



PALOMAR COLLEGE

COUNCIL OF CLASSIFIED EMPLOYEES
AMERICAN FEDERATION OF TEACHERS LOCAL #4522

Minutes of Meeting-Monday, December 18, 2017
Regular Meeting of the Executive Council of the
Palomar College Council of Classified Employees / AFT Local 4522
H 306

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, Buddy Springer, Amber Cross, Michelle Tucker, David Vasquez, Yvette Maynard, Kate Parshalle, Gordana High, Leann Pell, Rosalinda Tovar, Teresa Quainoo*

b. *Absent: Carmelino Cruz, Patti Serafin, Luis Alfaro*

2. AGENDA MODIFICATIONS/ADDITIONS: *Add to Items to Vote, Rate Increase; Add to New Business, Accomplishments and Spring Plenary; Add to Unfinished Business, Scholarships.*

3. QUESTIONS & COMMENTS FROM MEMBERS: None

Steward Reports:

Leann reported that she submitted the SSPC Meeting Update to Michelle.

Rosalinda reported that she would submit the SSEC and BSI Meeting Updates via Google Docs. Strategic Enrollment Management Advisory Committee is continuing to revise the draft of the plan.

4. ACTION ITEMS:

Minutes: *Review and approval of minutes for November 8, 2017*

1st *Michelle Tucker* **2nd** *Kate Parshalle*

Corrections: *Rosalinda submitted a revised update of her report. Anel corrected Diversity to Faculty Hiring in Position Authorizations.*

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

The motion passed unanimously with corrections

Reimbursements: *Amber reported the following reimbursements*

a. *Anel Gonzalez* \$160.39

Custodian Appreciation, Membership, Pres & Officer Planning Mtg

Position Authorizations: *Anel reported on the Position Authorizations*

Changes: *Position #6699 and Position #6700 corrections were made to department formerly listed as Mathematics and the Natural and Health Sciences to Biology. Position #6698 and Position #6697 corrections were made to title, grade and department. Former title and grade were Instructional Support Assistant III, grade 24 and department was formerly listed as Computer Sciences and Information Technology. CCE supported these changes.*

New Positions: *Anel reviewed the new positions Business Systems Analyst, Financial Aid, Veterans and Scholarships; Business Systems Analyst, Enrollment Services and Lead Academic Records Analyst, Enrollment Services. The Business Systems Analyst, Enrollment Services is working with categorical programs such as EOPS, DRC and Promise.*

Replacements: *Anel reviewed replacement position for Community Service Office, Police Department; and two replacement positions for Custodian I; Facilities/Custodial Services. The Custodian I positions will be the original hire hours.*

Items to Vote:

a. **Union Dues Rate Increase:** *Amber reported that the Union Dues rate increase will be potentially \$1.24 per employee with changes effective January.*

1st Michelle Tucker

2nd Kate Parshalle

Discussion: None

Opposed: none

Abstained: none

The motion passed unanimously

New Business:

- a. **Holiday Social Debrief**-Michelle reported the event was very successful. Thank you to all who assisted. We now have 60 plus new applications. We are staying on top of new hires. The new applications are trickling in. We are at 82.49% membership (292 members).
- b. **Accomplishments**-Anel reported we have been doing a lot of community building. Goals for Spring 2018 are Rainy Day Fund procedures, Scholarship process, scheduling one on one meeting with members, activities pending Janus v AFSCME, membership drive, moving funds from bank to CD, tee shirts, training (Carmelino), technology and social media, biographies, self-reflection and FAQs helpful for others.
- c. **Spring Plenary**-Spring Plenary is January 25, 2018. CCE will have an information table from 4:00-5:00 pm in the Student Union for the Appetizers and Expo. The Classified General Meeting will be held at 6:45-8:15 pm in MD157. The meeting theme is Let's TACO 'Bout. The agenda will include updates, families are invited for dinner.
- d. **Good and Welfare Policy**-Catastrophic assistance funds are budgeted as Good and Welfare. Michelle will create a Google Doc form. The amount of assistance can range from \$100 to \$250 with a cap for the year of \$1000. Amber will report the balance. The subcommittee includes Amber, Gordana and Leann. The circumstances and amount of assistance will be at the discretion of the subcommittee upon review of the form. There is donated vacation and sick leave banked. In October and November, 120 hours were donated.

Unfinished Business:

- a. **CCE Scholarship Committee**-Buddy reported that the scholarship is open for discussion. There is \$10,000 this year. Scholarship for two year school will be \$1000 and for four year school will be either \$2000 or \$4000. Eligibility will include member or immediate dependent of member, also used to determine selection will be Income Tax, GPA, 500 word essay and educational goals (professional growth, program of study). The stewards will be the committee. There will be two pools, high school seniors and returning or continuing students. Buddy will work on the form.

Training & Conferences:

- a. The National Center Conference (Collective Bargaining) attendees will be out eight days and will use vacation. Dean Sivert and VP Dr. Norman will attend.

Negotiations: No current negotiations. Will need an MOU from Dr. Norman, unions-legislation to home, 30 minutes. CCE would like to be at new employee orientations.

Strategic Planning Update & Discussion:

SPC: none

FASPC: none

IPC: none

HRSPC: none

SSPC: none

Budget Committee: none

Benefits Committee: none

EEO Committee: none

2. **Information/Discussions:** Google Forms are working well for reporting committee meetings.

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

4. **EXECUTIVE SESSION:** Tabled

Presidents Report: None

Senior Vice President's Report: None

Vice President's Report: None

Secretary's Report: None

Treasurer's Report: None

Communications/Membership Officer's Report: None

Technology Officer's Report: None

Grievance Reports: None

OTHER UPDATES/INFORMATION: *none*

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

6. **ADJOURNMENT:** 1:55 pm