



**PALOMAR COLLEGE**

COUNCIL OF CLASSIFIED EMPLOYEES  
AMERICAN FEDERATION OF TEACHERS LOCAL #4522

**Minutes of Meeting: Monday, Feb. 1, 2016**  
**Regular Meeting of the Executive Council of the**  
**Palomar College Council of Classified Employees / AFT 4522**  
**MD-301**

EXECUTIVE COUNCIL

DAN DRYDEN  
PRESIDENT

CHRIS WICK  
SENIOR VICE-PRESIDENT

VACANT  
VICE PRESIDENT

CATHERINE PARSHALLE  
SECRETARY

AMBER CROSS  
TREASURER

MICHELLE TUCKER  
COMMUNICATIONS /  
MEMBERSHIP OFFICER

AARON HOLMES  
TECHNOLOGY OFFICER

ANEL GONZALEZ  
GRIEVANCE OFFICER

VACANT  
GRIEVANCE OFFICER

STEWARDS  
MARY JO FLORES  
ROBERT SEDILLO  
TRICIA FRADY

**1. CALL TO ORDER: 2:04 PM**

*Present: D. Dryden, C. Wick, C. Parshalle, A. Cross, A. Gonzalez & M. Tucker*  
*Absent: A. Holmes, T. Frady, M. Flores, & R. Sedillo*

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

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

**4. ACTION ITEMS:**

**Minutes:** Review & Approve minutes for Dec. 7, 2015

**1<sup>st</sup>:** C. Parshalle      **2<sup>nd</sup>:** A. Cross

**Corrections:** None

**Opposed:** none      **abstained:** M. Tucker  
*The motion was passed.*

**Reimbursements:** No reimbursements

**Positions Authorizations Meetings:** New and replacement authorizations to be brought back for next meeting

New Positions:

- Pos # 6625; Title: Office Specialist; Dept.: Health Services; Grade 20; 11 months; 100% will work on main campus and Camp Pendleton
- Pos # 3679; Title: Trio/SS Outreach Coordinator; Dept.: GFSP/TRIO-SSS; Grade: 20; 12 months; 100%
- Previously approved but never filled. Pos # 6567; Title: IS Systems Engineer; Dept.: IS; Grade 47; 12 months; 100%
- Previously approved but never filled. Pos # 6419; Title: Trio/SS Outreach Coordinator; Dept.: GFSP/TRIO-SSS; Grade: 20; 12 months; 100%

Changes: none

Replacements:

- Pos # 5746; Title: Office Specialist III; Dept.: HRS; Grade: 16; 12 months; 100%
- Pos # 6534; Title: Veteran Services Technician; Dept.: Veterans Services; Grade: 23; 12 months; 100%
- Pos # 5479; Title: Enrollment Service Specialist; Dept.: Enrollment Services; Grade: 20; 12 months; 100%
- Pos # 5472; Enrollment Services Technician; Dept.: Enrollment Services; Grade: 20; 12 months; 100%
- Pos # 5837; Title: Skilled Maintenance Technician; Dept.: Escondido Center; Grade 17; 12 months; 100%

Items to Vote: none

**5. INFORMATION / DISCUSSION:**

**New Business:** none

**Unfinished Business:** AFT per capita increase.

Amber reported the 77.39 a month AFT agency fee per capita increase we voted on did not happen Jan. 1, 2016.

- Dan moved to amend the previously approved motion to pass through an increase in agency fees to membership dues in Jan. 1, 2016 to now reflect the increase to begin July 16, 2016.

1<sup>st</sup>: D. Dryden

2<sup>nd</sup>: C. Wick

**Abstained:** none

The motion passed unanimously

**Elections:** Michelle and Amber reported ballots were sent out for choosing two additional members to attend the upcoming CFT convention in San Francisco. Four people were nominated and are on the ballot. Ballots are due Feb. 17, 2016. The ballots will be counted and the winners informed.

**Training / Conferences:** Dan reported there is another national conference to be held in New York, April 3-5, 2016. Reservations need to be made no later than March 1, 2016. The registration fee is \$345.00 per person. Further details will be discussed at the next CCE council meeting.

**Negotiations Update:** none

**Classification Study:** Dan reported that the classification study with recommended allocations to salary grades will be reviewed by the Governing Board on Tuesday, Feb. 9, 2016. The Governing Board will decide whether to accept the study, and if so, give the directive to the District to go ahead with negotiations.

**Membership / Communications:**

**Strategic Planning Update & Discussions:**

SPC: none

FASPC: none

IPC: none

HRSPC: none.

SSPC: none

**Budget Committee:** none

**Benefits Committee:** none

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

**Stewards reports:**

a.) Robert: absent

b.) Tricia: absent

c.) Mary Jo: absent

7. **EXECUTIVE SESSION: 2:40 PM**

**President's Report:** Dan reported discussions for the reorganization or "reset" of the college are occurring. Administrators will be working top down considering the best supervision for classified employees, what makes sense fiscally for the college, and staying within parameters of our contracts. Dan also reported that the director of facilities is in the process of hiring two new custodians to come in at night to help out on a contract basis. This will be filling a short term void.

**Senior Vice President Report:** Chris reported a few retired classified employees have contacted her regarding the new health plan. She refers them to the Benefits Committee and HR.

**Grievance Officer Report:** Anel reported she continues to work on grievances for classified employees.

**Vice President Report:** vacant position

**Secretary Report:** no report

**Treasure's Report:** Amber reported she has filled out all the paper work for the storage unit so that CCE Council members will be able to view what records have been stored there. Amber reported for the month of December, we have 85 nonmembers, 256 full members totaling to 341



**PALOMAR COLLEGE**

COUNCIL OF CLASSIFIED EMPLOYEES  
AMERICAN FEDERATION OF TEACHERS LOCAL #4522

*classified staff with a 75.07% full CCE membership. Amber also reported we have closed our account with Union Bank. She and Tricia will be meeting next week to reconcile all accounts since July, 2015. She will present the report to the CCE Council.*

**Technology Officer Report:** *absent*

**Communication Officer Report:** *Michelle is working on updating a full membership list with current addresses. Michelle is going to send out an email requesting help for counting ballots to determine who will be elected to attend the CFT San Francisco Conference.*

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

**9. ADJOURNMENT:** 3:24 PM



**PALOMAR COLLEGE**

COUNCIL OF CLASSIFIED EMPLOYEES  
AMERICAN FEDERATION OF TEACHERS LOCAL #4522

**Minutes of Meeting: Monday, Dec. 7, 2015**  
**Regular Meeting of the Executive Council of the**  
**Palomar College Council of Classified Employees / AFT 4522**  
**MD-301**

EXECUTIVE COUNCIL

DAN DRYDEN  
PRESIDENT

CHRIS WICK  
SENIOR VICE-PRESIDENT

VACANT  
VICE PRESIDENT

CATHERINE PARSHALLE  
SECRETARY

AMBER CROSS  
TREASURER

MICHELLE TUCKER  
COMMUNICATIONS /  
MEMBERSHIP OFFICER

AARON HOLMES  
TECHNOLOGY OFFICER

ANEL GONZALEZ  
GRIEVANCE OFFICER

VACANT  
GRIEVANCE OFFICER

STEWARDS  
MARY JO FLORES  
ROBERT SEDILLO  
TRICIA FRADY

**1. CALL TO ORDER: 2:08 PM**

*Present: D. Dryden, C. Wick, C. Parshalle, A. Cross, A. Holmes, A. Gonzalez*  
*Guest: Frank Oppedisano*  
*Stewards: R. Sedillo & T. Frady*  
*Absent: M. Tucker & M. Flores*

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

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

**4. ACTION ITEMS:**

**Minutes:** Review & Approve minutes for November 2, 2015

**1<sup>st</sup>:** C. Wick                      **2<sup>nd</sup>:** A. Holmes

**Corrections:** None

**Opposed:** none                      **abstained:** A. Gonzalez & A. Holmes  
*The motion was passed.*

**Reimbursements:** Amber reimbursed Michelle \$66.51 for the Grab & Go Event.

**Positions Authorizations Meetings:**

**New Positions:** none

**Changes:** none

**Replacements:** none

**Items to Vote:** none

**5. INFORMATION / DISCUSSION:**

**New Business:**

**a.) Storage Unit:** A conversation was held regarding whether to keep the storage unit as it costs 50.00 a month. It appears no-one is sure what is kept there. It was suggested an inventory be taken to see if there are records to keep and if so, perhaps relocate them to the Mulberry Office. Amber has the address and Mike Dimmick has the key.

**b.) Lease agreement with PFF:** CCE has a lease agreement with PFF in sharing the Mulberry Office. The rent is \$750.00 a month and the space is rarely used by the CCE. A suggestion was made to make keys for the committee members. Dan suggested we move this to second reading at our next meeting scheduled for Jan. 11, 2016.

**c.) New members drawing:** The drawing was held and Eugene Tactay was the winner. It was decided to give a \$100.00 gift card to the new member as well.

