

STEWARDs
MARY JO FLORES
TRICIA FRADY
ROBERT SEDILLO

1. CALL TO ORDER: 1:08 pm
Absent: D. Dryden, T. Frady, R. Sedillo, K. Parshalle

2. AGENDA MODIFICATIONS/ADDITIONS: Move banking item up to vote

3. QUESTIONS & COMMENTS FROM MEMBERS: None

4. ACTION ITEMS
Minutes: Minutes from July 1, 2015 could not be approved due to no quorum
Minutes from July 15, 2015 approved.
1st: M. Tucker 2nd: A. Cross
Opposed: None Abstained: None The motion passed unanimously.

Reimbursements: None

Position Authorizations Meetings:
Succession Plan in Tier 1 – SRP:
Replacement:
The CCE supported the following new positions as replacements:
- Pos #5141, Title: Academic Department Assistant; Dept: World Languages; Grade 23; 12 months; 100%
- Pos #6268, Title: Trio/EOC Outreach Coordinator; Dept: Grant Funded Student Programs; Grade 20; 11-12 months; 100%
- Pos #6498, Title: III/STEM Assistant; Dept; MNHS; Grade 23; 12 months; 100%

Items to Vote:
1) Switch from Union Bank to Cal Coast Credit Union
Authorized signers will include: Dan Dryden, Chris Wick & Amber Cross
a) A motion to transfer, when feasible, because we get better benefits.
   1st: A. Gonzalez 2nd: M. Tucker
Discussion: Discussion ensued regarding what the actual benefits are interest rates and earning on our accounts.
   b) A friendly amendment was made to ensure we meet the type of business guidelines for Cal Coast CU.
      1st: A. Holmes 2nd: A. Cross
Discussion: None
   Opposed: None Abstained: None The motion passed unanimously.
2) Aaron to continue to serve as Accreditation Tri Chair
A motion was made
   1st: A. Gonzalez 2nd: A. Cross
Discussion: None
   Opposed: None Abstained: A. Holmes The motion passed unanimously.

5. INFORMATION / DISCUSSION
New Business:
1) Move CCE office to MD building: Future possibility, will request at future Leadership meeting.
2) Dan and Amber locked files – Will bring to next meeting.

Unfinished Business:
1) Scholarship for Kids – Tabled
2) Banking Items – Moved to Items to Vote
3) Movie Night – Michelle talked about the logistics of the night and who would be helping where.

Training / Conferences: none

Membership / Communications: Michelle discussed new member packets she has been sending out.

Negotiations Update: Aaron stated the PFF has met with the District twice
Classification Study: none
Strategic Planning Update & Discussions: Not meeting over summer
6. OTHER / AGENDA REQUESTS: Move E-Council meetings to 2:00-3:30 on Monday’s, beginning in September.

7. EXECUTIVE SESSION: 2:09 PM
   - President’s Report – Dan – No Report
   - Sr. Vice President Report Chris – Discussed an employee issue she is helping Anel with.
   - Treasurer’s Report – Amber – No Report
   - Secretary Report – No Report
   - Communications/Membership Officer
   - Technology Officer – Aaron reported he received the September Renewal and hosting fees for our website. He will pay it and send the invoice to Amber. Aaron also updated on Accreditation.

   GRIEVANCE REPORTS
   - Sr. Grievance Officer Anel – Discussed two current employee issues she is working on.
   - OTHER UPDATES/INFORMATION – None

8. AGENDA REQUESTS – None

9. ADJOURNMENT: 2:33 PM
Minutes of Meeting: Date: 7/15/2015  
Regular Meeting of the Executive Council of the  
Palomar College Council of Classified Employees/AFT Local 4522  
MD-301

Gifts and Plaques: Plaques and 100.00 gift cards were given to Kathy Davis, Debbie Claypool, Tricia Frady, Anel Gonzalez, and Aaron Holmes for their outstanding service. Chris Wick will be receiving hers at the next meeting.

