



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 Maynard
GRIEVANCE OFFICER

Catherine Parshalle
GRIEVANCE OFFICER

STEWARDS

Luis Alfaro
Gordana High
Leann Pell
Rosalinda Tovar
Teresa Quainoo

1. CALL TO ORDER: 2:35 PM

a. Present: Anel Gonzalez, Carmelino Cruz, Buddy Springer, Patti Serafin, Amber Cross, Michelle Tucker, David Vasquez, Yvette Maynard, Kate Parshalle, Leann Pell, Rosalinda Tovar, Teresa Quainoo

b. Absent: Luis Alfaro, Gordana High

2. AGENDA MODIFICATIONS/ADDITIONS:

Items to Vote: add Gift Basket for CCE Conference

3. QUESTIONS & COMMENTS FROM MEMBERS:

Presentations:

a. Starfish Tool-Nancy Moreno and Cindy Anfinson presented the Starfish Tool which is a pilot program with math classes for Fall 2017. This is an early alert and retention tool which allows two way communication between Faculty/Staff and Student. It is used as a referral mechanism to give students resources to help them improve their student success.

b. Chief Chris Moore introduced himself as our new Police Chief. He is responsible for supervising 13 classified staff. Chief Moore presented the plans for the new Parking Garage which will open in Spring 2018. The structure has 1600 Parking Spaces designed for student parking. There has been discussion in regards to designating some spaces as staff parking. That discussion is ongoing at this time. Parking Goals are 1) Garage opening Spring 2018; 2) Designated Lots for Staff and Students; 3) Signage; 4) Digitized Parking Permits.

4. ACTION ITEMS:

Minutes: Review and approval of minutes for September 27, 2017

1st Amber Cross **2nd** Kate Parshalle

Corrections: none

Opposed: none **Abstained:** Patti Serafin, Yvette Maynard

The motion passed

Steward Reports:

Leann reported on the Benefits Committee meeting. Broker J Glenn was to work on a survey which has been ongoing for a year. AB 72 does not include self-insured groups. PCRA (Palomar College Retirees Association) stated elder abuse. PPO is still a problem with certain services not being covered.

Rosalinda reported on the Strategic Enrollment Advisory Committee meeting. They are putting together a plan to have in place for the end of Fall 2017. Working on what to include and how to fine tune the draft of the plan. There are four classified employees on the committee. The goal is to reach 21000 FTES. If that number is not met there will be possible budget cuts. There are currently 17004 FTES and would like to reach 19200 by the end of the year. AA and CAST are looking at possible pay increases. The committee is also looking at technology. Eservices is cumbersome and they are working on how to stream line it.

Teresa did not attend EEO but was sent training information from the committee. At the AIS department meeting they spoke about Summer 2017 starting earlier. This is currently being negotiated. This could affect Summer work schedules

such as the 4/10 model. The VPI requested department office hours. Anel mentioned that Dr. Blake met with all the presidents of the constituent groups and she has lots of ideas that are not being implemented and she will have to manage more closely.

Reimbursements: none

Position Authorizations: Anel reported the Position Authorizations were reviewed at the September 27, 2017 meeting.

Changes: no new ones

New Positions: no new ones

Replacements: no new ones

Items to Vote:

- a. **Committee Reps Breakfast-October 17, 2017:** Michelle requested not to exceed \$300 to cater Panera Breakfast to include delivery for the Breakfast.
1st Michelle Tucker 2nd Kate Parshalle
Discussion: Michelle will be presenting Google Forms for Committee Members to use for reporting meeting content. Michelle amended the motion to not exceed \$350.
Opposed: none Abstained: none
The amended motion passed unanimously
- b. **Holiday Gift Cards:** Motion was made by Amber to purchase 290 \$50 Gift Cards for members and 90 \$15 Gift Cards for non-members not to exceed \$15,850.
1st Amber Cross 2nd Michelle Tucker
Discussion: Amber reported there are currently there are 250 members and 73 non-members but requested to increase number of Holiday Gift Cards to allow for growth in membership.
Opposed: none Abstained: none
The motion passed unanimously
- c. **Higher Education Labor-Management Conference-December 1-2, 2017-CSULB:** Amber motioned not to exceed \$2000 to send Tricia Frady and Aaron Holmes to the Conference.
1st Amber Cross 2nd Buddy Springer
Discussion: none
Opposed: none Abstained: none
The amended motion passed unanimously
- d. **CCE Conference Gift Basket:** Buddy made a motion to purchase a gift basket to bring to the CCE Conference for a raffle item not to exceed \$100.
1st Buddy Springer 2nd Patti Serafin
Discussion: Michelle will take the lead on purchasing the gift basket.
Opposed: none Abstained: none
The motion passed unanimously

New Business:

- a. **Make a Difference Day-**Carmelino shared the information about Make a Difference Day on Saturday, October 28, 2017 from 7:30 am to 2:00 pm, a Service Project offered through Professional Development. The notice was too soon to organize our membership to participate. The E-Council expressed interest in organizing our own Service Project.

