



PALOMAR COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES
AMERICAN FEDERATION OF TEACHERS LOCAL #4522

Minutes of Meeting-Wednesday, July 26, 2017
Regular Meeting of the Executive Council of the
Palomar College Council of Classified Employees / AFT Local 4522
Mulberry Union Office

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: 2:41 PM

a. *Present: Anel Gonzalez, Carmelino Cruz, Buddy Springer, Patti Serafin, Amber Cross, Michelle Tucker, David Vasquez, Yvette Myers, Gordana High*
b. *Absent: Luis Alfaro, Leann Pell, Rosalinda Tovar, Teresa Quainoo*

2. AGENDA MODIFICATIONS/ADDITIONS:

a. *Begin with Executive Session*
b. *Add Items to Vote-Communication Service-Action Network*
c. *Add Communication/Membership-Michelle Tucker to Executive Session*
d. *Add New Business-appointment of Grievance Officer*

3. EXECUTIVE SESSION

Presidents Report: *Anel reported that she was contacted by an hourly employee from Environmental Health and Safety who has been working as the Health and Safety Technician since 2014 for 26 hours per week in reference to her rights. Anel contacted Frank with CFT and he contacted our lawyer. This is in direct violation of the Board Policy. Anel will advise her to contact the district since hourly employees are not union members. That position is vacant but is not a priority at this time and has not gone out to hire. This is not the only position in this situation. Anel will request a list of hourly and short term employees, contractors and consultants that are doing the work of vacant classified positions. Also Anel will request a list of Out of Class employees with the initial start date with the district. Anel is working with Shawna Cohen to determine Class Specification Committee to identify 20% of the job descriptions each year to be divided up over a five year period for review. PFF has invited CCE to participate in Right to Work Legislation Meeting in connection with the California Federation of Labor at the Mulberry office on Thursday, September 7, 2017 from 4:00 pm to 6:00 pm.*

Senior Vice President's Report: *Carmelino reported that the hiring committee for the VP of Human Resources has set a timeline and they are reviewing applications. There will be a meeting Monday to see who moves forward. Carmelino has been helping Yvette with Grievances and Yvette will report.*

Vice President's Report: *Buddy reported that he notified Elena Ibarra and Lerina Chumura that they were the winners of the Survey gift cards.*

Secretary's Report: *Patti requested email and phone information to determine if everyone is on the PalomarCCEAFT.org email and that we will be moving forward in communication through those email addresses.*

Treasurer's Report: *Amber reported that she and Dan have cleared out the storage unit, returned the keys and canceled the account. Amber will be meeting with the bank to change all the necessary names on the accounts. Amber has contacted facilities in reference to ST 27 office. The office will be rekeyed and keys will be disbursed to the new E-Council members as needed. The cost to rekey the office is \$85.*

Communication/Membership Officer's Report: *Michelle reported that she is gathering all the membership applications and started a notebook. All the applications will be stored in one place. She will be sorting through the boxes that*

were in the storage unit to complete the process. Michelle and Anel participated in the AFT database training via phone in regards to printing labels, etc.

Technology Officer's Report: David added the new stewards to the palomarceaft.org email. David met with Aaron to review the administrator account. David also met with Kelly from Helming Creative to give her all the passwords to begin the migrating of information. David will update the website to include all updated approved minutes prior to the August 9, 2017 audit.

Grievance Officer's Report: Yvette reported the following grievances and information:

1. Yvette is working on a grievance from facilities and has been in contact with four members who are filing a formal grievance in regards to policy and procedure for subs, leave and sick time. Two members decline to move forward. Yvette, Carmelino and Anel will meet with the member on Friday, July 28, 2017 and then with the supervisor.
2. Member used all their sick time
3. Yvette contacted Ron and Shawna from HR in reference to mileage reimbursement from the IRS data breach. The district offered 8 hours of release time to meet with the IRS.
4. The holiday vacation hours for 2017 are for 6 days vs 7 days. Shawna will research this.

OTHER UPDATES/INFORMATION:

The CCE will cover 32 hours at the employee's hourly rate for attendance to CFT Summer School.

4. **AGENDA REQUESTS:** none
5. **ADJOURNMENT:** 3:23 PM
6. **REGULAR MEETING:** TIME 3:33 PM
7. **QUESTIONS & COMMENTS FROM MEMBERS:** none
8. **ACTION ITEMS:**

Minutes: Review and approval of minutes for July 12, 2017

1st Buddy Spring 2nd Anel Gonzalez

Corrections: none

Opposed: none **Abstained:** Carmelino

The motion passed

Reimbursements: none

Position Authorizations: Anel reported on the Position Authorizations. Anel followed up with Shawna in regards to the changes in funding for the positions in the Police Department and all the employees affected by the change were notified.

