



**PALOMAR COLLEGE**

COUNCIL OF CLASSIFIED EMPLOYEES  
AMERICAN FEDERATION OF TEACHERS LOCAL #4522

**Minutes of Meeting-Wednesday, April 25, 2018**  
**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

Robert Sedillo  
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: 2:34 PM**

a. *Present: Anel Gonzalez, Carmelino Cruz, Buddy Springer, Patti Serafin, Amber Cross, Michelle Tucker, Yvette Maynard, Kate Parshalle, Gordana High, Leann Pell*

b. *Absent: Robert Sedillo, Luis Alfaro, Rosalinda Tovar, Teresa Quainoo*

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

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

**Steward Reports:**

*Leann expressed her concerns about hiring Custodial Staff for Escondido based on vacancies created by transfers to the Fallbrook Education Center and the Rancho Bernardo Education Center.*

**4. ACTION ITEMS:**

**Minutes:** *Review and approval of minutes for March 14, 2018*

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

**Corrections:** *None*

**Minutes:** *Review and approval of minutes for April 11, 2018*

**1<sup>st</sup>** *Yvette Maynard*                      **2<sup>nd</sup>** *Michelle Tucker*

**Corrections:** *None*

**Reimbursements:** *None*

**Position Authorizations:**

Changes: *Anel reviewed the change for position of Education Center Specialist, Instruction Office. This is a 45% position which will be split 9 hours at the Fallbrook Education Center and 9 hours at the Rancho Bernardo Education Center. This is a change based on closing the Fallbrook High School location. Anel will follow up with the other employee at Fallbrook High School location.*

New Positions: *Anel reviewed the new position, Service Learning Coordinator, Workforce Development & Extended Studies. CCE asked for the job description and requested more information.*

*Anel reviewed the new position, Accountant, Accounting Department. CCE requested an organizational chart and more information.*

Replacements: *Anel reviewed the replacement positions of Academic Department Assistant, Emergency Medical Education; Custodian II, Facilities/Custodial Services; Custodian II; Facilities/Custodial Services; Custodian I, Facilities/Custodial Services and Outreach Specialist, TRIO ETC/SSS and all were approved. CCE did ask to clarify that TRIO ETC/SSS had previously asked for five Outreach Specialists and hired two, is there need for more? HR will request more information from TRIO ETC/SSS.*

**Items to Vote:**

a. **Shared Governance Reps Breakfast:** *Motion was made by Michelle to approve but not to exceed \$600 for the Shared Governance Reps Breakfast.*

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

*Discussion: The breakfast will be May 31, 2018 at 9 am in AA 140*

*Opposed: none                      Abstained: none*

*The motion passed unanimously*

**New Business:**

- a. **E Council End of Year Celebration**-It was determined that we will hold our last 2017-2018 E Council Meeting off campus at a location to be determined. We will review our goals.
- b. **New Employee Orientation**-Anel reported that the MOU with HR for New Employee Orientation (AB 119) has been completed and will go to the Governing Board in May for approval. CCE will have up to 30 minutes during the on boarding process which will be held on the Friday after Board approval. CCE will invite the new employees to lunch on campus with E Council and stewards. After lunch HR will be providing a campus tour. The first luncheon will be held May 11, 2018.
- c. **2018-2019 AFT Materials**-Michelle asked for input on the AFT materials to include first aid kits, calendars, and new membership booklets. Michelle will place the order with AFT.

