



**PALOMAR COLLEGE**

COUNCIL OF CLASSIFIED EMPLOYEES  
AMERICAN FEDERATION OF TEACHERS LOCAL #4522

Minutes of Meeting: Wed. Sept. 27, 2017

Time: 2:30 PM to 4:30 PM

Location: Mulberry Union Office

Regular Meeting of the Executive Council of the  
Palomar College Council of Classified Employees / AFT 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  
SENIOR GRIEVANCE OFFICER

Kate Parshalle  
GRIEVANCE OFFICER

**STEWARDS**

Luis Alfaro  
Gordana High  
Leann Pell  
Rosalinda Tovar  
Teresa Quainoo

**1. CALL TO ORDER: 2:36 PM**

*Present: A. Gonzalez, C. Cruz, B. Springer, A. Cross, M. Tucker,  
K. Parshalle, L. Pell & T. Quainoo*

*Absent: P. Serafin, Y. Myers, D. Vasquez, L. Alfaro, G. High & R. Tovar*

**2. AGENDA MODIFICATIONS /ADDITIONS:** *Safety and Security Committee and Student Eligibility Appeals Committee ratification under new business- Michelle*

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

**4. ACTION ITEMS:**

**Minutes:** *Review and approval of minutes for Sept. 13, 2017*

**1<sup>st</sup>:** *K. Parshalle*

**2<sup>nd</sup>:** *B. Springer*

**Corrections:** *none*

**Opposed:** *none*

**Abstained:** *none*

*The motion passed unanimously*

**Reimbursements:** *K. Parshalle- \$12.90 for grievance folders*

**Position Authorizations:** *Anel reviewed several position authorizations from yesterday's meeting and will send the information to Patti to record. Briefly: The Financial Aid Specialist II position was declined due to two people already working out of class in that area. The Administrative Specialist I position (IS) is pending. An Administration Assistant Specialist II (MNHS) was declined due to lack of information. The Lead Record Analyst Position was supported as a replacement for the person who left. The Technical Support Specialist III was not approved as there is a question of out sourcing the help desk and whether this position is needed. The replacement position for Custodian I Day changing to night was approved. A title change for IT Technical Support Specialist to Technical Support Specialist is pending. An IT Technical Trainer position was pulled by the District.*

**Items for Vote:**

**a.) CFT Council of Classified Employees Conference-**

*Amber made a motion to send seven members to the CFT Conference Oct. 13-15, 2017 to be held in Anaheim and not to exceed \$5,000. (Registration fee \$50.00 per person, hotel \$336.22 per person, with food, gas and mileage averaged out)*

**1<sup>st</sup>:** *A. Cross*

**2<sup>nd</sup>:** *M. Tucker*

**Discussion:** *Buddy Springer, Patti Serafin, Michelle Tucker, Kate Parshalle, Teresa Quainoo, Leann Pell and Beth Hicks will attend.*

**Opposed:** *none*

**Abstained:** *none*

*The motion passed unanimously*

**b.) Ratify email vote for AMB Dean hiring committee, Safety and Security Committee, and Student Program Eligibility Appeals Committee.**

*Michelle made a motion to elect Greg Baker to serve on AMD Hiring*

Committee, Casey Koss to serve as representative for the Safety and Security Committee, and Adriana Sanchez and Amber Cross to serve as representatives for the Student Program Eligibility Appeals Committee.

**1<sup>st</sup>:** M. Tucker

**2<sup>nd</sup>:** B. Springer

**Discussion:** none

**Abstained:** none

The motion passed unanimously

**c.) Train the Trainer Course-**

Amber made a motion to send Carmelino Cruz to the CFT 2- Day Train-the Trainer Conference, Oct. 17-18, 2017 in Sacramento not to exceed \$1100.

