



PALOMAR COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES
AMERICAN FEDERATION OF TEACHERS LOCAL #4522

Minutes of Meeting: Tuesday July 12, 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: 2:06 PM

Present: D. Dryden, C. Wick, C. Parshalle, A. Cross, A. Gonzalez, C. Cruz, M. Tucker, Y. Myers & A. Sanchez

Absent: B. Springer, A. Holmes, P. Serafin & D. Vasquez

2. AGENDA MODIFICATIONS /ADDITIONS: None

3. QUESTIONS & COMMENTS FROM MEMBERS: None

4. ACTION ITEMS:

Minutes: *Review and approval of minutes for June 21, 2016*

1st: A. Cross 2nd: C. Cruz

Corrections: *none*

Opposed: *none* **Abstained:** *A. Gonzalez & C. Cruz*

The motion passed.

Reimbursements: *none*

Position Authorizations: *Dan requested these be tabled until the next meeting.*

Changes: *none*

New Positions:

- *Pos # 6631; Title: Academic Evaluator/Advisor; Dept.: Enrollment Services; Grade 24; 12 months; 100%*

Replacements:

- *Pos # 6482; Title: Academic Evaluator Advisor; Dept.: Enrollment Services; Grade 24; 12 months; 100%*
- *Pos # 5691; Title: ESL Program Assistant; Dept.: ESL; Grade 18; 12 months; 45%*

Items for Vote: *none*

New Business: *Chris reported on a check received from a dean to be used for employee training. Dan will review the situation with Dana Martinez, our legal attorney, for legal ramifications. It may be best to have the check re-written and filled out to the foundation.*

Unfinished Business: *none*

Elections: *none*

Training / Conferences: *Amber will send an email out for the October 7-9, 2016 Classified Conference held in San Diego.*

Negotiations:

- **Contracts:** *none*
- **Classification Study:** *Dan reported the unit classified meeting held last week went well and that there was a good turnout. Frank Oppedisano explained where we are in the process and the strategy to move forward with the District. Negotiations are still underway. A counter proposal is being worked on by the negotiations team. CCE members will be attending tonight's Governing Board meeting. Some will fill out comment cards to speak and share their Palomar experiences and views regarding retroactive pay.*

Strategic Planning Update & Discussions:

SPC: none

FASPC: none

IPC: none

HRSPC: none

SSPC: none

Budget Committee: none

Benefits Committee: Dan reported the committee has not met yet, but changes will be coming. The new PPO Plan adopted last year has presented a number of issues for employees concerning medications, treatments and referrals.

5. Information/ Discussion: Michelle is planning an ice-cream social within the next three weeks before school starts. The new stewards could assist working different shifts.

6. OTHER/AGENDA REQUESTS: Stewards reports-none

7. EXECUTIVE SESSION: 2:45 PM

Presidents Report: Dan reported he spoke with Dana Martinez extensively and that she is drafting a new MOU for the SERP Contract. The new MOU will be brought to the e-council. The original MOU had a time deadline for the end of the fiscal year.

Sr. Vice President Report: Chris- no report

Vice President Report: Buddy-absent- no report

Secretary Report: Kate- no report

Treasury Report: Amber- no report

Grievance Officer: Anel reported she is working with on-going grievances.

Grievance Officer-Carmelino- no report

Communication Officer Report-

- Michelle reported that she sent the 2016 AFT Benefits Brochure with a glass cleaner wipe to all unit members.
- Michelle is reviewing Polo t-shirt options for the e-council. She will bring a proposal to us at our next meeting.

Technology Officer Report:

OTHER UPDATES/INFORMATION: Aaron –absent-no report

8. AGENDA REQUESTS: Swearing in of stewards and newly elected and appointed e-council members

9. ADJOURNMENT: 3:15 PM



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Regular Meeting of the Executive Council of the
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MD-301

EXECUTIVE COUNCIL

DAN DRYDEN
PRESIDENT

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SENIOR VICE PRESIDENT

BUDDY SPRINGER
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ANEL GONZALEZ
GRIEVANCE OFFICER

CARMELINO CRUZ
GRIEVANCE OFFICER

STEWARDS
MARY JO FLORES
YVETTE MYERS
ADRIANA SANCHEZ
PATTY SERAFIN
DAVID VASQUEZ

1. CALL TO ORDER: 2:07 PM

Present: D. Dryden, C. Wick, B. Springer, C. Parshalle, A. Cross, M. Tucker, A. Gonzalez, C. Cruz, A. Holmes, Y. Myers, A. Sanchez & D. Vasquez
Absent: M. Flores & P. Serafin

2. AGENDA MODIFICATIONS /ADDITIONS: None

3. QUESTIONS & COMMENTS FROM MEMBERS: None

4. ACTION ITEMS:

Minutes: *Review and approval of minutes for July 12, 2016*

1st: A. Holmes 2nd: C. Wick

Corrections: *none*

Opposed: *none* **Abstained:** *A. Holmes & B. Springer*

The motion passed.

Reimbursements: *none*

Position Authorizations: *Aaron reported the following positions have been approved and the position authorization committee has no issues as long as they are prioritized after the SERP positions go through.*

Changes: *none*

New Positions:

- *Pos # 6631; Title: Academic Evaluator/Advisor; Dept.: Enrollment Services; Grade 24; 12 months; 100%*

Replacements:

- *Pos # 6482; Title: Academic Evaluator Advisor; Dept.: Enrollment Services; Grade 24; 12 months; 100%*
- *Pos # 5691; Title: ESL Program Assistant; Dept.: ESL; Grade 18; 12 months; 45%*

Items for Vote:

- a.)** *Number of attendees for CFT Classified Conference in October 7-9, 2016:*

Amber reported the maximum amount per person would probably be under \$800.00. The e-council encourages stewards to attend as the conference centers on classified employee issues. There are sufficient funds within the CCE budget to accommodate several members attending. Michelle will send an email asking for members who would like to attend. The deadline to respond will be Monday, July 25, 2016.

New Business:

- a.)** *Polo shirts for e- council members*

Kate made a motion to spend no more than \$600.00 for the purchase of 14 e-council polo shirts with embroidered union logo.

1st: M. Tucker 2nd: C. Cruz

Discussion: none

Opposed: none Abstained: none

The motion passed unanimously.

- b.)** *Ice-cream Social August 3, 2016:*

(1.) Michelle reported the Ice-cream Social scheduled for Aug 3, 2016 will be held on the Student Union patio outside Marilyn Lunde's office. The exact time is still to be determined.

(2.) Michelle made a motion not to exceed \$400.00 to order ice-cream, gifts and raffle prizes for the event.

1st: M. Tucker

2nd: C. Wick

Discussion: none

Opposed: none

Abstained: none

The motion passed unanimously.

c.) Logo member gifts & prizes for wheel of fun:

Michelle is looking into hot/cold mugs for new members with our union logo on it. She is researching other items for us to review and will bring samples and prices to our next meeting August 1, 2016.

d.) Position Authorization Reps:

Michelle suggested it would be a good idea to have another member on the position authorization committee to assist Tricia and Aaron. There have been e-council meetings where we have been unable to review position authorizations. Tricia is no longer on the e-council and there are times Aaron is not able to attend. An additional e-council member to "tag team" along would be helpful. Meetings are held once a week. HR is required to send new positions, changes and replacement positions a few days prior to the meeting for review. Dan recommended the e-council revisit this at a later time.

Unfinished Business: none

Elections: none

Training / Conferences: The upcoming CFT Conference was discussed earlier under "items for vote."

Negotiations: none

➤ **Contracts:** none

➤ **Classification Study:** Dan reported the negotiations team is presenting a 4th proposal to the District before Thursday's meeting, July 21, 2016. It is hoped that the District will provide a counter proposal at that meeting. The negotiations team is hopeful that we are close to a resolution. Dan reported the Governing Board meeting went well with 30 plus members attending with a large percentage wearing white union shirts. The members who spoke did in an eloquent, personal, and serious manner. Board members appeared to be receptive. When it came time for their reports, three board members referenced the classified employees in their comments and made statements that they would make this right. Ron Perez stated in his finance report that he needed more time to work this out. Dan will send out an email this week thanking members who attended and spoke at the Governing Board meeting.

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: Stewards reports-

David Vasquez- David requested the e-council to research the "certain square footage per standard" for custodial duties within the departments. Custodians are short on personnel and there are questions as to what level of cleaning standard needs to be done per square footage in specific areas. There are concerns regarding broken equipment and lights. Facilities needs to keep up with the maintenance of them in a timely manner.

Yvette Myers - no report

Adriana Sanchez - no report

7. EXECUTIVE SESSION: 2:45 PM

Presidents Report: Dan reported he received a first draft of the MOU for the SERP contract from our attorney Dana Martinez. It is not complete, but he will send the e-council a copy today after our meeting.

Sr. Vice President Report: Chris- no report

Vice President Report: Buddy- no report

Secretary Report: Kate- no report

Treasury Report:

- *Amber reported the auditor is coming Wed. August 3, 2016. She and Dan will be available for questions all day.*
- *Amber reported that her Quick Books Pro software has arrived. Robert Sedillo will install this on her lap top.*

Grievance Officer: *Anel reported things are quiet right now for grievances.*

Grievance Officer: *Carmelino- no report*

Communication Officer Report: *Michelle- none*

Technology Officer Report: *Aaron reported the CCE website needs to be over hauled. He will change the hosting site to something else and is considering Word Press. He requested e-council members review the current website and bring suggestions to the next meeting as to what to keep, to eliminate and to add. Minutes have been posted on the e-council website through May. June minutes will be posted in the near future.*

OTHER UPDATES/INFORMATION:

8. AGENDA REQUESTS: *none*

9. ADJOURNMENT: **3:12 PM**



PALOMAR COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES
AMERICAN FEDERATION OF TEACHERS LOCAL #4522

Minutes of Meeting: Monday Aug.1, 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

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AARON HOLMES
TECHNOLOGY OFFICER

ANEL GONZALEZ
GRIEVANCE OFFICER

CARMELINO CRUZ
GRIEVANCE OFFICER

STEWARDS
MARY JO FLORES
YVETTE MYERS
ADRIANA SANCHEZ
PATTY SERAFIN
DAVID VASQUEZ

1. CALL TO ORDER: 2:05 PM

Present: D. Dryden, C. Wick, C. Parshalle, A. Cross, M. Tucker, A. Gonzalez, C. Cruz, A. Holmes, , A. Sanchez & P. Serafin
Absent: B. Springer, M. Flores, Y. Myers & D. Vasquez

2. AGENDA MODIFICATIONS /ADDITIONS: Ice-cream social and business cards

3. QUESTIONS & COMMENTS FROM MEMBERS: none

4. ACTION ITEMS:

Minutes: *Review and approval of minutes for July 19, 2016*

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

Corrections: *none*

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

The motion passed unanimously.

Reimbursements: *none*

Position Authorizations: *Aaron reported he and Tricia would send follow-up emails to the e-council following the position authorization meetings.*

The report will state whether the new positions, changes and replacements were approved, not approved and why. Additional questions could be asked at the regular e-council meetings. The e-council is looking for relief for Aaron and Tricia who serve on the position authorization committee.

Changes: *none*

New Positions: *none*

Replacements: *none*

Items for Vote:

a.) Number of attendees for CFT Classified Conference in October 7-9, 2016:

Amber made a motion to send 16 members to the upcoming conference and not to exceed \$17,500.00

1st: A. Cross 2nd: C. Wick

Discussion: none

Opposed: none Abstained: none

The motion passed unanimously.

New Business:

a.) Business cards for e- council members

Michelle presented quotes and sample ideas for e-council business cards. A discussion was held on the cost benefit. The e-council decided it would be more efficient and cost effective to make our own individual business cards. Dan suggested Avery precut-cards.

Unfinished Business: Ice-cream Social August 3, 2016:

a.) Michelle reported the ice- cream social will take place at 1:00 and 3:00 PM on Wed., August 3, 2016. It will be held at the Student Union patio upstairs. She asked members to commit to a time frame to help. Several members volunteered.

b.) Michelle reported the e-council polo's are back ordered until the second week of September.

Elections: *none*

Training / Conferences: *Already discussed under items to vote.*

Negotiations:

a.) Contracts: *none*

b.) Classification Study: *Dan will send a Classification Study Update tonight informing unit members the status of negotiations. The negotiations committee met last Friday and presented proposal #5. This was a counter proposal, accepting a verbal offer from the District, given prior to the meeting. The good news is the Vice President of Financial Services will meet with a CCE representative tomorrow to finalize the financials.*

Strategic Planning Update & Discussions:

SPC: *none*

FASPC: *none*

IPC: *none*

HRSPC: *none*

SSPC: *none*

Budget Committee: *none*

Benefits Committee: *Dan reported there have been difficulties for some members with the Checker's PPO plan adopted last year. Members are reporting issues with prescriptions and ability to get services.*

5. Information/ Discussion: *none*

6. OTHER/AGENDA REQUESTS: *Stewards reports-*

David Vasquez- *absent*

Yvette Myers - *absent*

Adriana Sanchez - *no report*

Patti Serafin –*Patti inquired about the recent changes in HR.*

7. EXECUTIVE SESSION: 2:50 PM

Presidents Report:

- *Dan reported the six page MOU for the SERP has been presented to the District. The negotiation committee is committed to wrapping up the Classification Study negotiation. The SERP and the Classification Study are two separate negotiations.*
- *Dan, Chris and Aaron met with Dr. Joi Blake for their first leadership meeting. Dr. Blake is a proponent of regular brown bag lunches where everyone is welcome to attend. Set in a casual setting, on a monthly basis, employees could freely ask questions, receive answers, and share their concerns (good and bad) regarding changes and campus policies at Palomar College.*

Sr. Vice President Report: *Chris reported the meeting with the new president went well. Ideas discussed included the possibility of returning to monthly meetings with our constituent group and more professional development opportunities for classified employees. Meetings could be held monthly with representatives from departments attending. Employees could rotate to keep student services running smoothly without disruption. Dr. Blake said she would be glad to come and speak to the classified unit and take questions from the floor.*

Vice President Report: *absent- no report*

Secretary Report: *Kate- no report*

Treasury Report: *Amber reported as of June 30, 2016 the General Account balance is \$265,387.34. The COPE Fund balance is \$4,488.35 and the Scholarship Fund balance is \$721.73.*

Grievance Officer: *Anel reported things remain quiet for grievances.*

Grievance Officer: *Carmelino- no report*

Communication Officer Report: *Michelle- given earlier*

Technology Officer Report:

- *Aaron reported Word Press may already be installed on our current hosting site. He recommends we purchase SSL (a security certificate that is encrypted) for \$70.00 a year to protect our website from being hacked.*
- *Aaron appreciated being invited to the leadership meeting with Dr. Blake. He noted Dr. Blake is a big proponent for classified training, providing time for employees to attend, and making sure that the trainings are geared specifically towards classified employees.*
- *Aaron reported the accreditation committee is finalizing their follow-up report for two recommendations: One recommendation concerns distance education, tutoring, and tutoring in additional support services at Camp Pendleton. The second recommendation concerns participation in governance.*

OTHER UPDATES/INFORMATION:

8. **AGENDA REQUESTS:** *Aaron requested, under items for vote, to pay \$70.00 per year for an SSL license/ service for website security. Dan requested, under unfinished business, to revisit term limits for committees.*
9. **ADJOURNMENT: 3:31 PM**



PALOMAR COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES
AMERICAN FEDERATION OF TEACHERS LOCAL #4522

Minutes of Meeting: Monday August 15, 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
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AARON HOLMES
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ANEL GONZALEZ
GRIEVANCE OFFICER

CARMELINO CRUZ
GRIEVANCE OFFICER

STEWARDS
MARY JO FLORES
YVETTE MYERS
ADRIANA SANCHEZ
PATTY SERAFIN
DAVID VASQUEZ

1. CALL TO ORDER: 2:06 PM

Present: D. Dryden, C. Wick, B. Springer, C. Parshalle, M. Tucker, C. Cruz, & A. Holmes

Absent: A. Cross, & A. Gonzalez

Guests: Debbie Claypool & Frank Oppedisano

2. AGENDA MODIFICATIONS /ADDITIONS:

- *Negotiations update by Frank Oppedisano for other updates and information*
- *Calendar change for CCE meeting under information and discussion*
- *Change in wording for SSL vote from \$75.00 to \$350.00 (under items for vote) for website domain and hosting renewal.*

3. QUESTIONS & COMMENTS FROM MEMBERS: none

4. ACTION ITEMS:

Minutes: *Review and approval of minutes for Aug. 1, 2016*

1st: *C. Wick* **2nd:** *M. Tucker*

Corrections: *none*

Opposed: *none* **Abstained:** *B. Springer*

The motion passed.

