

ACE Local 6554 Executive Board Minutes	December 4, 2015	10:00 am – 12:30 pm	WVC Fox 202
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ATTENDANCE:

Lisa Bell	A	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: Jory Segal (WVC), Laura Watson (CFT)

1. Call to order: at 10:19 am

2. Approval of agenda: Agenda items were added, deleted and rearranged. (Lamkin/ Bowers-Gachesa. Approved 7-0-0.

3. Approval of meeting minutes:

11/20/15 Eboard minutes: The minutes were approved with corrected typos. (Brown/Davis. Approved: 7-0-0.)

4. Oral Communication from members:

- Lamkin discussed the visit and presentation of the State Academic Senate president and vice president to the MCAS on 12/3/15.
- Broeder mentioned safety issues at MC: there are no security cameras on campus and there are not ways to secure classroom doors from the inside in the case of a lockdown in the main building. It was suggested to put these issues on a future agenda.

5. Reports

5.1. President’s report (Wasserbauer):

- Contract Administration meeting: The associate faculty self-evaluation form was discussed.
- 12/8/15 BOT agenda: The long-term disability grievance resolution does not appear on the agenda. Wasserbauer will ask for an update on the status of the grievance. BOT will be sunshining the district’s CBA reopener proposals. There will also be a discussion of the district’s implementation of the Affordable Care Act and possibly the upcoming “Cadillac tax.” BOT is having an informal open public discussion session prior to their meeting.
- Pat Fenton has been paying for the ACE website host (\$108 per year) and wants reimbursement.
- Organizing and Membership Committee is working on meeting and greeting new members.
- Printing shop list from SBLC was distributed.
- Contract administration meeting will take place on 12/8/15.
- WVC DCs requested WVC president restore reassigned time to department chairs.
- Requests to hold ACE workshops during flex day have been made at both campuses.

Wasserbauer submitted a written report:

CFT Building Power Campaign update: I have asked for nominations and Alla Petrosyan has been nominated. Paul Bissember has explained the position to her and she is interested. At our

meeting on Friday I will ask for any other nominations candidates. The next step is interviews of candidates. CFT requires that the president and field representative be involved of the interviews with CFT.

Mission College PGC Meeting: On Monday, Nov. 23, I attended the Mission College PGC meeting. The PGC was reviewing the 2016-17 departmental plans and comparing the plans with the WSCH goal of 530. They asked me to inform them of my observations regarding differences and similarities in how MC PGC and WV PGC work.

Performance Appraisals Review by WV Academic Senate: On Tuesday, Nov. 24, as per the contract articles on Performance Appraisals, I went to the WV Academic Senate to get their input on the new associate faculty. The senators gave input on the form. Mission College Academic Senate has put me on their agenda for a future meeting as well. Their agendas in December are very full. MCAS President Thais Winsome hopes that we can review the form but it depends on getting time during the meetings.

District Goals Committee: On Tuesday, Nov. 24, District Goals Committee set the WSCH (efficiency) goal for 530 and reported it to the District Council (as per the contract.) This efficiency goal is lower than in the past (570, 550). It may result in higher student success. According to Ed Maduli, \$800,000 will be moved to the “associate faculty funding model” to cover the increased cost of lower efficiency. This meeting featured the results of new data that can show which schools our students transfer to and what majors they pursue. This kind of data has not been available before and can be very valuable.

District Council: On Monday, Nov. 30, at the District Council meeting:

- Chancellor Schmidt, who always presents the upcoming BOT agenda, there will be 1) a section to “sunshine” negotiation items with the unions; and 2) a presentation on future implications for us of Affordable Health Care Act.
- WV President Brad Davis announced he had awarded 1.0 reassigned time to Janis Kea, WV Distance Learning Co-chair, in order for her to coordinate Canvas training for WV faculty Spring 2016. I asked Rick Bennett if there is such a point person at Mission College and he said that John Spencer would be the point person.
- Chancellor Schmidt announced that AB288 (the dual enrollment bill) has passed and will affect community colleges and unions. Dual enrollment allows high school students to enroll in community college courses and receive both high school and college credit. Agreements need to be articulated across institutions. He said that a “toolkit” will be coming out January 2016 that might give more details to both high schools and colleges.

