
ACE BOARD MEETING MINUTES

Meeting Date: 3/12/14

Meeting Location: DA Admin. 109

Scribe: Monica Sain, ACE Recorder



1 ATTENDANCE

Name	Title	Organization	Present
Blanche Monary	President	ACE	Yes
Olivia Patlan	DA Chief Steward	ACE	Yes
Denise Perez	Vice-President, FH	ACE	No
Matt Trosper	Vice-President, DA	ACE	Yes
VACANT	Vice-President, CS	ACE	
VACANT	Negotiations Chair	ACE	
Art Hand	Chief Steward, FH	ACE	Yes
William Baldwin	Chief Steward, CS	ACE	Yes
VACANT	Board Member, CS	ACE	
Arthur Levine	Board Member, FH	ACE	Yes
Patti Whelan	Board Member, DA	ACE	Yes
Keri Kirkpatrick	Board Member, DA	ACE	Yes
Monica Sain	Recorder	ACE	Yes
Annette Perez	Treasurer	ACE	Yes
Bradley Booth	Attorney	Law Office of Bradley Booth	Yes

Meeting Start: 13:00

- A. **Closed session:** Nothing to report out.
- B. **Layoff update:** There will be two layoffs this fiscal year.
- C. **Approval of 2/12/14 ACE Board minutes:**
- Vote:**
- B. Monary moved to approve the 2/12/14 Board minutes
 - P. Whelan seconded the motion
 - B. Baldwin and M. Trosper abstained
 - The rest of the Board approved.
- D. **Financial Report**
- As of February 2014**
- Net Positive Cash Flow of ~\$0.7K for February on Dues and Service fees of ~\$21.6K.
 - Checking account balance is ~\$2.7K.
 - As of the end of February 2014, ACE has ~475.4 K in savings and investments.
 - The PAC Income Statement and Balance Sheet for December are attached. PAC currently has a balance in the savings account of \$4,487.84.

ACE Investments

A. Perez has been shopping for CDs for some of ACE's funds. So far, the Luther Burbank Bank in Los Altos offers the best rates: 0.4% for one-year CDs (with a \$100K deposit) and 0.15% for two-year CDs (with a \$100K deposit). ACE currently has some funds in Well Fargo and East-West banks, but would be best served by diversifying where ACE funds are held.

During the next ACE Board Meeting, the Board will vote on how much ACE should spend on investments in light of ACE building costs.

The IRS has refunded \$200 to ACE. The original over-charge was due to accountant error.

- E. **Public comments:** None.
- F. **Announcements:** None.
- G. **Committee Reports** – None.

Notes:

Old Business:

Discussion of ACE Location/Building

B. Monary will meet with Vice Chancellor Kevin McElroy regarding a suitable ACE location on March 13. Mold abatement for one of the old trailers neighboring Plant Services may be cheaper than originally thought. Also, the Annex may be a potential location.

If there is no response from the District, B. Monary will meet with the FHDA Board and Chancellor.

ACE's new location depends on many factors, including rising construction costs, and where the Chancellor and ETS will be placed.

Student Employment

O. Patlan reported that, as of Feb. 6, 2014, Foothill has 172 unduplicated student workers; 49 of the students hold Federal work-study jobs, and 125 hold District-funded positions. De Anza has approximately 552 unduplicated student employees; 91 of the students hold Federal work-study positions and 469 hold District-funded jobs.

Some working students hold more than one job. Students may only work 19 hours per week total. Some student workers supervise other workers and perform jobs that could be classified positions.

There are many open questions regarding student employment:

- Do some of the higher-level, specialized, and/or technical student positions belong to classified employees?
- How many of the student workers work in these high-level positions?

O. Patlan will check in with Suzanne Pfeiffer in order to get answers; she will report back at the next Board Meeting.

Some Board members mentioned that some students may be seasonal, and others may hold two positions at two different times of the year (rather than simultaneously). Others expressed concern that some students are working more than eight hours in a shift, but not being paid overtime. There is a little oversight of these workers.

New Business:

Classification Poll

B. Monary suggested that the classification poll be delayed, since the ACE negotiation team should address this.

Cloud Research

M. Sain presented a summary of three different cloud companies - Box, Dropbox, and Google Drive. She discussed the costs, features, security, and other details (see notes below). She will also look into scanning + cloud services. There are companies that can take all of ACE's paper files, scan them, and store them. M. Sain will look into these companies and A. Perez will find out what company the purchasing department will use.

Details about Cloud Research

Dropbox

<https://www.dropbox.com/business>

Details

- Encryption
- Files are backed up - unlimited file recovery
- Access to files from any location
- File access can be adjusted for each user
- Unlimited free storage
- Free trial
- Unlimited version history

Notes:

Dropbox is especially respected for its security and features. John Vandercook recommended it.

Cost

Dropbox for Business is \$15/month per person - five people minimum

Google Drive

Details

- 15 GB of storage free (10GB of files; the rest is Gmail, photos, and attachments)
- Free trial

Cost

- \$4.99/mo. For 100GB
- Files are encrypted and backed up on Google servers
- \$5 per user per month

Easy to use and is known as another good option. I'm not sure if it is as secure as Dropbox, though. Through my research, I've found that there is debate, but generally, Google Drive is seen as a great program.

Box

<https://www.box.com>

Details

- Similar features and security to Dropbox and Google Drive.
- Unlimited storage / 5 GB file size limit

- Three-user minimum
- Limited file history (100)

Cost

- \$35 per user per month for Enterprise Level, which has

There are some cheaper versions, but with limited security management and file history.

New Staff Development Funding/Partnership w/Classified Senates

The Student Success Taskforce and Staff Development will fund staff development events and workshops. The ACE Board members discussed whether ACE and the Classified Senates should be involved, and decided that ACE should concentrate on providing its own staff development workshops instead.

New ACE Website

Because Shelley Schreiber has retired, ACE will need a new website designer in order to create a new website. Since it would be unfair to ask an ACE member to do this for free, ACE will shop for someone to set up with the website. M. Sain will research how much it would cost ACE to do so.

Meeting End: 14:35