**1<sup>st</sup>:** A. Cross

**2<sup>nd</sup>:** M. Tucker

**Discussion:** This is designed for leaders to learn how to become trainers for stewards.

**Opposed:** none

**Abstained:** none

The motion passed unanimously

**New Business:**

**a.) Membership Meeting, Oct. 31, 2017-**

Anel reported that our first membership meeting will be held Oct. 31, 2017 in alignment with Campus Equity Week. E-Council will incorporate "sign our new application campaign" into our first membership meeting.

E- Council decided not to purchase the t-shirts offered by PFF. PFF is working on powerful stories to share in regards to equity from adjunct professors and asked if CCE would like to do something similar. Anel felt this would be hard to do during Equity Week, but may be a good idea for our newsletter or as a feature story on our new website.

**b.) Distribution of new AFT Benefits information-**

Michelle mailed the 2017 AFT Members Benefit pamphlet to all members.

**c.) Let's TACO 'bout It-**

Carmelino reviewed the idea of changing our Classified Speaks to Let's Taco 'bout it. The thought is to have a taco truck come once a month around lunch time and provide an open forum for classified members to come and discuss current issues and areas of concern. Guest speakers could be invited to present new information. For example, Nancy Moreno and Cynthia Anfinen would like to present "Starfish," an early alert software many employees will be using. The Chief of Police has expressed interest in coming to say hello. E-council members would alternate scheduling and planning the monthly event. Anel suggested to post this on the Professional Development website. This way, it would serve as a mechanism to track members' attendance and supervisor permission.

**d.) National Custodian Day, Oct. 2, 2017-**

Anel reported that National Custodian Day is next Monday, Oct. 1, 2017. On the day, an appreciation email authored by Anel on behalf of CCE will be sent to all custodians with an invitation to attend a pizza social hosted by E-council. The date is Friday evening Oct. 6, 2017 at 5:30 PM and will held on both the Escondido and San Marcos campuses. This will be a gesture to let our custodians know how much they are appreciated for all the hard work they do.

**e.) Higher Education Labor-Management Conference-**

Carmelino discussed the upcoming conference scheduled Dec.1- 2, 2017 to be held at CSULB. This is a Negotiations Conference. Registration fee is \$175.00 per person. Aaron, Tricia and Carmelino have expressed interest in attending. Carmelino will bring this back to our next meeting for a vote.

**f.) Holiday Gift Cards-**

Amber reported last year we gave \$50.00 gift cards to full members and \$15.00 gift cards to non-members. A total of \$13,912 was spent. She inquired if E-council should do the same amounts for this year. Michelle recommended to order by Nov. 1, 2017 and mail by Dec. 8, 2017. Enclosed in the holiday card will be gift cards and calendars. Amber will bring this back for a vote at our next meeting.

**Unfinished Business:**

**a.) Campus Equity Week Update- already covered in new business.**

**b.) Official Holidays Membership Surveys-**

Anel decided not to do the survey. She informed Dr. Blake that we are willing to bring this to the negotiations table. The Chancellor's office recommended community colleges across the state consider adding Caesar Chavez Day and a Native American Holiday to their calendars.

**Elections:** none

**Training/Conferences:** *Discussed previously in items to vote.*

**Negotiations:** *none*

**Strategic Planning Update & Discussions:**

SPC: *none*

FASPC: *none*

HRSPC: *none*

IPC: *none*

SSPC: *Leann reported Adrian Gonzalez stated information from the SSPC Committee is not getting out to members.*

**Budget Committee:** *none*

**Benefits Committee:** *Leann reported the Sept. meetings were cancelled.*

**EEO Committee:** *Teresa reported the meeting was cancelled last month.*

**Enrollment Management Task Force:** *none*

**5. Information/Discussion:** *none*

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

**Steward Reports:**

- *Leann reported she heard whisper rumors of layoffs happening next year. Anel explained these are rumors until we hear otherwise.*
- *Theresa reported the opposite; she heard rumors that classified will be getting a raise. Carmelino explained that everyone got a 3% raise last July and it is on-going every fiscal year.*
- *Teresa reported she is working on a Spanish translation of our new CCE marketing pamphlet.*

