



EXECUTIVE COUNCIL

Anel Gonzalez  
PRESIDENT

Carmelino Cruz  
SENIOR VICE PRESIDENT

Tricia Frady  
VICE PRESIDENT

Patti Serafin  
SECRETARY

Amber Cross  
TREASURER

Michelle Tucker  
COMMUNICATIONS/MEMBERSHIP

Robert Sedillo  
TECHNOLOGY OFFICER

Catherine Parshalle  
GRIEVANCE OFFICER

Leann Pell  
GRIEVANCE OFFICER

STEWARDS  
Angie Heffner  
Gordana High  
Kelli Miller  
Teresa Quainoo  
Vacant

1. **CALL TO ORDER: 2:38 PM**
  - a. *Present: Anel Gonzalez, Carmelino Cruz, Tricia Frady, Patti Serafin, Amber Cross, Michelle Tucker, Robert Sedillo, Kate Parshalle, Leann Pell, Gordana High*
  - b. *Absent: Angie Heffner, Kelli Miller, Teresa Quainoo*
2. **AGENDA MODIFICATIONS/ADDITIONS:**  
*Add to Unfinished Business: December to Remember debrief; add to New Business: Classified Membership Meeting*
3. **QUESTIONS & COMMENTS FROM MEMBERS:** *None*  
**Steward Reports:** *None*
4. **ACTION ITEMS:**  
**Minutes:** *Review and approval of minutes for December 5, 2018*  
**1<sup>st</sup>** *Tricia Frady*                      **2<sup>nd</sup>** *Michelle Tucker*  
**Corrections:** *Executive Session President, correct "meeting with Chris Miller" sentence; Executive Session Treasurer; correct Pack to Pac*  
**Opposed:** *None*                      **Abstained:** *None*  
*The motion passed unanimously with corrections.*  
**Reimbursements:** *Amber reported the following reimbursements:*
  - a. *Tricia Frady*                      *\$24.02*  
*Leadership Lunch*
  - b. *Patti Serafin*                      *\$106.68*  
*Winter Retreat supplies***Position Authorizations:** *None*  
**Items to Vote:** *None*  
**New Business:**
  - a. **Union Fridays-#RedforEd Day-***Michelle will send out an email to members to wear Red to support our brothers and sisters from UTLA on Friday January 18, 2019.*
  - b. **Meeting Time-***Leann requested to flip the format of the meeting to Executive Session from 2:30 pm – 3:30 pm and General Session from 3:30 pm – 4:30 pm. Anel will send out a doodle poll.*
  - c. **Classified Membership Meeting-***The Classified Membership Meeting is January 23, 2019 at 12:00 noon in P32. Discussion was held to decide if this would be for all classified staff or members only. Anel called for a vote and the decision was 5 votes Members only, 4 votes all classified staff. The agenda for the meeting will be 1) Out of Class and the change in the law; 2) Reorganization of the Campus; 3) General Unit update to include membership numbers and percentage; 4) CCE Scholarships.*  
**Unfinished Business:**
    - a. **Spring Plenary-January 24, 2019-***Michelle has reserved a table for the Expo/Appetizer Hour from 4:00 pm -5:00 pm in the student union. There will be a sign in to be eligible for a \$25 Gift Card raffle.*
    - b. **Spring Membership Appreciation Event-***Patti will contact Matt McDonald with Pala Casino to check on availability for April 13, 2019 and April 27, 2019.*

- c. **Blood Drive**-Anel no update at this time.
- d. **Padres Game**- Amber will forward information about the Padres contact person to Angie and Michelle.
- e. **CFT Convention-March 22-24, 2019**-Amber will send a call out for delegates. There will be release time for Friday and no compensation for Saturday and Sunday.
- f. **CCE Scholarships**-Anel is working on the application.
- g. **December to Remember debrief**-Anel reported that the event went well.

**Elections:** There will be a General Meeting the first week of April for nominations. The election committee will be Jane Stiles, Meei- Chun Gau and Aaron Hudson. There will be a Call to Serve email. The positions up for election are President, Senior Vice President, Grievance Officer, Secretary, Membership and Communications and five stewards.

**Trainings & Conferences:** Negotiators Collective Bargaining Conference for April 7-10, 2019 in New York City. The negotiations team should attend. We will put out a call for interest in being a negotiator.

**Negotiations:** The next negotiations meeting is January 29, 2019 with the attorney.

**Strategic Planning Update & Discussion:** See committee reports attached

5. **OTHER/AGENDA REQUESTS:**

6. **EXECUTIVE SESSION: 3:40 PM**

**Presidents Report:** Anel reported that the college will be restructuring, also referred to as reorganization. This is related to the new funding formula. Anel reported information about the active TB at Rancho Bernardo South Education Center and how the college notified the staff and students. Frank will research how this process was handled. Dr. Blake spoke about creating Leadership opportunity for Classified Staff and plans for staff development.

**Senior Vice President's Report:** Carmelino reported the new order for Union shirts has been placed and paid for.

**Vice President's Report:** Tricia reported on the site visit to Fallbrook North Education Center. She delivered the Holiday Gift Cards and treats. The members at the center took time to ask questions and get information. We should consider setting up site visits possibly every two months. Tricia reported that the Human Resources deadline to respond to the Reclassification requests is no listed on the request form.

**Secretary's Report:** Patti will attend NCLA meeting tonight and the Lead Academy.

**Treasurer's Report:** No Report

**Communications/Membership Officer's Report:** Michelle reported that we have almost 400 members for 84% membership. The last onboarding we had nine new employees join. We need two people to present for the 30 minute onboarding meetings.

**Technology Officer's Report:** No Report

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

1. Kate reported that she filed two grievances. Frank is working with one of our members for an ongoing grievance. Kate reported that the Dean of Counseling will not be filled at this time.
2. Leann is working on one grievance.

7. **OTHER UPDATES/INFORMATION:**

8. **AGENDA REQUESTS:** none

9. **ADJOURNMENT: 4:27 pm**



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### 1. CALL TO ORDER: 2:38 PM

a. *Present: Anel Gonzalez, Carmelino Cruz, Tricia Frady, Patti Serafin, Amber Cross, Michelle Tucker, Robert Sedillo, Kate Parshalle, Leann Pell, Teresa Quainoo*

b. *Absent: Angie Heffner, Gordana High, Kelli Miller*

### 2. EXECUTIVE SESSION: 3:40 PM

**Presidents Report:** *Anel reported we are wearing red shirts to the Governing Board Meeting to support hiring custodial staff to cover the current and new buildings. A grievance has been filed against the district for out sourcing work. Our attorney will be at the next negotiations meeting in reference to the out of class positions.*

**Senior Vice President's Report:** *Carmelino reported the lunch with new VP of Student Services, Star Rivera Lacey went well. The new order of polo shirts arrived but the tee shirts are still on order. Some investigations at the district are taking 7-8 months. As long as the employee is receiving their salary and benefits, there is no grounds for grievance.*

**Vice President's Report:** *Tricia reported on the meeting with Dr. Blake on Monday to discuss employee promotions. There will be an information request to research negotiating more than 5% salary increase. Warm water is now installed in two of the bathrooms at Fallbrook NEC. The CCE Leadership had lunch with VP of Student Services, Star Rivera Lacey.*

**Secretary's Report:** *Patti attended NCLA meeting and discussion was how to keep Score Cards for candidates and boards that NCLA is tracking. Next meeting will discuss Charter Schools.*

**Treasurer's Report:** *Amber reported that she received the paperwork to establish COPE fund tax ID. Amber increased Fidelity Bond insurance. We previously paid \$60 per year, which covers \$50,000. This year, we paid \$235, which covers \$250,000. The Audit is uploaded on the Website.*