New Officers: Dan swore in the new officers, Michelle Tucker, Aaron Holmes, and Anel Gonzalez; quorum was established

1. CALL TO ORDER: TIME 1:11 pm

Executive Council:
Absent: C. Wick
Guest: Tricia Frady

2. AGENDA MODIFICATIONS/ADDITIONS

None

3. QUESTIONS & COMMENTS FROM MEMBERS

None

4. ACTION ITEMS

Minutes:
Minutes from June 17, 2015 were received and approved.

1st: A. Holmes 2nd: A. Cross  Corrections: none

Opposed: none  Abstained: C. Parshalle & M. Tucker

Minutes:
Minutes for July 1, 2015 were postponed for approval for the next meeting scheduled August 5, 2015

Reimbursements:

a) To: C. Parshalle For: file tabs amount: $16.24

Position Authorizations Meetings: none

Succession Plan in Tier 1 – SRP – Meeting 6/10/15

 Police Officer I – Police Dept, Student Svcs – Pos#5871, grade 31, 100%
This position is currently vacant.

Items to Vote: None

5. INFORMATION / DISCUSSION

New Business:
a.) CCE Office: We discussed the option of moving our office to the MD or H Buildings. There has been an on-going discussion of moving our current location which is in the ST 27 Bldg. to a more convenient and appropriate site.

b.) Locked Files: Amber and Dan will bring to a future meeting some brochures and cost information for the executive committee to see.

Unfinished Business:
a.) Scholarship for kids: The question is: how many scholarships and how much money to fund them? Most likely the amount will be 300.00-500.00. This will be brought to the August 19th meeting after a meeting with the auditor.

b.) New legal counsel- Dan made a motion to hire Dana Martinez for all CCE legal matters

1st: D. Dryden moved to hire Dana Martinez for all CCE legal matters. 2nd: A. Holmes
Everyone was in favor and the vote passed unanimously.

c.) Release time: A motion was made by M. Tucker to ratify the email vote for the delegated release time.

1st: M. Tucker 2nd: A. Cross  The motion passed unanimously.
d.) Banking items: CCE is considering leaving our current bank, Union Bank, in the near future. Dan will go to Cal Coast Credit Union next week and confirm on the August 5, 2015 meeting that their rates are the best. CCE will vote to confirm which bank is the best choice to move to. Under consideration are: San Diego Credit Union and Cal Coast Credit Union. The decision will be made based on service, fees, interest accrued, ease in changing signers and insurance on fraudulent activity on the account.

e.) Hourlies: Dan reiterated that CCE is not in favor of continuing hiring hourlies and temporary workers in lieu of hiring full time classified positions. He will be meeting with Adrian Gonzalez (7/16/ 2015) and another time with Mike Popielski for further updates on this.

Training / Conferences:  
No new conferences scheduled. Aaron reported there is an annual summer school conference; however, for reasons unknown, the CCE did not receive this year’s information. Aaron also mentioned there is an annual AFT Convention in Feb.2016 where new officers can receive specialized training.

Membership and Communications: none
Negotiations Update: none
Classification Study: none
Strategic Planning Update & Discussions:

6. OTHER / AGENDA REQUESTS: none

7. EXECUTIVE SESSION:

President’s Report:
Dan reported Dean Sievert is requesting a classified staff person to serve on the MNHS committee. Tony Kopec and Maria Rangel were the two top choices. Both are good standing union members. An e-mail vote will be taken to determine who should serve on the committee.

Sr. Vice President’s Report – absent-no report
Vice President’s Report – Vacant
Treasurer’s Report – Amber
- Amber reported that there were 3 employees who returned Hudson Letter past deadline.
- Amber needs to be able to pay vendors for Movie Night soon. Aaron stated that he can sign checks for Amber on an as needed basis until the banking signatures are sorted out. He stated the bank only requires 1 signature. We require two signatures.
- Aaron informed us that Frank says: “We can determine what money goes into what accounts.” Then, Amber can transfer money into the accounts. We will need to vote on this.
- Tricia Frady handed off treasurer materials to Amber. Tricia gave a brief final report stating: Of 370 classified employees, 275 are CCE members which totals to 74.32% membership for our unit. As of June 30, 2015, 63 students were paid as employed hourlies. As of 6/20/2015, there were 487 hourlies doing short term work. As of 7/10/ 2015, there were 388 hourlies doing short term work.
- Tricia also reported the COPE fund balance was $3,678.35 and is balanced. Aaron reported there is a 99.00 maximum amount for a classified employee to give to COPE a year.
- The Scholarship Fund balance was $721.58 and is balanced.
- The General Fund balance of $215,970.10 is not yet balanced. Aaron will be bringing his receipts from the New York Convention among other items to Tricia so she can finish up and balance the General Fund.