Mailchimp is an email service to create, send, and manage email newsletters (each message is called an “Email”) to individual recipients. *Action Network* is a social action network that includes many more features.

West Valley College PGC Meeting: On Wednesday, Dec. 2, the WV PGC met and asked me to report back to them about the Executive Board’s response to the division chairs’ letter about PGC co-chairs’ reassigned time. I reported that we had discussed the topics and that we are divided, with strong opinions on each side. In addition, I let them know that I have placed time for discussion of PGC on the list of future agenda items. The PGC stated that they stand by their letter and still strongly encourage the Executive Board to reconsider their decision.

On Thursday, Dec. 3, I will attend the **Mission College Academic Senate Meeting, ACE Political Action Committee**. I will report back on the Academic Senate meeting and Wendy will be able to report on the PAC meeting.

Union computer software: MS Word suite has been purchased and downloaded to the union computer.

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

- Evan Low will hold an open house on 12/7/15 from 3:30 pm – 6:00 pm in Cupertino.

Bowers-Gachesa submitted a written report:

1. Sent several mass emails via ACTION NETWORK
 - a. Earlier this semester, I investigated both Mail Chimp and ACTION NETWORK—ACTION NETWORK has greater functionality and we can use it for emails, events, petitions, letter campaigns and overall campaign planning, such as our contract campaign. In addition, ACTION NETWORK is an AFT product and is well supported with help staff (I've used this service lots lately). The only function it doesn't do is surveys. Leadernet is another option for surveys or even Survey Monkey. I am willing to train others in the use of ACTION NETWORK...in January!
 - b. 11/25/15 ACE AFT PAC committee announcement and recruitment for 12/3/15 meeting
 - i. 115 activists targeted (contributors of PAC) with 57 opens and 6 bounces
 - c. 11/30/15 ACE AFT PAC regarding outcome of 11/9/15 candidate interviews
 - i. 110 activists targeted with 55 opens, no bounces
 - d. 12/2/15 Recruitment for SBLC Delegates
 - i. WVC targeted to 252 with 89 opens and 7 bounces as of 9:20 PM 12/2/15
 - ii. MC targeted to 295 with 91 opens and 14 bounces as of 9:20 PM 12/2/15
 - e. 11/18/15 Report re. BOT Grievance Hearing
 - i. targeted to ALL members:
2. Rest of time spent preparing for ACE AFT PAC meeting on 12/3/15
 - a. Sent Executive Board and our organizers, Laura Watson and Paul Bissember, a copy of powerpoint presentation re BOT Campaign Plan
 - b. Goal: recruit 10-12 ACE AFT PAC members by January 2016
Hold ACE AFT PAC retreat in January 2016 to flesh out campaign plan and revise formation document

5.4 Treasurer's report (Lamkin):

- Lamkin submitted a written report (see union website).
- ACE has still not paid per caps to CFT due to district not providing information.
- ACE has not submitted a charter application for AFT, thus ACE is not chartered with AFT. Wasserbauer will submit the charter forms on 12/7/15.
- The issue of how to reflect the separation of union dues money and PAC contributions in ACE budget documents is still not resolved.

5.5 Secretary's report (Hobbs):

- Hobbs attended the Bylaws Committee that met on 11/23/15 and which will meet again on 12/17/15.
- Topics discussed in the bylaws committee: length of terms and selection processes of appointed union officers, union committee members, contract committee members, special committees, hired staff; fiscal control; definition of excused absences; election processes.
- Likely scenario of adopting the bylaws is that the Bylaws Committee will send their results to the eboard who will then send their recommendations to the Steward Council.

5.6 MC Grievance Officer's report (Hobbs):

- The health and safety issue at MC with the recent installation of a private cell tower on MC property has resulted in a group of faculty members filing a grievance over this issue.

5.7 WVC Grievance Officer's report (Andrews):

Andrews submitted a written report:

1. Faculty member discovered that District had unilaterally changed load of two classes thus underpaying this member for five years+. ACE successfully reached a satisfactory remedy of member grievance that was signed off on 11/30 resulting in retroactive pay for those five years.
2. Grievant filed to get full tenure without a "needs to improve." ACE successful in removing the "needs to improve" from tenure award. Awaiting Board approval. If no action taken by next Board meeting, ACE will move up the chain of command ASAP .
3. Successful grievance halted an evaluation from taking place for failing to follow contract procedures.