Reimbursements: *none*

Position Authorizations:

Changes: *none*

New Positions: *none*

Replacements: *none*

Items for Vote:

- a.)** *vote to pay \$350.00 (instead of \$70.00) for SSL license, website domain and hosting renewal.*

Dan made a motion to spend \$350.00 for SSL license, website domain and hosting.

1st: *D. Dryden* **2nd:** *M. Tucker*

Discussion: Aaron reported this money is needed to keep our website active. The SSL license is security for new Word Press.

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

The motion passed unanimously.

New Business: *none*

Unfinished Business: *revisit term limits for committees*

- a.)** *Dan requested to bring this back for a second reading as an action item (two year limit serving on committees) at our next meeting.*

Elections: *none*

Training / Conferences: *Dan reported we are set for the CFT Classified Conference Oct. 7-9, 2016.*

Negotiations:

- a.) Contracts:** *none*

b.) Classification Study: *Dan reported the Classified Study proposal was given to the District, but we have not yet heard back.*

Strategic Planning Update & Discussions:

SPC: *none*

FASPC: *none*

IPC: *none*

HRSPC: *none*

SSPC: *none*

Budget Committee: *none*

Benefits Committee: *none*

5. Information/Discussion:

- *Dan discussed sending out a Survey Monkey to poll our unit to see if there is any interest in holding regular once a month meetings for classified staff. An equitable plan will be developed to determine how representatives will be selected and rotated within their departments. Aaron stated there needs to be some structure in assigning representatives.*
- *Dan also reported two ADA positions (assigned temporarily) will be revisited within their departments.*
- *Michelle reported there are vacancies on committees that need to be filled. Committee replacements needed include: Police, SSPC, Student Success and Equity, Benefits, EEO and Diversity, and the Scholarship committee.*
- *Kate asked for meeting dates for the e-council as our regular first Monday of the month falls on Labor Day. The e-council decided to meet August 29, 2016 and to include the stewards. The next meeting will be as scheduled Sept. 19, 2016.*

6. OTHER/AGENDA REQUESTS: *none*

7. EXECUTIVE SESSION: 3:00 PM

Presidents Report: *Dan reported Dr. Blake is ready to host the monthly brown bag lunches where everyone is welcome to attend and ask questions. She is planning to host on two days, alternating morning and afternoon sessions. An invitation will be sent through email with dates and times.*

Sr. Vice President Report: *Chris- no report*

Vice President Report: *Buddy-no report*

Secretary Report: *Kate- no report*

Treasury Report: *Amber absent-no report*

Grievance Officer: *Anel absent-no report.*

Grievance Officer: *Carmelino- no report*

Communication Officer Report: *Michelle- given earlier*

Technology Officer Report: *Aaron –no report*

OTHER UPDATES/INFORMATION: *Frank Oppedisano and Debbie Claypool gave the e-council an update on the negotiations for the Classification Study.*

8. AGENDA REQUESTS: *Second reading of term limits for serving on committees*

9. ADJOURNMENT: 4:20 PM



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EXECUTIVE COUNCIL

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PRESIDENT

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GRIEVANCE OFFICER

STEWARDS
MARY JO FLORES
YVETTE MYERS
ADRIANA SANCHEZ
PATTI SERAFIN
DAVID VASQUEZ

1. CALL TO ORDER: 2:05 PM

Present: D. Dryden, B. Springer, C. Parshalle, M. Tucker, C. Cruz, A. Holmes, Y. Myers, A. Sanchez, P. Serafin & D. Vasquez
Absent: C. Wick, A. Cross, A. Gonzalez & M. Flores

2. AGENDA MODIFICATIONS /ADDITIONS: none

3. QUESTIONS & COMMENTS FROM MEMBERS: none

4. ACTION ITEMS:

Minutes: *Review and approval of minutes for Aug. 15, 2016*
1st: A. Holmes 2nd: B. Springer

Corrections: *none*

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

The motion passed unanimously.

Reimbursements: *none*

Position Authorizations:

Changes: *none*

New Positions: *none*

Replacements: *Aaron reviewed the status of the replacement*

positions. The e-council agrees to hire replacement positions after the SERP positions are filled. Shawna Cohen reviews and summarizes positions with Mike Popielski and provides email updates to Aaron and Tricia. Aaron will send corresponding emails to the e-council for follow-up discussion.

Items for Vote:

a.) Committee reps vote:

(1.) *The e-council voted to elect Polly Schaefer to serve on the Student Success & Equity Committee.*

(2.) *The e-council voted to elect Jeannette Haas and Wendy Corbin to serve on the PC3H Committee.*

(3.) *The e-council voted to elect Alma Alvarado to serve on the Equal Employment and Advisory Committee.*

(4.) *The e-council voted to elect Terri Wallace to serve on the Benefits Committee.*

b.) Term Limits:

Dan made a motion to bring for ratification by the CCE members a change to the by-laws in Article II Committees in Section 3 to state: "All members of CCE committees and Shared- Governance Committees shall serve at the pleasure of the Executive Council for a term of two years following their appointment."

1st: D. Dryden 2nd: K. Parshalle

Discussion: none

Opposed: none

Abstained: none

The motion passed unanimously.

New Business:

a.) Good and welfare

Michelle requested e-council members to let each other know when they hear of CCE members facing serious illness, hospitalization or loss of family members. Amber (or Michelle in Amber's absence) will be responsible for sending flowers, get well cards, or gift baskets to express support to unit members and their families.

b.) Union Dues collection (one time payouts)

Aaron made a motion, that once the Classification Mou is ratified by the Governing Board, e-council agrees to not take out union dues for either of the two one-time payments.

1st: A. Homes

2nd: D. Dryden

Discussion: none

Opposed: none

Abstained: none

The motion passed unanimously.

Unfinished Business: none

Elections: none

Training /Conferences: *Dan stated, for anyone concerned about release time attending the San Diego CFT Conference in October, he is working out an agreement with administration for attendees to qualify for either professional development or union release time.*

Negotiations:

a.) Contracts: none

b.) Classification Study: *Dan thanked the negotiation team for their hard work on the Classification Study. Dan reported, pending ratification of the Governing Board, the study is done. The Classified Study is scheduled for ratification at the next Governing Board meeting Sept. 13, 2016.*

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: *Stewards reports*

- *Patti inquired about the implementation of the Classified Study in regards to: out of class employees and lateraled steps given in upgrades. Aaron explained this depended on the positions people were in. Typically, there had to be a vacant position for people to be working out of class in a certain position. However, some duties were appointed due to the heavy work load of the department. He noted, several employees had been working in out of class positions for years. RSG used their best professional judgment based on the PDQ's. Employees and supervisors added input during the re- evaluation process. Aaron stated the goal was to have a baseline to start with as well as the ability for members to file for individual re-classification with the deadline of Dec. 15, 2016. Carmelino reported the negotiations team was looking globally to get the best and most equitable negotiation for the largest number of people.*

7. EXECUTIVE SESSION: 3:22 PM

Presidents Report: *Dan reported he appreciated everyone who attended Classified Speaks. Both days were successful and fairly well attended. Dr. Blake will come to the next meeting and give us an update on the items that were discussed in the sessions.*

Sr. Vice President Report: Chris- absent-no report

Vice President Report: Buddy-no report

Secretary Report: Kate- no report

Treasury Report: Amber absent-no report

Grievance Officer: Anel absent-no report.

Grievance Officer: Carmelino reported he is currently working on a grievance.

Communication Officer Report: Michelle- given earlier

Technology Officer Report: Aaron – no report

OTHER UPDATES/INFORMATION: none

8. AGENDA REQUESTS: none

9. ADJOURNMENT: 3:38 PM



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AARON HOLMES
TECHNOLOGY OFFICER

ANEL GONZALEZ
GRIEVANCE OFFICER

CARMELINO CRUZ
GRIEVANCE OFFICER

STEWARDS
MARY JO FLORES
YVETTE MYERS
ADRIANA SANCHEZ
PATTI SERAFIN
DAVID VASQUEZ

1. CALL TO ORDER: 2:08 PM

Present: D. Dryden, C. Wick, B. Springer, C. Parshalle, A. Cross, M. Tucker, A. Gonzalez, C. Cruz, & A. Holmes

Absent: none

2. AGENDA MODIFICATIONS /ADDITIONS: *Time change for CCE meeting.*

3. QUESTIONS & COMMENTS FROM MEMBERS: *none*

4. ACTION ITEMS:

Minutes: *Review and approval of minutes for Aug. 29, 2016*

1st: A. Holmes 2nd: B. Springer

Corrections: *change in wording in Section 6 under stewards reports.*

Opposed: *none* **Abstained:** *C. Wick & A. Cross*

The motion passed.

Reimbursements: *none*

Position Authorizations:

Changes: *none*

New Positions: *E- council agreed for the audio visual position to be hired following all of the SERP positions being filled.*

Replacements: *Aaron reviewed the status of the replacement positions. Two positions need to come back to our next meeting: Senior Contracts position and Buyer position. These have not been reviewed by the committee. E-council agreed the Custodial and Senior Administrative Secretary for Police Dept. can be hired after SERP positions have been filled.*

Items for Vote:

New Business:

a.) Amber presented the 2016-2017 General Fund budget.

- *Dan made a motion to accept the new 2016-2017 budget as proposed with changes.*

1st: D. Dryden 2nd: C. Wick

Discussion: Amber stated the auditor suggested forming two categories for training that distinguish the difference between conferences and conventions. Conferences are trainings that are not affiliated with AFT/ CFT, whereas conventions are trainings affiliated with AFT/ CFT. Aaron proposed budgeting \$15,000 for conferences and \$20,000 for conventions. This could be accomplished by removing funds for the part-time employee, and \$500.00 from gift donations and training.

Opposed: none

Abstained: none

The motion passed unanimously.

b.) Per Capita Increase: *Amber reported the annual notice came with an increase for ½ member of 13 cents, and an increase for ¼ member of 6 cents. This amounts to a \$40.00 a month increase.*

- *Amber made a motion to absorb the \$40.00 a month per capita increase until July 1, 2017.*

1st: A. Cross 2nd: C. Cruz

Discussion: Aaron reported this process is not currently in our by-laws. E-council needs to either follow the by-laws, or change them to permit the absorption of per capita increases. In the past few years, the increase occurred in July at the same time classified staff received their steps. E-council will review the by-laws and make a determination.

Opposed: none Abstained: none

The motion passed unanimously.

Unfinished Business: none

Elections: none

Training /Conferences: The CFT Conference is scheduled for Oct. 7-9, 2016.

Negotiations:

- a.) **Contracts:** Aaron reported the Classified Contract expires in three weeks. He will contact Frank Oppedisano for directions on how to proceed. Aaron also reported, e-council is looking for a new member for the negotiation committee. Chris Wick is the alternate representative and agreed to serve on the negotiations committee until a permanent member is selected.
- b.) **Classification Study:** Carmelino and Aaron led a discussion on out of class pay. The administration has stopped all out of class pay for employees not filling positions 100%. Employees who continue to do out of class work, or extended duties not reflected in their job descriptions, need to re-submit paper work to HR. Cases will be reviewed individually. Payroll is not accepting any more paperwork changes for this month. There is the possibility for retroactive pay next month providing the paperwork is turned in on-time. Mike Popielski will email supervisors and directors with information as to how employees can submit paper work for review to HR. Aaron suggested e-council email all members on the re-evaluation list to let them know how hard the negotiations team fought for them. Members are now able to file for a request for re-classification. The deadline to file is December 15, 2016. Determinations will be made by July 1, 2017.

Strategic Planning Update & Discussions:

SPC: none

FASPC: Kate reported (via Theresa Whacker's notes), FASPC is working on signage for gender/neutral bathrooms and the FTES's came up short. Dan added the college is considering lactation bathrooms for moms. Michelle stated changing tables are coming as well.

IPC: none

HRSPC: none

SSPC: none

Budget Committee: Carmelino attended the meeting.

- He reported the auditors found five million from one time funding money that was inadvertently held.
- The college saved 2 million from the SERP.
- FTES's were over 18,000, without counting summer session, according to Kendyl Magnuson. We are still 1.5% down.

Benefits Committee: none

5. Information/Discussion: none

6. OTHER/AGENDA REQUESTS: none

7. EXECUTIVE SESSION: 2:50 PM

Presidents Report: Dan reported Buddy attended the Governing Board meeting for him last Tues. evening. Dan updated the e-council on a few grievances that had come his way. He is consulting with Mike Popielski and Frank Oppedisano to resolve them.

Sr. Vice President Report: Chris received a few messages for Dan last week regarding grievances. She forwarded them to Anel and Carmelino.

Vice President Report: Buddy attended the Governing Board meeting last Tues. for Dan and was well received. He gave condolences to Dr. Blake for the loss of her mother. Buddy attended his first SPCC meeting on Wed. and is getting acquainted with the committee. They are working on program reviews and planning forms.

Secretary Report: Kate- no report

Treasurer Report: Amber reported she does not have the full audit back yet, but did receive information regarding

our chargeable and non-chargeable percentages. Last year's chargeable (2014-2015) was 72.55%, and this year's chargeable was 74.36% (2015-2016). Non-chargeable last year was 27.45% compared to 25.64% this year.

Grievance Officer: *Anel reported she is working on new grievances concerning processes and procedures, and continues to get calls regarding the Classified Study. Dan suggested she refer employees to Article 10 for reclassification information. Anel asked what the probationary period for employees moving to another position was. Aaron explained employees only have to go through an initial probationary period one time.*

Grievance Officer: *Carmelino- no report*

Communication Officer Report:

- *Michelle reported she has had inquiries as to where new hires can receive the Classified Contract. Typically, new hires receive a copy of the Classified Contract at their orientation. Those who have not yet received one should contact HR. Jenny Vastola has ordered more.*
- *Michelle reported most committee positions were filled with the exception of the Scholarship Committee and the Government Affairs Committee.*

Technology Officer Report: *Aaron reported that he has been working on our website. E- council membership is updated with new members listed and new committee representatives will be posted soon.*

OTHER UPDATES/INFORMATION: *none*

8. AGENDA REQUESTS: *none*

9. ADJOURNMENT: **3:25 PM**



PALOMAR COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES
AMERICAN FEDERATION OF TEACHERS LOCAL #4522

Minutes of Meeting: Monday Oct. 3, 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
YVETTE MYERS
ADRIANA SANCHEZ
PATTI SERAFIN
DAVID VASQUEZ

1. CALL TO ORDER: 2:00 PM

Present: D. Dryden, C. Wick, B. Springer, C. Parshalle, A. Cross, M. Tucker, A. Gonzalez, C. Cruz, A. Holmes, Y. Myers, A. Sanchez, & P. Serafin
Absent: M. Flores & D. Vasquez

2. AGENDA MODIFICATIONS /ADDITIONS: none

3. QUESTIONS & COMMENTS FROM MEMBERS: none

4. ACTION ITEMS:

Minutes: *Review and approval of minutes for Sept. 19, 2016*

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

Corrections: *change in wording under contracts and Michelle's communication report*

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

The motion passed with changes.

Reimbursements: *none*

Position Authorizations: *Aaron reviewed the position changes.*

Changes: *The change in the Athletic Trainer from 80% to 100% was supported via email discussion.*

New Positions: *none*

Replacements: *The committee supports the Senior Contract Administrator and Buyer Positions. The committee has not yet met on the Instructional Support Assistant III for English or the Student Activities Coordinator. There was a question regarding the correct grade level for the Instructional Support Assistant III. Aaron will research and report back to confirm whether it is a level 24 or 25.*

Items for Vote: *none*

New Business: *none*

Unfinished Business: *none*

Elections: *none*

Training /Conferences: *Amber reported she will send the itinerary by Thursday for the CFT Conference to those attending this weekend.*

Negotiations:

a.) Contracts: *none*

b.) Classification Study: *Dan reported The District followed through with the increase in salaries for those classified employees whose grade went up due to the study. For those who did not move up, they received their portion of the remaining balance of the Classified Study. Dan reported the 41 classified employees on the rapid evaluation list still need to be informed as to what paper work is required to be submitted to HR for re-evaluation. CCE is waiting to hear from HR regarding this matter.*

Strategic Planning Update & Discussions:

SPC: *Dan reported the college is committed to opening South Center, Fall 2017. Modular units will be installed at North Center. It will be similar to a "Redwood City." No specific information was*

given as to how either center will be staffed.

