



**PALOMAR COLLEGE**

COUNCIL OF CLASSIFIED EMPLOYEES  
AMERICAN FEDERATION OF TEACHERS LOCAL #4522

**Minutes of Meeting-Wednesday, October 25, 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 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, Yvette Maynard, Kate Parshalle, Luis Alfaro, Gordana High, Rosalinda Tovar*

b. *Absent: David Vasquez, Leann Pell, Teresa Quainoo*

**2. AGENDA MODIFICATIONS/ADDITIONS: None**

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

**Steward Reports:**

*Luis apologized to the E-Council for lack of attendance. He met with his Director and Supervisor to give them dates and times of E-Council Meetings so that he will not be scheduled for Front Counter or Phones during those times. Luis was approached by one of our members that he was trying to reach Anel and Carmelino. The member would like help with the reclassification process and Luis will forward the information to Anel.*

*Gordana referred to the need for additional FTES for Spring and Summer Growth in the SPC report from the October 11, 2017 minutes. She stated that the FTES will not be able to be met and has concerns with CAST and AA raises. Anel and Carmelino presented the list of concerns submitted by the CCE to the Budget Committee. If the suggestions were negotiated items, they will be forwarded to the Negotiations Team. If the suggestion was an infraction of the law, for example volunteering time, it was not presented. Gordana compared FY18 salaries to the actual amounts and asked if there will be a comparison of the amount of savings with the SERP. Anel mentioned that Dr. Blake reported that no cuts will be made this year and there will be more hires with the staffing the North and South Centers.*

*Rosalinda reported that she is working on Holiday Gift Cards.*

**4. ACTION ITEMS:**

**Minutes:** Review and approval of minutes for October 11, 2017

**1<sup>st</sup>** Kate Parshalle      **2<sup>nd</sup>** Buddy Springer

**Corrections:** Kate requested that the Grievance Report under the Executive Session be more vague based on confidentiality

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

*The motion passed unanimously with corrections*

**Reimbursements:** Amber reported the following reimbursements

- a. Beth Hicks      \$122.07  
CCE Conference Mileage and Meals
- b. Michelle Tucker      \$101.91  
Classified Rep Appreciation Breakfast & CCE Conference Gift Basket
- c. Michelle Tucker      \$42.32  
CCE Conference Mileage
- d. Patti Serafin      \$22.40  
CCE Conference Meal
- e. Kate Parshalle      \$107.25  
CCE Conference Mileage and Meal

- f. Leann Pell \$408.11  
CCE Conference Mileage and Meal (for 6 people)

**Position Authorizations:** Anel reported the Position Authorizations were reviewed at the October 18, 2017 meeting. Both parties (HRS and CCE) discussed the need for improving prioritization and approval of positions, including ensuring that positions for which authorizations are submitted are recruited within a reasonable time after they are requested, placed on hold, or other appropriate action.

Changes: none

New Positions: Anel reviewed the new position Infrastructure Systems Administrator, Information Services and it was agreed with recruiting for this position

Replacements: Anel reviewed Police Compliance Coordinator, Police; Veterans Services Specialist, Financial Aid, Veterans, and Scholarships; Business Systems Analyst, Enrollment Services; Custodian I, Facilities/Custodial Services; Nurse Practitioner-Certified, Student Health Centers and it was agreed with recruiting for these positions

**Items to Vote:**

- a. **Personalized "What is Union" Pamphlets:** Anel requested that this item be tabled. The bill was \$726 with tax for 1000 count. The original quote from the company was to not exceed \$500. Amber will contact the company to dispute the bill.
- b. **Incentives for completed membership applications:** Motion was made by Michelle to purchase Gift Cards not to exceed \$350 for incentives for completing the new membership application.

1<sup>st</sup> Michelle Tucker                      2<sup>nd</sup> Anel Gonzalez

Discussion: Classified staff will pick up the Holiday Gift Card from Amber and fill out a new membership application at the time (if not already completed) and if by the deadline date will be entered into a chance to win an additional gift card.

Opposed: none                      Abstained: none

The motion passed unanimously

- c. **Food Pantry Grocery Bags:** The item was tabled. Amber will do more research on the bag choices. This is a Budget Line Item under Marketing.

**New Business:**

- a. **Employee ID Badges-**Employees have inquired about ID Badges. The Palomar College ID is \$5 but if ordered through Print Services the cost is \$1. The E-Council would like to offer employee ID badges for everyone. Student Services paid for the ID cards for their department. Anel will get more information.
- b. **Website Selfies with signs-**Michelle introduced the idea for members to take selfies with Union signs for promotion on the website and possibly create a hashtag. Ideas were discussed for Holiday Promotions and taking pictures during events. This item will come back next meeting as unfinished business.