**Communications/Membership Officer's Report:** *Michelle reported that membership cancelations requests can be emailed to Michelle or Amber at the member's anniversary date.*

**Technology Officer's Report:** *Anel uploaded the audit and the scholarship application to the Website. Anel requested Robert to upload the minutes on line to date and check online forms, Good and Welfare and Grievance Form. Robert updated the phone tree and recorded a message.*

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

1. *Kate reported that she is working with two members at this time. Kate also announced that Scott Cathcart will retire in June or July.*

2. *Leann reported that she is working with a member and the Good and Welfare funds were able to supply gift cards. Leann inquired if administrators would receive COLA and it was reported that all employees will receive the COLA.*

### 3. AGENDA MODIFICATIONS/ADDITIONS:

*None*

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

**Steward Reports:** *Teresa reported that the EOC meeting was canceled.*

5. **ACTION ITEMS:**

**Minutes:** *Review and approval of minutes for January 16, 2019*

**1<sup>st</sup>** *Michelle Tucker*                      **2<sup>nd</sup>** *Kate Parshalle*

**Corrections:** *New Business; a) Email not flyer; Corrected names in election section; remove Committee Section.*

**Opposed:** *None*                      **Abstained:** *None*

*The motion passed unanimously with corrections.*

**Reimbursements:** *Amber reported the following reimbursements:*

- a. *Leann Pell*                                      \$32.04  
*Site Visit; water and table cloth*

**Position Authorizations:** *Tricia and Carmelino reported that CCE supports the changes for Administrative Specialist; TLC ESC and Tutoring Center Coordinator; TLC ESC from 11 to 12 months.*

*CCE also supported the new position Veterans Services Specialist; Veteran's Resource Center.*

*In reference to replacement positions, Teaching and Learning Center Assistant; TLC was requested to hold for questions in reference to funding. CCE supports the replacement for Admissions Financial Aid Specialist II; Enrollment Services; ESC. CCE will look at the hours for the replacement position for Instructional Support Assistant IV; Chemistry.*

*Tricia and Carmelino requested an updated list of out of class positions and information about Evaluations to determine who is behind in the process. Also they requested a list of non 12 month employees to determine if any of those positions can be full time.*

**Items to Vote:**

- a. **CFT Convention** *Amber moved to pay for nine attendees at \$1400 per person for the CFT Convention not to exceed \$12,600.*

**1<sup>st</sup>** *Amber Cross*                                      **2<sup>nd</sup>** *Michelle Tucker*

*Discussion: None*

*Opposed: none*                                      *Abstained: none*

*The motion passed unanimously*

- b. **Negotiations Conference:** *Amber moved to pay for three attendees at \$3150 per person for the Negotiations Conference not to exceed \$9,500.*

**1<sup>st</sup>** *Amber Cross*                                      **2<sup>nd</sup>** *Michelle Tucker*

*Discussion: None*

*Opposed: none*                                      *Abstained: none*

*The motion passed unanimously*

**New Business:**

- a. **New Employee Orientation-***Michelle asked for volunteers to conduct the New Employee Orientations for February 13, Anel; March 15, Teresa; April 12, Teresa; May 17 and June 14.*
- b. **Center "Check Ins"**-*Michelle suggested we set up a site visit to Fallbrook and then follow up with visiting all the centers.*
- c. **Trustee Gatherings-February 21, March 21, April 18-***Reminder that the Meet Your Trustees will be held at the San Marcos Brewery at 5:00 pm. February 21 will be Mark Evilsizer and Norma Miyamoto, March 21 will be John Halcon and Nancy Ann Hensch and April 18 will be Nina Deerfield.*
- d. **Classified Appreciation Event-***Kelly Falcone inquired about the cost of the Classified Appreciation Picnic in 2018. The district can give \$6000 to the 2019 event but cannot pay for raffle prizes. Anel will work with Kelly. We will look to schedule this event in June.*

**Unfinished Business:**

- a. **Spring Event-***Patti presented the information from Pala Casino and Pechanga Casino. Harrah's and Valley View did not respond to Michelle's request. This year we will not hold a raffle or provide one free drink ticket but raffle a designated number of hotel rooms for early registration (to be determined). Patti will survey the E Council for Themes, then there will be a Save the Date, Invitation and RSVP to follow.*

*Tricia moved to have the Membership Celebration at Pala Casino on April 13, 2019 not to exceed \$20,000.*

**1<sup>st</sup>** *Tricia Frady*

**2<sup>nd</sup>** *Kate Parshalle*

Discussion: *None*

Opposed: *none*

Abstained: *none*

*The motion passed unanimously*

b. ***Padres Game***-No Report

c. ***CCE Scholarships***-Anel reported that the High School Application is available now. The continuing student scholarship will roll out in April.

**Trainings & Conferences:**

**Negotiations:**

**Strategic Planning Update & Discussion:** *No Committee Reports*

6. **OTHER/AGENDA REQUESTS:**

7. **OTHER UPDATES/INFORMATION:**

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

9. **ADJOURNMENT:** 4:30 pm



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Kelli Miller  
Teresa Quainoo  
Vacant

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

1. Present: Anel Gonzalez, Tricia Frady, Patti Serafin, Amber Cross, Kate Parshalle, Leann Pell, Angie Hefner, Kelli Miller, Teresa Quainoo
2. Absent: Carmelino Cruz, Michelle Tucker, Robert Sedillo, Gordana High

### 2. EXECUTIVE SESSION

**Presidents Report:** Anel reported that she submitted a request for information regarding our Print Services and Media Services departments. CCE has filed step three for the grievance in reference to using outside contractors and outsourcing our work. The district has 15 days to respond. The negotiations team met in reference to the District reorganization.

**Senior Vice President's Report:** Absent

**Vice President's Report:** Tricia reported that she is meeting with HR with an employee in reference to out of class.

**Secretary's Report:** None

**Treasurer's Report:** None

**Communications/Membership Officer's Report:** Absent

**Technology Officer's Report:** Absent. Anel reported that Continuing Student Scholarship application will be available on the website April 30, 2019.

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

1. Kate reported that she continues to communicate with two employees which are ongoing cases. Kate announced she will not be returning for her second year in the grievance position as she will focus on the work in her office.

2. Leann reported that she is working with an employee in reference to a review and will set up a meeting for clarification on the performance improvement plan.

### 3. GENERAL SESSION: 3:36 PM

#### 4. AGENDA MODIFICATIONS/ADDITIONS:

Add Position Authorizations

#### 5. QUESTIONS & COMMENTS FROM MEMBERS: None

**Steward Reports:** Teresa reported that some members are unhappy that they could not attend the Membership Celebration and inquired if there could be a family night event.

### 6. ACTION ITEMS:

**Minutes:** Review and approval of minutes for February 20, 2019

1<sup>st</sup> Kate Parshalle      2<sup>nd</sup> Leann Pell

**Corrections:** None

**Opposed:** None      **Abstained:** None

The motion passed unanimously.

**Reimbursements:** Amber reported the following reimbursements:

1. Tricia Frady      \$429.00  
Flight for Negotiations Conference

**Position Authorizations:** Tricia reported that CCE supports the replacement for Custodian 1 (2); Custodial Services and Senior Media Helpdesk Specialist;





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Leann Pell  
GRIEVANCE OFFICER

STEWARDS

Angie Heffner

Gordana High

Kelli Miller

Teresa Quainoo

Vacant

### 1. CALL TO ORDER: 2:35 PM

1. Present: Anel Gonzalez, Carmelino Cruz, Patti Serafin, Michelle Tucker, Robert Sedillo, Kate Parshalle, Leann Pell, Angie Hefner, Gordana High

2. Absent: Tricia Frady, Amber Cross, Kelli Miller, Teresa Quainoo

### 2. EXECUTIVE SESSION

**Presidents Report:** Anel reported that she is still working with the district on the grievance for interim accounting manager. CCE has filed step four for the grievance in reference to using outside contractors and outsourcing our work. Per step four, Anel has reached out to PERB and filed for mediation. CCE is still pending the request for information for evaluations, out of class, short term employees, marketing and printing requisitions.

