



PALOMAR COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES
AMERICAN FEDERATION OF TEACHERS LOCAL #4522

EXECUTIVE COUNCIL

Anel Gonzalez
PRESIDENT

Carmelino Cruz
SENIOR VICE PRESIDENT

Buddy Springer
VICE PRESIDENT

Patti Serafin
SECRETARY

Amber Cross
TREASURER

Michelle Tucker
COMMUNICATIONS/MEMBERSHIP

David Vasquez
TECHNOLOGY OFFICER

Yvette Myers
GRIEVANCE OFFICER

Vacant
GRIEVANCE OFFICER

STEWARDS
Luis Alfaro
Gordana High
Leann Pell
Rosalinda Tovar
Teresa Quainoo

1. CALL TO ORDER: 2:37 PM

a. Present: Anel Gonzalez, Buddy Springer, Patti Serafin, Amber Cross, David Vasquez, Yvette Myers, Luis Alfaro, Gordana High, Rosalinda Tovar, Teresa Quinoo

b. Absent: Carmelino Cruz, Michelle Tucker, Leann Pell

2. AGENDA MODIFICATIONS/ADDITIONS: none

3. QUESTIONS & COMMENTS FROM MEMBERS: none

4. ACTION ITEMS:

Anel swore in new officers, David Vasquez and Luis Alfaro

Minutes: Review and approval of minutes for June 19, 2017

1st Buddy Spring 2nd Amber Cross

Corrections: none

Opposed: none **Abstained:** none

The motion passed unanimously

Reimbursements: Amber reported the following reimbursements:
CFT Summer School

| | |
|-----------------|----------|
| Yvette Myers | \$26.68 |
| Michelle Tucker | \$125.19 |
| Patti Serafin | \$149.59 |
| Anel Gonzalez | \$572.24 |

Position Authorizations: Anel reported on the Position Authorizations. Anel will serve on this committee. This committee is two E-Council members and Shawna Cohen from HR. Currently serving is Aaron Holmes and Trisha Frady. Aaron will leave while Anel will fill his position and Trisha will stay until a replacement is named.

Changes: Anel reported all positions for changes were from the Police Department. Changes requested are in funding, changing from parking ticket revenue to parking fees. Anel questioned if the employees were notified of the change and requested more information from HR.

New Positions: Anel reviewed the new positions of Administrative Specialist I, Health Services and Senior Grant Administrative Specialist, Fiscal Services and both were approved.

Replacements: Anel reviewed the replacement positions of Graphics Specialist, Print Services; Technical Support Specialist, Information Services; and Infrastructure Systems Administrator, Information Services and all were approved.

Items to Vote:

a. **Webpage.** Vote to pay \$2462.45 to Helming Creative for Web Development Services.

1st Patti Serafin 2nd Buddy Springer

Discussion: David explained the service would move and migrate our current HTML page to Word Press. David will meet with Aaron on Monday.

Opposed: none Abstained: none

The motion passed unanimously

b. **Padres Labor Day Game.** Vote to pay \$1930 for 60 field level seats with hot dog and soda voucher for the September 4, 2017 Labor Day- Padre Labor Union Day Game.

1st Buddy Springer 2nd David Vasquez

Discussion: Anel received information from PFF that they are participating and invited CCE to participate with them. We will use Survey Monkey to see who is interested and then raffle for 60 tickets. Anel, Carmelino and Buddy will take the lead.

Opposed: none Abstained: none

The motion passed unanimously

New Business:

- a. **2nd E-Council Meeting**-Anel suggested having our 2nd monthly meeting off campus at the Mulberry Union Office on the 4th Wednesday of the month. This may possibly be a lunch meeting. Release time for the stewards combines for 12 hours and the stewards will be attending this meeting beginning at the second half of the meeting. The meeting time will be 2:30 pm to 4:30 pm and the agenda will be switched and the Executive Session will be held first.
- b. **Board Meetings**-Anel encouraged all E-Council members to make a commitment to attend the monthly Board Meetings on the 2nd Tuesday of each month. We can wear CCE Shirts to be identified. Anel reported to the Board that our contract was ratified, we are pleased with article 10 and we will be present at the Plenary.
- c. **Retreat-August 11, 2017 at Mulberry Office**-Anel reported that we will be holding training for stewards and E Council and our State Representative will attend. The training will be on how to interact with our members, community and supporting our student groups. We will work on our goals for the E-Council and for our Union. Carmelino will be trained to be a trainer. Anel will send a Doodle to determine the best date and time since August 11th was not available for everyone.
- d. **Application Audit/AFT site clean-up**-Anel reported that Michelle is compiling all of our applications to house them in one location. This item was tabled based on Michelle's absence.
- e. **E-Council Social**-Amber suggested that we incorporate a social at our next meeting at the Mulberry Union Office to get to know our new E-Council and stewards. The CCE will provide food. Attendees will bring their own liquid refreshments.
- f. **ST 27 Office**-Patti reported that she will be using the ST 27 office for her release time to work on Minutes and Agendas since her work space is not conducive to working on Union duties. Yvette also commented that she would be using the space as the Grievance Officer to meet with members. Patti and Yvette volunteered to organize and clean and repurpose the office. Amber will talk with facilities to log all the keys for this office and building and distribute keys to the new E-Council.

Unfinished Business: none

Elections: none

Training & Conferences: moved to next month

Negotiations: none

Strategic Planning Update & Discussion:

SPC: none

FASPC: none

IPC: none

HRSPC: none

SSPC: none

Budget Committee: none

Benefits Committee: none

EEO Committee: none

5. **Information/Discussions:** none

6. **OTHER/AGENDA REQUESTS:**

Steward Reports-Teresa asked if members are being compensated for mileage to go to the IRS as a result of the data breach. Anel will follow up with Shawna or Dr. Blake. Eight hours of release time was allowed for the appointments. Teresa also discussed the format of Classified Staff Development Week.

7. EXECUTIVE SESSION: 4:00 PM

Presidents Report: Anel reported that the employee evaluation form was being converted from Word to PDF and it must match what is in our contract. PFF scheduled a trainer in September and invited CCE to participate. Anel will follow up and provide more information. Jack Kahn VPI asked for 3 classified staff to be on the Enrollment Advisory Committee. Currently there is no classified representation. This is a group that will watch how we do enrollment.

Senior Vice President's Report: Carmelino-Absent

Vice President's Report: Buddy had Yvette randomly electronically select two numbers to determine the raffle winners for participating in our last survey. The winners of the Gift Cards were Elena Ibarra and Lerina Chumura. Buddy discussed another Padre Game on September 2, 2017 vs the Dodgers, asking for Union to pay \$13 of the \$33 ticket price and to include a hot dog and soda voucher. The cost would be \$1110 for 60 tickets or \$1850 for 100 tickets. Discussion was that this game is close in time to the September 4, 2017 Labor Day game. The item was tabled to next meeting.

Secretary's Report: Patti will work on reformatting the agenda and minutes to be more user friendly.

Treasurer's Report: Amber reported that the auditor will be coming August 9, 2017. There are a total of 19 reduced fee payers. Amber and Anel will clean up the Budget to have a tentative budget to approve by September. Anel and Amber will attend a one day treasurer's training presented by CFT. Account balances as of June 30, 2017 were:

| | |
|--------------|--------------|
| General fund | \$288,524.31 |
| COPE | \$ 5,452.35 |
| Scholarship | \$ 721.73 |

Technology Officer's Report: David discussed data base training on Java Script for next year. There will be a Custodial Appreciation Day on Friday July 14th from 4:30 to 5:00pm and invited Anel to attend. Anel will talk with Chris Miller. David will meet with Aaron to get passwords for all accounts.

Grievance Reports: Yvette reported on two grievances.

1. Member had a grievance about personal leave extended time. Member was advised to talk to supervisor
2. Member from facilities was approved vacation time requested from advanced vacation time and took the vacation two weeks early. The member applied for vacation for 2 weeks. There was a conflict with payroll and the member and needed to get HR involved. The member was not paid for the advanced leave. HR will work with Payroll to resolve the issue and compensate the member with their vacation pay. The request form needs to be updated to avoid any future miscommunication and confusion.

OTHER UPDATES/INFORMATION: none

8. AGENDA REQUESTS: Additional tickets for Padre Labor Day Game (September 4th) and Padre vs Dodger Game (September 2nd)

9. ADJOURNMENT: 4:30 PM