**Unfinished Business:**

- a. **Member Meeting-October 31, 2017-1:30 pm-MD 157-**Anel will present the State of the Union. Frank will be there to discuss the Supreme Court Case Janus. Michelle will be a PowerPoint for Membership Application Campaign. Anel will create an agenda with bullet points and meeting highlights. Michelle will order refreshments for the meeting.
- b. **CCE Scholarship Committee-**Buddy will chair the Scholarship Committee. Buddy will bring back information to be discussed such as selecting a committee, who will determine criteria, criteria, application, and point system.
- c. **Volunteer Service Project-**Carmelino suggested that this item be tabled until the Spring.

**Training & Conferences:**

- a. Carmelino attended the Train the Trainer Conference in Sacramento. The training focused on getting Site Leaders and how to approach people as Site Leaders. When conducting Union business, the rights of the Union representatives are equal to Administration. The Grievance Officers do not have to be involved in a grievance until the end of the process. The member can begin the initial informal grievance process. Carmelino will meet with Yvette and Kate to go over the forms.
- b. Kate reported on the Council of Classified Employees conference in Anaheim. She learned a lot about grievances. Michelle also added that it was great to have new people attend and that there were great speakers.

**Negotiations:** none

## **Strategic Planning Update & Discussion:**

**SPC:** Anel, Carmelino, Buddy and Dan attended. Dr. Blake inquired about departments' hours of operations, just wanted to know the hours. Dr. Blake also reported that there would be no paying for staff parking and no layoffs this year. Dr. Blake sent an email to apologize for not coming to the Committee Rep Appreciation Breakfast Meeting. Anel reported on our new Website, Scholarship and asked for more representation for IPC.

**FASPC:** none

**IPC:** none

**HRSPC:** none

**SSPC:** Buddy reported the meeting was canceled.

**Budget Committee:** Anel reported that the 1.5% COLA was uncertain. There is a \$7 million deficit and 3.8 enrollment deficit. Everyone will continue to receive a step increase. The committee will continue to look at Fund 41 (infrastructure) and Fund 69 (retirees). Carmelino reported that the district will be moving expenses but not from the General Fund, for example using lottery funds for printing. The district has received funds from the Chancellor's office for the 1.5% COLA. Dr. Blake will decide whether to borrow Summer for 2017-18 or to use Summer for 2018-2019. Summer has added multiple sessions from 4/4/2017 through 6/8/2012. The good news is that Budget Committee will answer the questions presented by CCE. Anel will have an informal meeting with Teresa from PFF to discuss the equity in any possible cuts from faculty and classified. The District will be looking at the Benefits package.

**Benefits Committee:** none

**EEO Committee:** There was an orientation meeting.

2. **Information/Discussions:** none

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

4. **EXECUTIVE SESSION: 4:16 PM**

**Presidents Report:** Anel reported that she has been working on a lot of things. She sent out emails in reference to the suggestions for the Benefits Committee, Budget Committee and cuts. It would be a win if we maintain what we have. We need to watch what the district is doing.

**Senior Vice President's Report:** Carmelino reported that he will schedule a meeting with stewards and Grievance officers and also one on one with Site Leaders. Also based on the Train the Trainer information, our unit is doing things right. Carmelino will create talking points to help talk to members.

**Vice President's Report:** Buddy reported on the Council of Classified Employees Conference in Anaheim. Jeff Freitas, Secretary Treasurer of CFT presented and Luukia Smith, President of CCE presented the State of the Union. Only 7 locals out of 33 attended the monthly Division Council Meeting. He attended the Labor History Workshop presented by Jim Miller. At the lunch General Session, Senator Josh Newman representing District 29 in Orange County spoke about the fight against Charter Schools. There was a panel discussion with 2 Local Presidents and the Political Director from United Educators SF, on how to establish relations with community allies and governing boards. Buddy also attended Know Your Rights Workshop: Family and Medical Leave by Ricardo Ochoa. Mr. Ochoa shared that whatever your contract does not cover is covered by the California Education Codes and also to know your Weingarten rights. Buddy also attended the Member Outreach and Mobilization Workshop. It was similar to what we have already accomplished. Buddy attended the leadership meeting with Dr. Blake and our fearless leader, Anel, once again represented us with dignity, openness and respect. Thank you Anel!

**Secretary's Report:** None

**Treasurer's Report:** Anel switched the bank statement to E Statements and then Amber switched back to paper statements since E Statements cannot be printed for the audit. The bank will charge to send the monthly statements to date, so Amber will go and pick them up one time only. The monthly bank statements will be mailed at no charge moving forward. Amber will give the balance at the next meeting.

**Communications/Membership Officer's Report:** Michelle reported that we have 277 members at the end of last month. She will lead a big push for New Applications.

**Technology Officer's Report:** Absent

**Grievance Reports:** All employees and workplace participants involved in the grievance process are required to maintain confidentiality.

1. *Yvette reported on three grievances in which one has been closed and two are still pending follow ups.*
2. *Kate reported on three grievances in which are still pending outcomes and information.*

**OTHER UPDATES/INFORMATION:** *none*

5. **AGENDA REQUESTS:** *None*

6. **ADJOURNMENT:** **4:52 pm**