**d.) Discussion on language for term of time to serve on a committee:** Dan reminded us that we had decided at a previous meeting to design a standard template at our next training retreat to be held at the Mulberry Office.

**e.) Holiday Event for our E-Council:** It was decided that our holiday council event will be held on Friday, Jan. 8<sup>th</sup>, 2016. The council will go out for lunch and bowling together.

**f.) Holiday gifts to HR & Payroll:**

- Dan made a motion to buy holiday gifts not to exceed \$50.00 for two departments in recognition of their continued assistance to the CCE.

1<sup>st</sup>: D. Dryden  
**Opposed:** none

2<sup>nd</sup>: C. Wick  
**Abstained:** none

*The motion passed unanimously*

**g.) Update on short-term issue from the attorney/Dan:** Dan gave an update on the short term hourly issue and possibilities to move forward. He will meet with Mike Popielski in January, 2016.

**Unfinished Business:** none

**Elections:** none

**Training / Conferences:** Amber reported that there are two upcoming CFT conferences for members to attend. One conference is on Jan. 22<sup>nd</sup>, 2016 in Manhattan, and the other is scheduled March 11-13<sup>th</sup> 2016, in San Francisco. Aaron mentioned another leadership training conference scheduled in Feb., 2016 in Sacramento.

**Negotiations Update:** none

**Classification Study:** Robert, Chris and Aaron met with RSG last Monday. A presentation will be given to the Governing Board in Feb., 2016. Negotiations for the implementation of the study will begin following the Governing Board meeting. The study is anticipated to be finalized by the end of the fiscal year, July 1, 2016.

**Membership / Communications:** Dan reported the District is on board with the "sooner the better" contract.

#### **Strategic Planning Update & Discussions:**

**SPC:** Dan reported the Director of Enrollment Services will become a member of this committee.

**FASPC:** none

**IPC:** none

**HRSPC:** Kate reported from the last meeting that HR is working on a new staffing master plan for the college.

**SSPC:** none

**Budget Committee:** none

**Benefits Committee:** none

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

**Stewards reports:**

a.) Robert: none

b.) Tricia reviewed past protocol of HR writing letters to the CCE 20 days before moving employees to new positions and is concerned this practice may not be currently followed.

#### **7. EXECUTIVE SESSION: 3:01 PM**

**President's Report:** Dan gave his time for Frank Oppedisano to speak about the upcoming *Friedrichs vs. California Teachers Association* Supreme Court Case that is scheduled first on the docket next year. The case is ruling whether Agency Fees are in violation of free speech. At issue is whether "Agency shop laws" which require public employees to pay union dues as a condition of employment violate principles of free speech.

**Senior Vice President Report:** no report

**Grievance Officer Report:** no report

**Vice President Report:** vacant position

**Secretary Report:** no report

**Treasure's Report:** no report

**Technology Officer Report:** no report

**Communication Officer Report:** absent-no report

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

#### **9. ADJOURNMENT: 4:08 PM**



**PALOMAR COLLEGE**

COUNCIL OF CLASSIFIED EMPLOYEES  
AMERICAN FEDERATION OF TEACHERS LOCAL #4522

**Minutes of Meeting: Monday, November 2, 2015**  
**Regular Meeting of the Executive Council of the**  
**Palomar College Council of Classified Employees / AFT 4522**  
**MD-301**

EXECUTIVE COUNCIL

DAN DRYDEN  
PRESIDENT

CHRIS WICK  
SENIOR VICE-PRESIDENT

VACANT  
VICE PRESIDENT

CATHERINE PARSHALLE  
SECRETARY

AMBER CROSS  
TREASURER

MICHELLE TUCKER  
COMMUNICATIONS /  
MEMBERSHIP OFFICER

AARON HOLMES  
TECHNOLOGY OFFICER

ANEL GONZALEZ  
GRIEVANCE OFFICER

VACANT  
GRIEVANCE OFFICER

STEWARDS  
MARY JO FLORES  
ROBERT SEDILLO  
TRICIA FRADY

**1. CALL TO ORDER: 2:04 PM**

*Present: D. Dryden, C. Parshalle, A. Cross, M. Tucker, & C. Wick*  
*Stewards: R. Sedillo & Tricia Frady*  
*Absent: A. Holmes & A. Gonzalez*

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

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

**4. ACTION ITEMS:**

**Minutes:** Review & Approve minutes for October 19<sup>th</sup>, 2015

**1<sup>st</sup>:** A. Cross                      **2<sup>nd</sup>:** M. Tucker

**Corrections:** None

**Opposed:** none                      **abstained:** C. Wick  
*The motion was passed.*

**Reimbursements:** none

**Positions Authorizations Meetings:**

**New Positions:** none

**Changes:** none

**Replacements:** *Tricia reported these positions will be looked at the committee's next meeting.*

- *Pos #5689; Title: Skilled Maintenance Technician Parking Lot; Dept.: Facilities Building Services; Grade 17; 12 months; 100%*
- *Pos # 5864; Title: Senior Administrative Secretary; Dept.: TERB; Grade 23; 10 months; 75%*

**Items to Vote:** *Holiday cards and gifts for members*

*Stator Brothers cards: \$25-30 for members; \$15 for non-members*

**a.)** *Dan made a motion that the CCE provide full members a \$30.00 Stater Brothers Holiday gift card and \$15.00 for non-members to be distributed before the winter break.*

**1<sup>st</sup>:** D. Dryden                      **2<sup>nd</sup>:** M. Tucker

**Discussion:** none

**Opposed:** none                      **Abstained:** none  
*The motion passed unanimously*

**b.)** *Dan made a motion to purchase holiday cards for our unit members not to exceed \$500.00.*

**1<sup>st</sup>:** D. Dryden                      **2<sup>nd</sup>:** M. Tucker

**Discussion:** none

**Opposed:** none                      **Abstained:** none  
*The motion passed unanimously.*

**5. INFORMATION / DISCUSSION:**

**New Business:** none

**Unfinished Business:** none

**Elections:** none

**Training / Conferences:** Chris reiterated the importance for us to have training sessions for our cabinet members in the near future.

**Negotiations Update:** Dan reported that he has had some calls regarding changes in the health care plans. He requested that further questions regarding the health care be referred to Wendy Corbin in HR.

**Classification Study:** Chris reported that they are meeting twice a week for the reconsiderations. She stated that they have a really good group working on this and wanted to give a special thanks to Robert Sedillo for his valuable input on background for Student Services. Also to be thanked for their assistance are: Dayna Schwab for Administrative Services and Anne Delgado for Instruction. RSG is  $\frac{3}{4}$  of the way done on salaries. The study is to be completed by the end of November, 2015.

**Membership / Communications:** Michelle reported Anel Gonzales is the new committee member for the EEO Diversity Committee. Amber suggested that an email go out to all committee members and let them know what our expectations are in reporting back to us. Committee members need to be informed where to send "high lights" of their meetings. Tricia suggested a standard template be designed for them to follow. Michelle reminded we need to decide if there are to be time limits for people serving on certain committees. Dan said these items could be worked on at our next training retreat.

**Strategic Planning Update & Discussions:**

**SPC:** none

**FASPC:** none

**IPC:** none

**HRSPC:** none

**SSPC:** none

**Budget Committee:** Dan reported they are talking about being resized and that the allocation will go down. He also mentioned the opening of the South Center and that money has been set aside to pay for the launching of it, but staffing is not yet determined. The opening is scheduled for fall 2017.

**Benefits Committee:** none

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

**Stewards reports:**

- a.) Robert suggested for future CCE events, to recruit non e-council members, who love outreach, to take shifts and help out. This would encourage more interaction between members and for members to feel a stronger connection to our unit.
- b.) Tricia reported on several items:
  - 1.) E-council needs to encourage members to attend the presidential forum. If they can't attend, encourage them to watch the video.
  - 2.) She had sent an email reporting, as of the month of October, we have 636 hourly employees nearly twice as many as classified employees.
  - 3.) Either Amber or Michelle should be listed on our AFT website.
  - 4.) She will send an updated list of SERP listing what positions have been filled.

**EXECUTIVE SESSION: 3:01 PM**

**President's Report:** Dan reported concerns regarding temporary hourly employees doing the work of full time classified employees.