**Unfinished Business:**

- a. **Padres Game**-Buddy reported the game will be June 30, 2018 at 7:10 pm against Pittsburg. It will be Trevor Hoffman Bobble Head give away, Laser Light Show after the game, and hot dog and drink for ticket price. Ticket price is \$37.50 for Field Pavilion. CCE will cover \$25 per ticket up to four tickets per member and member cost will be \$12.50. Additional tickets will be available for \$37.50. Buddy will send out email to determine interest.
- b. **Ice Cream Social-April 30**-Michelle requested a rolling cooler, chairs and tables for lawn area. Gordana will follow up with request from facilities and request 7 tables and 6 chairs per table. Anel and Buddy will help set up and bring canopy.
- c. **Mulberry Union Office Move Out timeline**-Anel talked with Teresa Laughlin with PFF and PFF will be vacating the office space. Amber will send out a 30 day notice and the last month check to PFF. CCE will vacate by May 25, 2018. Debbie Forward will sell furniture and the profits will be split between PFF and CCE. Available E Council members will stay after the May 23, 2018 E Council meeting to clean out CCE belongings. Amber will research Shred companies and prices. Anel will follow up with Teresa. Available E Council members will meet on Saturday, May 12, 2018 at 9:00 am to clean out the Union Office on campus and bring any shred materials to the Mulberry Union Office.

**Elections:** None

**Trainings & Conferences:**

- a. **NYC Conference**-Carmelino and Anel reported about workshops attended at the conference. They will submit a write up for the next newsletter.

**Negotiations:**

- a. **Contracts**-Anel reported CCE completed three MOU's with the District. 1) Holidays; 2) AB 119-New employee orientation process; 3) Law change for new title for out of class, adding "acting" out of class. These MOU's will go the May Governing Board Meeting for approval.

**Strategic Planning Update & Discussion:**

**SPC:** Dr. Blake reported the North and South Centers will be officially changed to Palomar College Fallbrook Education Center and Palomar College Rancho Bernardo Education Center. Connie Moise reported that CCC Apply will be ready to roll out July 1, 2018.

**FASPC:** None

**IPC:** The committee did not add a second classified employee representation to the committee. Dr. Kahn will encourage the change in classified representation.

**HRSPC:** None

**SSPC:** Justin Smiley did a presentation on using Canvas. Kelly Helming and Chris Norcross presented the new Website to go live May 2, 2018. Chief Moore presented digital permits for Fall 2018. There is a proposed increase in parking fees to \$46 and \$30 for CCPG recipients.

**Budget Committee:** Canceled

**Benefits Committee:** Leann presented the letter to members and requested feedback.

**EEO Committee:** None

**2. Information/Discussions:**

- a. Carmelino asked if there was any update for logo contest. Carmelino will take the lead on rebranding the new logo.
- b. Anel will have Kelly Helming on the agenda for the next Classified Speaks. Anel will follow up.

- c. Amber will remind HR to send out reminders to managers in reference to allowing two hour of release time for classified staff for the June 7<sup>th</sup> Classified Picnic.

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

**4. EXECUTIVE SESSION: 4:15 PM**

**Presidents Report:** Anel, Amber, Tricia, PFF, Payroll and Fiscal met with the district in reference on how to proceed with the possible Supreme Court decision of Janus vs. AFSCME. There will be a plan in place on how to immediately stop the union dues deduction for fair share and reduced fee payers. There was discussion on what levels of service will be provided to classified staff that are no longer members. There will be a MOU in place to protect from any future union busting.

**Senior Vice President's Report:** Carmelino is the co-chair of the Classification Committee. The committee will review 20% of the job classifications per year. Thirty three positions will be reviewed by June 30, 2018. If position descriptions change, employees will be recommended to apply for the reclassification process.

**Vice President's Report:** None

**Secretary's Report:** None

**Treasurer's Report:** None

**Communications/Membership Officer's Report:** Michelle reported she is preparing for the upcoming Shared Governance Rep Breakfast. She also asked for any input on how to improve reps reporting about their committee meetings.

**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 that she has two meetings with Dr. Norman in reference to two on going grievances.
2. Kate reported that she has been working on four grievances. Kate will be on vacation from May 11-29, 2018.

**OTHER UPDATES/INFORMATION:** none

**5. AGENDA REQUESTS:** none

**6. ADJOURNMENT: 4:37 pm**