**Senior Vice President's Report:** Carmelino has been helping Anel and Tricia with ongoing investigations. Carmelino is also helping staff with evaluations.

**Vice President's Report:** Absent

**Secretary's Report:** NCLA has changed their meeting dates to the first Tuesday of the month.

**Treasurer's Report:** Absent

**Communications/Membership Officer's Report:** Michelle reported membership maintains the same. The next new employee orientation is April 12<sup>th</sup> and there are three new classified. We will be training on the new AFT Database-Connect. We will begin sending all CCE communications to both Palomar email addresses and alternate email addresses.

**Technology Officer's Report:** Robert is working on migrating the web site to Google Domain Registration and partner with Blue Hosting. Network Solutions will release information to Blue Hosting. Gmail has increased by \$1 per account.

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

1. Kate reported that she continues to communicate with two employees which are ongoing cases.

2. Leann -None

### 3. GENERAL SESSION: 3:30 PM

#### 4. AGENDA MODIFICATIONS/ADDITIONS:

Add Foundation Invitations

#### 5. QUESTIONS & COMMENTS FROM MEMBERS: None

Steward Reports: None

#### 6. ACTION ITEMS:

**Minutes:** Review and approval of minutes for March 20, 2019

1<sup>st</sup> Kate Parshalle      2<sup>nd</sup> Michelle Tucker

**Corrections:** Update President's Report and Vice President's Report

**Opposed:** None      **Abstained:** Robert

The motion passed.

**Reimbursements:** None.

**Position Authorizations:** None



**Items to Vote:**

- a. **Bookkeeper:** Anel presented proposed contract from PMP tax research.

1<sup>st</sup>

2<sup>nd</sup>

Discussion: *The vote was tabled until next meeting to allow for more research.*

Opposed:

Abstained:

- b. **Padres Game:** *Moved to pay \$18.50/ticket up to four tickets per member for the June 29, 2019 Padres game vs Cardinals. Member will be responsible for \$20/each ticket. Padres require \$100 deposit to hold section.*

1<sup>st</sup> Patti Serafin

2<sup>nd</sup> Kate Parshalle

Discussion: *The \$38.50 ticket includes seat and hot dog and drink voucher. This game will include give away and laser light show. The union will provide water and popcorn, etc. to be picked up at the tail gate lot prior to the game.*

Opposed: none

Abstained: none

*The motion passed unanimously*

**New Business:**

- a. **CCE/AFT Local 4522 Travel Policy**-Tabled.
- b. **Scholarship Review Team**-Anel reported that we received six high school applications. The Scholarship for the continuing student is now available. April 30<sup>th</sup> is the deadline. We have \$10,000 to award. Patti will bring a rubric for judging and scoring the scholarships as an example.
- c. **New Attorney Contract**-Anel presented information on James E Pilley APC who is educated in Contracts and Labor Law to consider as our Local's lawyer. Anel will set up a meeting with the negotiations team to meet James Pilley. The contract has been tabled pending that meeting.
- d. **Foundation Invitations**-One invitation is available for April 6, 2019, North County Health Services Gala and two invitations are available for April 27, 2019, Boys and Girls Club Gala.

**Unfinished Business:**

- a. **Membership Celebration-Cheers to 100 Years**-Final details are being set with Pala and final count will be emailed to Matt on Wednesday April 10, 2019.

**Elections:** *The Elections committee emailed out the nominations letter to all the nominees and the deadline to respond to accept or deny is April 10, 2019.*

**Trainings & Conferences:** *Angie and Patti shared updates of the convention.*

**Negotiations:**

**Strategic Planning Update & Discussion:** *See Committee Reports attached to agenda.*

**7. OTHER/AGENDA REQUESTS:**

8. **OTHER UPDATES/INFORMATION:** *Anel sent an email to Dr. Blake to verify the tentative date of June 7, 2019 for the pinning ceremony.*

**9. AGENDA REQUESTS:**

**10. ADJOURNMENT: 4:26 pm**



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Leann Pell  
GRIEVANCE OFFICER

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Kelli Miller  
Teresa Quainoo  
Vacant

**1. CALL TO ORDER: 2:31 PM**

1. Present: Anel Gonzalez, Carmelino Cruz, Tricia Frady, Patti Serafin, Kate Parshalle, Angie Hefner, Gordana High
2. Absent: Amber Cross, Michelle Tucker, Robert Sedillo, Leann Pell, Kelli Miller, Teresa Quainoo

**2. EXECUTIVE SESSION**

**Presidents Report:** Anel reported that CCE has submitted a request for information to Dr. Norman for the reorganization of Human Resources. CCE has three other requests for information pending. Mediation will begin May 6, 2019 for the custodian outsourcing. The next negotiations meeting is April 25, 2019. The district denied the grievance filed in reference to the interim accounting manager. CCE will file the second step.

**Senior Vice President's Report:** Carmelino represented CCE at the Governing Board Meeting in Anel's absence. The board approved the district mapping for elections. Norma Miyamoto and Nina Deerfield are requesting public recordings and live streaming of Governing Board meetings. A representative from the Citizen's Bond Oversight Committee (CBOC) commented that Palomar is not using CBOC resources. There was a ribbon cutting ceremony for the M&O Building.

**Vice President's Report:** Tricia reported that she is working with Carmelino to resolve and rectify a member's salary. Tricia commented that as we begin to renegotiate our contract, expanding the contract will give more power.

**Secretary's Report:** Patti spoke to the Governing Board and reported about the CFT Convention.

**Treasurer's Report:** Absent

**Communications/Membership Officer's Report:** Absent

**Technology Officer's Report:** Absent

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

1. Kate inquired about the amount of the COLA for her coworkers. Anel reported that currently the COLA is 3.46% pending the May revise of the budget. Kate is working with two members and will follow up with the supervisor.
2. Leann -Absent

**3. GENERAL SESSION: 3:34 PM**

**4. AGENDA MODIFICATIONS/ADDITIONS:**

Add New Business; Retreat for Procedures

**5. QUESTIONS & COMMENTS FROM MEMBERS:** Arnulfo (Alejandro) Arellano attended and is encouraged to participate.

**Steward Reports:** Gordana reported that the Membership Celebration was awesome.

**6. ACTION ITEMS:**

**Minutes:** Review and approval of minutes for April 3, 2019

1<sup>st</sup> Kate Parshalle      2<sup>nd</sup> Patti Serafin

**Corrections:** Update President's Report

**Opposed:** None      **Abstained:** None

*The motion passed unanimously.*

**Reimbursements:** *None.*

**Position Authorizations:** *None*

**Items to Vote:**

- a. **Bookkeeper:** *Anel presented proposed contract from PMP tax research.*

**1<sup>st</sup>** Patti Serafin

**2<sup>nd</sup>** Kate Parshalle

*Discussion: The cost for the services will be \$20/hour to bring books up to date. Projecting that would be approximately six hours. The minimum is 2 hours a month at \$30/hour.*

*Opposed:*

*Abstained:*

*The motion passed unanimously*

**New Business:**

- a. **CCE/AFT Local 4522 Travel Policy**-*The most recent travel policy in on the Google Doc drive. The policy will be updated at the upcoming Procedure Retreat.*
- b. **Membership Campaign**-*Anel reported that at the Collective Bargaining Conference they encouraged units to continue organizing. CCE fluctuates between 84% - 85%. The goal is to reach 90% membership to show power in numbers at the Negotiations table. CCE will conduct a new membership campaign targeting May as the kick off month and have incentives for current members to bring in new members.*
- c. **Procedure Retreat**-*Anel will send out a Duddle form by email to determine a date for the retreat in early May.*