FASPC: none

IPC: none

HRSPC: Kate

- *Kate reported Palomar College was allotted \$60,000 from the Chancellor's Office for EEO Funds 2016-2017. In past years, the college received \$8,000-\$9,000 a year. This is a one-time funding. The EEO Committee will use it wisely and over several years. Anel reported this is District Funding allocated for EEO. In the past, money allocated was used for the Diversity Event.*
- *Kate reported Kelly Falcone is working on the governance structure of the Staff Training and Development Committee. The goal is to create professional development opportunities for classified employees as well as faculty.*
- *Kate reported Michelle Barton gave part of her Human Resources Council Orientation presentation. The HRSPC discussion centered on equal voice of ideas across all constituents.*

SSPC: *Buddy reported the meeting was cancelled, but he has a work group meeting with Adrian, an instructor and a researcher for a PRP review tomorrow.*

Budget Committee: *The meeting was cancelled.*

Benefits Committee: *Dan will be attending this meeting next week.*

5. Information/Discussion: Classified Speaks

Anel opened a discussion on how Classified Speaks is going to work. There is some confusion as to whether this will serve as a regular monthly meeting for union members to discuss contractual issues or whether it will be another forum. Dan explained, for the past few years, CCE member meetings were permitted to meet on a quarterly basis only. In discussions with the new president, the idea of regular monthly meetings was revisited. Results combined from an accreditation survey, follow-up interviews done by accreditation, and a survey taken on Classified Day regarding shared governance, revealed classified employees were not given enough opportunities to participate in shared governance. Classified Speaks originated as a mechanism to address this issue. Dr. Blake attended the first meeting of Classified Speaks, introduced herself, and took questions from the floor. She will follow-up with answers to questions and concerns discussed at the first meeting. The second Classified Speaks is scheduled for Thurs. Oct. 6, 2016 from 11:00 AM-12:00 PM and 3:00 PM-4:00 PM in the Governing Board Room. Topics of discussion include Article 10, reclassification and contract negotiations, and questions/comments from members. Patti Serafin suggested videotaping Classified Speaks presentations, and to host "coffee and conversation" times for members to generate topics for discussion. Carmelino suggested e- council officers host brown bag lunches and get together as a grass root effort to create topics for Classified Speaks. The get togethers could follow departmental meetings for 20-30 minutes.

6. OTHER/AGENDA REQUESTS: Steward reports

Yvette reported Admissions lost two hourly employees last week. She questioned whether the e-council has over sight for them. Dan explained the e-council has no over sight of temporary employees.

7. EXECUTIVE SESSION: 3:10 PM

Presidents Report: *Dan reported he will be attending an administration meeting tomorrow to review cases for classified employees temporarily placed in new positions.*

Sr. Vice President Report: *Chris – no report*

Vice President Report: *Buddy – no report*

Secretary Report: *Kate- no report*

Treasurer Report: *Amber reported account balances as of August 31, 2016. The General Fund balance was \$278,545.43. The Cope Scholarship Fund balance was \$4,650.35. The Scholarship Fund balance was \$1721.73.*

Grievance Officer: *Anel reported she has come to good resolutions with the grievances she has been working on.*

Grievance Officer: *Carmelino reported he is working on a few grievances concerning processes and procedures.*

Communication Officer Report: *Michelle reported the E-council needs to create a ballot to vote on a change in by-laws. The change will include the per capita increase change (passing through the cost) and term limits for serving on committees.*

Technology Officer Report: *Aaron reported there were a few more things wrong on our website and he has fixed them. One of the issues we are having is the link to our website for the A-Z directory. Aaron is working with Chris*

Norcross to fix this. Aaron corrected the E- council meeting time listed on the website to the correct time which is the first and third Monday of every month, 2:00-3:30 PM.

OTHER UPDATES/INFORMATION: *none*

8. AGENDA REQUESTS: *By law – change ballot*

9. ADJOURNMENT: 3:35 PM



PALOMAR COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES
AMERICAN FEDERATION OF TEACHERS LOCAL #4522

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
YVETTE MYERS
ADRIANA SANCHEZ
PATTI SERAFIN
DAVID VASQUEZ

1. CALL TO ORDER: 2:01 PM

*Present: D. Dryden, C. Wick, B. Springer, C. Parshalle, A. Gonzalez & C. Cruz
Absent: A. Cross, A. Holmes & M. Tucker*

2. AGENDA MODIFICATIONS /ADDITIONS: none

3. QUESTIONS & COMMENTS FROM MEMBERS: none

4. ACTION ITEMS:

Minutes: *Review and approval of minutes for Oct.3, 2016*

1st: D. Dryden 2nd: B. Springer

Corrections: *change in wording under negotiations & information and discussion.*

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

The motion passed with changes.

Reimbursements: *Attendees for CFT Classified Conference Oct. 7-9, 2016*

- a.) *To: Yvette Myers For: travel & food amount: \$84.98*
- b.) *To: Cynthia Cordova For: travel & food amount: \$95.77*
- c.) *To: Anne Marie Johnson For: travel amount: \$12.04*
- d.) *To: Michelle Tucker For: travel & food amount: \$41.47*
- e.) *To: Kate Parshalle For: travel amount: \$29.80*
- f.) *To: Patti Serafin For: travel & taxi amount: \$51.06*

Position Authorizations: *Position changes postponed until next e-council meeting.*

Changes: *none*

New Positions:

- *Pos # 6644; Title: Outreach Specialist; Dept.: Enrollment Services; Grade: 21; 12 months; 100%*

Replacements:

- *Pos # 5726; Title: Instructional Support Assistant III; Dept.: English; Grade 25; 12 months; 100%*
- *Pos # 5704; Title: Student Activities Coordinator; Dept.: Student Affairs. Grade 26; 12 months; 100%*
- *Pos # 6293; Title: Business Systems Analyst; Dept.: Payroll; Grade: 38; 12 months; 100%*
- *Pos # 5846; Title: Senior Infrastructure Systems Administrator; Dept.: Information Services; Grade 43; 12 months; 100%*
- *Pos # 5605; Title: Network/Systems Technician; Dept.: Information Services; Grade 40; 12 months; 100%*

Items for Vote: *Bring back for next e-council meeting*

- a.) *By law – change ballot*

New Business:

- a.) *Trainings & planning meetings
This was postponed until next e-council meeting.*
- b.) *Updating by-laws-scheduling voting week/ballots
This was postponed until next e-council meeting.*

Unfinished Business: *none*

Elections: none

Training /Conferences: feedback on conferences, shared ideas on best practice

Postponed until next e-council meeting

Negotiations:

- a.) **Contracts:** Dan reported we received a demand to bargain from the District. Frank Oppedisano (our lead negotiator) responded he will be unavailable to negotiate until November 8, 2016 following the election. Frank informed Bill Shaffer (District lead negotiator) and the District agreed to wait. Mike Popielski, HR Vice President, will not be the lead negotiator as his last day is Friday, Oct. 21, 2016.
- b.) **Classification Study:** Mike Popielski sent an email stating he is working on the rapid review process and more information about meeting time lines will come. The current time line for the 41 classified on the rapid response list is Dec. 15, 2016. Dan will be meeting with Dr. Blake tomorrow to discuss these issues. Ron Perez will be overseeing HR until a new VP for Human Resources is hired. HR plans on hiring a new vice president by Dec. 2016.

Strategic Planning Update & Discussions:

SPC: none

FASPC: none

IPC: none

HRSPC: none

SSPC: none

Budget Committee: none

Benefits Committee: none

EEO Committee: Anel reported they are adding two more classified employees to be members on the committee.

5. Information/Discussion:

- a.) **Classified Speaks:** E-council set the next two dates for Classified Speaks. Dates are: Thursday, Nov. 17, 2016 and Thursday, Dec. 8, 2016. The agenda will follow.
- b.) **Political endorsements:** Dan reported the E-council does not endorse political candidates. However, if you would like to see the voter guide for the CFT, you can go to their website: www.cft.yourvoter.guide. Type in your address and CFT recommendations are listed.
- c.) **Activity for night crew:** Carmelino is planning a social event in the evening for the night workers serving pizza/ cocoa or coffee. The social event is scheduled for Thursday Nov. 17, 2016 from 5:00-6:30 PM. It will be located either outside the TLC or in the facilities break room. More information to follow.

6. OTHER/AGENDA REQUESTS: none

7. EXECUTIVE SESSION: 2:40 PM

Presidents Report: Dan will report on the CFT Classified Conference at our next meeting when more members and stewards are present. Dan discussed a few issues with on-going complaints between employees and their managers/supervisors.

Sr. Vice President Report: Chris reported she has had success working on a grievance for Anel.

Vice President Report: Buddy

- Buddy reported the next Governing Board meeting time has changed from Nov. 8, 2016 to Nov. 7, 2016.
- Buddy volunteered to assist Carmelino with the evening event for the night crew.
- Buddy will meet with Dan to determine what to high light for the Leadership Net before the next e-council meeting.

Secretary Report: Kate reported Assessment will no longer have an assessment test in November as ACT Compass goes off-line Nov. 1, 2016. CCCApply (the new common application) will be up and running Nov. 1, 2016. The Chancellor's Office continues to work towards validation of the common assessment (CCCAssess) to be used state wide for 107 community colleges. More research (data collection) needs to be done before it can be accepted as a statewide tool. CCEAssess will not be available for a year. Multiple measures, using CCCApply will be used for math and English placement until the new common assessment is approved.

Treasurer Report: Amber-absent- no report

Senior Grievance Officer Report: Anel continues to work on issues for people who were not included in the Classification Study. She will be having a phone conference with Mike Popielski this afternoon for clarification on several items. Anel reported facilities lacks necessary equipment in certain areas. In addition, there are questions regarding the status of contractors working in the Library and the Wellness Center.

Grievance Officer Report: Carmelino reported he continues to work on complaints that have not yet turned into grievances. He is facilitating dialogs between employees and their managers/supervisors. He noted that facilities is missing equipment. He emphasized the importance of employees having the correct tools to work with.

Communication Officer Report: *absent-no report*

Technology Officer Report: *absent-no report*

OTHER UPDATES/INFORMATION: *none*

8. AGENDA REQUESTS: *Leadership Net*

9. ADJOURNMENT: **3:19 PM**



PALOMAR COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES
AMERICAN FEDERATION OF TEACHERS LOCAL #4522

Minutes of Meeting: Monday Oct. 31, 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
YVETTE MYERS
ADRIANA SANCHEZ
PATTI SERAFIN
DAVID VASQUEZ

1. CALL TO ORDER: 2:05 PM

Present: D. Dryden, C. Wick, C. Parshalle, A. Cross, A. Gonzalez, M. Tucker, A. Holmes, C. Cruz, M. Flores, Y. Myers, A. Sanchez & P. Serafin
Absent: B. Springer & D. Vasquez

2. AGENDA MODIFICATIONS /ADDITIONS: *Dan requested we add negotiations committee member to be added under items to vote.*

3. QUESTIONS & COMMENTS FROM MEMBERS: *none*

4. ACTION ITEMS:

Minutes: *Review and approval of minutes for Oct. 19, 2016*

1st: D. Dryden 2nd: C. Wick

Corrections: *Change in time for evening event*

Opposed: *none* **Abstained:** *M. Tucker, A. Holmes & A. Cross*
The motion passed with changes.

Reimbursements: *Attendees for CFT Classified Conference Oct. 7-9, 2016*

- | | | |
|---------------------------------------|-------------------------------|-------------------------|
| a.) <i>To: Monique Meza</i> | <i>For: travel</i> | <i>amount: \$47.63.</i> |
| b.) <i>To: Buddy Springer</i> | <i>For: travel</i> | <i>amount: \$44.82</i> |
| c.) <i>To: Adriana Sanchez</i> | <i>For: travel & food</i> | <i>amount: \$61.66</i> |
| d.) <i>To: Carmelino Cruz</i> | <i>For: travel</i> | <i>amount: \$43.20</i> |

Position Authorizations: *Aaron reviewed the position authorizations.*

Changes: *For the Admissions/Financial Aid Specialist II positions, Tutoring Center Positions, and Title III/STEM Instructional Support Assistant position, the committee has not yet met.*

New Positions: *The Outreach Specialist for Enrollment Services was approved pending SERP positions being filled.*

Replacements: *All of the replacement positions were approved (after SERP positions filled) with the exception of Network/Systems Technician, (grade 40), where there was an error in the title. The title should have been Application Developer. The Athletic Trainer position, not listed in today's agenda, (changed from 80% to 100%) was approved.*

Items for Vote: *Bring back for next e-council meeting*

- a.)** *By law – change ballot. A change in by-laws on how to pay for fees. There needs to be a change in language in our by-laws for fees to be paid by members as soon as they are assessed. In past years, CCE absorbed this cost until July. Amber will write the change in language for our next meeting. After the language is voted on, Michelle will create one ballot for both term limit change and change in by-laws for fees. This will be ready by December.*

- b.)** *Vote on negotiations committee member replacing Debbi Claypool*
Dan made a motion to appoint Kim Hartwell for negotiator replacement for Debi Claypool.

1st: D. Dryden 2nd: C. Wick

Discussion: *E-council discussed whether to open this to all unit members. After reviewing pro's and con's of appointment versus*

Sr. Vice President Report: *Chris – no report*

Vice President Report: *Buddy absent- no report*

Secretary Report: *Kate reported Assessment will no longer be giving the ACT Compass Test. Placement for English and math will be given through self-report questions on the new CCCApply application. Multiple measures using overall grade point average in high school, last class taken in English and math and their accompanying grades will be the basis for eligibility.*

Treasurer Report: *Amber reported she deposited Chris Wick's check for \$453.46. This was reimbursement for two night's hotel and registration fee for the Oct., CFT Conference.*

Senior Grievance Officer Report: *Anel reported she needs Dana Martinez's advice for a grievance. She continues to work on several cases that involve cross training, work load issues and extra duties.*

Grievance Officer Report: *Carmelino reported he is working with on-going issues that may progress into grievances.*

Communication Officer Report: *Michelle reported that our membership for full shares is above 80%.*

Technology Officer Report: *Aaron reported that for our membership to be above 80% is remarkable. Few other statewide units have such high membership. Aaron thanked everyone who worked on the Accreditation. Accreditors were on campus last week.*

OTHER UPDATES/INFORMATION: *none*

8. AGENDA REQUESTS: *Holiday Party, Dates in December for E-council to meet, Collective Bargaining Conference in New York scheduled to March 26-28, 2017 (who is going)*

9. ADJOURNMENT: 4:06 PM



PALOMAR COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES
AMERICAN FEDERATION OF TEACHERS LOCAL #4522

Minutes of Meeting: Monday Nov. 14, 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
YVETTE MYERS
ADRIANA SANCHEZ
PATTI SERAFIN
DAVID VASQUEZ

1. CALL TO ORDER: 2:05 PM

Present: D. Dryden, B. Springer, A. Cross, M. Tucker, C. Cruz, M. Flores & D. Vasquez

Absent: C. Wick, C. Parshalle, A. Gonzalez, A. Holmes, Y. Myers, A. Sanchez & P. Serafin

2. AGENDA MODIFICATIONS /ADDITIONS: *Carmelino requested to add late night classified event to old business.*

3. QUESTIONS & COMMENTS FROM MEMBERS: *none*

4. ACTION ITEMS:

Minutes: *Review and approval of minutes for Oct. 31, 2016 were tabled for the next meeting due to lack of quorum.*

Reimbursements: *none*

Position Authorizations: *Dan reviewed the position authorizations.*

Changes: *Financial Aid Specialist II position is still under review. The change is in funding. The tutoring Center Coordinator and Title II STEM Instructional Support Assistant have been approved.*

New Positions: *none*

Replacements: *The Network/ Systems Technician position has been accepted.*

Items for Vote:

a.) Vote on negotiations committee member.

Dan made a motion to invite Tricia Frady to be the permanent negotiator replacement for Debbi Claypool.

1st: *D. Dryden* **2nd:** *M. Tucker*

Discussion: *Carmelino questioned whether e-council was truly following Robert Rules of Order and our voting process in email. He requested we discuss our voting process at our next meeting.*

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

The motion passed unanimously

b.) Vote on professional growth reps

Michelle made a motion to elect Gordana High & Patti Reyes to serve on the Professional Growth Committee.