**7. EXECUTIVE SESSION: 2:36 PM**

**Presidents Report:** *Anel reported the District's attorney responded to our grievance giving a time line as to why they did not miss our time lines. In their view, E-council never objected to their times lines and it was a technicality on our part as we never officially said "we objected." The District plans to be done by Oct. 10, 2017; however, Carmelino and Michelle advised to be prepared for the next step just in case there is a further delay. In addition, the District rebutted, there was a change in committee membership on the reclassification committee which delayed the process of review for a week. In the future, CCE will start a formal grievance process at every step. The new HRVP will be approved at the Oct. 10, 2017 Governing Board meeting. Anel followed up with Ron Perez on the RFI's E-council had requested. The District will send the information to us next week.*

**Sr. Vice President Report:**

- *Carmelino and Anel met with Dr. Blake last week. Dr. Blake requested E-council let her know before the Governing Board meeting if there is a grievance to be filed against the District.*
- *They discussed continuing Classified Speaks with monthly meetings.*
- *Carmelino sent a members survey yesterday for E-council to review and provide feedback. Upon hearing only from a few, he requested everyone give feedback in a timely manner when asked.*

**Vice President Report:** *Buddy is assisting Michelle with establishing an updated data base for members on google docs. They are identifying missing membership applications and pink cards (accidental death and dismemberment insurance worth \$5,000.) Some members, who have been updated in our data base, have been sent new membership cards. Anel requested that all members be sent new ones. This can be done after the name and address changes have been made.*

**Secretary Report:** *Patti-absent-no report*

**Treasurer Report:** *Amber-no report*

**Communication Officer Report:**

- *Michelle reiterated Buddy is helping her with the data base searching for missing applications and pink cards. Sixty-six applications have been misplaced. It was decided, all members will be contacted to update their membership applications checking for name and address changes. Currently we have two versions of the application forms. Each one says something different about opting out of membership. Our contract has different information about opting out than our application forms. In the contract, it states a specific time frame in which members are able to opt out of full membership and go to fair share. Michelle will send E-council members copies of both membership forms to review. If we can get new application forms and pink cards from Frank before October 31, we can use our membership drive and application updates as our focus in participating in PFF Equity Week.*
- *Michelle reported E-council will be hosting a breakfast on Tues., Oct. 17, 2017 for members who serve on shared governance councils and committees as a thank you for their help. The breakfast will be from 8:30-*

9:30 and held in H-306. Thirty-five members serve on committees. The invitations have been sent, but few members have RSVP'd. Michelle will send a second invitation on Outlook and hopefully more will accept the invitation. E-council needs to know the total number attending by Oct. 10, 2017 in order to plan the menu. At the breakfast, Michelle will present the new google doc form she has designed as a tool to get information/feedback from members attending committees. Categories on the form include: did the meeting happen, was the meeting cancelled, and was there important information that needs to be shared with our unit such as important votes or highlights? Members serving on committees will be asked to give feedback/reports. She is creating a calendar of who attends which committee meeting each month.

- Michelle reported there are 347 classified members. There are 280 unit members which puts membership total at 80.6%.
- All AFT addresses are in the data base. The next step is to verify current addresses with HR. Michelle is looking for volunteers to help with the data entry.

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

Anel spoke on David's behalf. Our new website is coming along. Hopefully it will be up and operating by our next E-council meeting. She sent pictures from our Drop Box to the website developer to post on the new website. Anel is working on the newsletter also to be posted on our site. An email will be sent out asking members if they would like to have their picture at work posted on our website.

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

Anel reported for Yvette on an issue concerning hiring practices in facilities.

**Grievance Officer Report:** *Kate reported she is working on two grievances. Both Anel and Frank have been assisting her with advice as to legalities of the situations and how they pertain to our contract.*

**8. AGENDA REQUESTS:** *none*