**Senior Vice President Report:** no report

**Grievance Officer Report:** Absent –no report

**Vice President Report:** vacant position

**Secretary Report:** no report

**Treasure's Report:** Amber reported she is waiting for the next statement from US Bank. Whatever is remaining, she will write a check to Cal Coast. To close the account, the original



**PALOMAR COLLEGE**

COUNCIL OF CLASSIFIED EMPLOYEES  
AMERICAN FEDERATION OF TEACHERS LOCAL #4522

*signers need to be present. The COPE and the Scholarship Funds also need to be closed out and set up at Cal Coast. Options still need to be considered for whether to open two separate savings accounts. She is also working with Tricia on the spread sheets.*

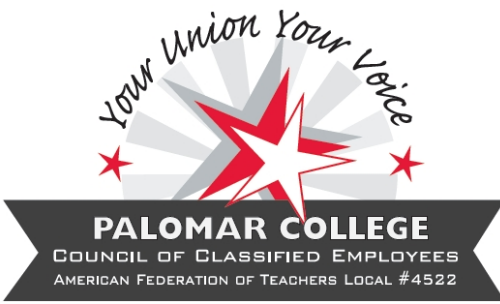
**Technology Officer Report:** *Absent-no report*

**Communication Officer Report:** *Michelle reported the Grab and Go was successful. Two new members were recruited and possibly more to follow. She noted for future events to check which building the electrical source is coming from and to make sure we don't conflict with student events scheduled. Michelle is planning two more Grab and Go events before the end of the year: one for the evening classified staff here at San Marcos and another for Escondido. There is left over candy, popcorn and drinks from the last event. For the Escondido event, she will purchase pre-bagged popcorn as it would be difficult to transport the popcorn machine.*

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

**9. ADJOURNMENT: 3:15PM**





**EXECUTIVE COUNCIL**

- DAN DRYDEN  
PRESIDENT
  
- CHRIS WICK  
SENIOR VICE-PRESIDENT
  
- VACANT  
VICE-PRESIDENT
  
- CATHERINE PARSHALLE  
SECRETARY
  
- AMBER CROSS  
TREASURER
  
- MICHELLE TUCKER  
COMMUNICATIONS / MEMBERSHIP  
OFFICER
  
- AARON HOLMES  
TECHNOLOGY OFFICER
  
- ANEL GONZALEZ  
GRIEVANCE OFFICER
  
- VACANT  
GRIEVANCE OFFICER
  
- STEWARDS  
MARY JO FLORES  
ROBERT SEDILLO  
TRICIA FRADY

**1. CALL TO ORDER: 2:00 PM**

*Present: D. Dryden, C. Wick, K. Parshalle, M. Tucker, & A. Gonzalez Stewards: M. Flores, T. Frady*  
*Absent: A. Cross, & A. Holmes Stewards: R. Sedillo*

**2. AGENDA MODIFICATIONS / ADDITIONS:**

*Additions: none*  
*Modifications: none*

**3. QUESTIONS & COMMENTS FROM MEMBERS:**

a.) *Mary Jo reported she will be on medical leave until Jan. 2016.*

**4. ACTION ITEMS:**

**Minutes:** *Minutes for Sept.28, 2015 were tabled for next meeting.*

**Reimbursements:** *none*

**Position Authorizations Meetings:**

- *Tier 1: Tricia reported 7 have been filled and the remaining 10 are in process.*
- *Tier 2: Tricia reported, there are 15 positions to be filled and 7 have gone out for transfer. Any positions vacated and not part of the SRP will be put on a priority list within the department. Many of these are IS jobs, and are on hold due to the classification study. Positions vacated due to a transfer are not automatically filled. They go on a priority list within their department. Tricia stated that in the month of August, there were 386 student workers and temporaries combined. In September, there were 540 student workers and temporaries.*

**Items to Vote:** *none*

**5. INFORMATION / DISCUSSION:**

**New Business:** *none*

**Unfinished Business:** *none*

**Elections:** *none*

**Training / Conferences:** *none*

**Membership / Communications:** *none*

**Negotiations Update:**

*Dan revisited the promotional ability for classified employees to transfer to a higher level. The question remains as to how the letter of interest is to be given to HR. If the transcript, social security are already on file, it is there permanently. Employees with their files on record can apply for higher positions by updating their minimum qualifications for the new position. Anel and Tricia discussed the option of standardized tests being made for the different positions. The current policy states it is up to the departments to determine what tests will be used for the position.*

**Classification Study:**

*Chris reported there are about 85 reconsiderations to be completed with RSG. The process is on-going and to be completed by November.*

**Strategic Planning Update & Discussions:**

- |                          |                                      |
|--------------------------|--------------------------------------|
| <b>SPC:</b> <i>none</i>  | <b>FASPC:</b> <i>none</i>            |
| <b>IPC:</b> <i>none</i>  | <b>HRSPC:</b> <i>none</i>            |
| <b>SSPC:</b> <i>none</i> | <b>Budget Committee:</b> <i>none</i> |

**Benefits Committee:** *none*

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

**Stewards Reports:** *Mary Jo-none*

**7. EXECUTIVE SESSION:**

**Presidents' Report:**

*Dan reported that a Common Information Exchange is being set up as a portal to share information between planning councils and then expand to the rest of the college. Dan mentioned five areas we will be concerned with in the future: hiring and staffing, right sizing the college, enrollment management, short term hourlies and the classification study.*

**Sr. Vice President Report:** *none*

**Vice President Report:** *vacant*

**Secretary Report:** *none*

**Treasurer's Report:** *absent (none)*

**Technology Officer Report:** *absent (none)*

**Communication Report:** *Michelle reported she continues to work on the committees and make sure we have representation on all.*

**Grievance Officer Report:** *Anel reported she is working employee issues in HR and Facilities.*

8. **AGENDA REQUESTS:** *None*

9. **ADJOURNMENT: 3:39 PM**



**PALOMAR COLLEGE**

COUNCIL OF CLASSIFIED EMPLOYEES  
AMERICAN FEDERATION OF TEACHERS LOCAL #4522

**Minutes of Meeting: Monday, October 19<sup>th</sup>, 2015**  
**Regular Meeting of the Executive Council of the**  
**Palomar College Council of Classified Employees / AFT 4522**  
**MD-301**

EXECUTIVE COUNCIL

DAN DRYDEN  
PRESIDENT

CHRIS WICK  
SENIOR VICE-PRESIDENT

VACANT  
VICE PRESIDENT

CATHERINE PARSHALLE  
SECRETARY

AMBER CROSS  
TREASURER

MICHELLE TUCKER  
COMMUNICATIONS /  
MEMBERSHIP OFFICER

AARON HOLMES  
TECHNOLOGY OFFICER

ANEL GONZALEZ  
GRIEVANCE OFFICER

VACANT  
GRIEVANCE OFFICER

STEWARDS  
MARY JO FLORES  
ROBERT SEDILLO  
TRICIA FRADY

**1. CALL TO ORDER: 2:04 PM**

*Present: D. Dryden, C. Parshalle, A. Cross, M. Tucker, A. Holmes,  
& A. Gonzalez*

*Absent: C. Wick*

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

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

**4. ACTION ITEMS:**

**Minutes:** Review & Approve minutes for Sept. 28<sup>th</sup>, 2015

**1<sup>st</sup>:** A. Holmes                      **2<sup>nd</sup>:** M. Tucker

**Corrections:** Corrections were made per A. Holmes request for the negotiations wording and also for D. Dryden's President's Report. A. Cross requested a change in wording for Training and Conferences.

**Opposed:** none                      **abstained:** A. Holmes, & A. Cross  
*The motion was passed.*

**Minutes:** Review & approve minutes for October 5th, 2015

**1<sup>st</sup>:** A. Holmes                      **2<sup>nd</sup>:** M. Tucker

**Corrections:** D. Dryden requested changes in wording in the Negotiation Update.

**Opposed:** none                      **Abstained:** none  
*The motion was passed unanimously.*

**Reimbursements:** none

**Positions Authorizations Meetings:** none

**Items to Vote:**

**a.) Approve 2015/ 2016 Budget:**

- Aaron made a motion to approve the CCE 2015/2016 budget increasing membership to \$15,000 and removing the legal fund.

**1<sup>st</sup>:** A. Holmes                      **2<sup>nd</sup>:** M. Tucker

**Discussion:** none

**Opposed:** none                      **Abstained:** none  
*The motion was passed unanimously.*

- Dan made a motion to allocate \$30,000 as a legal reserve fund.

**Discussion:** none

**1<sup>st</sup>:** D. Dryden                      **2<sup>nd</sup>:** A. Cross

**Opposed:** none                      **Abstained:** none  
*The motion passed unanimously.*

**b.) AFT Rate Increase:** The AFT Rate Increase went up September 1, 2015 for an increase of \$77.39 a month. This equates to approximately a 27 cents increase for members and 14 cents for non-members. There are 241 full members and 88 non-members.

- Aaron made a motion: As of Jan.1<sup>st</sup>, 2015 dues will reflect the 2015/2016 AFT affiliate rate per capita increase.

**1<sup>st</sup>:** A. Holmes                      **2<sup>nd</sup>:** D. Dryden

**Discussion:** none

**Opposed:** none      **Abstained:** none  
The motion passed unanimously.

## 5. INFORMATION / DISCUSSION:

### **New Business: Action item**

a.) **Salary Increase Allocation:** Dan made a motion for the CCE to direct the District to distribute evenly the funds available through Article 12- Section 1 (1.13% in additional funds), to the classified salary schedule.

**1<sup>st</sup>:** D. Dryden      **2<sup>nd</sup>:** A. Holmes

**Discussion:** Other ideas considered for use of funds included a rainy day fund, a professional growth fund or a floater holiday.