**Unfinished Business:**

- a. **Membership Celebration-Cheers to 100 Years-Debrief**-*Patti reported about the success of the event. There was a total of 160 registered attendees. There was a large amount of no shows that did not notify or cancel. Some great ideas for the next event of this magnitude and expense was name tags, bracelets, security guard, private event sign and alter the hours of the event.*
- b. **Scholarship Review Team**-*Anel announced that we will cover this agenda item at the Procedure Retreat. Patti brought a rubric that is used by the Palomar College Scholarship scorers as an example.*
- c. **New Attorney Contract**-*This agenda item will be tabled until next meeting pending the scheduled meeting with the new lawyer and the negotiations team.*

**Elections:** *The will be no election required. No positions were contested. Elections committee has not yet announced the new stewards.*

**Trainings & Conferences:** *Anel and Tricia shared information from the Collective Bargaining Conference.*

*Continue organizing to increase membership. CCE should have a presence at the Governing Board meeting. CCE will work with PFF to organize members rotating to be strong in numbers.*

**Negotiations:** *April 25, 2019 is the next Negotiations Meeting.*

**Strategic Planning Update & Discussion:** *None*

**7. OTHER/AGENDA REQUESTS:**

8. **OTHER UPDATES/INFORMATION:** *Angie inquired about form of payment for the Padres Game. CCE can only accept checks or money orders.*

*April 24, 2019 will be a co meeting with PFF to show solidarity. The meeting will be held at 2:30 pm in the Governing Board Room and the HR courtyard. Mr. Taco's will be served.*

9. **AGENDA REQUESTS:**

10. **ADJOURNMENT: 4:40 pm**



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### 1. CALL TO ORDER: 2:35 PM

a. *Present: Anel Gonzalez, Carmelino Cruz, Tricia Frady, Patti Serafin, Amber Cross, Michelle Tucker, Robert Sedillo, Kate Parshalle, Angie Heffner, Kelli Miller, Leann Pell, Teresa Quainoo*

b. *Absent: Gordana High*

**1A. OATH OF OFFICE:** *Anel swore in Tricia Frady, Vice President; Angie Heffner, Steward and Kelli Miller, Steward.*

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

3. **QUESTIONS & COMMENTS FROM MEMBERS:** *Rosalinda Tovar reported that she enjoyed the CCE General Membership Meeting yesterday.*

#### **Steward Reports:**

*Angie reported that she had conversation with other classified staff in reference to the president.*

*Leann presented a question about maternity leave and there needs to be clarification on how to use sick time, ½ day time and vacation time. Leann also questioned the president's raise, benefits, office and bathroom. Anel shared her discussion on those issues with the board members.*

*Teresa shared the same comments and questions as Leann. Teresa also asked if COPE contributions are tax deductible. They are not. Teresa asked if non-union members can contribute to COPE. They cannot.*

### 4. ACTION ITEMS:

**Minutes:** *Minutes from June 27, 2018 meeting are tabled and will be presented at the August 22, 2018 meeting. There was no meeting July 11, 2018.*

**Reimbursements:** *None*

#### **Position Authorizations:**

*Anel reported the position authorizations for the replacements of Admissions/Financial Aid Specialist II; Enrollment Services and Business Systems Analyst; Instruction Office were approved via email.*

**Items to Vote:** *None*

#### **New Business:**

a. **New Meeting time for Fall-***Anel will send out a doddle to find the best time for everyone using the calendar.*

b. **T-Shirts-***Carmelino will work on an order with the new logo.*

c. **Attending the Board Meetings-***Anel asked for commitment from E Council to attend Governing Board Meetings the 2<sup>nd</sup> Tuesday of each month through December.*

d. **Cope Meeting-***Anel will work on setting up a COPE meeting to invite all COPE contributors and open to all members. CCE members must be COPE contributors to vote on COPE issues. It will be up to the COPE chair and members on who to endorse and will follow the COPE by laws. There was discussion if there can be a separate COPE donation form. Meetings cannot be during work time. Anel will send out an email.*

**Unfinished Business:**

- a. **New Office Space-the MOVE-**Anel reported that the new office will now be NS 150, 151 and 152. We will need one more month of renting the storage space and will have to decide about the furniture.
- b. **Janus Update from 7/24 Conference call-**Anel reported that there are now several law suits going on. CCE gave back the full month of dues to the nonmembers rather than just the three days. CFT sent our advisory letters to be award of fishing calls. If a member wants to drop they must talk to the union, the district cannot give out information. In California, the union has the duty to give fair representation to all employees in their unit regardless of membership status.

**Elections:** Michelle reported that the VPSS Selection Committee classified reps will be Melissa Grant, Carlos Guerra, Pippa Pierce, and Leann Pell.

**Trainings & Conferences:**

- a. **CCE Retreat-August 6, 2018-**Anel reported that the retreat will be held at Decoy Restaurant in San Marcos from 9 am to 4 pm and will be six hours of training. The morning will cover organizing post Janus. The afternoon will be setting our goals. Anel will ask Dr Norman to send out a notice to supervisors.

**Negotiations:**

- a. **Contracts-**There is a meeting on Thursday to talk about out of class. They are working on the language for 100% out of class. Our lawyer is working with the district to resolve the two employees that are now out of class. The district is in violation and has until Friday to respond.

**Strategic Planning Update & Discussion:**

**SPC:** There will be the annual retreat.

**FASPC:** None

**IPC:** None

**HRSPC:** None

**SSPC:** None

**Budget Committee:** None

**Benefits Committee:** None

**EEO Committee:** None

**5. Information/Discussions:**

- a. Teresa wants to continue to explore the union member retirement stipend benefit as an incentive as to how to keep our union strong.

**6. OTHER/AGENDA REQUESTS: none****7. EXECUTIVE SESSION: 4:02 PM**

**Presidents Report:** Anel requested a meeting with Dr Norman in reference to classified employee who is working as AA out of class. Carmelino and Trisha will attend.

**Senior Vice President's Report:** Carmelino reported that he sent a message to classified staff that he wrote with Tricia and consulted with Anel explaining why CCE did not address President Blake's raise at the Governing Board meeting.

**Vice President's Report:** Tricia spoke about the COPE committee. The group needs to stay focused and positive and motivated. It can get stressful based on the political views.

**Secretary's Report:** None

**Treasurer's Report:** Amber reported the auditor is scheduled for September 13, 2018.

**Communications/Membership Officer's Report:** Michelle reported she will call for committee reps for committees that have opening. The database with AFT and our Google sheet almost all match. Michelle thanks those who volunteered for the Plenary.

**Technology Officer's Report:** Robert reported that all the computers have been disbursed. He has had feedback inquiring about cases for the laptops. Contact Amber to purchase cases.

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

1. Kate reported that she has been working on several grievances at different stages of gathering information and resolutions.