1st: *M. Tucker* **2nd:** *B. Springer*

Discussion: *none*

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

The motion passed unanimously

c.) Vote on holiday card, cost to print and ship cards and purchase Stater Brother gift cards.

Michelle made a motion to purchase, print and ship holiday cards to members and not to exceed \$600.00.

1st: *M. Tucker* **2nd:** *D. Dryden*

Discussion: *none*

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

The motion passed unanimously

Dan made a motion to buy gift cards from Stater Brothers for CCE members to insert in the holiday cards in the amount of \$50.00 for full members and \$25.00 for fair share members and not to exceed \$15.000.

1st: D. Dryden 2nd: B. Springer

Discussion: Carmelino disagreed with the amount for fair share members.

Opposed: C. Cruz **Abstained:** none

The motion failed due to lack of quorum.

Carmelino made a motion to purchase buy Stater Brother gift cards to insert in the holiday cards in the amount of \$50.00 for full members and \$15.00 for fair share and not to exceed \$14.000.

1st: C. Cruz 2nd: D. Dryden

Discussion: none

Opposed: **Abstained:** none

The motion passed unanimously.

New Business:

- a.) *Holiday Party for E-Council/ Stewards:* Michelle initiated a conversation suggesting to schedule the party during the holidays this year versus last year when it was scheduled after the New Year. Dan suggested to use the Mulberry Office as the venue and have a catered dinner. Amber suggested to ask Patti Serafin for other possible ideas and venues. Dan mentioned we need to make reservations soon if we don't use the Mulberry Office. This will be brought back to our next meeting. Michelle will send out a poll to e-council and stewards to decide which option to choose.
- b.) *CFT Scholarships:* Michelle reported this is for both continuing students and high school seniors. The deadline is Jan.10, 2017. She will send out the scholarship application to unit members this week and encourage members to apply.
- c.) *Classified Speaks:* Michelle created an agenda for Classified Speaks which includes staffing and committee updates (Leanne Pell will present changes coming out of the Benefits Committee), and questions and comments from members. Dan is looking for e-council members to help out leading the discussion at future Classified Speaks.

Unfinished Business: Change in by-laws and Leadership Net:

- a.) *Change in by-laws for fees and term limits:* Aaron and Tricia worked on the language. Michelle and Amber will assemble the ballots and send them out the first week in December for all members to vote. Michelle is looking for volunteers to assist in assembling and counting the ballots. Members will have a week to respond.
- b.) *Buddy reported he was impressed with the Leadership Net workshop at the October CFT Conference. He has since talked with Michelle regarding various tools available through it. There is a wealth of information for bargaining tools. Not everyone on the e-council has signed up yet. Invitations will be sent soon through the CCE email.*
- c.) *Carmelino stated, due to a conflict in schedule, he is postponing this week's Classified Evening Event and is rescheduling for Tues. Dec. 6, 2016. He is thinking of serving something warm. David Vasquez suggested a nice meal. Dan said leftovers could be stored in the refrigerator for the morning crew and those not able to attend.*

Elections: none

Training /Conferences: *Leadership Conference:* Dan recommended for e-council members to contact Amber if they are interested in attending the conferences before the next meeting. He requested to have estimated per person hotel prices and airline fares to review for our next meeting. Only those on the negotiations committee are permitted to attend the New York CUNY Collective Bargaining Conference in March. For the CFT Conventions, anyone can attend. Summer school registration is not yet available.

Negotiations:

- a.) **Contracts:** *Dan reported our contract has expired and we will be opening negotiations for our new contract in the near future. Time lines have not yet been decided. Mike Popielski stated, before he retired, our contract is still in play including binding arbitration.*
- b.) **Classification Study:** *HR has informed the e-council they have finalized the Article 10 form for re-classification. Carmelino reported those in the rapid re-evaluation process should be resolved by March, 2017. These will be reviewed at the next governing Board meeting on Dec. 13, 2016. Their paperwork needs to be turned in by Dec. 9, 2016. For those in positions not included or finalized in the Classified Study for various reasons (no PDQ for job description, or job didn't exist at the time of the study), they will have until Jan. 30, 2017*

to turn in their Article 10 forms. It would be impossible to do their paper work within two days from Dec. 13-15, 2016. Their re-evaluation process should be finalized by June 30, 2017.

Strategic Planning Update & Discussions:

SPC: none

FASPC: none

IPC: none

HRSPC: none

SSPC: none

Budget Committee: none

Benefits Committee: Dan reported we need to have a conversation regarding the PPO benefits. There have been several reported issues with fees and referrals to services not covered in the plan. This has cost members huge out of pocket expenses and in some cases thousands of dollars. CISC, our program administrator, for Anthem/ Blue Cross has limited approvals for network vendors patients can choose. Members need to check to make sure that the referrals to labs, hospitals and outpatient clinics by their physicians are actually in our network. The Benefits Committee will revisit and look into negotiating a better PPO provider and plan. Kaiser members seem to be fine with their plan.

EEO Committee: none

5. Information/Discussion: none

6. OTHER/AGENDA REQUESTS: Stewards reports

David reported there are several ongoing issues with landscaping, facilities, and custodial employees. Several revolve around staff shortages, supervisor issues, standards of cleaning, limits of square footage covered, and outsourcing. Dan replied that he will schedule to meet with Chris Miller by the end of tomorrow. David is welcome to attend that meeting as steward representative. No other steward reports were given.

7. EXECUTIVE SESSION: 3:15 PM

Presidents Report: Dan reported it would be a good idea to re-visit the language in our contract for Professional Growth for classified employees. Many employees are unaware that they pay half price for their books (which saves a lot of money and opens opportunity up to those who might otherwise not be able to afford it) and that they only need to make up ½ the class time for work for time taken for the class. We need to encourage employees to consider to use this benefit for Professional Growth to advance their careers.

Sr. Vice President Report: Chris absent.

Vice President Report: Buddy reported on a few issues he is assisting in resolving with facilities.

Secretary Report: Kate absent.

Treasurer Report: Amber requested we discuss the party celebrating our over 80% membership at our next meeting.

Senior Grievance Officer Report: Anel absent.

Grievance Officer Report: Carmelino reported he will be meeting with Shawna Cohen on a specific grievance and is continues to work through other ongoing issues that may become formal grievances.

Communication Officer Report: Michelle- no further news other than that what she previously covered in the meeting.

OTHER UPDATES/INFORMATION: none

8. AGENDA REQUESTS: Voting process, location of e-council/steward party and celebration of record high membership party.

9. ADJOURNMENT: 3:37 PM



PALOMAR COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES
AMERICAN FEDERATION OF TEACHERS LOCAL #4522

Minutes of Meeting: Monday Nov. 28, 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
YVETTE MYERS
ADRIANA SANCHEZ
PATTI SERAFIN
DAVID VASQUEZ

1. CALL TO ORDER: 2:05 PM

Present: D. Dryden, B. Springer, C. Parshalle, A. Cross, M. Tucker, A. Gonzalez & C. Cruz,
Absent: C. Wick & A. Holmes

AGENDA MODIFICATIONS /ADDITIONS: *Carmelino requested to add a food update for the classified evening event in unfinished business.*

2. QUESTIONS & COMMENTS FROM MEMBERS: none

3. ACTION ITEMS:

Minutes: *Review and approval of minutes for Oct. 31, 2016.*

1st: *K. Parshalle* **2nd:** *M. Tucker*

Corrections: *none*

Opposed: *none*

Abstained: *B. Springer*
The motion passed.

Minutes: *Review and approval of minutes for Nov. 14, 2016.*

1st: *K. Parshalle* **2nd:** *B. Springer*

Corrections: *none*

Opposed: *none*

Abstained: *K. Parshalle & A. Gonzalez*
The motion passed.

Reimbursements: *none*

Position Authorizations: *Dan reviewed the position authorization. The Academic Dept. Assistant change in funding has not yet been approved.*

Items for Vote:

- a.)** *Vote on Benefits Committee member.*
Tsung Lee was elected to be the committee representative.
- b.)** *Vote on Policy and Procedures Committee member.*
Angelina Arzate was elected to be the committee representative.

New Business:

- a.)** *Voting process: A discussion was held on voting process. Carmelino wanted clarification of the email voting process versus the e-council session. After discussion, e-council decided email ballots will be returned to Michelle only. After the count is completed, a tally will be given to e-council members. Carmelino suggested to have equal information/discussion on all candidates seeking to serve on committees. Dan suggested to develop a "standard call to serve template" to send out every time a new committee position becomes available. Dan recommended the form to include a question to ask the candidate: "Please tell e-council why you would like to serve."*
- b.)** *E-council/Steward Holiday Party: E-council decided to invite the stewards to our Dec. 19, 2016 party in lieu of attending the first meeting of the month scheduled for Dec. 5, 2016. The party will be held at Mission Brewery from 12:00- 1:30 PM. Ugly Christmas sweaters are encouraged and a white elephant gift exchange between \$10.00-\$20.00 is planned.*

c.) *Membership 80's Party: Buddy discussed the possibility of having a reward incentive for completing the Classified Staff Appreciation Party Survey. Following a lively discussion, Dan made a motion to purchase two \$25.00 Visa gift cards as incentive to complete the survey not to exceed \$70.00 (including transaction fees). The survey will go out Dec. 5, 2016 and be due Dec. 9, 2016.*

1st: K. Parshalle **2nd:** B. Springer

Discussion: none

Opposed: none **Abstained:** none

The motion passed unanimously.

d.) *Members Survey: This was discussed earlier under Membership 80's party.*

Unfinished Business: *Food options for evening event: Carmelino reviewed prices for Chick Fillet sandwiches and Albertsons fried chicken pieces. E-council members felt they were expensive and not the right fit for this event. E-council decided to go with a Taco Truck instead. Carmelino will report back the price via email for e-council to vote on. Soft drinks and water bottles will be included in the price. The Evening Classified Event is scheduled for next Tues, Dec. 6, 2016. The event will be held behind the TLC.*

Elections: none

Training /Conferences:

a.) *CFT Leadership Conference in Sacramento Feb. 1-2, 2017: Politics and Policy. Amber reported A. Holmes, C. Cruz, A. Cross & P. Serafin (for COPE) would like to attend.*

Dan made a motion to send 4 members to the CFT Leadership Conference in Sacramento in Feb. not to exceed a \$6,000.

1st: D. Dryden **2nd:** K. Parshalle

Discussion: none

Opposed: none **Abstained:** none

The motion passed unanimously.

b.) *NY Collective Bargaining conference March 26-28, 2017. Amber reported A. Holmes, A. Gonzalez, C. Cruz, D. Dryden & T. Frady will attend the conference as members of the negotiating team.*

Dan made a motion to send 5 members of the negotiating team to the NY Collective Bargaining Conference in March at a cost not to exceed \$14,000.

1st: D. Dryden **2nd:** B. Springer

Discussion: none

Opposed: none **Abstained:** none

The motion passed unanimously.

c.) *CFT Convention March 31-April 2, 2017 in Sacramento: An Education that Inspires. Amber reported P. Serafin, M. Tucker, B. Springer, A. Cross, & Y. Myers asked to attend this conference. Additional members can attend. Dan will introduce this as an option for members at the next Classified Speaks scheduled for Dec. 8, 2016.*

Dan made a motion to send up to 10 people to the CFT Convention in Sacramento in March with the cost not to exceed \$16,000.

1st: D. Dryden **2nd:** B. Springer

Discussion: none

Opposed: none **Abstained:** none

The motion passed unanimously.

d.) *CFT Union Summer School June 26-29, 2017 at UCLA. Amber reported so far P. Serafin, Y. Myers, A. Gonzalez, M. Tucker & C. Cruz have expressed interest in attending. Costs for this conference have not yet been identified.*

Negotiations:

a.) **Contracts:** *Dan reported the negotiations committee has received a demand to bargain from the District. Frank Oppedisano has sent some dates to Bill Schaffer (District attorney). Frank has not yet heard back from the District regarding dates. The negotiating team will meet tomorrow for a strategy meeting.*

b.) **Classification Study:** *Dan reported employees in the rapid review re-evaluations group were sent instructions on how to complete the process last week. Anel will check in with Shawna to see how well this process is going. Shawna Cohen sent the Article Ten information to all members last week. Dan reported there are still a few members floating around in unique situations that were not discovered until after the RSG Classification Study. Dan will address these as a general topic at his next meeting with Ron Perez. Article Ten situations will be*

discussed as well.

Strategic Planning Update & Discussions:

SPC: *none*

FASPC: *none*

IPC: *none*

HRSPC: *none*

SSPC: *none*

Budget Committee: *none*

Benefits Committee: *none*

EEO Committee: *none*

5. Information/Discussion: *none*

6. OTHER/AGENDA REQUESTS: *none*

7. EXECUTIVE SESSION: 3:43 PM

Presidents Report:

➤ *Dan reported he has spoken with our attorney Dana Martinez on research for four reclassification issues. Some classified employees were promoted to supervisory cast positions that did not exist prior to the classification study. The positions were never open to the public and Palomar employees were not given the opportunity to apply.*

➤ *Dan will be meeting with HR regularly to ensure rapid re-evaluations are moving along smoothly and fairly.*

Sr. Vice President Report: *Chris absent.*

Vice President Report: *Buddy –no report*

Secretary Report: *Kate –no report*

Treasurer Report:

➤ *Amber reported account balances for the end of October. The General Fund balance was \$287,031.13. The Cope Account balance was \$4,812.35. The Scholarship Fund balance was \$721.73.*

➤ *Amber reported the Stator Brother Gift cards are ready to be picked up.*

➤ *Amber reported ballots, for changes to our by laws, were sent out to home addresses last week. The ballots she has received have been signed and completed correctly.*

Communication Officer Report: *Michelle reported two more classified employees became members last month.*

Senior Grievance Officer Report: *Anel reported she is working on several grievance issues. She will attend a PFF meeting for one of them.*

Grievance Officer Report: *Carmelino reported he is moving along on with several grievances. He has been successful in assisting members to work through their process.*

Technology Officer Report: *Aaron-absent*

OTHER UPDATES/INFORMATION: *none*

8. AGENDA REQUESTS: *none*

9. ADJOURNMENT: 4:08 PM



PALOMAR COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES
AMERICAN FEDERATION OF TEACHERS LOCAL #4522

Minutes of Meeting: Monday Dec. 5, 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
YVETTE MYERS
ADRIANA SANCHEZ
PATTI SERAFIN
DAVID VASQUEZ

1. CALL TO ORDER: 2:04 PM

Present: D. Dryden, C. Wick, B. Springer, C. Parshalle, A. Cross, C. Cruz & M. Flores

Absent: M. Tucker, A. Gonzalez & A. Holmes

AGENDA MODIFICATIONS /ADDITIONS: *Carmelino- postponement of Evening Event in unfinished business*

2. QUESTIONS & COMMENTS FROM MEMBERS: none

3. ACTION ITEMS:

Minutes: *Review and approval of minutes for Nov. 28, 2016.*

1st: B. Springer

2nd: K. Parshalle

Corrections: *Typo in A. Cross report*

Opposed: *none*

Abstained: *C. Wick*

The motion passed.

Reimbursements: *none*

Position Authorizations: *Dan reviewed the position authorizations.*

Both positions have been approved.

