

ACE Local 6554 Executive Board Minutes	October 9, 2015	10:00 am – 12:30 pm	WVC Fox 202
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ATTENDANCE:

Lisa Bell	P	Wendy Bowers-Gachesa	P	Marina Broeder	P	Christy Brown	P
Bill Davis	P	Rick Hobbs	P	Diane Lamkin	P	Ann Marie Wasserbauer	P
Daryl Hemenway (CFT Field Rep)			P	Pat Andrews	A		

Others: Paul Bissember (CFT); Jim Henderson (WVC), Kelly Neary (MC), Helayna Thickpenney (MC), Laura Watson (CFT)

1. Call to order: at 10:09 am

2. Approval of agenda: Items were added to the agenda. (Davis/Bell. Approved 8-0-0.)

3. Approval of minutes 9/25/15: The minutes were approved with minor adjustments. (Bowers-Gachesa /Bell. Approved: 5-2-1.)

4. Oral Communication from members: There was no oral communication from members.

5. Reports

5.1. President’s report (Wasserbauer):

- Blue Shield PPO “dropping some dependents” issue was mentioned.
- Partial Doodle poll results for SC meetings: 11/20 and 12/4 are tentative dates.
- Fiscal work group (Vice Chancellor, 2 Admin. Services VPs, 2 union presidents, 2 AS presidents, CS president) met last week for the first time. Wasserbauer asked questions about how the budget was developed, efficiency and student success. Notes from that meeting will be given to Lamkin. The next meeting will be 11/2/15. ACE can provide input for the district budget.

5.2. Vice President’s report (Bowers-Gachesa)

- All 727 members (727) have been added to the ACE Access database.
- CFT is switching its database from Toolkit to web-based KNACK.

5.3. Treasurer’s report (Lamkin):

- Lamkin submitted a written report (see email attachment and/or union website).
- ACE has not had an audit in the past. Now ACE will have an audit, as required by AFT.
- Lamkin and Wasserbauer are both required to sign all checks.
- Vote to approve the pending expenses listed on the Treasurer’s report, except the BFA dues, was taken (Davis/Bowers-Gachesa. Approved: 8-0-0).
- ACE accountant will be filing tax extensions for CA and federal taxes for 2014.

5.4. Secretary's report (Hobbs):

- Hobbs mentioned that, for accountability purposes, he is tracking his hours and is spending more than twice the time that has been allocated by ACE. This information was not to request more compensation, but to document the reality of the work of this new union position.
- Davis and Wasserbauer indicated that they are also tracking their hours.

5.5. Field representative report (Hemenway):

- LTD grievance: Hearing date with BOT has been switched to November 3 [Update: After the eboard meeting, the date was changed once again to November 17].
- Bylaw committee will be convened soon.
- Health care subcommittee will meet again soon.
- Contract administration meetings: address issues before grievances occur; bring items to attention of the union or the district; does not have authority to take away member rights
- Tenure issue: under the ed code, if a FT faculty member has not been informed that s/he has not been granted tenure at the end of the 4th year of service, then tenure must automatically be granted. There is a current dispute over the status of a person in this situation: does the member begin with a clean slate, or begin with a "needs to improve" status.

6. Appointments

6.1 Part-time Issues and Support Committee: Bell and Broeder were appointed as co-chairs. Kathy Haven was appointed as a member.

6.2 Bargaining Committee: Carla Breidenbach and Kathy Haven were appointed as members.

6.3 District Reclassification Study Committee: Bowers-Gachesa and Jory Segal were appointed to represent ACE on this committee.

6.4 Load Committee: Heidi Diamond was appointed to be ACE's WVC representative on this committee for the next two meetings (10/23 and 11/20) only.

7. Old Business

7.1 Fiscal year: There was discussion as to whether the fiscal year would begin in June or July. Beginning in July gives the Executive Board and the Steward Council more time to create the budget. Beginning in June requires no change from the current fiscal year. Motion: Keep the fiscal year from June 1 to May 31 (Davis/Bowers-Gachesa. Approved: 5-2-1.)

