

RSCCD – CSEA CHAPTER 579-1/20/15 MINUTES

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CSEA CHAPTER 579

unapproved

CALL TO ORDER

President Tom Andrews called the meeting to order at 12:11pm at OEC-Batavia Rm 105. 9 Members were present at the beginning of the meeting and 5 more arrived later for a total of 14 members present. A quorum of officers was present.

PLEDGE OF ALLEGIANCE

Denise Hatakeyama led the pledge.

APPROVAL OF MINUTES

Chapter minutes for December, 2014 were motioned for approval by Zina Edwards, seconded by Dolly Pagurigan, and carried unanimously without objection.

COMMUNICATION AND ANNOUNCEMENTS

- Tom Andrews commented on the Officer Installation meeting in Buena Park on January 7th. The E-Board members were all sworn in by State President Michael Bilbrey.
- Scholarship applications are available on the CSEA website. CSEA is offering a \$1,000 scholarship which is due by March 15, 2015.
- The Compensation Survey is online at the CSEA website. The survey compares our wages with other districts in California.
- Trainings –
 - Union Steward training, level 3 is offered at the Orange Field office Saturday, January 31st.
 - Officer Skills training in San Juan Capistrano is scheduled for Saturday, February 7, 2015.
 - Area Leadership Training – May 2nd & 3rd
- The .85 increase that was negotiated will appear on the February 10th check. Retroactive pay from July – Dec 2014 will be on the March 10th check.
- Guests: Tom Andrews announced that although not in attendance, Laura Moore is our Regional Representative (RR) for Region 94 and Cecilia Lopez is our Labor Relations Representative (LRR) who took over after Nathan Banditelli was promoted.
- Site Representative Training – Lithia Williams announced the following trainings:
 - January 28, 2015 – Saddleback Unified School
 - May 24, 2015 – Garden Grove Unified School
 - The site representative's job is to disseminate information to the campuses so employees are fully aware of any information and trainings being offered.
 - Lithia also advised that Union Steward Training, level 1 & 2 are being offered March 7th and March 21st respectively at the Orange Field Office. You must complete levels 1 & 2 to proceed to level 3. Be sure to RSVP to the field office if attending.

REPORT OF EXECUTIVE BOARD ACTIONS

Tom Andrews announced that January 20th was the first E-Board Meeting. Board actions included:

- Schedule chapter meetings for the year, every 3rd Tuesday of the month. No meetings in July and August. Location will alternate between sites/campuses.
- Schedule Executive Board meetings and ground rules in conducting meetings.
- Approval of 2015 tentative budget.
- Approval to proceed to arbitration on a disciplinary issue.

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TREASURER'S REPORT

Dolly Paguirigan reported the following:

Financial Report for the month December 2014:

Beginning Balance	\$10,779
Income - Membership Dues [\$838] & interests earned [\$3]	841
Expenses – Chapter meeting food [\$134]	
Registration for officer installation [\$200]	<u>(334)</u>
Ending Balance accounted for at Schools First Credit Union	<u>\$11,286</u>

Diane Hill motioned to approve, and Lithia Williams seconded. Motion carried with no objection.

Annual Financial Report for the Year 2014:

Beginning Balance	\$10,749
Income – Membership dues & interests earned	6,887
Expenditures	<u>(6,350)</u>
Excess of receipts over disbursements	<u>\$ 537</u>
Ending Balance	<u>\$11,286</u>

Chapter membership is reported at 583 members, 122 are in the Victory Club. Due to the increase in membership dues, the Chapter was able to balance the budget, with actual savings of \$537. The report will be subject to audit and will be submitted to CSEA headquarters.

Proposed 2015 Chapter Budget:

Projected Income from membership dues & interest earnings	<u>\$9,030</u>
Expenses	
• Annual Conference	\$6,275
• Meetings – food & supplies	1,000
• Humanitarian Fund	900
• Holiday Donations	200
• CSEA Scholarship Donation	100
• CSEA Employee Week	50
• Dorothy Bjork Disaster Relief Fund	50
• Miscellaneous	<u>455</u>
Total Projected Expenses	<u>\$9,030</u>

Lithia Williams motioned to approve the proposed budget and Diane Hill seconded. The motion carried with no objections.

Lithia asked if a date has been set for the audit.

MEMBER RECOGNITION

Tom Andrews thanked the members for coming to today's meeting.

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COMMITTEE REPORTS

- Sarah Salas – HEPSS @ SAC (Health Emergency Preparedness, Safety & Security)
 - Questions have come up about any emergency in the classroom and what is our protocol. The committee has come up with a simple layout of directions and will send to all sites soon. “What to do in case of Fire, Earthquake or Active Shooter”.
- Tom Andrews – EERC: next meeting is January 28th. Will meet with John Didion and Judy Chitlik to schedule meetings for the rest of the year. Will discuss one issue with a department changing work conditions.
- Hazardous Materials: nothing to report.
- Grievances: One discipline issue going to arbitration. Assisted on retirement of one member.

UNFINISHED BUSINESS

None

NEW BUSINESS

Lithia Williams – discussed the Board of Governors Award and our 3 Classified Employees of the Year. If one of our candidates is chosen for the Board of governors Award the Ceremony is held in Sacramento. An email that included the bios of the employees was sent last Friday. Lithia Williams and Diane Hill verified the ballot box was empty. Membership cast their ballots.

Discussion came up about voting by email. Dolly Pagurigan advised we can't do this at this point because we have no way to verify eligible members from non-members.

We discussed options for different time settings for meetings. A member requested that more detailed information in the agenda might bring in more attendees. The members in attendance agreed to have food and Good of the Order at future chapter meetings. Tom wants to put on record that today is the first day of classes at non-credit campuses so employees could not attend the meeting. He mentioned that E-board will discuss sending out a survey to members on meeting options.

Tom Andrews welcomed those who came in later and gave a brief synopsis of what was discussed earlier. They were given the opportunity to cast their ballots on the Board of Governors Award.

Votes were counted and verified. Veronica Duenas's nomination application will be forwarded as a candidate for the Board of Governors Award.

GOOD OF THE ORDER

None.

ADJOURNMENT

Meeting was adjourned at 12:56pm.

Chapter President Signature Date

Chapter Secretary Signature Date