Unfinished Business:

- a. **Membership Meeting-October 31, 2017-1:30 pm-MD 157-**Anel will work on an agenda for the meeting. This will be a kickoff for the New Membership Application. Michelle is working on instructions to complete the application. It has been determined that there are 66 members whose applications or pink cards have not yet been located or on file. The application will be available at the meeting. Amber will create a dues information cheat sheet to answer any members' questions.

Elections: none

Training & Conferences: none

Negotiations: Anel announced the new VP of HR was approved at last night's Governing Board Meeting.

Strategic Planning Update & Discussion:

SPC: Carmelino reported that the college needs 1600 FTES for Spring and Summer Growth. There was a discussion on the cultural shift. Dr. Blake asked for feedback but is somewhat resistant to change.

FASPC: none

IPC: none

HRSPC: none

SSPC: Buddy reported there was a Starfish presentation. The Palomar Promise program will add 31 new schools to include continuation and charter schools. The food bank is now the Anita and Stan Magg Food Bank as a donation was given in their name. Thursday there is free food from Starbucks at the SEAL Center which is open to everyone.

Budget Committee: Anel added that at next week's meeting suggestions and input will be taken in reference to Budget Cuts. We need to cut \$5 million from the Budget. The reclassification for Administrators using RSG will be paid for by District Funds.

Benefits Committee: Leann reported under stewards reports.

EEO Committee: Anel and Teresa missed the meeting.

2. Information/Discussions: none

3. OTHER/AGENDA REQUESTS:

Agenda Requests-Service Project; Membership Meeting; Scholarship Committee; Items to Vote; Pantry Grocery Bags

4. EXECUTIVE SESSION: 3:45 PM

Presidents Report: Anel reported that she forwarded the reply from our Attorney to the District's Attorney in reference to the grievance filed. The Know your Contract Newsletter will be added to the website. Anel reported at the Governing Board Meeting that the CCE has approved \$10,000 for Scholarships which will be available in Fall 2018 and the application will be available in Spring 2018. The E-Council will form a Scholarship Committee. Anel reported on the custodians' conditions, prioritizing hiring and concerns with Hepatitis A. She also reported to the Governing Board that there are concerns about the new VP of HR being hired at Step 33 and what implications that may have for equity for the Administration reclassification study.

Senior Vice President's Report: Carmelino reported that the commitment of Stewards is important and that if the attendance is not regular then maybe there is someone willing to be more committed. Anel will address the situation. Carmelino also talked about the Information Request Anel received from the District that included the vacant Classified Positions, Out of Class employees and Student Workers and Hourly Workers. He stated how he admires and respects Anel for her work in what we stand for and thanked her for her leadership.

Vice President's Report: None

Secretary's Report: None

Treasurer's Report: None

Communications/Membership Officer's Report: Michelle reported that two members were leaving CCE and there are six new classified employees this month.

Technology Officer's Report: David reported about getting the Web Site going and requested to sit with Anel. HR called one of the custodians for a meeting and the employee would like a grievance officer to sit with him. David will inform the employee to contact Yvette.

Grievance Reports: Yvette and Kate reported on the following grievances.

1. Yvette is following up on a grievance with Counseling. She is asking for additional information.
2. Yvette is working on an issue with ESL in regards to work hours. She will follow up.
3. Kate was working with an issue with the Reading Department in reference to make up time and that there is no form. The employee needs to know that State Law supersedes our contractual rules.
4. Kate is working on a grievance with the Grant Funded Programs in regards to employees writing their own evaluations, working on the weekends, bullying and harassment issues.
5. Kate is still working with employee from Athletics in reference to work schedule, being paid overtime and requesting back pay at current grade for four years. This case will be brought to the new HR VP next week.

OTHER UPDATES/INFORMATION: none

5. AGENDA REQUESTS: See Section 3

6. ADJOURNMENT: 4:48 PM