**Opposed:** none      **Abstained:** none  
The motion passed unanimously.

**Unfinished Business:** none

**Elections:** none

**Training / Conferences:** Dan reported he is talking with Frank Oppedisano about putting something together for a future retreat.

**Negotiations Update:** none

**Classification Study:** Aaron stated the classification study is moving along with the reconsideration requests and that they are about half way through. It is expected that everything, including the salaries which are based on the job descriptions, will be completed by the end of November, 2015.

**Membership / Communications:** Michelle reported a new committee member is needed for the EEO Diversity Committee.

### **Strategic Planning Update & Discussions:**

**SPC:** none      **FASPC:** none

**IPC:** none      **HRSPC:** none

**SSPC:** none

**Budget Committee:** Aaron reported the subcommittee is looking at the budget line by line to make sure all the funds are used in an efficient way.

**Benefits Committee:** none

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

7. **EXECUTIVE SESSION: 2:40 PM**

**President's Report:** Dan reported that he is working with Mike Popielski regarding out of class issues. Mike Popielski apologized that he did error in stating the District would accept and consider applications from classified staff for positions in a higher grade before advertising to external candidates. Title 5 specifically prohibits the District from in-house or promotional recruitment. All internal candidates will apply at the same time as external candidates.

**Senior Vice President Report:** Absent-no report

**Grievance Officer Report:** Anel reported she continues to work on several employee issues and grievances. A conversation about "additional duties" versus out of class ensued.

**Vice President Report:** vacant position

**Secretary Report:** no report

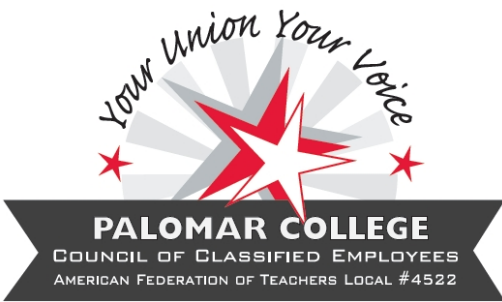
**Treasure's Report:** Amber reported there are 3 new hires this month who have not signed up for membership. There are 329 employees in our unit with 73.25% membership. Full membership is 241 with 88 nonmembers. She has received checks for our account at Cal Coast. The Union Bank account needs to be closed and monies transferred. The COPE and Scholarship Funds also need to be closed and set up at Cal Coast.

**Technology Officer Report:** *Aaron reported everything is up on the website except the minutes. He needs to create a new page in order to post the agenda and minutes.*

**Communication Officer Report:** *none.*

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

**9. ADJOURNMENT:** **3:10 PM**



**EXECUTIVE COUNCIL**

- DAN DRYDEN  
PRESIDENT
  
- CHRIS WICK  
SENIOR VICE-PRESIDENT
  
- VACANT  
VICE-PRESIDENT
  
- CATHERINE PARSHALLE  
SECRETARY
  
- AMBER CROSS  
TREASURER
  
- MICHELLE TUCKER  
COMMUNICATIONS / MEMBERSHIP  
OFFICER
  
- AARON HOLMES  
TECHNOLOGY OFFICER
  
- ANEL GONZALEZ  
GRIEVANCE OFFICER
  
- VACANT  
GRIEVANCE OFFICER
  
- STEWARDS  
MARY JO FLORES  
ROBERT SEDILLO  
TRICIA FRADY

**1. CALL TO ORDER: 2:05 PM**

*Present: D.Dryden, C.Wick, C.Parshalle, A.Cross, M.Tucker, A.Holmes, & A.Gonzalez,  
 Guests: T. Frady & Frank Oppedisano*

**2. AGENDA MODIFICATIONS / ADDITIONS:**

*Additions: Committee Reps  
 Modifications: none*

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

**4. ACTION ITEMS:**

**Minutes:** *Review & Approve minutes of July 1, 2015*

*1<sup>st</sup>: A.Holmes                      2<sup>nd</sup>: C.Wick*

**Corrections:** *none*

**Opposed:** *none*

**Abstained:** *A. Holmes, M. Tucker, & A. Gonzalez*

**Minutes:** *Review & Approve minutes of Sept. 15, 2015*

*1<sup>st</sup>: M. Tucker                      2<sup>nd</sup>: A. Holmes*

**Corrections:** *none*

**Opposed:**

**Abstained:** *A. Cross*

**Reimbursements:**

**Position Authorizations Meetings:** *none*

**Items to Vote:**

**a.) Approve 2015/2016 Budget: Postponed for next meeting: Oct.5, 2015**

**b.) Committee representatives and membership:**

- *A motion was made to appoint Rosalinda Tovar to serve on the BSI Committee.*

*1<sup>st</sup>: D. Dryden                      2<sup>nd</sup>: A. Holmes*

*Motion passed unanimously*

- *A motion was made to appoint Susan Garland to the FASPC Committee.*

*1<sup>st</sup>: D.Dryden                      2<sup>nd</sup>: A. Gonzalez*

*Motion passed unanimously*

- *A motion was made to appoint Kate Parshalle to the HRSPC Committee.*

*1<sup>st</sup>: D. Dryden                      2<sup>nd</sup>: A. Gonzalez*

*Motion passed unanimously*

- *A motion was made to appoint Michelle Tucker to Behavior Health and Wellness Committee.*

*1<sup>st</sup>: K. Parshalle                      2<sup>nd</sup>: A. Gonzalez*

*Motion passed unanimously*

- *A motion was made to appoint Glenda Gardner to the Professional Growth Committee.*

*1<sup>st</sup>: D. Dryden                      2<sup>nd</sup>: C. Wick*

*Motion passed unanimously*

**5. INFORMATION / DISCUSSION:**

**a.) There was a discussion regarding increasing money for the COPE Fund.**

**(Campaign on Political Education.) Other ideas considered were:**

- *Additional money for a legal fund*

- Increasing funds for the part-time employee
- Increasing funds for membership
- Increasing funds for legal council

**New Business:** Short –term & hourlies.

Anel is concerned about hiring practices going on in many departments regarding short-term replacing classified staff. A discussion was held regarding hourlies who have been here for years doing classified position work. Dan will be meeting with Mike Popielski in HR regarding these matters. Aaron concluded the conversation stating: “we need to make sure bosses equally promote people and prevent biases in the hiring process.”

**Unfinished Business:** none

**Elections:** none

**Training / Conferences:** Training Summit

No one will be attending the Oct. 9<sup>th</sup>-11<sup>th</sup>, 2015 CFT Conference.

The group is considering doing group training off campus with Frank at the Mulberry Office or at a member’s home. This could be scheduled towards the end of October. Tricia suggested to have team building events at least once a year. For future conferences, Michelle is going to bring in some more information.

**Membership / Communications:** none

**Negotiations Update:** Dan reported the District’s request to change the health benefits planned administrator from FBC to SISC was approved by the Benefit’s Negotiation Committee. Aaron noted the Benefits Committee has the task of evaluating medical plans offered by the District per Article 13.5.

**Classification Study:** Aaron stated the classification study steering committee is working with RSG to finalize accurate job descriptions for the study and reported that this part should be completed by November, 2015. The goal is to ensure the job descriptions are 100% accurate. RSG will send a letter to every employee who made a revision request and provide an explanation as to what was determined. Next, the compensation part will be determined. What will be negotiated is to how to implement the study.

**Strategic Planning Update & Discussions:**

**SPC:** none

**FASPC:** none

**IPC:** none

**HRSPC:** none

**SSPC:** none

**Budget Committee:** none

**Benefits Committee:** none

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

**7. EXECUTIVE SESSION:**

**Presidents’ Report:** Dan reported on transfers and promotions. In the past, promotional opportunities were not included for transfers. HR now includes language on job postings that states: “Transfer, Voluntary Demotion and Promotion” to encourage promotional opportunities from within. Thus, applicants who meet the minimum qualifications, and are not at the same grade level as the position posted, will be able to apply. This will provide new opportunities for our classified staff to advance. The electronic application Human Resources has adopted was discussed. In the past, applicants could submit a typed letter of interest illustrating how they met the minimum qualifications for a temporary out of class or transfer promotion. HR’s new policy requires everything be submitted through the electronic application process, but will continue to accept a letter to honor the contract.

**Sr. Vice President Report:** no report

**Vice President Report:** vacant position

**Secretary Report:** no report

**Treasurer’s Report:** no report

**Technology Officer Report:** no report

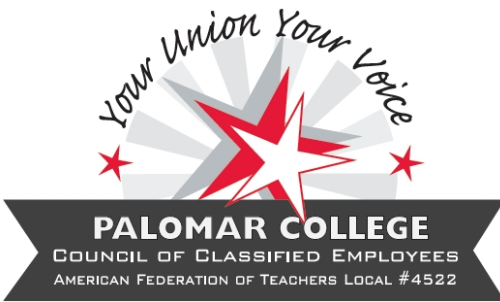
**Communication Officer Report:** Michelle began a discussion on the safety and security of toxic substances for classified workers on campus. It states in Section 25.4 of our contract that: “The District shall provide appropriate safety and security training for any employee required to handle hazardous or toxic chemicals.” Her question was: what mechanism is in place for training? Aaron stated, these issues are handled on an individual basis following a complaint filed by an employee.