**8. OTHER UPDATES/INFORMATION: none****9. AGENDA REQUESTS: none****10. ADJOURNMENT: 4:42 pm**



EXECUTIVE COUNCIL

Anel Gonzalez
PRESIDENT

Carmelino Cruz
SENIOR VICE PRESIDENT

Tricia Frady
VICE PRESIDENT

Patti Serafin
SECRETARY

Amber Cross
TREASURER

Michelle Tucker
COMMUNICATIONS/MEMBERSHIP

Robert Sedillo
TECHNOLOGY OFFICER

Vacant
GRIEVANCE OFFICER

Catherine Parshalle
GRIEVANCE OFFICER

STEWARDS
Angie Heffner
Gordana High
Kelli Miller
Leann Pell
Teresa Quainoo

1. CALL TO ORDER: 2:35 PM

- a. Present: Anel Gonzalez, Carmelino Cruz, Tricia Frady, Patti Serafin, Amber Cross, Michelle Tucker, Robert Sedillo, Kate Parshalle, Kelli Miller
b. Absent: Angie Heffner, Gordana High, Leann Pell, Teresa Quainoo

2. AGENDA MODIFICATIONS/ADDITIONS: None

3. QUESTIONS & COMMENTS FROM MEMBERS: None

Steward Reports:

Kelli reported that she helped members update personal emails and signed up a new COPE member during Plenary.

4. ACTION ITEMS:

Minutes: Review and approval of minutes for June 27, 2018

1st Kate Parshalle 2nd Michelle Tucker

Corrections: None

Opposed: None

Abstained: Tricia Frady, Robert Sedillo

The motion passed.

Minutes: Review and approval of minutes for July 25, 2018

1st Kate Parshalle 2nd Michelle Tucker

Corrections: None

Opposed: None

Abstained: None

The motion passed unanimously

Reimbursements: None

Position Authorizations: None

Items to Vote:

- a. Dean of Counseling Hiring Committee Classified Rep
Aaron Holmes was selected by the E Council via Email

New Business:

a. Council of Classified Employees Conference-Amber reported that eight people expressed an interest in attending. Registration is the first week of September. Amber will send a call out to invite members at large to attend. Travel would begin Friday morning.

b. Campus Wide Campus Kudos-Michelle talked with Kelly Falcone at the plenary and Kelly asked for feedback from the E Council. The intention is to create Kudos to Celebrate Success through Community Portals. Michelle will report back to Kelly E Councils feedback.

a. New Office Space-the MOVE-Amber reported that Butch will rekey the office and Amber will request new keys. Amber will need to collect keys from ST 27. Robert and Patti will meet at ST 27 and box up what they can on Thursday. Amber will schedule the move for August 31, 2018 from the storage unit. Michelle will meet the movers at the storage.

Elections: None

Trainings & Conferences:

- a. CCE Retreat recap: Anel will type and share all the notes from the retreat on Google docs.

- b. **Treasurers Training:** Amber and Anel attended the Treasurer's Training. The training was very beneficial. Some councils have financial committees for checks and balances.

**Negotiations:** The negotiations team is working on 100% out of class updates to include the new law limitations. The negotiations team submitted an information request in reference to Employee Evaluations.

**Strategic Planning Update & Discussion:**

**SPC:** Anel, Carmelino and Tricia attended the Leadership Retreat.

**FASPC:** None

**IPC:** None

**HRSPC:** None

**SSPC:** None

**Budget Committee:** None

**Benefits Committee:** None

**EEO Committee:** None

**2. Information/Discussions:**

**Addition to Items to Vote:**

- a. Vote to increase insurance to members for death benefits from 5 cents to 25 cents per member at no cost to members. This is for \$31,250/member for death or dismemberment.

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

Discussion: This will require pink cards to be updated and will take affect September 2018.

Opposed: none                      Abstained: none

The motion passed unanimously

- b. Benefits open enrollment begins August 27, 2018. Everyone will have to enroll even if keeping the same plan. There was discussion about making sure all unit members have the information including those with limited access to computers.
- c. Carmelino has been researching T shirts, jerseys and Polo shirts. He will send out requests and survey for sizes.

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

**4. EXECUTIVE SESSION: 3:57 PM**

**Presidents Report:** Anel, Amber and Dan met with Jessica Alstead from CFT in reference to COPE. There are several steps that COPE committee need to take.

**Senior Vice President's Report:** Carmelino reported that he has been working with negotiations.

**Vice President's Report:** Tricia shared a concern about the location of the lactation pod.

**Secretary's Report:** None

**Treasurer's Report:** Amber and Michelle met with Dr. Norman in regards to the Catastrophic Leave Bank which is down to 30 hours.

Amber reported the balances for end of the fiscal year as of 6/30/2018; General = \$262,407.89; COPE = \$6,839.35; Scholarship = \$10,727.69.

**Communications/Membership Officer's Report:** Michelle reported the next new employee on boarding lunch will be September 14, 2018. Michelle also reported that not all employees have work email addresses.

**Technology Officer's Report:** Robert reported that he is working on moving the Web Site to a different Website management system other than Word Press. He is working with Network Solutions to look for a faster system.

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

1. Kate reported that she has been working on two grievances at different stages of gathering information and resolutions.
2. Anel reported that she has been communicating with facilities in regards to being shorthanded in our Custodial staff.

**5. OTHER UPDATES/INFORMATION:** none

**6. AGENDA REQUESTS:** none

**7. ADJOURNMENT: 4:37 pm**



EXECUTIVE COUNCIL

Anel Gonzalez  
PRESIDENT

Carmelino Cruz  
SENIOR VICE PRESIDENT

Tricia Frady  
VICE PRESIDENT

Patti Serafin  
SECRETARY

Amber Cross  
TREASURER

Michelle Tucker  
COMMUNICATIONS/MEMBERSHIP

Robert Sedillo  
TECHNOLOGY OFFICER

Vacant  
GRIEVANCE OFFICER

Catherine Parshalle  
GRIEVANCE OFFICER

STEWARDS  
Angie Heffner  
Gordana High  
Kelli Miller  
Leann Pell  
Teresa Quainoo

**1. CALL TO ORDER: 2:35 PM**

a. *Present: Anel Gonzalez, Carmelino Cruz, Tricia Frady, Patti Serafin, Amber Cross, Michelle Tucker, Kate Parshalle, Gordana High, Leann Pell*

b. *Absent: Robert Sedillo, Angie Heffner, Kelli Miller, Teresa Quainoo*

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

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

**Steward Reports:**

*Gordana reported that members are still not clear that everyone has to re-enroll during open enrollment. Anel sent out a Labor Day message with that notice and HR is sending out reminder emails. Leann will bring up that concern to the benefits meeting.*

*Leann reported that the benefits committee will meet in October and SSPC will meet next week.*

**4. ACTION ITEMS:**

**Minutes:** *Table minutes from August 22, 2018*

**Reimbursements:** *Amber reported the following reimbursements*

a. *Tricia Frady \$28.20  
Supplies*

**Position Authorizations:** *Anel reported CCE supported position authorization replacements for Facilities Maintenance Technician, Facilities Services; Administrative Specialist II, Counseling Service; Teaching & Learning Center Specialist, TLC; Instructional Support Assistant III, Trade & Industry; Student Activities Coordinator, Student Affairs; Lead HVAC/Energy Technician, Facilities Services; Nurse Practitioner, Student Health Centers. CCE had questions in reference to the 45% contract for Teaching & Learning Center Assistant replacement and the contract for the College Nurse at Rancho Bernardo. The Admissions/FinAid Specialist II, Enrollment Services replacement was pulled and canceled.*

**Items to Vote:**

a. **CCE Conference:** *Amber moved to send up to 12 people to attend the CCE Conference October 19-21, 2018 not to exceed \$12,500*

**1<sup>st</sup>** Amber Cross      **2<sup>nd</sup>** Kate Parshalle

Discussion: *None*

Opposed: *none*      Abstained: *none*

*The motion passed unanimously*

**New Business:**

a. **Holiday Cards, Gifts, Event-***Carmelino will create the Holiday Card. Discussion included what type of gift card to purchase and how to distribute to members and suggested dates of when to distribute at the main campus and three educational centers.*

**Unfinished Business:**

a. **Tee Shirts-***Carmelino reviewed quotes for women's v neck tee shirts and men's crew neck tee shirts with screens on front only or front and back. Also women's and men's polo shirts with embroidered block logo.*