Items for Vote:

- a.) *Voting for VPHRSPC and VPIPC committee representatives. E-council will do this by email discussion and vote. Michelle will present results.*

New Business: *none*

Unfinished Business: *The Evening Classified Event has been postponed until the third week in Jan. 2017. Reservation of the TLC space needs to be submitted to Jeanette in facilities. Carmelino researched possible taco truck vendors and found them to be very expensive. He continues to search for something more affordable.*

Elections: *none*

Training /Conferences:

- a.) *LEaD Palomar College Conference: Jan.18-20, 2017. Chris brought this to our attention. Applications need to be filled out with a short essay stating why you would like to attend. Thirty people will be selected. The application deadline is Dec. 9, 2016. The conference will be held on campus. Dan encouraged everyone who is interested to apply.*

Negotiations:

- a.) **Contracts:** *Dan reported the negotiations team met with Frank Oppedisano at the Mulberry Office for a strategy meeting prior to the first contract negotiation session with the District scheduled for this Wed. Dec.7, 2016. Carmelino reported future dates for negotiations are Dec. 8, 2016 and Jan. 10, 2017. Dana Martinez, our attorney, is unable to attend the first two sessions, but will be attending the third. Items to be considered for negotiation include equitable process for out of class opportunities, me too clause stipends, and language alliance with our contract and by-laws.*

b.) Classification Study:

- *Dan reported he is reminding supervisors to work with their employees to utilize Article Ten. Shawna has been responsive to Anel's inquiry to find out where the District is regarding the status of the rapid re-evaluation employees.*
- *Carmelino recommended for those doing the re-evaluation process to be sure to include the main categories of your position, what has changed from 2014, and to state clearly in detail what's missing (any additional information). The deadline for the 41 rapid re-evaluations is due (to the supervisor) this Friday, Dec. 9, 2016. The deadline for Article 10 is Dec. 15, 2016 except for those employees who did not receive a job description because they were not yet placed; their deadline has been extended.*

Strategic Planning Update & Discussions:

SPC: none

FASPC: none

IPC: none

HRSPC: none

SSPC: none

Benefits Committee: none

Budget Committee: *Dan reported Tricia Frady has been appointed to replace Debbi Claypool on this committee. Past practice is the Budget Committee membership is comprised of all the negotiation team except for Frank Oppedisano.*

EEO Committee: none

5. Information/Discussion: none

6. OTHER/AGENDA REQUESTS: none

7. EXECUTIVE SESSION: 2:41 PM

Presidents Report:

- *Dan met with Chris Miller regarding facilities related issues. They are down four employees. David Vasquez attended the meeting.*
- *Dan is going to send two holiday baskets to Payroll and Human Resources as a thank you for all that they do for us. The baskets will be \$100.00 each.*

Sr. Vice President Report: *Chris reported she worked successfully on a grievance for Anel. Chris also inquired about the Monkey Survey results inquiring how often employees use the staff lounge. Dan stated Michelle has the results and will be reporting them to us. Dr. Blake is considering using the space for a food bank/store.*

Vice President Report: *Buddy is finalizing the survey for the Evening Classified Event Dinner/Dance event.*

Secretary Report: *Kate –no report*

Treasurer Report: *Amber- no report*

Communication Officer Report: *Michelle - absent*

Senior Grievance Officer Report: *Anel reported via e-mail that she is working with HR regarding on-going issues. She has fielded questions regarding out of class positions, Article 10, and bumping rights.*

Grievance Officer Report: *Carmelino reported there have been workload issues. Other than those, things have been pretty quiet.*

Technology Officer Report: *Aaron-absent*

OTHER UPDATES/INFORMATION: none

8. AGENDA REQUESTS: none

9. ADJOURNMENT: 3:05 PM



PALOMAR COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES
AMERICAN FEDERATION OF TEACHERS LOCAL #4522

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
YVETTE MYERS
ADRIANA SANCHEZ
PATTI SERAFIN
DAVID VASQUEZ

1. CALL TO ORDER: 2:05 PM

Present: D. Dryden, B. Springer, C. Parshalle, A. Cross, M. Tucker, C. Cruz, Y. Myers, A. Sanchez & P. Serafin

Absent: C. Wick, A. Gonzalez, A. Holmes, M. Flores & D. Vasquez

AGENDA MODIFICATIONS /ADDITIONS: *Vote for CCE Representative for DRC Director, vote for Classified Evening Event budget under items for vote, Classified Evening Event under New Business and Classified Development Day under Information/Discussion.*

QUESTIONS & COMMENTS FROM MEMBERS: *none*

2. ACTION ITEMS:

Minutes: *Review and approval of minutes for Dec. 5, 2016.*

1st: *B. Springer*

2nd: *K. Parshalle*

Corrections: *none*

Opposed: *none*

Abstained: *M. Tucker*

The motion passed.

Reimbursements: *none*

Position Authorizations:

Changes: *Aaron, via email, sent a report on a conversation with Kendyl regarding change in a fully district funded position being changed to 90% Perkins funded and 10% district funded. Aaron reiterated e-council does not support taking a position and changing its funding. This could lead to problems when a fully funded person is laid off and then we lose the Perkins funding. The district will no longer try to change this position. Aaron suggested: "If they have work and funding, they should make a 100% Perkins funded position." This way the person applying would know from the beginning that if the funds were discontinued, their position would no longer exist.*

New Positions: *none*

Replacements: *none*

Items for Vote:

a.) *Vote for committee rep for DRC Director.*

Through a formal ballot, e-council elected Polly Schaffer to serve as committee representative to select the DRC Director.

b.) *Dan made a motion to set a budget for the March 4, 2017 Classified Celebration to include venue, food and beverage not to exceed \$15,000.00.*

1st: *D. Dryden*

2nd: *M. Tucker*

Discussion *none*

Opposed: *none*

Abstained: *none*

The motion passed unanimously.

New Business: *Upgrading Survey Monkey*

a.) *Amber reported she has already upgraded and paid for the upgrade for Survey Monkey to accommodate all 341 members. For Buddy's*

survey querying for interest in attending the Classified Evening event, she upgraded for a month. For e-council, she upgraded for the entire year.

- b.) Buddy reported on the Classified Evening Event scheduled for Saturday evening (6:00 PM.-10:00 PM.) Mar. 4, 2017. The theme will be Mardi Gras. Monkey Survey results showed 200 people are interested in attending. Respondents were interested in a dinner/buffet, photo booth, DJ and dancing. Venues Buddy researched included: California Center for the Arts, Rancho Berdardo Inn, the Lake House in San Marcos, and Harris/Rincon Casino. Buddy has been working with Pala on the date and dinner/ buffet menu. Pala Casino, unlike other spots, has our date available due to a cancellation, and their food buffet is 50.00 per person. Buddy will also look at a few hotel venues in Carlsbad (Hyatt) for comparative prices. Patti Serafin has volunteered to chair the decorations committee.

Unfinished Business: none.

Elections: Dan reminded e-council, elections will be coming up in April. Kate and Dan reported they will not be staying in their positions.

Training /Conferences: Dan reported he has booked the training for the collective bargaining conference upcoming in New York for the negotiations team. Hotel rooms have been booked as well. Amber will be booking the flights in the near future. Amber reported the Sacramento Conference is booked for hotel and reservations.

Negotiations:

- a.) **Contracts:** Dan reported the negotiations team will be meeting tomorrow for Article 6 (union rights). Dan will not be able to attend due to a scheduling conflict. However, Carmelino and the rest of the negotiations team will be attending. Future meetings will include Article 10 (reclassification) and Article 12 (compensation and "working out of class.")
- b.) **Classification Study:** Dan stated there is nothing to report here other than status quo; HR continues to review those employees who put in their reclassification requests. Michelle and Carmelino requested we ask HR for updates on adjustments on their time lines.

Strategic Planning Update & Discussions:

SPC: none

FASPC: none

IPC: none

HRSPC: none

SSPC: none

Benefits Committee: none

Budget Committee: Dan reported this committee has not met for four months.

EEO Committee: none

5. **Information/Discussion:** none

6. **OTHER/AGENDA REQUESTS:** Classified Day

A discussion was held on Classified Day. Dr. Blake is offering for the day to be extended into a week of activities. This is something Dr. Blake has done successfully at another college. The idea is to provide more opportunities for professional development workshops and team building activities. Dan stated It is up to the Classified Day Staff Development Committee to decide. E-council will financially contribute what we can and offer support where we can regardless of what decision is made by the committee. However, Dan and the negotiating team will be in New York that week attending the collective bargaining conference. Dan will be unable to be the MC this year.

Steward Reports: none

7. **EXECUTIVE SESSION: 2:55 PM**

Presidents Report:

- Dan reported he, with Amber's assistance, will close the off-site storage unit by the end of January. E-council has been paying rent for the storage space over a number of years, but not actively using it.
- Dan reported e-council won't be hosting Classified Speaks until Feb. The exact date is yet to be determined, but most likely will be somewhere between Feb. 8-15, 2017. Dan explained there are eleven month employees who have not yet returned for next semester.
- Dan reported on a grievance that has been referred to HR and Frank Oppedisano.

Sr. Vice President Report: Chris absent-no report

Vice President Report: Buddy- report given earlier under new business

Secretary Report: Kate inquired as to what dates the E-council will be meeting in Feb due to President Day falling on Feb. 20. E-council decided to meet Feb. 6 and Feb. 27.

Treasurer Report: Amber- no report

Communication Officer Report:

- *Michelle suggested to use Survey Monkey as a tool to gather information and feedback on topics of interest.*
- *By-laws on the website will be posted following our voting results on term limits.*
- *Michelle will be sending out a newsletter with updated union news in the near future.*

Senior Grievance Officer Report: *Anel absent-no report*

Grievance Officer Report: *Carmelino reported things are still quiet. He is waiting on a meeting for one grievance. Dan and Carmelino reported their last meeting with Facilities included a good discussion regarding standards for cleaning, staff shortages, lack of equipment and how to address the staff shortages when employees are out sick.*

Technology Officer Report: *Aaron absent-gave report through email and this was discussed under position authorization changes.*

OTHER UPDATES/INFORMATION: *none*

8. AGENDA REQUESTS: *none*

9. ADJOURNMENT: 3:25 PM



PALOMAR COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES
AMERICAN FEDERATION OF TEACHERS LOCAL #4522

Minutes of Meeting: Monday Feb. 6, 2017
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
YVETTE MYERS
ADRIANA SANCHEZ
PATTI SERAFIN
DAVID VASQUEZ

1. CALL TO ORDER: 2:05 PM

Present: D. Dryden, B. Springer, C. Parshalle, M. Tucker, A. Gonzalez, C. Cruz, A. Holmes & P. Serafin

Absent: C. Wick, A. Cross, Y. Myers, A. Sanchez, M. Flores & D. Vasquez

AGENDA MODIFICATIONS /ADDITIONS: *Aaron added delegates for CFT convention under other updates and information.*

QUESTIONS & COMMENTS FROM MEMBERS: *none*

2. ACTION ITEMS:

Minutes: *Review and approval of minutes for Jan. 9, 2017.*

1st: *A. Holmes*

2nd: *M. Tucker*

Corrections: *none*

Opposed: *none*

Abstained: *A. Gonzalez*

The motion passed unanimously.

Reimbursements: *none*

Position Authorizations:

Changes: *none.*

New Positions: *none*

Replacements: *Aaron reviewed the replacements and all were approved.*

Items for Vote: *CCE Mardi Gras Celebration scheduled for March 4, 2017.*

a.) DJ: *After reviewing all bids for DJ, Dan made a motion to hire DJ Carmix for the full package not to exceed \$1,200.*

1st: *D. Dryden*

2nd: *K. Parshalle*

Discussion: *The two other bids were from Go DJ Pro and Primo DJ's.*

Opposed: *none*

Abstained: *C. Cruz*

The motion passed.

b.) Raffle Prizes: *Dan made a motion for raffle prizes for the CCE Mardi Gras party not to exceed \$1,000.*

1st: *D. Dryden*

2nd: *K. Parshalle*

Discussion: *Dan felt we should do maybe five "very nice big things."*

Opposed: *none*

Abstained: *none*

The motion passed unanimously.

c.) Decorations/Photo Booth: *Dan made a motion for decorations and photo booth for the CCE Mardi Gras party not to exceed \$600.*

1st: *D. Dryden*

2nd: *B. Springer*

Discussion: *none*

Opposed: *none*

Abstained: *none*

The motion passed unanimously.

d.) Buffet Choices: *Buddy presented menu choices for Pala dinner appetizers, entrees and salads for members to vote on. He will follow-up with the results after the ballots are counted.*

New Business:

a.) Classified Staff Development Week. *Dan reported, most of the*

E- council won't be attending due to a scheduling conflict with the NY Negotiations Conference. Dan has asked Amber to take the lead for our contributions that week in his absence. Robert Fulmer from Audio Visual will tape a pre-recorded message from Dan to all CCE members. Michelle reported the Classified Day Committee is planning a three day event. The dates are March 28- 31, 2017. The preliminary itinerary is: The first day will include breakfast and workshops. The second day, extended workshops will be offered and snacks provided. The final day will host a closing lunch, raffles and pinning of awards.

b.) Discussion on term limits for committee/ council reps. Michelle reported there are committee representatives who have served longer than the recently adopted two year term limit. A notice will be sent to representatives explaining term limits. Aaron recommended sending committee calls out at a natural breaking point of committee work. Committees work on projects throughout the year and require continuity to successfully conclude their business.

c.) Call for election committee. Michelle will put out a call to CCE members to serve on the Election Committee.

Unfinished Business: none.

Elections: Elections are coming in April.

Training /Conferences: Aaron, Carmelino and Patti reported on their recent experience attending the CFT Leadership Conference in Sacramento. They met with state representative aides for Joel Anderson (Alpine), Marie Waldran (Escondido), and Brian Maienschein (San Diego).

- Patti attended the COPE workshop which centered on how to spend and report COPE dollars correctly. She learned some locals have large COPE funds with thousands of dollars to spend on candidates. Overall, she enjoyed the conference although it was different from what she expected.
- Carmelino enjoyed the conference and visiting the capital. Carmelino attended the "member to member interaction" workshop focused on increasing membership. One take away was regarding wearing union shirts; When a call is put out and members wear union shirts, it shows strength. If members do not wear them, it shows weakness. Carmelino felt the conference was informative, but different from what he was expecting.
- Aaron attended a contract campaign workshop. Overall, he felt what was intended to be a Leadership Conference was more reflective of a Policy/Politics Conference. From the policy/politics view, the conference was excellent, engaged in local policy and politics, informative on CFT policy to obtain funding, and how to divert cuts currently slated for the community colleges. The National Right to Work legislation was introduced while they were there and discussion was held on the impact the policy could have on unions. Getting the community involved was another point of emphasis at the convention. It is imperative the community and other different groups understand what unions and educators do for members and their families. Aaron enjoyed meet and greets with assemblymen staffers. Aaron thought "having face to face time," one can see a little bit interaction goes a long way to establish a connection. Aaron further reported, the California State budget currently does not have any new money to fund CalPERS and CalSTRS contributions that will be increasing in the future. The 1.48% COLA currently is in the budget, but not set in stone. Last, with all the talk at the Federal level about possible retributions coming, it is important to know that 5.2% of our budget comes from the federal government and we might see these losses.

Negotiations:

a.) Contracts: Dan reported negotiations are underway. A conference call is scheduled for today at 4:30 PM. The negotiations team has responded to Article 6 (Union Rights), and is awaiting a response from the District. An information request was sent to the District. In a written letter, Ron Perez reported the District received our request and would respond in a timely manner. The negotiations team also waits to hear from the District for a presentation of the Resource Allocation Funding Model. The next negotiations meeting is scheduled for Thurs. Feb. 16, 2017.

b.) Classification Study: Dan reported Shawna and HR are working with RSG on the 40 rapid re-classification positions. Dan will check with Shawna tomorrow to get a status update. Dan reported employees who filed re-classification papers for Article 10 with the deadline of Dec. 15, 2016 were sent notices last Tuesday, Jan. 31, 2017 as to whether they would be considered or not. For those who did not receive classification, and filed re-classification materials to HR by Jan. 31, 2017, they too received notices last Tues. Jan. 31, 2017 informing them of their review status. A total of 30 were submitted, and eight were denied due to lack of support from their supervisors. Shawna Cohen emailed the employees denied with information on how to appeal within five business days. Yet, no information was provided regarding comments made by supervisors as reasons as to why they were denied. The question arose: How does one appeal without this key information? Dan

followed-up with inquiries to HR. VP Perez replied, employees denied could pick up their packets in HR on Tues. at 2:00 PM.