**Grievance Officer Report:** Anel did her reporting in new business.

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

**9. ADJOURNMENT:** 3:34 PM





**Minutes of Meeting: Sept. 14, 2015**  
**Regular Meeting of the Executive Council of the**  
**Palomar College Council of Classified Employees/AFT Local 4522**  
**MD-301**

**EXECUTIVE COUNCIL**

Dan Dryden  
 PRESIDENT

Chris Wick  
 SENIOR VICE-PRESIDENT

Vacant  
 VICE-PRESIDENT

Catherine Parshalle  
 SECRETARY

Amber Cross  
 TREASURER

MICHELLE TUCKER  
 COMMUNICATIONS / MEMBERSHIP  
 OFFICER

AARON HOLMES  
 TECHNOLOGY OFFICER

Anel Gonzalez  
 GRIEVANCE OFFICER

VACANT  
 GRIEVANCE OFFICER

STEWARDS  
 Mary Jo Flores  
 Robert Sedillo  
 Tricia Frady

**1. CALL TO ORDER: 2:06 PM**

*Present: D. Dryden, C. Wick, C. Parshalle, M. Tucker, A. Holmes, A. Gonzalez, T. Frady & M. Flores*  
*Absent: A. Cross & R. Sedillo*

**2. AGENDA MODIFICATIONS/ADDITIONS**

*Addition: none*  
*Modifications: none*

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

**4. ACTION ITEMS:**

**Minutes:** *Due to lack of quorum, minutes of July 1, 2015 were tabled.*

**Minutes:** *Review & approve minutes of August 5, 2015*

**1<sup>st</sup>:** *M.Tucker*                      **2<sup>nd</sup>:** *A.Holmes*

**Corrections:** *none*      **Opposed:** *none*                      **Abstained:** *D. Dryden & C. Parshalle*

**Minutes:** *Review & approve minutes of August 26, 2015*

**1<sup>st</sup>:** *A. Holmes*                      **2<sup>nd</sup>:** *A. Gonzalez*

**Corrections:**

- 1.)** *Typo of incorrect date of minutes July 7th was changed to July 1.*
- 2.)** *Change in negotiations update: The wording for Chris Wick PFF contract was corrected to: The PFF has already completed their negotiations for their new contract and is awaiting ratification. The wording for the Cola for the CCE was changed to: Dan reported the CCE received the 2015-2016 COLA per our contractual agreement. The COLA increase is 1.02%.*

**Opposed:** *none*

**Abstained:** *none*

*The motion passed unanimously*

**Reimbursements:** *None*

**Position Authorizations Meetings:**

**Replacement and Change Positions:** going from 11 months to 12 months

- *Pos # 6543; Title: Teaching and Learning Center Specialist; Dept.: Languages and Literature; Grade 23; 12 months; 100%*
- *Pos # 6490; Title: Nurse Practitioner; Dept.: Health Services; Grade: 49; 12 months; 100%*

**Position Replacements:**

- *Pos #5758; Title: Custodian I; Dept.: Custodial Services; Grade 8; 12 months; 100%*
- *Pos #5158; Title: Audio Production Coordinator; Dept.: Performing Arts; Grade 25; 12 months; 100%*
- *Pos #5833; Title: Athletic Advisement Assistant; Dept.: Athletics; Grade 12; 11 months 45%*
- *Pos #6229; Title: Broadcast Operator; Dept.: Telecommunications/Grants; Grade 23; 12 Months; 100%*
- *Pos #5594; Title: Accounting Assistant; Dept.; Fiscal Services; Grade 16; 12 months; 100%*

**Items for Vote:**

- a. Approve 2015/2016 Budget: Tabled until the next meeting*

**5. INFORMATION / DISCUSSION**

**New Business:**

**a.) Discussion regarding time lines for serving on committees:**

*Dan led a discussion as to how long members should serve on committees. It takes two years to make an impact. One year to become familiar and another to be effective. There are certain committees, (Budget, Negotiations, and SPCC) that should not be restricted to the two year term. A proposal from Dan proposing a two year term for shared governance committees and councils will come in email for CCE Council members to review. Consideration for the responsibilities of committee members will also be reviewed.*

### **Training and Conferences:**

a.) The upcoming CFT Conference scheduled for October 9<sup>th</sup>-11<sup>th</sup>, 2015 was discussed. D. Dryden, C. Wick, A. Cross & C. Cruz may be attending. Dan made a motion to send no more than 4 people to the CFT Conference for Oct. 9<sup>th</sup>-11<sup>th</sup>, 2015 and for expenses not to exceed \$1,000 per person which includes 2 nights of hotel, air-fare, registration fee and food.

1<sup>st</sup>: D. Dryden      2<sup>nd</sup>: C. Wick      The motion passed unanimously.

### **Membership/Communications:**

Michelle is planning to do a "Grab and Go" event to use up the leftover food and drink items from Movie Night. She is also looking for "poll" survey questions to ask unit members when the event is held.

### **Negotiations Update:**

Dan reported that the Health Care changes are coming down soon. The District wants this change due to increase in premiums. Kaiser premiums are up 8%. Aaron noted, although there are changes in both the HMO'S and PPO's, that the actuarial values of the plans are the same. The health care savings for the District would be between 600,000 - 8000,000 per year. The decision whether to support the health care changes has to go out for a vote. There will be another CCE Unit meeting. The ultimate question we are asking is: What impact will the health care plan changes have on each of our members? Currently, FBC (Fringe Benefits Consortium) administers the PPO claims. If the new plans are adopted, SISC will be the new claims administrator and be responsible for determining whether to pay the claims or not.

### **Classification Study:**

Chris reported the job descriptions are in their final process. After these are finished, they will work on the salary component. Ron Perez expects, based on a conversation with Mike Popielski, that the study should be completed by the end of November.

### **Strategic Planning Update & Discussions:**

SPC: A discussion about the medium versus large community college occurred. Aaron explained that the college was trying to "reset" from a large community college to a medium size college based on years of declining numbers of FTES, and to go to "stability funding." Currently, we receive a large allocation for being a large community college. In the first year of the three year plan, we will receive a million dollars for being a large college. The second year, the state will fund only at actual FTES, and we will still receive the million for the large college status. The third year, our funding will be at the actual FTES level, and we will receive the million in funding. After this, the million dollars goes away. For example, say 18,500 is the new FTES base; the college will only get the funding for that FTES base. Essentially, we want to be close to the 19,200 FTES mark as we can.

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

Steward reports; none

### **7. EXECUTIVE SESSION: 3:30**

#### **President's Report:**

Dan reported that he, Amber and Chris opened an account at Cal Coast. A \$17,907.59 deposit was made. The plan is to settle the Union Bank account

and transfer the funds to Cal Coast. Dan and Amber were issued credit cards for Cal Coast. Amber will create a simple form for two signatures and a photocopy of each check. Cal Coast does not allow two signatures on checks and it is not in our by-laws that two people need to sign. Dan reported that we got the COLA and that Ron Perez was instrumental in getting this done for us. Dan mentioned union canopies will be relocated to our Mulberry Office.

#### **Sr. Vice President's Report:**

Chris reported there is good conversation going on regarding the hourly workers. She also began the conversation of whether to continue paying \$750.00 monthly rent for the Mulberry Office if none of us are using it. Dan suggested we wait until the end of the semester to see how much we do use it, and then make a final decision.

#### **Vice President's Report:** Position unfilled

#### **Secretary's Report:**

Kate reported that FASPC is planning on getting 1,000 FTES upon opening the South Center. As to where the staff will come from, there was no report from the FASPC meeting.

#### **Treasurer's Report:** Absent- no report

#### **Technology Report:**

Aaron reported he re-upped URL and hosting. He is working on our website. He will update our current one, but eventually re-do the whole thing.

#### **Communications Report:**

Michelle is planning a "Grab and Go" activity to use up the extra popcorn, drinks, etc. left over from Family Movie Night. She is thinking of having a survey to hand out at the event as well. She is asking for us to send possible poll questions.

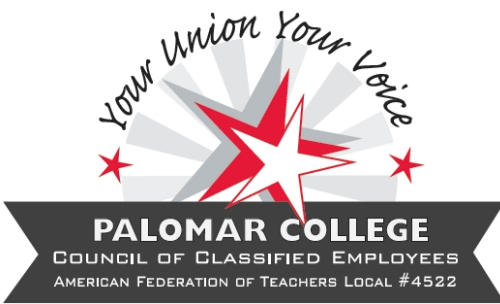
#### **GRIEVANCE REPORT:**

Anel and Chris are completing a grievance with an employee and things will be resolved shortly.