Changes: Anel reviewed the change to the position of Benefits Specialist, Human Resource Services and it was approved.

New Positions: none

Replacements: Anel reviewed the replacement positions of Admissions & Enrollment Coordinator, Enrollment Services; Police Officer I, Police Department; Performing Arts Marketing and Program Coordinator, Performing Arts and Environmental Health & Safety Technician, Facilities/Environmental Health and Safety and all were approved.

Items to Vote:

- a. **Ratify Appointment of three CCE reps to Strategic Enrollment Advisory Board.** Vote to appoint Aaron Holmes, Student Service; Trisha Frady, Fiscal Services; and Rosalinda Tovar, Instructional Services/E-Council as CCE reps to Strategic Enrollment Advisory Board.

1st Anel Gonzalez 2nd Patti Serafin

Discussion: none

Opposed: none Abstained: none

The motion passed unanimously

- b. **Communication Service-Action Network.** Vote to be members of Action Network not to exceed \$30/month.

1st Carmelino Cruz 2nd Anel Gonzalez

Discussion: Carmelino explained the Communication Service-Action Network used and endorsed by the ACLU and AFLCIO is a program that includes Surveys, Newsletters, and monitors if emails are being read. We are presently subscribed to Survey Monkey for \$26/month. Prior to canceling Survey Monkey, the information needs to be downloaded in XML format to keep the previous survey questions and results.

Opposed: none Abstained: none

The motion passed unanimously

New Business:

- a. **Application Audit/AFT site clean-up**-Michelle is currently working on audit, members status and old files. She will contact Dan to get any boxes that are being stored at his home.
- b. **Palomar Gala**-Buddy presented the idea to consider being a Sponsor to the Palomar Gala on Saturday, September 9, 2017. Anel mentioned if we sponsor a table we would raffle off the 10 seats. Discussions included references to who attends the event and the political atmosphere it may reflect and as well as donating our money to the Foundation and how much of that would go directly to the student scholarship program. There was also discussion about this event meeting the goals of the E-Council such as working with the Community and student groups. The upcoming survey will include questions to our members to see if there is interest. There will be more conversation at the Retreat about our scholarship fund and creating a scholarship committee. The discussion was tabled and no action was taken.
- c. **Vacant Grievance Officer**-Anel reported that there are three members that are interested in serving in that position. They are Kate, Parshalle, Adriana Sanchez and Sheila Atkins. It was agreed that there was not enough information to make a decision on the position and Carmelino will create a questionnaire to send to each interested member.

Unfinished Business:

- a. **Additional tickets for Padre Labor Day Game (September 4th) and Padre vs Dodger Game (September 2nd)**-Buddy reported that he will not pursue the September 2nd Padre/Dodger game and focus on the September 4th Padre Labor Day Game. It was agreed that we will buy 60 tickets and food vouchers to be "raffled" off to our members. It was motioned by Buddy Springer and seconded by Michelle Tucker to purchase 24 additional tickets and food vouchers for the E-Council and guest not to exceed \$1000. The motion passed unanimously.

Elections: none

Training & Conferences: Anel requested each of the attendees of the CFT Summer School to write one paragraph for the newsletter.

Negotiations:

- a. **Contracts.** Anel reported that the Contracts have gone to print and will ask stewards to pass out the new contracts to have more face to face time with members. This will be a great way to have contact with the members and keep dialogue open. We will be working on gathering personal information such as email and phone contact via a survey. The survey will include gathering information about the data breach, interest in the Gala, the mission and climate of the college and to determine our goals. This survey can be created on Google Docs and shared with E-Council. Completion of this survey will be the way to enter the raffle for the Padre Labor Day Game.

Strategic Planning Update & Discussion:

SPC: none

FASPC: none

IPC: none

HRSPC: none

SSPC: none

Budget Committee: none

Benefits Committee: none

EEO Committee: none

9. Information/Discussions: none

10. OTHER/AGENDA REQUESTS:

Yvette will take the lead on creating the handout for the Plenary for the CCE table. The handout should include accomplishments of the E-council and contact information. Patti will replace Carmelino to go to the Palomar Leadership Retreat on August 14, 2017.

Steward Reports: None

11. ADJOURNMENT: 4:46 PM