Strategic Planning Update & Discussions:

SPC: *none*

FASPC: *none*

IPC: *none*

HRSPC: *none*

SSPC: *none*

Benefits Committee: *none*

Budget Committee: *Dan reported this committee needs to meet soon to answer questions that would be of assistance for negotiations of our new contract.*

EEO Committee: *none*

5. Information/Discussion: *none*

6. OTHER/AGENDA REQUESTS: *Aaron reported, we will need to send out a call for members who would like to attend the CCE/AFT Convention March 31- April 2, 2017 in Sacramento. Members selected will need to send in their cards and delegate information to the CFT. Conference members will have the opportunity to vote and participate on state-wide initiatives on behalf of our unit. Michelle will send out a call for nominations this week.*

Steward Reports: *Patti queried as to the disparity in bereavement benefits for family members between administrators versus classified employees. She suggested this may be something to look into for our new contract currently under negotiations.*

7. EXECUTIVE SESSION: 3:22 PM

Presidents Report: *Dan reported on the recent data breach for Palomar employees W-2 information. An investigation is underway. Letters went out to Palomar employees last week to inform them of the breach and to offer free ProtectMyID services for a year. Dan advised classified members to accept the offer and encouraged all to apply.*

Sr. Vice President Report: *Chris absent-no report*

Vice President Report: *Buddy reported there is a new Financial Aid Director, Adriane Lee.*

Secretary Report: *Kate –no report*

Treasurer Report: *Amber absent - no report*

Communication Officer Report: *Michelle reported earlier in the meeting.*

Senior Grievance Officer Report: *Anel reported one of her grievances is coming to final resolution. She also is working through the process on another grievance.*

Grievance Officer Report: *Carmelino reported he continues to work on a grievance.*

Technology Officer Report: *Aaron reported he is updating the website with the new by-laws.*

OTHER UPDATES/INFORMATION: *none*

8. AGENDA REQUESTS: *none*

9. ADJOURNMENT: 3:34 PM



PALOMAR COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES
AMERICAN FEDERATION OF TEACHERS LOCAL #4522

Minutes of Meeting: Monday Feb. 27, 2017
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
YVETTE MYERS
ADRIANA SANCHEZ
PATTI SERAFIN
DAVID VASQUEZ

1. CALL TO ORDER: 2:05 PM

*Present: D. Dryden, C. Wick, B. Springer, C. Parshalle, A. Cross, M. Tucker,
A. Gonzalez, C. Cruz & A. Holmes*

Absent: none

2. AGENDA MODIFICATIONS /ADDITIONS: *Vote for Scholarship Committee under items to vote*

3. QUESTIONS & COMMENTS FROM MEMBERS: *none*

4. ACTION ITEMS:

Minutes: *Review and approval of minutes for Feb. 6, 2017.*

1st: *D. Dryden*

2nd: *B. Springer*

Corrections: *Carmelino abstained in vote for DJ. Change in spelling for Carmix DJ.*

Opposed: *none*

Abstained: *A. Cross & C. Wick
The motion passed.*

Reimbursements:

a.) *A. Gonzalez- \$10.64 for copies of keys for Mulberry Office.*

b.) *C. Cruz- \$42.80 for mileage at the CFT Leadership Conference.*

c.) *A. Gonzalez- \$641.00 for flight to NY Negotiations Conference.*

d.) *P. Serafin- \$129.93 for CFT Leadership Conference parking and mileage.*

e.) *D. Dryden- \$710.40 for flight to NY Negotiations Conference.*

f.) *T. Frady- \$715.67 for flight to NY Negotiations Conference.*

Position Authorizations: *Aaron reviewed the position authorizations. The ADA for Design and Consumer Education has been pulled until further notice. All the other changes in position authorizations were approved. A new position in Academic Technology is going to be created for an Instructional Design Coordinator. The position will be working with professors designing Blackboard and Canvas content. Grade 40.*

Items for Vote: *Classified Staff Days & CFT Convention*

a.) Classified Staff Days: *Dan made a motion to set the CCE budget for Classified Staff Development Week, 2017 to pay for totes, water bottles, raffle prizes, and CCE table treats not to exceed \$2,500.00.*

1st: *D. Dryden*

2nd: *C. Wick*

Discussion: *Soft breakdown is: \$925.00 for bags, \$300.00 for water bottles, \$500.00 for raffle prizes, \$200.00 for table treats, and \$200.00 for two 100.00 raffle prizes.*

Opposed: *none*

Abstained: *none*

The motion passed unanimously.

b.) CFT Convention: *Dan made a motion to send 7 delegates to the CFT Convention in Sacramento and not to exceed \$13,000 in total cost.*

1st: *D. Dryden*

2nd: *M. Tucker*

Discussion: *Amber Cross, Michelle Tucker, Anne Marie Johnston, Patti Serafin, Yvette Myers, Carmelino Cruz & Anel Gonzalez will be*

attending delegates. Money includes: \$6,747.00 for flights, \$3,150.00 for rooms, \$2,100 for food, and \$1,000.00 for parking and fees.

Opposed: none

Abstained: none

New Business:

- a.) President Blake sent an invitation to the E-council to attend a meeting with the IEPI (Institutional Effectiveness Partnership Initiative) Visiting Team March 17, 2017, from 11:00-11:45 AM. Dan reported E-council and a few members will attend this meeting. The discussion will focus on increased member involvement in shared governance.
- b.) Discussion of W-2 breach: Dan reported several members came to him with questions about the breach. Some are in the process of dealing with the consequences of stolen identities and false W-2 forms filed with their social security numbers. Several employees were counting on returns to help with their family budget. President Blake is hosting an all college "Data Breach Forum" this Thurs. March 2, 2017 from 1:00-2:30 PM in room P-32. An identity theft protection counselor, Connie Moise, and Ron Perez will be at the meeting for questions.
- c.) Scholarship Review Committee Representative: Buddy reported CCE was asked to find a representative to serve on the Scholarship Review Committee. Currently the classified are not represented on the committee. Michelle will put out a call on Tues., March 1, 2017 asking for member interest in serving on the committee.

Unfinished Business: none.

Elections: Michelle sent a preliminary email to members announcing positions that are up for election this year.

Training /Conferences: Already discussed in meeting under items for vote.

Negotiations:

- a.) **Contracts:** Dan reported the negotiations team had a positive meeting last Friday. The team is currently working on wording for out of class assignments. They are clarifying the difference between a full out of class position (filling a vacant position), versus expanded duties (on top of an existing position). Under review are time limitations, compensation, and parity. Lastly, the team awaits to receive the Resource Reallocation Model to see what it looks like and determine whether CCE can provide input. The next meeting is scheduled for Thurs. March 16, 2017.
- b.) **Classification Study:** Dan continues to receive calls with questions regarding the rapid re-evaluation process time lines. Dan explained RSG is finishing up recommendations, which upon completion will be given to HR, and then sent to the executive cabinet for review. It is anticipated to be on the agenda for the March 14, 2017 Governing Board meeting. He will send an email update to members with specific time lines.

Strategic Planning Update & Discussions:

SPC: Chris reported a couple of things. First, the President spoke about the Palomar Promise. Second, Ron Perez reported there is left over bond money this year which will be given to residents as a rebate on property taxes for about \$20.00.

FASPC: none

IPC: none

HRSPC: none

SSPC: none

Benefits Committee: Dan reported they are meeting this week.

Budget Committee: The next meeting is scheduled for Tues. March 14, 2017.

EEO Committee: none

5. Information/Discussion: none

6. OTHER/AGENDA REQUESTS:

- Michelle sent an email today regarding the April elections. She is looking for members to serve on the Election Committee.
- Amber will send resolutions to delegates attending the upcoming CFT Convention in Sacramento to vote on.

7. EXECUTIVE SESSION: 2:55 PM

Presidents Report:

- Dan reported he went on record saying thanks to the District for taking action on behalf of Palomar employees for the breach of personal information at the last Governing Board meeting.
- Dan will meet with Frank Oppedisano and Ron Perez to discuss workflow and communication issues between employees and their departments.

Sr. Vice President Report:

- Chris reported she is working successfully with HR towards resolving an employee grievance.

- *Chris reported there is campus concern about the TB test (formerly offered free by Health Services) recently discontinued for Palomar employees. More information will come from the District as to how the campus will proceed. There is some discussion of having a mobile health trailer on site every month to provide TB testing for employees.*

Vice President Report: *Buddy reported we have 189 people confirmed for the CCE Mardi Gras Party this Saturday at Pala Casino. Everyone needs to bring their tickets required for entry.*

Secretary Report: *Kate –no report*

Treasurer Report: *Amber reported ending fund balances for the end of Jan 31, 2017 were as follows: General Fund- \$280,809.16, COPE- \$5,053.35, and Scholarship Fund- \$721.73. She and Patti went to Party City to purchase decorations last Saturday for Mardi Gras. Most of the items were sold out, so they made an overnight order from Party City for masks, coins, and center pieces. They expect to come in under the original budget.*

Communication Officer Report: *Michelle reported three out of the five newly hired classified employees have joined the union and another fair share decided to become a full share. This totals four new members this month. Membership is doing well as we are maintaining above our 80% membership goal.*

Technology Officer Report:

- *Aaron reported he continues to be the Tri- chair on the Accreditations Committee. They are working on writing the North and South Center Education substantive change reports. The District is still unsure what will be offered at the North Center; currently they are thinking of fermentation sciences. The District was considering building 30 year metal structures at the site, but due to DSA regulations, they are now planning to build temporary structures to last six months and then build permanent structures. A grand opening for the South Center will be held Friday, March 3, 2017.*
- *Aaron reported the Negotiations Team received the District's response to Article 6 (Union Rights). The District agreed to give E-council more release time.*
- *Aaron announced he will step down from the Technology Officer this year. He feels his time is best spent on the Negotiation Team.*

Senior Grievance Officer Report:

- *Anel reported she is working with grievances which involve several different components including stress and work load issues within departments. She will be asking Frank Oppedisano for assistance.*
- *Anel is on the committee for Tarde de Familia this year and is responsible for the raffle for students and their families. E-council is considering hosting a table for organized labor to discuss jobs created by labor unions. Amber suggested donating left over Stater Brother gift cards to the event. The event is scheduled for April 7, 2017.*
- *Anel received an email from the ALCU inquiring if we would like to host a meeting. Anel suggested to use the Mulberry Office. The date is March 11, 2017. E-council will follow up with more information.*

Grievance Officer Report: *Carmelino reported he is serving on the VPIPC Committee to hire the new Vice President of Instruction.*

OTHER UPDATES/INFORMATION: *none*

8. AGENDA REQUESTS: *none*

9. ADJOURNMENT: **3:40 PM**



PALOMAR COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES
AMERICAN FEDERATION OF TEACHERS LOCAL #4522

Minutes of Meeting: Monday Mar. 6, 2017
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
YVETTE MYERS
ADRIANA SANCHEZ
PATTI SERAFIN
DAVID VASQUEZ

1. CALL TO ORDER: 2:00 PM

Present: D. Dryden, C. Wick, B. Springer, C. Parshalle, A. Cross, M. Tucker, A. Gonzalez, C. Cruz, A. Holmes, M. Flores, A. Sanchez, P. Serafin & D. Vasquez

Absent: C. Wick & Y. Myers

2. AGENDA MODIFICATIONS /ADDITIONS: *Scholarship Committee vote*

3. QUESTIONS & COMMENTS FROM MEMBERS: *none*

4. ACTION ITEMS:

Minutes: *Review and approval of minutes for Feb. 27, 2017.*

1st: *M. Tucker*

2nd: *K. Parshalle*

Corrections: *none*

Opposed: *none*

Abstained: *none*

The motion passed unanimously.

Reimbursements: *none*

Position Authorizations: *none*

Items for Vote: *Scholarship Committee vote*

a.) *Ellie Schoneman was elected to this committee.*

New Business: *none*

Unfinished Business: *none.*

Elections: *Aaron Holmes will oversee the elections this year with help from Anne Delgado and Meei-Chun Gau.*

Training /Conferences: *Amber reported everything is taken care of for the upcoming AFT Conference in Sacramento and the Negotiations Conference in New York. She will be sending resolutions to the delegates for the AFT Conference shortly.*

Negotiations:

a.) Contracts: *Dan reported the committee continues to work on Article 12 (compensation) clearing up language defining the difference between working out of class (filling a 100% position) and expanded duties (additional duties on top of your job description for a limited period of time). Also to be determined is the percentage employees are paid on top of their job for expanded duties as well as how employees are chosen for the position. It is important everyone is treated fairly. They expect to hear from the District soon.*

b.) Classification Study: *Dan sent emails to employees who went through the rapid evaluation process. Shawna and the District will notify employees of their status before the next Governing Board meeting. Soon after the executive cabinet meeting, employees will be given their information.*

Strategic Planning Update & Discussions:

SPC: *Dan reported they will meet tomorrow.*

FASPC: *none*

HRSPC: *none*

IPC: *none*

SSPC: *none*

Benefits Committee:

- *Dan reported they met this week, but few members attended. Dan is requesting for an administrator to attend and lead the next meeting. Some CCE members are struggling with their PPO health benefits. A new PPO health plan will be explored. According to Aaron, the process to find another health provider takes a while; it could be up to a year and a half. The committee needs to have an in-depth discussion regarding how and when to opt out of the current contract. Aaron explained, there is a six month time frame required to inform the current provider to discontinue services. Several members have expressed a desire to return to the old plan. The reason Palomar left the old plan was to save money, but as it turned out, the savings anticipated never materialized.*
- *Dan reported the Health Care Survey will be presented at the next committee meeting.*

Budget Committee: Will meet next week.

EEO Committee: none

- 5. Information/Discussion:** *E-council reviewed how well the CCE Mari Gras Party was received last Saturday night, March 4, 2017. Members enjoyed the venue, food, prizes, music and dancing. The Carmix experience, provided by Carmelino and his crew, was really something special. Everyone loved the atmosphere created by the up lights, stage and DJ music. Revelers had a great time and appreciated the detailed and choreographed efforts crafted by the organizing committee. Dan thanked Buddy and his committee for their extraordinary planning for this event. Patti reported she came well under the \$600.00 decoration budget. Buddy reported 188 members and guests attended.*

6. OTHER/AGENDA REQUESTS:

Steward Reports:

- *Mary Jo reported, her friends who attended the Mardi Gras party had so much fun, "they wanted to do this every year".*
- *Patti reported, many from her department attended the Mardi Gras event and really enjoyed themselves. She found the hotel staff very nice and accommodating.*
- *David Flores reported the supply list for custodial services was given to management and certain products will be ordered at this time. Supplies and equipment (back pack vacuum cleaners) were included in the order.*

7. EXECUTIVE SESSION: 3:02 PM

Presidents Report:

- *Dan reported the District at this time is considering options for providing further assistance to Palomar employees for the data breach. More information to follow. At the President's All Campus Breach Forum, an employee spoke to the audience describing her experience of the breach. Her advice was to contact the IRS directly and in person. She had received a letter from the IRS explaining in detail what to bring to the IRS Office. Dan will follow-up with an information email to classified to seek legal counsel privately if they are in need of legal assistance. The question arose: Should the union file a PERB (complaint to the Public Employees Relationship Board)? Dan explained, if a Perb was filed, it would take a year and a half to process. Further, there is no precedent to follow. Aaron suggested to contact Dana Martinez for legal advice as to whether or not to file a Request for Information from the District to obtain a copy of the document that describes what information was stolen. It is important for us to have a written report with specifics on "who and what was breached". The breach will continue to be an on-going issue in that social security numbers, names, and addresses have been hacked. One year of protection will not cover the damages. Buddy suggested for E-Council to consider sponsoring another year or so of extra credit protection service for those members whose information was compromised. He will research the cost.*
- *Dan reported Classified Speaks will resume March 23, 2017. There will be only one morning session offered due to the low attendance of past afternoon sessions. The time will be from 10:00-11:00 AM. and held in the Governing Board Room. Treats will be provided by Dr. Blake. Items on the agenda will include: a brief negotiations update, and presentations from the Environmental Health and Safety and Behavioral Health and Wellness committees. Dan will ask Dr. Joi Blake to attend. If she is unable to attend, he will request for an executive cabinet member to serve in her place. Carmelino suggested for Dan to give an in-depth update on the breach specifically informing members what to do if they wish to seek outside legal assistance. The union is not able to give legal advice to members, but if individuals need assistance, they are welcome to do that on their own.*

- *Dan spoke to Cheryl Ashour regarding the IEPI visit with E-council. E-council will seek out a member who can speak on inclusiveness and shared governance to attend the meeting with us. The meeting is scheduled for March 17, 2017 at 11:00 AM. The topic of discussion will be centered on whether the CCE feels shared governance is more inclusive since the accreditation. Anel reported some committees lack classified representation and some supervisors do not support staff to serve on committees.*

Sr. Vice President Report: *Chris absent-no report*

Vice President Report: *Buddy is thinking about our next big event for classified. He is considering a beach or park venue to be held in July or August. This would be a casual environment and less costly. E-council could grill food on our own to cut down costs and still make it fun for everybody.*

Secretary Report: *Kate reported The VPHR committee failed. Only one candidate interviewed. The committee was charged with sending two candidates to the second level interviews.*

Treasurer Report: *Amber reported there was some concern about a certain individual who attended our event who was not classified. Buddy stated we cannot control what guests are invited. We need to think of what our policy will be in the future.*

Communication Officer Report: *Michelle put out a call for someone to serve on the EEO Advisory Committee. She reported no-one has responded to the Pc3H Committee. Last, all of the feedback she received regarding the Mardi Gras event was very positive and people were hoping to do something like it again.*

Technology Officer Report:

- *Aaron updated the by-laws on our website.*
- *Aaron suggested to do large CCE events more often. All of the people who gave him feedback about the Mardi Gras party had a great time. He was happy to see most people stayed for the entire event. However, some members wondered about the cost. It may be a good idea to do a few more events throughout the year on a more modest budget.*

Senior Grievance Officer Report: *Anel reported one of our employees is experiencing an on-going health issue. She will meet with the District to work on the situation.*

Grievance Officer Report: *Carmelino –no report*

OTHER UPDATES/INFORMATION: *none*

8. AGENDA REQUESTS: *none*

9. ADJOURNMENT: **3:29 PM**



PALOMAR COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES
AMERICAN FEDERATION OF TEACHERS LOCAL #4522

Minutes of Meeting: Monday Mar. 20, 2017
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
YVETTE MYERS
ADRIANA SANCHEZ
PATTI SERAFIN
DAVID VASQUEZ

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

2. AGENDA MODIFICATIONS /ADDITIONS: none

3. QUESTIONS & COMMENTS FROM MEMBERS: none

4. ACTION ITEMS:

Minutes: *Review and approval of minutes for March 6, 2017.*

1st: *B. Springer*

2nd: *K. Parshalle*

Corrections: *Correct spelling of Anne Delgado*

Opposed: *none*

Abstained: *C. Wick*

The motion passed with correction.