### **OTHER UPDATES/INFORMATION REQUESTS: none**

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

### **9. ADJOURNMENT 4:00 PM**



**EXECUTIVE COUNCIL**

Dan Dryden  
PRESIDENT

Chris Wick  
SENIOR VICE-PRESIDENT

Vacant  
VICE-PRESIDENT

Catherine Parshalle  
SECRETARY

Amber Cross  
TREASURER

MICHELLE TUCKER  
COMMUNICATIONS / MEMBERSHIP  
OFFICER

AARON HOLMES  
TECHNOLOGY OFFICER

Anel Gonzalez  
GRIEVANCE OFFICER

VACANT  
GRIEVANCE OFFICER

STEWARDS  
Mary Jo Flores  
Robert Sedillo  
Tricia Frady

**1. CALL TO ORDER: 2:05 PM**

*Present: D. Dryden, C. Wick, C. Parshalle, M. Tucker & A. Gonzalez  
Absent: A. Cross & A. Holmes*

**2. AGENDA MODIFICATIONS/ADDITIONS**

*Addition: Health Benefit Discussion  
Modifications: none*

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

**4. ACTION ITEMS:**

**Minutes:**

*Due to lack of quorum, minutes of July 1, 2015 and August 5, 2015 will be reviewed and approved at a future meeting.*

**Reimbursements: None**

**Position Authorizations Meetings: The following positions will be brought forth at the next meeting.**

Positions not in the SRP Tiers

- *Pos # 6543; Title: Teaching and Learning Center Specialist; Dept.: Languages and Literature; Grade 23; 12 months; 100%*
- *Pos #5758; Title: Custodian I; Dept.: Custodial Services; Grade 8; 12 months; 100%*
- *Pos #5158; Title: Audio Production Coordinator; Dept.: Performing Arts; Grade 25; 12 months; 100%*
- *Pos #5833; Title: Athletic Advisement Assistant; Dept.: Athletics; Grade 12; 11 months 45%*

**Items for Vote:**

- a. *A motion was made: Starting September 2, 2015 E-Council meetings will be Monday's from 2:00-3:30.  
1st: M. Tucker 2nd: C. Wick The motion passed unanimously.*
- b. *Approve 2015/2016 Budget: Tabled until the next meeting*

**5. INFORMATION / DISCUSSION**

**New Business:**

**a.) Committees /Planning Council CCE Reps**

- (1.) **Safety & Security Committee:** *A motion was made for Sean Heath to serve. 1<sup>st</sup>: D. Dryden 2<sup>nd</sup>: C. Wick  
The motion passed unanimously.*
- (2.) **Strategic Planning Council- SPC Alternate:** *A motion was made for Elizabeth Schoneman to serve.  
1<sup>st</sup>: D. Dryden 2nd: C. Wick The motion passed unanimously.*
- (3.) **Student Services Planning Council SSPC:** *A motion was made for Jessica Ambrocio to serve.  
1<sup>st</sup>: C. Wick 2nd: A. Gonzalez The motion passed unanimously.*
- (4.) **Human Resources Planning Council HRSPC:** *Debbi Claypool was the only candidate who volunteered  
and was unanimously approved..*
- (5.) **FASPC:** *The email vote for Teresa Wacker to serve was ratified. The vote was 5 yes, and 2 no.*

**b.) Dan presented the Health Plan Proposal which the Benefits Committee agreed to recommend to the District. An email will be sent to all members of the CCE Unit with the proposed changes in both PPO and Kaiser Plans.**

*A CCE unit meeting will be held for discussion, questions and answers, and a vote.  
Members will be voting whether to support the view of the Benefits Committee.*

*Positive benefits changes for the PPO include: most generics from Costco prescriptions delivered through the mail with zero co-pays and receive a 3 month supply, removal of the family deductible, and no fee for CT, CAT, MRI and PET scans.*

*There are some negative changes for Kaiser. Most notable, ER visits will no longer be free. There will be a \$100.00 dollar fee for stepping into the ER, and a 250.00 fee if you are hospitalized. Outpatient surgery will have a 20.00 co-pay. The choice considered by the Benefits Committee was to keep our co-pays for prescriptions low, at the current \$5.00, in exchange for the increase in the ER fees.*

**Unfinished Business:**

- a.) *Dan requested removing from the agenda moving the CCE Office to the MD BLDG.*

b.) A motion was made to permit Dan and Amber to spend no more than \$300.00 for the purchase of locked cabinet files.  
1<sup>st</sup>: M. Tucker 2<sup>nd</sup> C. Wick The motion passed unanimously.

**Training and Conferences:**

Dan reported there is an upcoming CCE training workshop scheduled for Oct.9<sup>th</sup>-11<sup>th</sup> in San Jose. Members to attend will be selected at a future meeting. Registration goes from August-September, 2015.

**Negotiations Update:**

Chris reported that the PFF has already completed their negotiations for their new contract and is awaiting ratification. Dan reported the CCE received the 2015-2016 COLA per our contractual agreement. The COLA increase is 1.02%.

Dan mentioned that most likely we won't see the COLA until our December check.

**Classification Study:**

Chris stated there is a meeting scheduled with RSG next week. The study won't be completed until the end of the year and perhaps won't be finalized until early 2016. She noted the compensation part will be hard to negotiate.

**Strategic Planning Update & Discussions:**

There were no reports from any of the Committees.

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

**Other:** none

**7. EXECUTIVE SESSION:**

**President's Report:**

Dan's report was completed in the new business agenda.

**Sr. Vice President's Report:** none

**Vice President's Report:** Position unfilled

**Secretary's Report:** No report

**Treasurer's Report:** Absent- no report

**Technology Report:** Absent-no report

**Communications Report:**

Michelle is planning a "Grab and Go" activity to use up the extra popcorn, drinks, etc. left over from Family Movie Night.

**GRIEVANCE REPORT:**

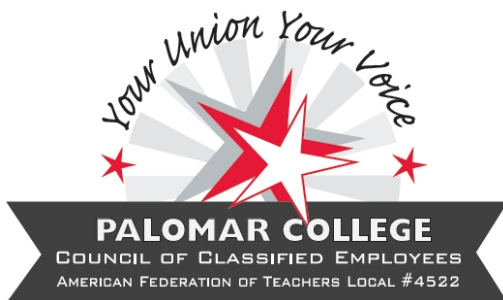
Anel reported that the four on-going grievances are moving through the process and working towards resolution.

**OTHER UPDATES/INFORMATION**

**8. AGENDA REQUESTS**

Michelle requested a discussion about time lines for serving on committees be put on the next agenda. Many of them have 2 year term limits.

**9. ADJOURNMENT 3:58 PM**



**EXECUTIVE COUNCIL**

Dan Dryden  
PRESIDENT

Chris Wick  
SENIOR VICE-PRESIDENT

Vacant  
VICE-PRESIDENT

Catherine Parshalle  
SECRETARY

Amber Cross  
TREASURER

Michelle Tucker  
COMMUNICATIONS / MEMBERSHIP  
OFFICER

AARON HOLMES  
TECHNOLOGY OFFICER

Anel Gonzalez  
SENIOR GRIEVANCE OFFICER

Vacant  
GRIEVANCE OFFICER

STEWARDS  
MARY JO FLORES  
TRICIA FRADY  
ROBERT SEDILLO

**1. CALL TO ORDER: 1:08 pm**

*Present: A. Holmes, C. Wick, M. Tucker, A. Cross, A. Gonzalez, M. Flores*  
*Absent: D. Dryden, T. Frady, R. Sedillo, K. Parshalle*

**2. AGENDA MODIFICATIONS/ADDITIONS:** *Move banking item up to vote*

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

**4. ACTION ITEMS**

**Minutes:** *Minutes from July 1, 2015 could not be approved due to no quorum*

*Minutes from July 15, 2015 approved.*

*1<sup>st</sup>: M. Tucker      2<sup>nd</sup>: A. Cross*

**Opposed:** *None      Abstained: None      The motion passed unanimously.*

**Reimbursements:** *None*

**Position Authorizations Meetings:**

Succession Plan in Tier 1 – SRP:

Replacement:

The CCE supported the following new positions as replacements:

- *Pos #5141, Title: Academic Department Assistant; Dept: World Languages; Grade 23; 12months; 100%*
- *Pos #6268, Title: Trio/EOC Outreach Coordinator; Dept: Grant Funded Student Programs; Grade 20; 11-12 months; 100%*
- *Pos #6498, Title: III/STEM Assistant; Dept: MNHS; Grade 23; 12 months; 100%,*

**Items to Vote:**

**1) Switch from Union Bank to Cal Coast Credit Union**

*Authorized signers will include: Dan Dryden, Chris Wick & Amber Cross*

*a) A motion to transfer, when feasible, because we get better benefits.*

*1<sup>st</sup>: A. Gonzalez      2<sup>nd</sup>: M. Tucker*

*Discussion: Discussion ensued regarding what the actual benefits are interest rates and earning on our accounts.*

*b) A friendly amendment was made to ensure we meet the type of business guidelines for Cal Coast CU.*