Secretary’s Report – Kate
No report

Communications/Membership Officer’s Report – Michelle
- Michelle is going to keep the log of all employees serving on committees.
- Michelle reported, Movie Night is coming along and vendors for the event need to be given deposits and paid. She informed us that Coke is donating soft drinks. She and Amber will purchase candy and water. She is also recruiting help for the event. Tasks that need to be done include: popcorn set up and distribution, soda table set up and distribution, check-in, new membership raffle, current member raffle, and cleanup. She mentioned facilities needs to be contacted to make sure the sprinklers are turned off the day before. Michelle mentioned the cleanup would not be much as the movie provider is going to be disassembling their own equipment and packing all their other items up.

Technology Officer’s Report – Aaron
Aaron stated that the CCE website will be up to date by the end of the month. The hosting fee is 50.00-60.00 a month.

The Accreditation Report is due in Nov. 2016. Things still need to be done. He says he is willing to continue serving as the Accreditation Tri-Chair until another one is appointed. We need to vote on this next meeting August 5, 2015.

GRIEVANCE REPORTS
Grievance Officer-Anel
Anel reported she is working on a case and the employee may file a grievance. She will keep us posted.

8. AGENDA REQUESTS – We need to vote on whether Aaron should continue on as Accreditation Tri chair until another person is appointed. There will be an end date (this is not on-going).

9. ADJOURNMENT: 2:35 PM
New Officers: Chris swore in the new officers, Dan Dryden, Amber Cross and Kate Parshalle; quorum was established.

1. CALL TO ORDER: 1:04 PM
   Present: D. Dryden, C. Wick, C. Parshalle, A. Cross, R. Sedillo
   Absent: M. Tucker, A. Gonzalez, A. Holmes, T. Frady, M. Flores
   Guest: Debbi Claypool

2. AGENDA MODIFICATIONS/ADDITIONS
   Addition: None
   Modifications: Correct dates under Unfinished Business for item b. and item c. to July 1, 2015.

3. QUESTIONS & COMMENTS FROM MEMBERS None

4. ACTION ITEMS:
   Minutes: Due to lack of quorum, minutes of June 17, 2015 will be reviewed and approved at a future meeting.
   Reimbursements: None
   Position Authorizations Meetings: These items were tabled due to absence.
   Succession Plan in Tier 1 – SRP: None
   New:
    Pos #6612; Title: Athletic Trainer; Dept: Athletics; Grade 28; 10 months; 45%
   Replacement:
    Pos #6011; Title: Senior Administrative Secretary; Dept: Counseling; Grade 23, 12 months; 100%