**Elections:** *None*



**Trainings & Conferences:** *None*

**Negotiations:** *The negotiations team is still working on language for the out of class positions.*

**Strategic Planning Update & Discussion:**

**SPC:** *Anel reported to the council about the CCE Retreat and that October will be CCE Union Month.*

**FASPC:** *Amber and Anel will serve on this council.*

**IPC:** *None*

**HRSPC:** *Anel will serve on this council. They will be working on the staffing plan.*

**SSPC:** *None*

**Budget Committee:** *Scheduled for September 11<sup>th</sup>.*

**Benefits Committee:** *Will begin in October.*

**EEO Committee:** *None*

**5. Information/Discussions:**

**Addition to Items to Vote:**

- a. *Vote to sponsor up to 20 CCE Member to participate in the Monster Dash and Bash (fundraiser replacing the Gala) at \$25/person.*

**1<sup>st</sup>** *Tricia Frady*

**2<sup>nd</sup>** *Anel Gonzalez*

**Discussion:** *None*

**Opposed:** *2*

**Abstained:** *none*

*The motion passed with 5 in favor.*

- b. *October will be CCE Union Month. The goal is to update the insurance pink forms, open house for the new union office, workshop on loan forgiveness for members and a Halloween Party on October 26<sup>th</sup> at the South Education Center.*

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

**7. EXECUTIVE SESSION: 3:57 PM**

**Presidents Report:** *Anel reported that there is a misunderstanding within some departments of what CCE's role is and what CCE can and cannot do that needs to be clarified. Anel reported that Dan will call a COPE meeting the week of September 17. There are 35 COPE members and COPE committee includes Dan, Anel, Amber, Patti and Jeanette.*

**Senior Vice President's Report:** *None*

**Vice President's Report:** *None*

**Secretary's Report:** *Patti will attend NCLA meeting tonight.*

**Treasurer's Report:** *None*

**Communications/Membership Officer's Report:** *Michelle reported there will be more information on the October Union Month activities and dates.*

**Technology Officer's Report:** *Absent*

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

1. *Kate reported on a follow up of a grievance. She will contact Anel for access to new office if necessary to meet with members for grievance.*

**8. OTHER UPDATES/INFORMATION:** *The Strategic Enrollment and Management Committee currently is being served by Tricia, Aaron and Rosalinda.*

**9. AGENDA REQUESTS:** *none*

**10. ADJOURNMENT: 4:20 pm**



EXECUTIVE COUNCIL

Anel Gonzalez  
PRESIDENT

Carmelino Cruz  
SENIOR VICE PRESIDENT

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VICE PRESIDENT

Patti Serafin  
SECRETARY

Amber Cross  
TREASURER

Michelle Tucker  
COMMUNICATIONS/MEMBERSHIP

Robert Sedillo  
TECHNOLOGY OFFICER

Catherine Parshalle  
GRIEVANCE OFFICER

Leann Pell  
GRIEVANCE OFFICER

STEWARDS  
Angie Heffner  
Gordana High  
Kelli Miller  
Teresa Quainoo  
Vacant

**1. CALL TO ORDER: 2:30 PM**

a. *Present: Anel Gonzalez, Carmelino Cruz, Tricia Frady, Patti Serafin, Amber Cross, Michelle Tucker, Kate Parshalle, Gordana High, Kelli Miller, Leann Pell, Teresa Quainoo*

b. *Absent: Robert Sedillo, Angie Heffner*

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

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

**Steward Reports:**

*Kelly reported that she attended the new employee orientation lunch.*

*Leann reported that Rosalinda submitted the report for SSPC meeting.*

*Teresa addressed the retirement stipend program shared by Officer Dan*

*Lopez. The program remains on the goal list for future action.*

**4. ACTION ITEMS:**

**Minutes:** *Review and approval of minutes for August 22, 2018*

**1<sup>st</sup>** *Kate Parshalle*      **2<sup>nd</sup>** *Tricia Frady*

**Corrections:** *None*

**Opposed:** *None*      **Abstained:** *None*

*The motion passed unanimously.*

**Minutes:** *Review and approval of minutes for September 5, 2018*

**1<sup>st</sup>** *Kate Parshalle*      **2<sup>nd</sup>** *Anel Gonzalez*

**Corrections:** *None*

**Opposed:** *None*      **Abstained:** *None*

*The motion passed unanimously*

**Reimbursements:** *None*

**Position Authorizations:** *CCE supported position authorization change in funding for Financial Assistance Analyst, Financial Aid. The other change in funding for Financial Aid Services Coordinator, Financial Aid was pulled.*

*CCE supported position authorization for new positions, Senior Infrastructure Systems Administrator, Information Services and Admissions/Financial Aid Specialist II, Enrollment Services. The Admissions/Financial Aid Specialist II was a previous position that was vacated and did not go through the classification study, so it is considered new. CCE requested clarification of hours for this position.*

*CCE supported position authorizations for straight replacements, Contacts Administrator, Finance & Administrative Services; Academic Department Assistant, Student Services; Custodian I, Facilities/Custodial Services; Administrative Specialist II, Fiscal Services; and Admissions/Financial Aid Specialist II, Enrollment Services. CCE requested clarification of the hours for Admissions/Financial Aid Specialist II posted as pm hours.*

**Items to Vote:**

a. **Dues Increase:** *Amber moved to absorb the CFT dues increase of 43 cents/member until July 2019.*

**1<sup>st</sup>** *Amber Cross*      **2<sup>nd</sup>** *Michelle Tucker*

**Discussion:** *The increase of 43 cents for 322 members will be \$138.46/month for approximately 10 months*

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

*The motion passed unanimously*

- b. **2018-2019 Budget:** Patti moved to accept the 2018-2019 budget

1<sup>st</sup> Patti Serafin      2<sup>nd</sup> Kate Parshalle

**Discussion:** Amber presented the 2018-2019 Budget.

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

*The motion passed unanimously*

**New Business:**

- a. **Logo Pens, banners and envelopes-**Michelle ordered banners and envelopes with new logo. Michelle will continue to research pens which now come with warnings referencing cancer.
- b. **Grievance Officer-**Leann submitted an interest form for grievance officer. Anel has appointed Leann as the grievance officer to fill the vacant position. Leann will be sworn in at the next meeting. CCE will work to negotiate union positions for the new centers. Leann will serve as grievance officer for the centers and Anel, Carmelino and Tricia will serve as back up grievance officers.

**Unfinished Business:**

- a. **AFT 2018-2019 benefits booklets-**Michelle will distribute the new AFT 2018-2019 benefits booklets via campus mail before October. Michelle can print labels with name and department through Google docs.
- b. **Membership Month To Do's-**Michelle reported that the dates are planned and spaces reserved for the October Membership Month events. Michelle will send out a Google doc to sign up for events.
- c. **Shirt Update-**Carmelino presented the new union shirts, embroidered grey polos and two-sided iron on logo red tee shirts for men and women. A survey will be sent out to request member's name, extension and sizes. There will be a sizing chart included.

**Elections:** None

**Trainings & Conferences:** Amber gave out information for the CCE Conference in San Francisco beginning October 19, 2018.

**Negotiations:** The negotiations team gave Dr. Norman a proposal for the out of class position language.

**Strategic Planning Update & Discussion:**

**SPC:** Anel reported to the council about the number of employees who have not been evaluated. Chris Miller reported that the new employee orientation has been very helpful to new employees. Anel will set up a Classified Speaks to discuss the Master Plan and Facilities Plan.

**FASPC:** Amber reported they discussed the budget, privacy notice on the website, Proposition M, insect and flea infiltration, workers compensation and vending machines.