*1<sup>st</sup>: A. Holmes      2<sup>nd</sup>: A. Cross*

*Discussion: None*

**Opposed:** *None      Abstained: None      The motion passed unanimously.*

**2) Aaron to continue to serve as Accreditation Tri Chair**

*A motion was made*

*1<sup>st</sup>: A. Gonzalez      2<sup>nd</sup>: A. Cross*

*Discussion: None*

**Opposed:** *None      Abstained: A. Holmes      The motion passed unanimously.*

**5. INFORMATION / DISCUSSION**

**New Business:**

- 1) Move CCE office to MD building:** *Future possibility, will request at future Leadership meeting.*
- 2) Dan and Amber locked files – Will bring to next meeting.**

**Unfinished Business:**

- 1) Scholarship for Kids – Tabled**
- 2) Banking Items – Moved to Items to Vote**
- 3) Movie Night – Michelle talked about the logistics of the night and who would be helping where.**

**Training / Conferences:** *none*

**Membership / Communications:** *Michelle discussed new member packets she has been sending out.*

**Negotiations Update:** *Aaron stated the PFF has met with the District twice*

**Classification Study:** *none*

**Strategic Planning Update & Discussions:** *Not meeting over summer*

**6. OTHER / AGENDA REQUESTS:** Move E-Council meetings to 2:00-3:30 on Monday's, beginning in September.

**7. EXECUTIVE SESSION: 2:09 PM**

President's Report – Dan – No Report

Sr. Vice President Report *Chris – Discussed an employee issue she is helping Anel with.*

Treasurer's Report – Amber – No Report

Secretary Report – No Report

Communications/Membership Officer

Technology Officer – Aaron reported he received the September Renewal and hosting fees for our website. He will pay it and send the invoice to Amber. Aaron also updated on Accreditation.

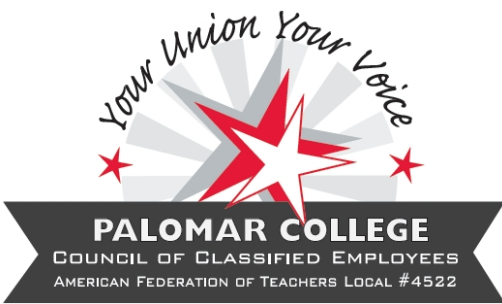
**GRIEVANCE REPORTS**

Sr. Grievance Officer *Anel – Discussed two current employee issues she is working on.*

**OTHER UPDATES/INFORMATION**– *None*

**8. AGENDA REQUESTS**– *None*

**9. ADJOURNMENT: 2:33 PM**



**EXECUTIVE COUNCIL**

- DAN DRYDEN  
PRESIDENT
  
- CHRIS WICK  
SENIOR VICE-PRESIDENT
  
- VACANT  
VICE-PRESIDENT
  
- CATHERINE PARSHALLE  
SECRETARY
  
- AMBER CROSS  
TREASURER
  
- MICHELLE TUCKER  
COMMUNICATIONS / MEMBERSHIP  
OFFICER
  
- AARON HOLMES  
TECHNOLOGY OFFICER
  
- ANEL GONZALEZ  
GRIEVANCE OFFICER
  
- VACANT  
GRIEVANCE OFFICER
  
- STEWARDS  
MARY JO FLORES  
ROBERT SEDILLO  
TRICIA FRADY

**Gifts and Plaques:** *Plaques and 100.00 gift cards were given to Kathy Davis, Debbie Claypool, Tricia Frady, Anel Gonzalez, and Aaron Holmes for their outstanding service. Chris Wick will be receiving hers at the next meeting.*

**New Officers:** *Dan swore in the new officers, Michelle Tucker, Aaron Holmes, and Anel Gonzalez; quorum was established*

**1. CALL TO ORDER: TIME 1:11 pm**

Executive Council:

*Present: D. Dryden, C. Parshalle, A. Cross, A. Gonzalez, A. Holmes, M. Tucker*

*Absent: C. Wick*

*Guest: Tricia Frady*

**2. AGENDA MODIFICATIONS/ADDITIONS**

*None*

**3. QUESTIONS & COMMENTS FROM MEMBERS**

*None*

**4. ACTION ITEMS**

**Minutes:**

*Minutes from June 17, 2015 were received and approved.*

**1<sup>st</sup>:** *A. Holmes* **2<sup>nd</sup>:** *A. Cross* **Corrections:** *none*

**Opposed:** *none* **Abstained:** *C. Parshalle & M. Tucker*

**Minutes:**

*Minutes for July 1, 2015 were postponed for approval for the next meeting scheduled August 5, 2015*

**Reimbursements:**

*a) To: C. Parshalle For: file tabs amount: \$16.24*

**Position Authorizations Meetings:** *none*

**Succession Plan in Tier 1 – SRP – Meeting 6/10/15**

- *Police Officer I – Police Dept, Student Svcs – Pos#5871, grade 31, 100%  
This position is currently vacant.*

**Items to Vote:** *None*

**5. INFORMATION / DISCUSSION**

**New Business:**

*a.) CCE Office: We discussed the option of moving our office to the MD or H Buildings. There has been an on-going discussion of moving our current location which is in the ST 27 Bldg. to a more convenient and appropriate site.*

*b.) Locked Files: Amber and Dan will bring to a future meeting some brochures and cost information for the executive committee to see.*

**Unfinished Business:**

*a.) Scholarship for kids: The question is: how many scholarships and how much money to fund them? Most likely the amount will be 300.00-500.00. This will be brought to the August 19<sup>th</sup> meeting after a meeting with the auditor.*

*b.) New legal counsel- Dan made a motion to hire Dana Martinez for all CCE legal matters  
1<sup>st</sup>: D. Dryden moved to hire Dana Martinez for all CCE legal matters. 2<sup>nd</sup>: A. Holmes  
Everyone was in favor and the vote passed unanimously.*

*c.) Release time: A motion was made by M. Tucker to ratify the email vote for the delegated release time.*

**1<sup>st</sup>:** *M. Tucker* **2<sup>nd</sup>:** *A. Cross* *The motion passed unanimously.*

d.) *Banking items: CCE is considering leaving our current bank, Union Bank, in the near future. Dan will go to Cal Coast Credit Union next week and confirm on the August 5, 2015 meeting that their rates are the best. CCE will vote to confirm which bank is the best choice to move to. Under consideration are: San Diego Credit Union and Cal Coast Credit Union. The decision will be made based on service, fees, interest accrued, ease in changing signers and insurance on fraudulent activity on the account.*

e.) *Hourlies: Dan reiterated that CCE is not in favor of continuing hiring hourlies and temporary workers in lieu of hiring full time classified positions. He will be meeting with Adrian Gonzalez (7/16/ 2015) and another time with Mike Popielski for further updates on this.*

**Training / Conferences:**

*No new conferences scheduled. Aaron reported there is an annual summer school conference; however, for reasons unknown, the CCE did not receive this year's information. Aaron also mentioned there is an annual AFT Convention in Feb.2016 where new officers can receive specialized training.*

**Membership and Communications:** *none*

**Negotiations Update:** *none*

**Classification Study:** *none*

**Strategic Planning Update & Discussions:**

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

**7. EXECUTIVE SESSION:**

**President's Report:**

*Dan reported Dean Sievert is requesting a classified staff person to serve on the MNHS committee. Tony Kopec and Maria Rangel were the two top choices. Both are good standing union members. An e-mail vote will be taken to determine who should serve on the committee.*

**Sr. Vice President's Report – absent-no report**

**Vice President's Report – Vacant**

**Treasurer's Report – Amber**

- *Amber reported that there were 3 employees who returned Hudson Letter past deadline.*
- *Amber needs to be able to pay vendors for Movie Night soon. Aaron stated that he can sign checks for Amber on an as needed basis until the banking signatures are sorted out. He stated the bank only requires 1 signature. We require two signatures.*
- *Aaron informed us that Frank says: "We can determine what money goes into what accounts." Then, Amber can transfer money into the accounts. We will need to vote on this.*
- *Tricia Frady handed off treasurer materials to Amber. Tricia gave a brief final report stating: Of 370 classified employees, 275 are CCE members which totals to 74.32% membership for our unit. As of June 30, 2015, 63 students were paid as employed hourlies. As of 6/20/2015, there were 487 hourlies doing short term work. As of 7/10/ 2015, there were 388 hourlies doing short term work.*
- *Tricia also reported the COPE fund balance was \$3,678.35 and is balanced. Aaron reported there is a 99.00 maximum amount for a classified employee to give to COPE a year.*
- *The Scholarship Fund balance was \$721.58 and is balanced.*
- *The General Fund balance of \$215,970.10 is not yet balanced. Aaron will be bringing his receipts from the New York Convention among other items to Tricia so she can finish up and balance the General Fund.*