5. INFORMATION / DISCUSSION
   New Business: None
   Unfinished Business:
   a.) Travel policy: Removed from agenda; will bring back at a unknown date.
   b.) Scholarship for Kids of CCE Members: This item was tabled for next meeting scheduled July 15, 2015.
   c.) New Legal Counsel – D. Martinez: Dan has a phone appointment with the attorney tomorrow. Dan reported that he currently has the contract and will send it out to the E-Council for review. He stated that he will report back to the E-Council for their review and approval.
   d.) Release Time: Removed from the agenda; will discuss when negotiations for the new multiyear contract starts up. Dan presented the annual E-council release time for each position. He discussed the current division of hours of hours due to the vacancies. He will send the proposed breakdown to the E-Council and will bring back to the next meeting.
   e.) MOU-Security Camera: This item is now settled. The camera is for the math STEM program towards the back of the library. The cameras will only be monitored by the campus police. They will be able to review what is recorded on the camera and only do so if something has been called to their attention.
   Dan reported that he discussed the idea of a “panic button” with Dean Kahn and stated he liked the idea and will look into getting that set up. Dan asked this item to be removed from the agenda.
   f.) Banking Items: Dan requested for the current signers that remain on the E-Council, Aaron and Chris, to continue to be signers on the Union accounts. Amber inquired about the legality about not removing them. Dan stated he would have a talk with the attorney. Kate presented Information she had obtained from the San Diego Credit Union. The fees for a small business account would be 8.00 a month with a minimal average daily balance of 2,500. For a Business Checking account, with a minimum average daily balance of 5,000, the fee is 12.00 a month. She shared her experience working with the San Diego Credit Union and suggested it as an option. Dan thanked her for her work. He will look at California Coast Credit Union and bring the information back to the next meeting.
   g.) Hourlies: District use of temporary & student workers. Dan stated this is an on-going issue. He reported that L. Hornsby had discussed the information request that the CCE put in and shared her concerns regarding length of time based on what we asked for and which system to pull information from. Dan will work with Aaron and get back with L. Hornsby. He will bring back and provide an update to the E-Council. Kate inquired about the information request and what was asked. Dan will send Kate a copy of the original request.
Training and Conferences: Debbie asked if anyone was notified about the CFT’s Summer School 2015. She said it was held at Cal Poly, but didn’t receive any information. Debbie stated she is going to speak with Frank about what happened and see if they can provide training for the new treasurer, Amber. Also, Kate is going to look up future CFT Conferences after Debbie gives her the site.

Negotiations Update: None

Classification Study:
Chris reported that a subcommittee was formed to look problem job descriptions. The Classification Committee met last week and will meet again today to go over the reconsiderations. A discussion ensued regarding several areas that grouped jobs together under one job description, but they do not do the same type of work or have the same regulations to follow. Kate brought up another department who has done that with several jobs. Chris stated that this subcommittee will be assisting RSG to understand what discrepancies are and concerns with not having valid job descriptions.

Strategic Planning Update & Discussions:
Councils and committees currently are not meeting-informational/ discussion.

SPC: Debbi reported that she has notified the recorder of SPC that Aaron will be serving as Past President and she can serve as his back-up if needed.

FASPC: Kate talked about serving on FASPC and a lead discussion regarding concerns of how processes are not followed. One example she cited was at a special session where the vote of the gender neutral bathroom was moved from a first reading to a vote. She said it was frustrating because she serves as a representative and Aaron had said the E-Council would discuss and provide her with how the CCE would like it voted on.

Communications Report: Absent-no report.

Stewards Report:
Robert

6. OTHER / AGENDA REQUESTS

Other:
End of the year gifts- Amber reported she has taken care of these. She will send plaque and gift information to E-Council for their approval.

Action item-Vote on new legal council: D Martinez

Action item- Ratify End of the Year Gifts

7. EXECUTIVE SESSION:

President’s Report:
Dan stated he is pleased to be taking over reigns as president of the CCE AFT Local 4522. He looks forward to working with all of us to further our support for the classified staff over the next two years.

Sr. Vice President’s Report:
Chris reported next week Dan, Aaron and she will have their first meeting with Adrian Gonzales as Interim President. She also reported that that she has been busy helping Anel with the grievances.

Vice President’s Report: Absent-no report

Secretary’s Report: No report

Treasurer’s Report:
Amber reported that Beverly Scott donated all her remaining sick leave and 8 hours of vacation. She will send a thank you note to Beverly for her donations. Amber reported that keys were needed for the office and requested a key request.

Technology Report: Absent-no report

GRIEVANCE REPORTS

Grievance Officer

Chris reported that she and Anel have been working together on two employee issues. One is an on-going issue.

OTHER UPDATES/INFORMATION

Other updates: Dan is considering Debbi’s new stationary for the CCE. Dan is reviewing a letter to the new interim Human Resources Vice President, Mr. Mike Popielksi.

8. AGENDA REQUESTS

Action Item: Vote on release time proposal for the next meeting. A total of 40 collectively are allotted and this does not include our meeting times.

9. ADJOURNMENT 2:12 PM