
ACE BOARD MEETING MINUTES

Meeting Date: 5/14/14

Meeting Location: FH Council Chambers, Room 2018

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	Yes
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 (closed session only)	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
Chris White	Negotiator	ACE	Yes

Meeting Start: 13:00 - Quorum Present

Vote:

- A. **Layoff update:** None.
- B. **Report out from Closed Session: Approval of 3/12/14 ACE Board minutes:**
- K. Kirkpatrick moved to approve the 4/23/14 ACE Board minutes.
- O. Patlan seconded the motion
 - Perez abstained
 - The Board approved.
- D. **Financial Report**
As of April 2014:
- There was a **net positive cash flow** of ~\$18K for April on **Dues and Service fees** of ~\$22.3K.
 - Checking account balance is ~\$19.4K.
 - As of the end of April 2014, ACE has ~\$476.8 K in savings and investments.
 - PAC currently has a balance in the savings account of **\$4,564.04**

Fair-Share Fee Audit (see notes section below for more details)

ACE will hire a CPA for fair-share fee audits. ACE has received a proposal from a new company, Islip + Company, LLP. A. Perez, B. Monary, and B. Booth will review the proposal and present it at the next ACE Board meeting.

Dues Forgiveness

A. Perez recommended that the ACE forgive dues twice a year. M. Sain will put this on the August ACE Retreat agenda.

ACE Investments

The Board will discuss how to use ACE's funds and investments during the ACE Retreat.

E. **Public comments:** None.

F. **Announcements:** None.

G. **Committee Reports**

Negotiations Report

The ACE Contract expires on October 31, 2014. Since Suzanne Pfeifer is leaving her position, ACE may postpone negotiations until Suzanne's replacement begins working.

De Anza Budget Committee Report

The Campus Budget Team met and discussed Governor Brown's May Revision. The COLA will be reduced from 0.86% to 0.85%.

H. **Old Business**

Student employment update:

There are 732 student workers (120 of those are CalWorks students) district-wide. Suzanne Pfeiffer recently sent O. Patlan an updated list of student workers, and this new list differs from the last one. O. Patlan will provide an update as she obtains more information.

I. **New Business**

New ACE Website

Vote: B. Monary motioned to spend no more than \$35 to obtain a docstoc for the Statement of Work for a new ACE website.

B. Monary - D. Perez - unanimously approved.

M. Sain gave a brief presentation about the cost of hiring an independent contractor to develop a new ACE website. A developer would use CSS and HTML to build the site, which can be maintained using a CMS (e.g., Drupal or Joomla). The content management system (CMS) is very important, as it allows someone besides the web developer to make changes to the text and even design of the site. This would be useful, as it would allow the recorder to make regular changes to the website as needed.

The Board is considering using a Word Press blog for its website, as well. This may cost less and be a simpler process.

Cost

- For a local freelance designer, building a simple 3-8 page website: \$400-\$2000+.
- Domain and web-hosting services cost an additional \$100-\$150 per year.

Document Scanning

Due to time constraints, M. Sain was only able to give a very brief overview of her research. However, she will send the Board members an email with more information.

M. Sain contacted several document-scanning companies, and has received a response from two companies: Docufree and eRecords USA. Docufree sent a detailed proposal and did a demonstration highlighting their various features (security, secure email, etc.).

Both companies would send ACE boxes, which would be filled with files. The boxes are then picked up and scanned. They can either save the files on a CD or cloud. They also provide on-site shredding for an extra charge.

Notes:

Financials

Fair-Share Fee Audit

ACE will hire a CPA for fair-share fee audits. ACE has received a proposal from a new company Islip + Company, LLP/ B. Booth has been in conversation with the company, and they are very knowledgeable about the type of audit ACE needs, and they have experience working with the California Teacher's Association. With this new company, a fair-share fee audit would cost about \$2000, about \$1000 less than the contractor who currently works on ACE's audits. A. Perez, B. Monary, and B. Booth will review the proposal and present it at the next ACE Board meeting.

Campus Budget

Matriculation will receive more funding, as a result of the May Revision. There will be no more cuts, and FHDA has about \$10 million in the benefit fund. Also, there are \$40 million in reserves, \$16.7 in the rainy day fund, and about \$2 million dollars in enrollment stimulus funds. Unfortunately, these are one-time funds, so it would be too risky to use this money to fund positions.

Miscellaneous

There was discussion of the reclassification process. For instance, there are situations where an employee is reclassified to a higher-level position, but hasn't yet obtained all of the skills. Can this employee learn the skills on the job, or must the job be advertised to all ACE employees? It's currently understood that the job must be advertised to all ACE employees, but one Board member asked if this method is actually fairer than allowing someone to be reclassified and trained on the job. Another Board member mentioned that the best way to avoid having to advertise the position is to have the person work out of class in the position, and then make this classification permanent.

The Board discussed the possibility of partnering with the Classified Senate to hold informational lunches for new employees.

Meeting End: 14:34

Blanche Monary, ACE President

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Monica Sain, ACE Recorder