5.8 Field Representative's report (Hemenway):

Hemenway submitted a written report:

- Long-Term Disability Grievance—the Board of Trustees is scheduled to render a decision at its December 8 meeting.
- Bargaining Committee/Negotiations—bargaining training is scheduled for Friday, 12/18, 3-7pm at Mission College—RSVP to dhemenway@cft.org if you are interested. We will be working on a survey in the next couple of weeks and hope to use AFT's "Leadernet" to distribute.
- By-Laws Subcommittee—a big thank you to Rick Hobbs and Mel Pritchard, who have been making progress on a draft of some by-laws, and also to Greg Mostyn, who has joined the subcommittee. Our next meeting is Thursday Dec 17, 2pm-4pm, Panera on Stevens Creek in Cupertino.
- Upcoming CFT/AFT training/conference opportunities –

- Legal Rights Seminar <http://cft.org/get-involved/training/legal-rights-training.html>
Friday, 1/22, 10am-3pm, Manhattan Beach Marriott (held immediately prior to CFT Council Meetings)
- Leadership Conference <http://cft.org/get-involved/training/leadership-conference.html>
2/9-2/10, Sheraton Grand, Sacramento. The theme is “Politics and Policy Organizing Summit.”

5.9 Negotiating Team’s report (Hemenway/Davis): no report

6. Appointments:

SBLC delegates: ACE is entitled to 7 delegates on the council. The ACE president is automatically a delegate as per the ACE constitution. The suggestion was to appoint 4 delegates from MC and 2 others from WVC, in addition to the president. Four people from WVC and one person from MC have expressed interest so far. To get more possible candidates, a decision was made for Bowers-Gachesa to send out another email call for delegates, and the stewards to contact their constituents, with a deadline to respond by 12/17/15.

7. Action Items

- 7.1 Nominate candidates for the local organizer position CFT Building Power campaign.** Alla Petrosyan was previously approached by CTF staff and agreed to be a candidate. No other people were nominated.
- 7.2 Flex day workshops:** Possible topics for Spring 2016 flex day workshops were: performance appraisals, associate faculty needs & support, load, health benefits. Related ideas: ACE meeting during lunch, social gathering at the end of flex day; associate faculty workshop during the semester. Board members at each college will come up with a flex day plan.
- 7.3 Performance Appraisal forms:** The appraisal forms were reviewed. The WVC AS discussed the current versions of the forms and gave feedback; the MC AS has not yet done so. There was discussion regarding the associate faculty self-evaluation form, but a decision was postponed. The new versions of forms 3c (Observation) and 6 (Appraisal Summary) were approved. (Davis/ Bowers-Gachesa. Approved 6-0-1).
- 7.4 Steward Council and Executive Board end-of-semester gathering:** Marina may try to organize an event.
- 7.5 Strategic planning retreat:** There was consensus to hold a retreat during the week of flex day for the eboard that will be separate from the steward training. A date will be selected at the 12/18/15 eboard meeting.

8. Old Business

- 8.1 Finalize ACE budget and guidelines.** Until there is more time and more input regarding our potential expenses from committees, PAC, travel is established, adoption of a budget will be postponed and discussed at the strategic planning meeting.

8.2 Plan for BOT races in November 2016. *This item was removed from the agenda to be discussed at the Steward Council meeting.*

8.3 Method of determining excused/unexcused absences of ACE officers and stewards. To count an absence as excused, an officer or steward must give prior notice of the absence to the ACE president and secretary. (Davis/Bowers-Gachesa. Approved 6-0-1.).

9. Future agenda items

- access to legal services
- membership form collection, flowchart, follow-up
- grievance forms and Grievance Committee procedures
- budget
- health benefits
- Election Committee report: suggestions for future process, bylaws
- determine lengths of terms for grievance officers and committee appointments
- evaluation of eboard appointees
- norms for communication
- officer accountability
- adjunct issues
- committee reporting structure
- plan for negotiations and intra-union communication
- eboard/SC retreat
- social media communication
- WVC load committee issues
- letterhead and business cards printing
- safety issues at MC
- CFT training opportunities; conventions, meetings

Adjournment: 12:43 pm

Submitted by Rick Hobbs

"I dwell in possibility."