Reimbursements:

Tricia Frady was reimbursed \$13.43 for a negotiations folder. Aaron Holmes was reimbursed \$102.06 for mileage and transportation for the CFT Leadership Conference. Michelle Tucker was reimbursed \$29.00 for decorations for the Classified Celebration Event.

Position Authorizations: none

Items for Vote: *Vote for committee reps*

a.) *Pippa Pierce was elected to serve on the PC3H Committee.*

b.) *Adriana Sanchez was elected to the EEO Committee.*

New Business:

a.) *Michelle reviewed the union flyer for Classified Week. She will high light upcoming elections in April, 3% pay increase, completion of the Classification Study, and negotiations updates. The flyer will be inserted into the canvass bags CCE is providing. She will email a final copy to us with the new information.*

b.) *Amber reported Print Services will not be printing the CCE Logo for us to have on the water bottles for Classified Week this year as they have done in the past. Apparently, there was not enough time.*

Unfinished Business: none.

Elections: *Aaron will lead this year's election for new officers and stewards. Elections will be held the week of April 10, 2017. The location has not yet been determined. Michelle will assist with room reservations.*

Training /Conferences: *Dan will organize a shuttle to take the negotiations team from the airport to the hotel for the upcoming NY Conference.*

Negotiations:

a.) Contracts:

➤ *Dan reported the negotiations team met last Thursday and presented the Article 12 response to the District. Bill Schaffer (District Attorney) said the team did well with changes in the language. Dan is confident differences will be worked through*

- regarding equity and fairness for working out of class and for the process to be properly done.
- The demotion process is also being examined. Some employees volunteer to be demoted and others are demoted due to under performance of job duties or egregious behavior. Training here is key.
- Language for fair share is under consideration due to the likely event of Friedrich's v. California Teachers Association re-opening following Neil Gorsuch's approval to the Supreme Court.

b.) Classification Study: The Classification Study is technically done. Rapid re-evaluations requests have been given their yes or no responses. For those who are not happy with the results, they are welcome to utilize Article 10 for re-classification, but would not receive retroactive pay.

Strategic Planning Update & Discussions:

SPC: Dan reported they will meet tomorrow.

FASPC: none **HRSPC:** none

IPC: none

SSPC: Buddy reported the committee is reviewing PRP's and SPFF money.

Budget Committee: The meeting was cancelled again.

Benefits Committee: Dan reported, the survey has not yet been done.

EEO Committee: none

5. Information/Discussion:

- Carmelino and Dan have received inquiries from members curious to know the rules for attending Classified Week. Dan reported President Blake emailed department supervisors to encourage classified employees to attend. Departments will be closed to allow for participation during the part of the day scheduled for Classified Week activities.
- Michelle gave an update on the schedule for Classified Week to be held March 28-30, 2017. Breakfast will be served the first day, (Tues. March 28) and short workshops will be given. The second day, (Wed. March 29) extended workshops will be offered and snacks will be provided. The last day, (Thurs. March 30) lunch will be provided, followed by the employee of the year ceremony and distribution of length of service pins. Raffles prizes will also be given the last day.
- Anel reported that EDCO (state law) requires each district to recognize its classified unit for a week of classified development and staff appreciation events.

6. OTHER/AGENDA REQUESTS:

Steward Reports: Only first of the month

7. EXECUTIVE SESSION: 3:02 PM

Presidents Report:

- Dan reported the District will be providing an additional year of Experian credit identity protection for all employees. Employees who have already signed up for the one year protection, there is no need to sign up again. It has already been extended. Some states throughout the country have laws providing for a minimum of two years protection when identities are breached. Some former employees of Palomar are now living in other states, and the District was required to provide the two year protection. Therefore, the District decided to extend protection to all employees providing parity to everyone. Dan further explained (as clarification of Dr. Blake's memo), employees are entitled to 8 hours of release time to work with the IRS. Not all the time has to be taken at once. Employees can parcel it out.
- Dan has not heard new information regarding what the District is going to do about the TB test no longer offered through Heath Services. Dan will inform us as soon as he hears something. Most likely, there are employees who are due for their TB test.
- Dan reported from the last Governing Board meeting, the administrator in question has been put on administrative leave until the inquiry is completed.

Sr. Vice President Report: Chris reported (from the leadership meeting) the handling of the administrator in question was done poorly. Too much time elapsed before the leave was implemented causing undo stress on employees. In past practice, it was our due process to put administrators and employees on leave within 48 hours with this kind of complaint.

Vice President Report:

- Buddy shared information regarding April Woods memorial service scheduled for this Saturday, March 25, 2017.

- *Buddy expressed concern regarding some of the resolutions on the CFT Ballot e-council is voting on. A few of the resolutions are highly political. E-council members need to keep it mind there could be repercussions.*

Secretary Report: *Kate- no report*

Treasurer Report: *Amber requested e-council members to send in their resolution ballots by Friday, March 24, 2017.*

Communication Officer Report: *Michelle reported Classified Speaks is scheduled for this Thursday, March 23, 2017, 10:00-11:00 AM, in the Governing Board room. Dan will be ordering the snacks. Agenda items include: a presentation from the Student Health Center focusing on behavioral health and referrals, a brief negotiations update, and a visit by Dr. Blake (schedule permitting). Membership is going well and continues to be above 80% full share.*

Technology Officer Report: *Aaron-absent-no report*

Senior Grievance Officer Report:

- *Anel reported she is working hard to resolve grievances throughout several departments. Some employees do not feel like they are being heard in their investigative process.*
- *In one department, a new supervisor will be hired and hopefully this will relieve some of the tension.*
- *Questions arose regarding an employee returning to work from administrative leave. This individual has been asked to pay back benefits and a few days salary as they were overpaid four days.*

Grievance Officer Report: *Carmelino expressed concern the investigator in the administrator leave case was leading employees making it uncomfortable for them to answer. Chris Wick suggested for Anel and Carmelino to share their concern with HR.*

- 8. AGENDA REQUESTS:** *Michelle suggested a follow-up survey be done for the Classified Mardi Gras Celebration. Buddy agreed but thought it best to do this right before our summer picnic event. Carmelino recommended to coordinate themes to high light membership recognition and celebrations.*

- 9. ADJOURNMENT: 3:04 PM**



PALOMAR COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES
AMERICAN FEDERATION OF TEACHERS LOCAL #4522

Minutes of Meeting: Monday April 3, 2017
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
YVETTE MYERS
ADRIANA SANCHEZ
PATTI SERAFIN
DAVID VASQUEZ

1. CALL TO ORDER: 2:02 PM

Present: D. Dryden, C. Wick, B. Springer, C. Parshalle, A. Cross, M. Tucker, C. Cruz, M. Flores, Y. Myers, A. Sanchez, P. Serafin & D. Vasquez
Absent: A. Gonzalez & A. Holmes

2. AGENDA MODIFICATIONS /ADDITIONS: none

3. QUESTIONS & COMMENTS FROM MEMBERS: none

4. ACTION ITEMS:

Minutes: *Review and approval of minutes for March 20, 2017.*

1st: *K. Parshalle*

2nd: *C. Wick*

Corrections: *none*

Opposed: *none*

Abstained: *none*

The motion passed unanimously.

Reimbursements: *none*

Position Authorizations: *Dan reviewed two of the three replacements and both were approved. Aaron will let us know about the Community Service Officer position when he returns.*

Items for Vote: *none*

New Business: *Union tables at events*

- a.)** *Michelle led a discussion on materials to bring for the CCE table. Carmelino suggested bilingual children's books for the Tarde de Familia event scheduled Friday April 7, 2017 from 6:00-8:00 PM. in the Student Union. Adriana will represent the CCE at our table. Suggestions were made for other events such as the Plenary. The history of the labor union, current resolutions in Sacramento, SEIU and United Auto Workers reference materials, and mental health information were considered. Michelle suggested a raffle and to provide information of upcoming professional development opportunities.*

Unfinished Business: *none.*

Elections: *Aaron will send an email to e-council and stewards regarding this year's nominations to be held the week of April 10, 2017.*

Training /Conferences: *E-council members and stewards gave individual reports on their personal experiences attending the CFT Convention in Sacramento and the New York Negotiations Conference.*

- *Patti reported she enjoyed the Sacramento Conference, but suggested future delegates be better informed of the ballot resolutions and amendments debated on the convention floor. Toni Thurman, representative from Richmond, spoke about how education is a good equalizer especially when students come from lower socio- economic backgrounds. She learned the meaning of the "Orange Butterfly" displayed on banners held at the CFT Convention. The orange monarch butterfly migrates across the country from the Midwest by the millions every year. Many die throughout the trip*

which is also symbolic. The orange butterfly has become a symbol for allies of Dreamers, AB-540 and the undocumented. When displayed, it represents a safe haven for the undocumented.

- Michelle found the CFT Convention interesting, enjoyed the speakers, and overall had a positive experience. She attended a subcommittee for Classified CFT and enjoyed meeting other members. Her take away was to: “Engage your retirees.” Retired members can continue to be active and participate as members with AFT. She proposed hosting a social event for retired Palomar union members to generate interest to fight for union causes. Last, Michelle reported most workshops offered at the convention were focused toward K-12 concerns versus community colleges.
- Dan reported he learned much at the National Conference, but was disappointed breakout sessions were lacking in discussion topics pertaining directly to classified issues. He attended one workshop titled: Current Topics for Negotiation for Non- Instructional College Professionals and it had nothing to do with classified employees. On the positive side, Dan attended an amazing session that presented the history of the labor movement, which began at the end of slavery, illustrating the labor movement is over one hundred years old. He explained that in a typical negotiation session, different parties are brought together. For example, there would be a representative from management (possibly HR), labor, and legal counsel (serving as moderator) poised to negotiate a current issue. Attendees learn why this issue is important to management and how it can affect labor as well.
- Carmelino enjoyed the Sacramento Conference more than the Negotiations Conference in New York. He agreed with Dan, there were not enough classified specific workshops. He attended a workshop on “outreach in social media” and his take away was: “If you don’t brand yourself, then somebody else will.” Social media is another avenue to send out information to members. Carmelino will be working with Anel to create a presentation on how to be “part of the solution and bridge the gap” between the faculty union and classified. Carmelino reported a significant number of higher education and community college representatives attended the Sacramento Conference and topics of discussion had areas of concern for everyone.
- Amber enjoyed the Sacramento CFT Convention, but was concerned about the delegate process and voting. She wondered if delegates were bound to the E-council preliminary vote. She agreed with Patti that perhaps delegates should be allowed to change their initial vote upon hearing floor debates. She concurred it would be a good idea next year to better inform the delegates of the resolutions and amendments. Dan reminded us delegates are sent to represent unit members and their concerns. Chris suggested designing a survey to clarify membership views on specific issues. Buddy stated next year’s CFT Convention is scheduled for March 23-25, 2017 and will be held in Costa Mesa. Last, Amber reported she enjoyed her workshops: She attended one on the history of the labor movement focusing on JMLA (the first union in California), and another discussing whether “your local is ready if fair share goes away”.

Negotiations:

Contracts: Dan reported the negotiations committee will meet as a team next week. In two weeks, (April 25, 2017) the committee will meet with the District for contract negotiations.

Strategic Planning Update & Discussions:

SPC:

- Chris reported a presentation was given from the marketing company contracted last year to design an advertising campaign for Palomar. The new brand campaign is: “palomarpowered”. The slide presentation gave examples illustrating how the brand related to different constituencies.
- Palomar is revisiting grant processes and forms again. Grants over one hundred thousand dollars have a lengthier process and form approval than those under one hundred thousand. Dan explained President Blake is working towards Palomar becoming self-sufficient in funding. The idea is, regardless of the apportionment, Palomar would survive on its own. To accomplish this, Palomar must increase grant funding.
- The committee also reviewed SPFF (fund requests).

FASPC: none

HRSPC:

- Kate reported Shawna Cohen viewed the IPEI visit with HR as a success.
- A new staffing master plan task force is being developed and will be tri-chaired.
- The new brand campaign of “palomarpowered” was reviewed.

IPC: none

SSPC:

- Buddy reported Counseling, EOP&S, and the Transfer Center are doing their program reviews.

- *Board policies for Residency, Attendance, and Financial Aid was pulled as the new director of Financial Aid did not have time to review it.*
- *The committee discussed briefly their take of the IPEI visit, but did not get far into it.*
- *The Interim Director of Health Services gave a presentation.*
- *The North Center Plan has been released; Buddy will forward it to e-council members and stewards.*

Budget Committee: *none.*

Benefits Committee: *none.*

EEO Committee: *none*

5. Information/Discussion: *none*

6. OTHER/AGENDA REQUESTS:

Steward Reports:

- *Yvette reported the "National Institutions Coming Out Day" in support of undocumented students is scheduled this Friday from 3:00-4:00 PM (MD-157). The program is designed to let students, faculty and staff know Palomar College provides an inclusive and welcoming space to all and pledges to protect immigration resources for undocumented students.*
- *Patti suggested for CCE to put a booth together with information about the labor movement close to Labor Day. Also, following the convention and viewing homeless population in Sacramento, it would be good to include awareness information for mental health issues at our table.*
- *David reported he is working with Sheri Titus to assist homeless students who are on campus at night. He is hoping, with assistance from others in the community, to identify funds for their shelter. Sheri Titus, Joy Blake in partnership with the San Diego Foodbank are in the process of creating a campus food bank where students could receive food, hygienic toiletries, and connections to ancillary social services.*

7. EXECUTIVE SESSION: 3:15 PM

Presidents Report: *Dan reported he is referring a grievance to Frank Oppedisano for review.*

Sr. Vice President Report: *Chris reported she has been working hard on a grievance.*

Vice President Report: *Buddy-no report*

Secretary Report: *Kate reported she thinks the Classified Senate will come up again.*

Treasurer Report: *Amber-no report*

Communication Officer Report: *Michelle reported CCE successfully recruited 6 new members during Classified Week.*

Technology Officer Report: *Aaron-absent-no report*

Senior Grievance Officer Report: *Anel- absent-no report*

Grievance Officer Report: *Carmelino- no report*

8. AGENDA REQUESTS: *none*

9. ADJOURNMENT: 3:45 PM



PALOMAR COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES
AMERICAN FEDERATION OF TEACHERS LOCAL #4522

Minutes of Meeting: Monday April 17, 2017
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
YVETTE MYERS
ADRIANA SANCHEZ
PATTI SERAFIN
DAVID VASQUEZ

1. CALL TO ORDER: 2:02 PM

Present: D. Dryden, C. Wick, B. Springer, C. Parshalle, A. Gonzalez & A. Holmes

Absent: A. Cross, M. Tucker & C. Cruz

2. AGENDA MODIFICATIONS /ADDITIONS: *Add in replacements under Position Authorizations from last meeting per Aaron's request.*

3. QUESTIONS & COMMENTS FROM MEMBERS: *none*

4. ACTION ITEMS:

Minutes: *Review and approval of minutes for March 20, 2017.*

1st: C. Wick

2nd: B. Springer

Corrections: *Change in wording: elections to nominations under Elections*

Opposed: *none*

Abstained: *A. Holmes*

The motion passed with corrections.