7.2 Budget Subcommittee: It was proposed during the strategic planning session to create a budget subcommittee to propose an annual budget for the 2015/16 fiscal year and suggest fiscal controls and processes. Proposal: Budget subcommittee to consist of Lamkin, Bell and Greg Mostyn. (Davis/Bowers-Gachesa. Approved 8-0-0.)

The subcommittee will bring its initial budget proposal to the board by the November 6 board meeting, based on the following tasks from the strategic planning meeting:

- to draft the 2015/16 budget to bring to full EB for review, discussion, feedback and approval;

- to suggest fiscal internal controls/protocol (get sample from CFT);
- to consider sending union representatives to CFT treasurer training (June 20-24, 2016);
- to suggest procedures for amending budget (consistent with process for original approval and adoption);
- to consider full Executive Board training on best practices for fiduciary responsibilities, reading budget reports, and the role of EB in the budget process;
- to reaffirm the common understanding that amending a budget is NOT a frequent event (but rather a tool when seismic shifts happen)

(Davis/Bowers-Gachesa. Approved 8-0-0.)

7.3 PGC Co-Chairs: Should they receive assigned time in addition to their Division Chair assigned time? If so, who should pay for this: the district or ACE? Kelly Neary (does not receive assigned time at the time of this meeting) and Jim Henderson (gets 0.15 assigned time apparently from WVC), the current PGC co-chairs spoke to the issue about their roles in enrollment management and their desire to receive assigned time for about 90 hours of work per semester. Questions arose as to whom the positions are accountable and what kinds of reporting are now, or may be later, done? How would this assigned time expense fit into an ACE budget? Both PGC chairs said that they are amenable to reporting to the ACE Executive Board. Additional discussion of this topic is tabled until the next board meeting (Wasserbauer/Davis. Approved 7-0-0.)

7.4 Participation in the Bay Faculty Association: ACE will not participate in the BFA for this year, but will talk to faculty in participating schools to determine the value of spending \$375 on annual dues in the future. (Bell/Davis. Approved 8-0-0)

8. New business

- 8.1 Plans for action at BOT hearing on LTD:** It is suggested that EBoard and Steward Council bring one or two people to the meeting (now being scheduled for 11/20/15 at 5:00 pm at WVC) to show support. A flier is being created for the event. The Membership and Organizing Committee will continue to plan.
- 8.2 PAC/COPE:** The Area 4 BOT seat is now vacant. The BOT will appoint a replacement. Applications for the seat are due in two weeks. Shall ACE suggest a candidate? The following resources can be used for contacting a potential applicant: Barbara Hanfling, South Bay Labor Council, retired faculty, and attorney Ash Pirayou. Approve \$250 from PAC/COPE funds to pay attorney Ash Pirayou to identify candidates who would apply for this seat. (Bowers-Gachesa/Bell. Approved 7-1-0). Bowers-Gachesa will set up a conference call with Mr. Pirayou with the Eboard to discuss potential candidates.
- 8.3 Choose printing services:** Kinkos, Staples or other (price comparison): not discussed
- 8.4 Discuss norms for communication** (phone, email/text, in person) among Executive Board members and accountability of union officers and committee members to Executive Board decisions: not discussed
- 8.5 Membership sign-up process and flow-chart:** not discussed

9. Future agenda items

- access to legal services
- membership form collection, flowchart, follow-up
- grievance officers, forms and Grievance Committee procedures
- fiscal year and budget
- approve committee chairs
- health benefits
- Election Committee report: suggestions for future process, bylaws
- determine lengths of terms for grievance officers and committee appointments
- evaluation of eboard appointees
- alternative email clients report
- list of members and ACE reps on all committees
- printing services
- norms for communication
- officer accountability
- adjunct issues
- committee reporting structure
- plan for negotiations and intra-union communication
- Membership and Organizing Committee report
- grievance officer for Mission College

Adjournment: 12:47 pm

Submitted by Rick Hobbs