

<b>ACE Local 6554 Executive Board Minutes</b>	September 25, 2015	10:00 am – 12:30 pm	MC GC 203
---	--------------------	---------------------	-----------

**ATTENDANCE:**

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

Others: Paul Bissember; Helayna Thickpenny

---

- 1. Call to order:** at 10:09 am
- 2. Approval of agenda:** Items were added to the agenda. (Lamkin/Bell. Approved 7-0-0.)
- 3. Approval of minutes 9/11/15:** The minutes were approved with minor adjustments. (Bowers-Gachesa /Davis. Approved: 7-0-0.)
- 4. Oral Communication from members:** There was no oral communication from members.
- 5. Reports**

**5.1. President’s report (Wasserbauer):**

- District is paying for the printing of 185 copies of the new contract.
- Next contract administration meeting is on 9/30/15. Discussion will include contract distribution, grievance on long-term disability, faculty evaluation forms.
- Various grievances are being filed and handled by Wasserbauer.
- October 2: Eboard strategic planning session will take place.
- October 3: San Jose/Evergreen is having a picnic to which the eboard has been invited.
- There are undisclosed issues about the role of the VPIs on the PGCs.

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

- Bowers-Gachesa will be attending CFT training on political organizing October 20 – 24, 2015.
- Total number of membership signed membership forms is 354 (out of 714 members).
- Total number of PAC/COPE membership is 122.
- Bowers-Gachesa and Jory Segal, representing ACE, attended the district reclassification study meeting on 9/23/15. The district will collect data from the other Bay Ten colleges, including salary. ACE representatives suggested using salary scale Step 20 as a comparison figure. Future agenda item: officially appoint representatives to attend this meeting.

**5.3. Treasurer’s report (Lamkin):**

- Lamkin submitted a written report (see email attachment and/or union website).
- ACE received a bill from the Bay Faculty Association for \$375 for annual dues. The bill was not paid. The board will discuss the possibility of joining this group.
- HR has not been deducting dues from some faculty paychecks. Lamkin will find out why this is not being done.
- There is a need to separate out PAC/COPE contributions from membership dues, as the money sent to ACE by the district consists of a combination of both sources of payroll deduction.

#### 5.4. Secretary's report (Hobbs):

- Hobbs raised concerns about union officers spending money and making appointments without approval from the eboard.
- There was a discussion regarding how officers might make improvements in board operations and internal communication. These topics will be agendized for the strategic planning meeting.
- Hobbs submitted the report from the Elections Committee regarding the steward elections. Election processes, and perhaps bylaws, could be codified to help govern future elections.

#### 5.5. Field representative report (Hemenway):

- Copy of signed affiliation agreement with AFT has been received.
- The final steps of chartering with AFT are almost complete.
- Organizers came to help with membership drive during the last week; many good conversations took place.
- October 6: A hearing with BOT on long-term disability grievance take place. There is uncertainty as to whether this hearing will occur in open or closed session of the BOT meeting.

### 6. Appointments

**6.1 Negotiator:** Jory Segal was appointed as negotiator. The union negotiation team now consists of Segal, Davis and Hemenway.

#### 6.2 Grievance officer:

6.2.1: The eboard decided to provide 0.1 assigned time for each grievance officer (one at Mission College and one at West Valley College) (Bowers-Gachesa/Davis. Approved: 7-0-0).

6.2.2: Pat Andrews was appointed Grievance Officer at West Valley College. Mission College still needs a Grievance Officer.

**6.3 Membership and Organizing Committee Chair:** Melvin Pritchard was appointed to this position.

**6.4 Sabbatical Leave Committee ACE representative, Mission College:** Wael Abdeljabbar was appointed to this position.

### 7. Old Business

**7.1 Budget:** A draft budget was submitted again, based on past budgets. Questions arose as to what does the budget mean in terms of actual expenditures and oversight of those expenditures. Bylaws could be established to guide future processes. The potential income from dues is also unknown at this point. The union's fiscal year needs to be determined and voted upon.

The issues surrounding the budget, its meaning and its implementation will be discussed during the strategic planning meeting. (Bowers-Gachesa/Davis. Approved: 7-0-0)

## 8. New business

**8.1 PAC/COPE:** There was a phone conversation with the eboard and CFT staff (Jessica Ulstead, Angela Tasakos, Lacy Keys) about legal issues regarding operation of a union PAC.

- Unions may legally spend dues money for PAC administration, but may not do so for political activity (campaign contributions, contributions to political committees, election activities, communications influencing elections, lobbying).
- It is legal to put PAC information on union website, but it can be good policy not to do so.
- PAC income and expense reports are filed twice per year and are a matter of public record, but generally are not put on websites.

### 8.2 PGC issues

**8.2.1 Reassigned** time for PGC chairs: ACE has not approved any pay for PGC chairs, yet at least one is being paid. How is this occurring? Wasserbauer will investigate. A decision will be made at a later date regarding an ACE position on this matter.

**8.2.2** There are predicaments surrounding actions of administrators on PGC committees.

### 8.3 Modification of faculty evaluation forms and process

- Faculty evaluation forms based on new contract language have not as yet been decided. Shall old forms or new forms be used this semester, since the evaluation processes have already begun?
- Eboard members will review and approve any proposed new forms. (Bowers-Gachesa/Bell. Approved: 7-0-0)
- In order to keep a clear and clean process, ACE wishes to use the current evaluation forms for the Fall 2015 semester, while the new forms are given thoughtful development. (Brown/ Bowers-Gachesa. Approved: 7-0-0).

**8.4 Bay Faculty Association (BFA):** ACE has been asked to join and pay dues for the year. More investigation is needed. Discussion will occur at a later meeting.

**8.5 Contract production and distribution:** not discussed

**8.6 Suggested materials for stewards:** not discussed

**8.7 Office keys:** not discussed

**8.8 Printing Services:** not discussed

## 9. Future agenda items

#### 4 | ACE EXECUTIVE BOARD MINUTES 9/25/15

- 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
- BFA participation
- district reclassification study representatives

**Adjournment:** (Bell/Davis. Approved: 7-0-0) 1:40 pm

---

Submitted by Rick Hobbs

If you want to go quickly, go alone. If you want to go far, go together.