**IPC:** None

**HRSPC:** Committee has not yet met. They are reviewing staffing plans, creating the on-boarding process, short term employees to be compliance officers for interviews.

**SSPC:** None

**Budget Committee:** Tricia reported that the budget was reviewed and is in the black.

**Benefits Committee:** Will begin in October.

**EEO Committee:** None

**5. Information/Discussions:**

- a. Committee Reports will be uploaded to the website.
- b. Carmelino received a call inquiring about contractors doing work on the MD Building.
- c. Tricia announced that she is moving to Student Services and asked if she should still serve on Strategic Enrollment Management Committee (SEMC).
- d. CFT is making a movie and will interview Kelly, Dan and Teresa on September 27, 2018.

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

**7. EXECUTIVE SESSION: 4:07 PM**

**Presidents Report:** None

**Senior Vice President's Report:** Carmelino reported that our leadership will no longer meet with individual Vice Presidents except for Dr. Norman. CCE will now meet with all Vice Presidents and the President in one meeting.

**Vice President's Report:** Tricia reported that the lactation pod closes at 2:00 pm on Fridays. She will discuss with Dr. Norman about accommodations for the lactation pod.

**Secretary's Report:** *Patti attended NCLA meeting and will notify the E Council of the endorsements as soon as NCLA completes the list.*

**Treasurer's Report:** *Amber will meet with the auditor tomorrow. The account balances as of August 31, 2018 are General Account=\$287,588.89; COPE=\$7,205.35 and Scholarship=\$728.50.*

**Communications/Membership Officer's Report:** *Michelle reported that our membership is now 85.6%, 375 employees and 321 members. She will send out a vote for the Police Academy hiring committee representative. There are eight people signed up to participate in the Monster Dash and Bash.*

**Technology Officer's Report:** *Anel reported that Robert has set up the computer and phone in the new office.*

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

1. *Kate reported on three grievances in which one has been settled and concluded.*

8. **OTHER UPDATES/INFORMATION:** *none*

9. **AGENDA REQUESTS:** *none*

10. **ADJOURNMENT: 4:30 pm**



EXECUTIVE COUNCIL

Anel Gonzalez  
PRESIDENT

Carmelino Cruz  
SENIOR VICE PRESIDENT

Tricia Frady  
VICE PRESIDENT

Patti Serafin  
SECRETARY

Amber Cross  
TREASURER

Michelle Tucker  
COMMUNICATIONS/MEMBERSHIP

Robert Sedillo  
TECHNOLOGY OFFICER

Catherine Parshalle  
GRIEVANCE OFFICER

Leann Pell  
GRIEVANCE OFFICER

STEWARDS  
Angie Heffner  
Gordana High  
Kelli Miller  
Teresa Quainoo  
Vacant

**1. CALL TO ORDER: 2:33 PM**

a. *Present: Anel Gonzalez, Carmelino Cruz, Tricia Frady, Patti Serafin, Amber Cross, Michelle Tucker, Kate Parshalle, Gordana High, Kelli Miller, Leann Pell, Teresa Quainoo*

b. *Absent: Robert Sedillo, Angie Heffner*

**1a. OATH OF OFFICE-Leann Pell-Grievance Officer**

**2. AGENDA MODIFICATIONS/ADDITIONS:**

*Add under New Business; e) Cope*

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

**Steward Reports:**

*Leann reported that she did not attend SSPC and today was the 1<sup>st</sup> benefits committee meeting.*

**4. ACTION ITEMS:**

**Minutes:** *Review and approval of minutes for September 19, 2018*

**1<sup>st</sup>** *Michelle Tucker*      **2<sup>nd</sup>** *Tricia Frady*

**Corrections:** *5c) change Strategic Planning to SEMC (Strategic Enrollment Management Committee*

**Opposed:** *None*      **Abstained:** *None*

*The motion passed unanimously with correction.*

**Reimbursements:** *None*

**Position Authorizations:**

*CCE did not support position authorization as presented by Human Resources for new positions, GFSP, Grants Administrative Specialist and Counseling, Business Systems Analyst. CCE requested clarification of Grants Administrative Specialist being 75% and not 100% and the hours. CCE has concerns the Business Systems Analyst in Counseling would have no programmer for support. The BSA would be Triple SP funded and working on Starfish.*

*CCE supported position authorizations for straight replacements, ATRC, Instructional Design Coordinator; Information Services, Network/Systems Technician; GFSP, Outreach Specialist/TRIO Upward Bound.*

**Items to Vote:** *None*

**New Business:**

- a. **Union Shirts Fridays**-Michelle asked for a plan for Union Shirts on Friday. Encourage pictures and enter to win prizes/social media. First Friday of every month.
- b. **Center Visits in November**-Michelle hopes people on site will take lead. November 15 will be the visit to Rancho Bernardo South Education Center.
- c. **Gift Cards**-Michelle presented Stater Brothers vs Costco Card. We will keep the gift card to one store and not offer choices.
- d. **Pictures**-Anel received a quote. Anel moved to pay \$370 for E Council pictures for group and headshots for 14 people.  
1<sup>st</sup> Anel Gonzalez                      2<sup>nd</sup> Patti Serafin  
**Discussion:** None  
**Opposed:** none                      **Abstained:** none  
The motion passed unanimously
- e. **COPE RECAP**-Anel recapped the Meet and Greet on October 18, 2018 at the Old California Mining Company.

**Unfinished Business:**

- a. **Shirt Update**-Carmelino reported he increased the number of shirts for facilities. The cost of the Tee Shirts was \$2913.17 and Polos was \$4423.14.
- b. **Promo Items** –Carmelino presented the purchase of buttons and Lanyards.  
1<sup>st</sup> Tricia Frady                      2<sup>nd</sup> Michelle Tucker  
**Discussion:** Carmelino will order 250 buttons at \$246 and 500 lanyards at \$664.  
**Opposed:** none                      **Abstained:** none  
The motion passed unanimously
- c. **Holiday Cards**-Carmelino presented the holiday card. He will use Vista Print and add the E Council picture.
- d. **Union Fest update**-Eight people signed up for the Dash and Bash.
- e. **Halloween Party**-Anel, Michelle, and Patti visited SEC. Amber will get quotes from Phil's BBQ for food.

**Elections:** None

**Trainings & Conferences:** CCE Conference-October 19-21, 2018. There will be 11 attendees.

**Negotiations:** Following up with Dr. Norman in reference to out of class.

**Strategic Planning Update & Discussion:**

**SPC:** Minutes can be found on Board Docs

**FASPC:** Canceled

**IPC:** None

**HRSPC:** The Staffing plan does not include hourly workers.

**SSPC:** Need to vote for new representative.

**Budget Committee:** Canceled

**Benefits Committee:** Meets today

**EEO Committee:** Canceled

5. **Information/Discussions:** None

6. **OTHER/AGENDA REQUESTS:**

Next meeting add under Items to Vote-Holiday Gift Card amount

7. **EXECUTIVE SESSION: 4:05 PM**

**Presidents Report:** Anel reported that there are rumors about changes in Assessment and personnel. Anel will follow up with Christine.

**Senior Vice President's Report:** Carmelino reported that he is working on a grievance. Health center nurses must be 12 month employees but support staff can be 11 months. Contractors have been working in the MD building declared a safety issue and pending board approval.

**Vice President's Report:** Tricia reported that most all positions have been filled from the SERP and retirement. Jobs do not have to be replaced title for title.