Reimbursements: *none*

Position Authorizations: *Aaron reviewed the three replacements and all were approved. Aaron noted the replacement for Student Activities Coordinator was supposed to be another position in Student Affairs (left over from the SERP) per our agreement with the District.*

Items for Vote: *none*

New Business:

a.) CFT Union Summer School: *Anel reported applications for Summer School are due May 1, 2017. The conference will be held at the Luskin Conference Center, UCLA on June 26-29, 2017. Dan will ask Amber to call and find out if we can have placeholders until elections are over.*

b.) CFT Scholarship applications for summer school: *Aaron reported CFT Scholarship applications are also due May 1, 2017.*

Unfinished Business: *none.*

Elections: *Aaron reported the Elections Committee will meet tomorrow. Elections will be held for the following positions: Senior Vice President, Grievance Officer, and Stewards. The template used for the last election will be updated with new candidates. The ballot will be sent out at the end of April, 2017. This will allow time for candidates to prepare and send materials to the E-council for campaign purposes. Aaron reported the following will serve on next year's E-Council (as they were the only ones nominated for the positions): Anel Gonzalez will be the next president, Patti Serafin will be the new secretary, and David Vasquez will be the new Technology Officer. Michelle Tucker will continue to serve as Communications/Membership Officer.*

Training /Conferences: *Anel suggested to do a CFT training this summer at the Mulberry Office. There are four different trainings available to locals with specific to niches (including COPE). She suggested to offer a stipend as an incentive to complete the training which would be an all-day event. The training would be offered to full membership only.*

Negotiations:**a.) Contract:**

- *Dan reported the team met last Monday at the Mulberry Office for pre-negotiations prep. The team will be negotiating with the district next Tues. April 25, 2017. Under consideration is Article 12. They continue to work on language for demotions whether voluntary or involuntary. Some ideas discussed were: If an employee chooses to take a demotion, do they become "Y" rated? If an employee is demoted for disciplinary reasons, then they should not be "Y" rated. The trouble is that if an employee is not performing the work, they should be given training to learn the skills needed or be let go. It is not a good plan to demote employees as a disciplinary action.*
- *The language for Article 13 (Health and Welfare Benefits) will reviewed at another time.*
- *The team anticipates to hear back from the District on more bargaining items.*

Strategic Planning Update & Discussions:

SPC: *Chris attended and reported the committee continue to review PRP'S.*

FASPC: *none*

HRSPC: *none*

IPC: *none*

SSPC: *none*

Budget Committee:

- *Dan reported the committee finally met. Ron Perez discussed the governor's apportionment and steps to get to 19,001 (target number for this year FTES).*
- *Also discussed was the revision of the last part of the bond to secure money for future building (construction costs ran over).*
- *Staffing for the North and South Centers was briefly discussed. Aaron reported they are considering pulling staff from the San Marcos Campus for when they first open. For those ultimately hired to go there, they would receive on-boarding at the San Marcos Campus first, and after their training be placed at the South Center.*
- *There was a discussion on Cal Cards as to credit limits and who should have authorization for them. According to Chris, the audit showed Palomar having more Cal Cards than any other Californian community college and with higher transaction limits.*
- *The Enrollment Management Task Force has completed their work and they did not add classified staff to their team as promised last Dec., 2016. Margie Fritch (Dean of CTE) and Travis Ritt (Faculty Senate President) were charged with the committee makeup and what they were going to do as a committee. All constituent groups were supposed to be represented; e-council was informed classified representatives would be added later. Unfortunately, that never occurred. Aaron was disappointed and recommended in the future to make sure new task forces and committees include classified members (if permitted) from the beginning.*

Benefits Committee: *none.*

EEO Committee: *none*

5. Information/Discussion: *none*

6. OTHER/AGENDA REQUESTS:

Steward Reports: *only first of the month*

7. EXECUTIVE SESSION: 2:45 PM

Presidents Report: *Dan reported he continues to work through a few complicated grievances. Frank Oppedisano has been assisting.*

Sr. Vice President Report:

- *Chris reported she continues to work on a complicated grievance. She has contacted Frank Oppedisano for assistance.*
- *Chris reported, we have been told the dean of concern is under consideration to return to Palomar from his paid leave of absence. She expressed concern for the welfare of certain employees. She is uncertain the college has addressed the deeply felt concerns of classified employees or has solved the problem of a hostile work environment. She asked HR not use the investigator again as employees did not feel comfortable with him.*

Vice President Report:

- *Buddy reported he is working with David Vasquez on custodial issues.*
- *Buddy suggested the current E-council meet for dinner before the new E-council comes in.*

Secretary Report: *Kate-no report*

Treasurer Report: *Amber-absent-no report*

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

Technology Officer Report:

- *Aaron reported he will assist David Vasquez with anything he needs to serve as the new Technology Officer. It may take a while to learn how to set up accounts.*
- *Aaron enjoyed the New York Conference. Even though workshops did not relate directly to classified, he enjoyed the negotiations aspect of it. He attended a collegiate sports workshop and heard opposing arguments from administrators and faculty. On the administration side, arguments centered on the amount of money sports brought to the college, whereas the faculty perspective centered on how much money is moved away from the classroom. The relevance was in how each group looks at these things. He explained Palomar College is about to build an Athletics Complex which will cost millions of dollars. We also have a Student Services Building that needs to be built. All of these things play into what we as a unit have to bargain for. Even though the conversations that come up at the negotiations conference are not directly related to classified, they are all about bargaining and perspective. These workshops illustrate how numbers mean completely different things to different constituent groups.*

Senior Grievance Officer Report: *Anel reported she continues to work with employees on several grievances involving scheduling, communication and contracting issues.*

Grievance Officer Report: *Carmelino- absent-no report*

8. AGENDA REQUESTS: *CFT Training*

9. ADJOURNMENT: 3:30 PM



PALOMAR COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES
AMERICAN FEDERATION OF TEACHERS LOCAL #4522

Minutes of Meeting: Monday May 1, 2017
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
YVETTE MYERS
ADRIANA SANCHEZ
PATTI SERAFIN
DAVID VASQUEZ

1. CALL TO ORDER: 2:00 PM

*Present: B. Springer, C. Parshalle, A. Cross, M. Tucker, A. Gonzalez, C. Cruz,
A. Holmes, M Flores, Y. Myers, A. Sanchez & P. Serafin*
Absent: D. Dryden, C. Wick & D. Vasquez

2. AGENDA MODIFICATIONS /ADDITIONS: none

3. QUESTIONS & COMMENTS FROM MEMBERS: none

4. ACTION ITEMS:

Minutes: *Review and approval of minutes for April 17, 2017 were postponed until next meeting due to lack of quorum for those in attendance from our last meeting.*

Reimbursements: *Amber reported the following reimbursements: Tricia Frady \$661.74 for travel expenses to the New York Conference, Carmelino Cruz \$372.82 for travel expenses to the New York Conference, Ann Marie Johnston \$66.24 for travel expenses to the CFT Convention, and Patti Serafin \$84.93 for travel expenses to the CFT Convention.*

Position Authorizations: *Aaron stated they have not yet reviewed the position authorization for the Senior Application Developer but does not anticipate any issues with approval.*

Items for Vote: *VP HRSP representatives: Kate Parshalle, Lerina Chmura, Tricia Frady and Celina de la Torre were selected to serve on this committee.*

New Business:

- a.) *CFT Training- Anel will bring specific information to our next meeting regarding CFT workshops. Trainings will be held at the Mulberry Office with enough space for 40 people. CFT offers trainings on different topics. The idea is to pick two topics with sessions lasting about 3-4 hours each. Anel is thinking of offering a stipend as an incentive to come. Breakfast and lunch could be served. Another option would be to write an MOU with the District for CCE to pay the salary and benefits for the time members attend. E-council wants to encourage members to become more active in the leadership of CCE. Trainings offered are free. Topics include grievance, steward training, COPE, outreach and communication. Frank Oppedisano is here to help individual locals, and state CFT representatives are available to us as well. State representatives have specific over views and can tailor trainings according to our needs. Aaron suggested to do a training with Frank in July on grievance; then, after Summer School, set up trainings in August at Mulberry.*
- b.) *4/10's: Anel reported Ron Perez will talk with President Blake on how the departments will handle the eight weeks of 4/10's for the summer. There are some departments such as IS and Facilities that are not allowed to do them. In the past few years, 4/10's have been left to the division supervisors to decide whether they can facilitate that for their employees. Admissions and Financial Aid have not been permitted*

to do them in the past two years. Aaron will send us copies of last year's letter with the Fourth of July payment. Aaron suggested to do a Survey Monkey Poll asking classified if they are interested in 4/10's this year before the E-council speaks with the District.

Unfinished Business: none.

Elections:

- Aaron reported ballots were sent last Friday to all members' home addresses. If there are questions from members as to how to proceed, please refer them to the directions that accompanied the ballot. They must follow the directions in order to be counted. Be sure to have them sign the back of the envelope as outlined in the instructions. The deadline for ballots to be turned in is next Friday, May 12, 2017 at 3:00 PM. Ballots will be counted the following Monday or Tuesday. Aaron will inform members the time and location to ensure this is an open process. The Election Committee will ask for two members to witness the ballot counting procedure.
- Aaron suggested next year's Election Committee get together in January and hold nominations in March. This would provide a three week window for candidates to get campaign materials together. There was not enough time for candidates to send out materials this year. To assist with candidates' information, e-council could consider funding the postage. Candidates' would self-fund printing and other costs. Candidates could send campaign materials to e-council, and e-council would mail them to home addresses of classified voting members. Aaron asked Frank what other locals do. Frank replied some locals print one page for each candidate and funded that cost. Another idea would be for the union to send one mailer with all the campaign material in it. The union could print one 8 ½" by 11" black and white sheet for each candidate and mail it to the members. This would be fair to all candidates and provide candidates an opportunity to distinguish themselves for voting purposes.
- Frank suggested for future elections to request the League of Women Voters to serve as an independent party to oversee the entire process. They ask for a donation of \$50.00 to facilitate.

Training/Conferences:

- a.) Who/What workshop: Covered under new business
- b.) Time off coverage: Covered in new business with MOU discussion.

Negotiations:

- a.) Contract:
 - Anel reported E-council sent an update on negotiations to all classified employees last week. Ron Perez did not attend the last negotiation's meeting; negotiations could not proceed as they did not have authority. The negotiations team gave the District several items to consider. The next meeting is scheduled for May 30, 2017.
 - Aaron highlighted points the negotiations team is working on. They are: Out of class language that is fair in opportunity and pay (Article 10); union rights to acquire more release time (Article 6); and protecting union membership benefits to achieve parity with faculty. The team awaits to hear from the District's attorney on leaves and transfers.
 - Carmelino reported on two main issues. The first was receiving back pay for reclassification (Article 10). For example, an employee's reclassification is approved in July through Article 10, back pay from January should be given. The second concerned demotions (voluntary and involuntary). The negotiation committee seeks equality amongst other groups. Presently, in demotion situations for classified, the District wants take the pay away. Carmelino explained, for other groups on campus, this is not the case. The team continues to work out the language. Aaron informed us demotion is available as a disciplinary option although the college has never used it.
 - Anel reported an MOU was negotiated, but not for the contract. E-council thought the classification study was done, however, there were a handful of rapid re-classification employees eligible for Article 10 because their job description was still not correct. After two tries with RSG, they remained inaccurate according to both the District and the negotiations team. For these people, if they go through Article 10 and their job description is corrected and results in a higher classification, they will be given retroactive pay back to Sept, 2014. The difference this time is the District actually has more documentation to review; before they were relying on RSG recommendation only. Aaron reiterated every employee who sent information to the negotiation team as to why RSG did not have it right in the first round was put on the rapid re-evaluation list.

Strategic Planning Update & Discussions:

SPC: Aaron reported the committee is in the process of creating a new staffing plan for the North and South Centers.

FASPC: Aaron reported on the North Center. In the beginning the square footage will be only a few thousand square feet. Temporary buildings will be constructed initially with permanent buildings completed in a second building phase. Buddy reported recent architectural and structural changes have been made doubling the original square footage from 50,000 to 100,000 square feet. This is the same square footage as the South Center. North Center will open summer of 2018.

HRSPC: Aaron reported HR is putting together a group to make a legitimate staffing plan for the college.

IPC: none

SSPC: Buddy reported they reviewed hiring updates. They will be hiring another business system analyst. The search committee for the new Foundation Director and Chief of Police is in process. The Student Health Services Center Director, Student Affairs Supervisor, and Associate Dean for a Strong Workforce is in process. The permanent Dean for Mathematical Sciences has been hired.

Budget Committee: Aaron reported they will be meeting again next week.

Benefits Committee: Michelle heard a survey will be sent out next fall to members regarding the PPO Health plan. If people want to change their benefits plan, they need to do so in May. Aaron reiterated the district needs approximately 9 months lead time. Anel questioned the email sent by Wendy Corbin asking for employees to complete a form and present a doctor's note if out longer than 5 days. Aaron said a supervisor can ask for a doctor's note any time they are suspicious of abuse of leaves, but that the requirement of a form has not been negotiated.

EEO Committee: none

Enrollment Management Task Force: Anel reported from Travis Ritt (Faculty Senate President) a formal committee will be established, and CCE members will be included.

5. Information/Discussion:

- Aaron reviewed IPEI news. The team came back last Friday for their second visit. There are three areas for the college to improve: enrollment management, shared governance, and human resources processes. Dan attended the human resources group. Aaron attended the shared governance, and Anel attended the enrollment management session. Aaron's group decided not to choose the possible option of visiting colleges with classified senates, but to audit the college's communication including email and social media. The audit will review times and frequencies of communications to see if the college needs to communicate differently. Redoing the governance manual to include more information is another possible option.
- Anel reported the enrollment management committee talked about best practices and how to get enrollment up. Class offerings were also discussed as well as offering more on-line classes.

6. OTHER/AGENDA REQUESTS:

Steward Reports:

Mary Jo –no report

Adriana- no report

Yvette reported the AB540 Committee is discussing how to foster a better community feeling, engagement, and sense of growth on campus between faculty, students and staff. They are reviewing possible meeting times throughout the week to facilitate this. Tuesdays and Thursdays, between 2:00-4:00 PM, is under consideration. According to Jack Kahn (Vice President of Instruction), this is the time where there is the least amount of instruction.

Patti reported she overheard conversations throughout Classified Staff Week that the E-council should be more careful in how they spend the dues of employees. Classified members felt there needed to be more transparency in how the money is spent. Money spent going to New York for conferences, or hosting social events, might be bettered spent on lowering union dues. From an outsider looking in, the hours spent on committees is not really seen by the average employee. Anel suggested to be more careful on what we are putting on social media. Aaron advised e-council members attending CFT Conferences to post more on what the conference is about and what they are learning versus the after hour social activities.

7. EXECUTIVE SESSION: 3:40 PM

Presidents Report: Dan absent-no report

Sr. Vice President Report: Chris absent-no report

Vice President Report:

- *Buddy is going to setup a survey for the summer picnic and is also working on a Padre Game social event for classified employees. He is thinking of Saturday June 24, 2017 for the Padre game. The Padres will be playing the Tigers and the game will held 7:00-10:00 PM. E-council will research group rates and see about how to manage the money. Most likely the money will be collected before the tickets are purchased.*

Secretary Report: *Kate-no report*

Treasurer Report:

- *Amber reported she has registered six people for CFT Summer School. Anel Gonzalez, Michelle Tucker, Carmelino Cruz, Yvette Myers, Patti Serafin & David Vasquez will be attending.*
- *Amber is getting ready to do the Hudson Letter soon. Most likely it will go out on May 19, 2017. The Hudson Letter is the opportunity for fair share and reduce payers to change their membership to reduce fee payers.*

Communication Officer Report: *Michelle reported membership is at 82.44% for the month of March. We have 59 nonmembers and four newly hired employees which makes a total of 63 nonmembers. Michelle and other e-council members are recruiting the new employees towards full membership. Michelle is planning to start a membership committee.*

Technology Officer Report: *Aaron- no report*

Senior Grievance Officer Report: *Anel reported she is working on a grievance regarding retroactive out of class pay for an employee. She is referring the employee to Frank Oppedisano.*

Grievance Officer Report: *Carmelino- no report*

- 8. AGENDA REQUESTS:** *CFT Training at Mulberry (per Anel); bring back meeting notes as no quorum for today's meeting*
- 9. ADJOURNMENT: 3:50 PM**