**Secretary's Report – Kate**

*No report*

**Communications/Membership Officer's Report –Michelle**

- *Michelle is going to keep the log of all employees serving on committees.*
- *Michelle reported, Movie Night is coming along and vendors for the event need to be given deposits and paid. She informed us that Coke is donating soft drinks. She and Amber will purchase candy and water. She is also recruiting help for the event. Tasks that need to be done include: popcorn set up and distribution, soda table set up and distribution, check-in, new membership raffle, current member raffle, and cleanup. She mentioned facilities needs to be contacted to make sure the sprinklers are turned off the day before. Michelle mentioned the cleanup would not be much as the movie provider is going to be disassembling their own equipment and packing all their other items up.*

**Technology Officer's Report – Aaron**



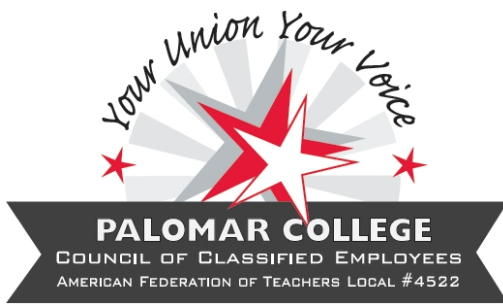
- Aaron stated that the CCE website will be up to date by the end of the month. The hosting fee is 50.00-60.00 a month.
- The Accreditation Report is due in Nov. 2016. Things still need to be done. He says he is willing to continue serving as the Accreditation Tri- Chair until another one is appointed. We need to vote on this next meeting August 5, 2015.

#### **GRIEVANCE REPORTS**

Grievance Officer-Anel

Anel reported she is working on a case and the employee may file a grievance. She will keep us posted.

8. **AGENDA REQUESTS** – We need to vote on whether Aaron should continue on as Accreditation Tri chair until another person is appointed. There will be an end date (this is not on-going).
9. **ADJOURNMENT: 2:35 PM**



**Minutes of Meeting: July 1, 2015**  
**Regular Meeting of the Executive Council of the**  
**Palomar College Council of Classified Employees/AFT Local 4522**  
**MD-301**

**EXECUTIVE COUNCIL**

Dan Dryden  
 PRESIDENT

Chris Wick  
 SENIOR VICE-PRESIDENT

Vacant  
 VICE-PRESIDENT

Catherine Parshalle  
 SECRETARY

Amber Cross  
 TREASURER

MICHELLE TUCKER  
 COMMUNICATIONS / MEMBERSHIP  
 OFFICER

AARON HOLMES  
 TECHNOLOGY OFFICER

Anel Gonzalez  
 GRIEVANCE OFFICER

VACANT  
 GRIEVANCE OFFICER

STEWARDS  
 Mary Jo Flores  
 Robert Sedillo  
 Tricia Frady

**New Officers:** *Chris swore in the new officers, Dan Dryden, Amber Cross and Kate Parshalle; quorum was established.*

**1. CALL TO ORDER: 1:04 PM**

*Present: D. Dryden, C. Wick, C. Parshalle, A. Cross, R. Sedillo*  
*Absent: M. Tucker, A. Gonzalez, A. Holmes, T. Frady, M. Flores*  
*Guest: Debbi Claypool*

**2. AGENDA MODIFICATIONS/ADDITIONS**

*Addition: None*  
*Modifications: Correct dates under Unfinished Business for item b. and item c. to July 1, 2015.*

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

**4. ACTION ITEMS:**

**Minutes:**

*Due to lack of quorum, minutes of June 17, 2015 will be reviewed and approved at a future meeting.*

**Reimbursements:** *None*

**Position Authorizations Meetings:** *These items were tabled due to absence.*

*Succession Plan in Tier 1 – SRP: None*

*New:*

- *Pos #6612; Title: Athletic Trainer; Dept: Athletics; Grade 28; 10 months; 45%*

*Replacement:*

- *Pos #6011; Title: Senior Administrative Secretary; Dept: Counseling; Grade 23, 12 months; 100%*

**5. INFORMATION / DISCUSSION**

**New Business:** *None*

**Unfinished Business:**

- a.) *Travel policy: Removed from agenda; will bring back at a unknown date.*
- b.) *Scholarship for Kids of CCE Members: This item was tabled for next meeting scheduled July 15, 2015.*
- c.) *New Legal Counsel – D. Martinez: Dan has a phone appointment with the attorney tomorrow. Dan reported that he currently has the contract and will send it out to the E-Council for review. He stated that he will report back to the E-Council for their review and approval.*
- d.) *Release Time: Removed from the agenda; will discuss when negotiations for the new multiyear contract starts up. Dan presented the annual E-council release time for each position. He discussed the current division of hours of hours due to the vacancies. He will send the proposed breakdown to the E-Council and will bring back to the next meeting.*
- e.) *MOU-Security Camera: This item is now settled. The camera is for the math STEM program towards the back of the library. The cameras will only be monitored by the campus police. They will be able to review what is recorded on the camera and only do so if something has been called to their attention. Dan reported that he discussed the idea of a “panic button” with Dean Kahn and stated he liked the idea and will look into getting that set up. Dan asked this item to be removed from the agenda.*
- f.) *Banking Items: Dan requested for the current signers that remain on the E-Council, Aaron and Chris, to continue to be signers on the Union accounts. Amber inquired about the legality about not removing them. Dan stated he would have a talk with the attorney. Kate presented Information she had obtained from the San Diego Credit Union. The fees for a small business account would be 8.00 a month with a minimal average daily balance of 2,500. For a Business Checking account, with a minimum average daily balance of 5,000, the fee is 12.00 a month. She shared her experience working with the San Diego Credit Union and suggested it as an option. Dan thanked her for her work. He will look at California Coast Credit Union and bring the information back to the next meeting.*
- g.) *Hourlies: District use of temporary & student workers. Dan stated this is an on-going issue. He reported that L. Hornsby had discussed the information request that the CCE put in and shared her concerns regarding length of time based on what we asked for and which system to pull information from. Dan will work with Aaron and get back with L. Hornsby. He will bring back and provide an update to the E-Council. Kate inquired about the information request and what was asked. Dan will send Kate a copy of the original request.*

**Training and Conferences:** Debbie asked if anyone was notified about the CFT's Summer School 2015. She said it was held at Cal Poly, but didn't receive any information. Debbie stated she is going to speak with Frank about what happened and see if they can provide training for the new treasurer, Amber. Also, Kate is going to look up future CFT Conferences after Debbie gives her the site.

**Negotiations Update:** None

**Classification Study:**

Chris reported that a subcommittee was formed to look problem job descriptions. The Classification Committee met last week and will meet again today to go over the reconsiderations. A discussion ensued regarding several areas that grouped jobs together under one job description, but they do not do the same type of work or have the same regulations to follow. Kate brought up another department who has done that with several jobs. Chris stated that this subcommittee will be assisting RSG to understand what discrepancies are and concerns with not having valid job descriptions.

**Strategic Planning Update & Discussions:**

Councils and committees currently are not meeting-informational/ discussion.

SPC: Debbi reported that she has notified the recorder of SPC that Aaron will be serving as Past President and she can serve as his back-up if needed.

FASPC: Kate talked about serving on FASPC and a lead discussion regarding concerns of how processes are not followed. One example she cited was at a special session where the vote of the gender neutral bathroom was moved from a first reading to a vote. She said it was frustrating because she serves as a representative and Aaron had said the E-Council would discuss and provide her with how the CCE would like it voted on.

**Communications Report:** Absent-no report.

**Stewards Report:**

Robert

**6. OTHER / AGENDA REQUESTS**

**Other:**

End of the year gifts- Amber reported she has taken care of these. She will send plaque and gift information to E-Council for their approval.

Action item-Vote on new legal council: D Martinez

Action item- Ratify End of the Year Gifts

**7. EXECUTIVE SESSION:**

**President's Report:**

Dan stated he is pleased to be taking over reigns as president of the CCE AFT Local 4522. He looks forward to working with all of us to further our support for the classified staff over the next two years.

**Sr. Vice President's Report:**

Chris reported next week Dan, Aaron and she will have their first meeting with Adrian Gonzales as Interim President. She also reported that that she has been busy helping Anel with the grievances.

**Vice President's Report:** Absent-no report

**Secretary's Report:** No report

**Treasurer's Report:**

Amber reported that Beverly Scott donated all her remaining sick leave and 8 hours of vacation. She will send a thank you note to Beverly for her donations. Amber reported that keys were needed for the office and requested a key request.

**Technology Report:** Absent-no report

**GRIEVANCE REPORTS**

**Grievance Officer**

Chris reported that she and Anel have been working together on two employee issues. One is an on-going issue.

**OTHER UPDATES/INFORMATION**

Other updates: Dan is considering Debbi's new stationary for the CCE. Dan is reviewing a letter to the new interim Human Resources Vice President, Mr. Mike Popielski.

**8. AGENDA REQUESTS**

Action Item: Vote on release time proposal for the next meeting. A total of 40 collectively are allotted and this does not include our meeting times.

**9. ADJOURNMENT 2:12 PM**