**Secretary's Report:** *Patti will attend NCLA meeting and bring the endorsement list back.*

**Treasurer's Report:** *None*

**Communications/Membership Officer's Report:** *None*

**Technology Officer's Report:** *Absent*

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

1. *Kate reported on three grievances in which one has been finalized.*

8. **OTHER UPDATES/INFORMATION:** *none*

9. **AGENDA REQUESTS:** *none*

10. **ADJOURNMENT:** 4:32 pm







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

**Presidents Report:** *None*

**Senior Vice President's Report:** *Carmelino reported that he has resolved an issue and he is working with an employee on administration leave pending investigation.*

**Vice President's Report:** *None*

**Secretary's Report:** *Patti will attend NCLA meeting tonight.*

**Treasurer's Report:** *None*

**Communications/Membership Officer's Report:** *Absent*

**Technology Officer's Report:** *Absent*

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

1. *Kate reported that she attended a meeting on a continuing grievance and has met with an employee and will work on that new grievance.*

**8. OTHER UPDATES/INFORMATION:**

**9. AGENDA REQUESTS:** *none*

**10. ADJOURNMENT: 4:35 pm**



EXECUTIVE COUNCIL

Anel Gonzalez  
PRESIDENT

Carmelino Cruz  
SENIOR VICE PRESIDENT

Tricia Frady  
VICE PRESIDENT

Patti Serafin  
SECRETARY

Amber Cross  
TREASURER

Michelle Tucker  
COMMUNICATIONS/MEMBERSHIP

Robert Sedillo  
TECHNOLOGY OFFICER

Catherine Parshalle  
GRIEVANCE OFFICER

Leann Pell  
GRIEVANCE OFFICER

STEWARDS  
Angie Heffner  
Gordana High  
Kelli Miller  
Teresa Quainoo  
Vacant

**1. CALL TO ORDER: 2:31 PM**

- a. Present: Anel Gonzalez, Carmelino Cruz, Tricia Frady, Patti Serafin, Michelle Tucker, Kate Parshalle, Leann Pell, Angie Heffner, Gordana High, Kelli Miller  
b. Absent: Amber Cross, Robert Sedillo, Teresa Quainoo

**2. AGENDA MODIFICATIONS/ADDITIONS:**

Add to Old Business: 2<sup>nd</sup> order Union shirts

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

Steward Reports: None

**4. ACTION ITEMS:**

Minutes: Review and approval of minutes for November 7, 2018

1<sup>st</sup> Kate Parshalle                      2<sup>nd</sup> Tricia Frady

Corrections: Position Authorization, strike from last sentence beginning with and two.....Starfish; Senior Vice President, change complete one grievance to resolved the issue.

Opposed: None                      Abstained: None

The motion passed unanimously with corrections.

Reimbursements: Patti reported the following reimbursements for Amber

- |    |   |          |
|----|---|----------|
| a. | Jeannette Garceau                                       | \$331.10 |
|    | CFT Classified Conference; mileage, airfare and parking |          |
| b. | Kate Parshalle  | \$43.09  |
|    | Laptop Case   |          |
| c. | Robert Sedillo  | \$59.00  |
|    | Gravity Forms   |          |
| d. | Patti Serafin   | \$5.74   |
|    | Water for Site Visit                                    |          |

Position Authorizations: None

Items to Vote:

- a. **CCE/AFT Local 4522 E-Council Winter Retreat:** Patti moved to purchase food and supplies for the Winter Retreat not to exceed \$350.

1<sup>st</sup> Patti Serafin                      2<sup>nd</sup> Michelle Tucker

Discussion: None

Opposed: none                      Abstained: none

The motion passed unanimously

**New Business:**

- a. **Union Fridays-**Anel reminded E-Council to wear Union Shirts on Fridays to lead by example.  
b. **Spring Plenary-January 24, 2019-**Michelle will take the lead to set up a table at the event. Anel will send out a Doodle poll for the General Meeting for the week of January 14<sup>th</sup>.  
c. **CCE Scholarship-**Anel will take the lead on the Scholarship Program.  
d. **Elections-**Michelle will ask for volunteers to serve on the Election Committee.  
e. **Spring Membership Event-**Patti will take the lead on the Membership Event.

- f. **Padres Game**-Angie will take the lead on the Padres game.
- g. **Blood Drive-CCE Saves a Life**-Anel will take the lead on getting information for a blood drive.
- h. **CFT Convention 2019-March 22-24, 2019**-Anel reported dates and location for information only. The 2019 CFT Convention will be held in Downtown Los Angeles.

Unfinished Business:

- a. **CCE Guidelines-How to Union update**-Anel will send out the link for every position to review and update position responsibilities.
- b. **CCE E-Council Winter Retreat**-Patti will create the agenda. Set up will be on Tuesday, December 18, 2018 for anyone that wants to help.
- c. **Union Shirts new orders**-Carmelino will place an order prior to the Holiday break. Patti will work on filling orders to determine how many we need to order.
- d. **December to Remember Winter Social**- This event is to pick up Holiday Gift Cards. The event will be at the Clock Tower, December 12, 2018 from 10 am – 12 noon. Site visits will be December 13 and 14 including Facilities on Friday December 14, 2018 at 5 pm. Patti will contact CCC Confer to determine if they want to pick up their cards or have them delivered.  
Anel moved to purchase gifts, food and supplies for the Winter Social not to exceed \$1000.

1<sup>st</sup> Anel Gonzalez

2<sup>nd</sup> Tricia Frady

Discussion: None

Opposed: none

Abstained: none

The motion passed unanimously

**Elections:** None

**Trainings & Conferences:** We need to register for the Negotiators Collective Bargaining Conference for April 7-10, 2019 in New York City. We will put out a call for interest in being a negotiator.

**Negotiations:** The negotiations team has a meeting the attorney over the phone and the team will meet on December 13, 2018 with the district and attorney and filed rep in reference to out of class and other issues.

**Strategic Planning Update & Discussion:** See committee reports attached

**SPC:**

**FASPC:**

**IPC:**

**HRSPC:**

**SSPC:**

**Budget Committee:**

**Benefits Committee:**

**EEO Committee:** None

5. **Information/Discussions:**

6. **OTHER/AGENDA REQUESTS:**

7. **EXECUTIVE SESSION: 3:33 PM**

**Presidents Report:** Anel and Tricia will attend the pre board meeting today in Dr. Blake's office. Anel met with Chris Miller Friday in reference to using contractors in the MD Building. There are two workers out on workers comp and it is taking a while for the hiring process for the six positions. He will keep the contractors for the next two weeks. Chris can justify hiring 12 new custodial positions.

**Senior Vice President's Report:** Carmelino reported that Caring Campus met and 18 people attended the training. Carmelino will be placing a shirt order next week.

**Vice President's Report:** Tricia shared for information only that IS is hiring movers to move computers.

**Secretary's Report:** Patti will attend NCLA meeting tonight.

**Treasurer's Report:** In Amber's absence, Patti reported on bank balances as of 10/31/2018.

General=\$289,366.64; COPE=\$7,694.35 and Scholarship=\$728.50. Amber reported that she transferred \$10,000 from the General account to the Scholarship account. Amber has the Holiday Gift Cards and Holiday Cards to be stuffed and labeled.

Anel reported the audit results are back and there was no recommendations. The auditor will be paid to submit all the paperwork for the Pac and will also file the taxes. Anel and Amber will meet next week to move ½ the money in the General fund to a CD.

**Communications/Membership Officer's Report:** *Absent*

**Technology Officer's Report:** *Michelle reported that we have 84.6% membership. We have 324 members out of 383 classified positions. Michelle has printed labels for the Holiday gift cards to disburse at December to Remember Winter Social.*

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

1. *Kate reported that assessment has been visiting high schools and assisting students with application for the Promise Program.*

2. *Kate is currently facilitating seven grievances of various situations.*

8. **OTHER UPDATES/INFORMATION:**

9. **AGENDA REQUESTS:** *none*

10. **ADJOURNMENT:** 4:20 pm