

ACE 2010 ANNUAL BOARD PLANNING SESSION

July 28, 2010

9:00 AM

Designated Location



Meeting called by: ACE Board **Type of meeting:** 2010 ACE Annual Board Planning Session
Facilitator: Blanche Monary **Note taker:** Wendy Bilanski
Attendees: Blanche Monary, Bradley Booth, Maureen Chenoweth, John Bartch, Renato Tuazon, Art Hand, William Baldwin, Annette Perez, Olivia Patlan, Al Guevara, Bradley Creamer, Patience McHenry, Wendy Bilanski
Regrets: Shelley Schreiber, Ray Sarria

MEETING NOTES

AGENDA ITEM: ACE Event Planning **Presenter:** Blanche Monary

DISCUSSION: 2010 - 2011 Events And Committees

- Discussion ensued around setting up Committees required by the Constitution. Volunteers were requested to act as Committee leads unless stipulated by said document.
- New events were considered and approved including an General Membership Barbecue and an ACE Breakout on the District's First Day,
- Discussion ensued about the importance of reaching out to the membership more effectively and ways to do so.
- No motions were made.

<u>Committee Name</u>	<u>Committee Leads</u>
Technical Support Committee	Bradley Creamer
Constitution Review Committee	Olivia Patlan
Election Committee	Wendy Bilanski (Coordination) / Bradley Creamer (Technical)
District Opening Day Committee (September)	Blanche Monary / Annette Perez
General Membership Spring Barbecue (June)	Renato Tuazon / Maureen Chenoweth / Patience McHenry
Board Tour and Presentations	Blanche Monary / Maureen Chenoweth

MOTION: *None made.*

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
✓ Weekly "Walkabouts" by Board Members for face time with Membership	All Board Members	August, 2010
✓ Place ACE Breakout Session On District Opening Day Agenda	Blanche Monary	August, 2010
✓ District Opening Day Committee To Plan Event	Blanche Monary, Annette Perez	August, 2010
✓ Research Into ACE Membership Discounts	Patience McHenry	TBD
✓ Rename AVOS To Avoice	Bradley Creamer	August, 2010
✓ Create ACE Calendar of Events for Web Site	Wendy Bilanski	August, 2010
✓ District Opening Day - Event Preparations (documents, handouts, etc.)	Wendy Bilanski	August, 2010
✓ Send Out Monthly Membership Emails Through Avoice On ACE Website Updates.	Bradley Creamer	September, 2010
✓ Draft Fact Sheet - "Know Your Union" (Membership)	Wendy Bilanski	September, 2010
✓ Draft Fact Sheet - "Know Your Rights" (Membership)	Wendy Bilanski	September, 2010
✓ Membership Union Cards	Wendy Bilanski	September, 2010
✓ Board Business Cards	Wendy Bilanski	September, 2010
✓ Newsletter: include "Featured Member" / Member Photos	Wendy Bilanski	September, 2010
✓ October Election Preparations	Wendy Bilanski	October, 2010
✓ October GM Meeting/Nominations Meeting	Wendy Bilanski	October, 2010

AGENDA ITEM: Financials

PRESENTER: Annette Perez

DISCUSSION: 2010 - 2011 Budget

- The Board reviewed the Proposed Budget and made amendments for the coming year.
- The 2010 Audit was discussed. Annette has sent out two RFQs and received one quote back.
- Bradley advised the Board that a payment of up to \$10K was not unusual for a yearly Audit. He also emphasized how important it is to find an auditor with a thorough understanding of the business (i.e., chargeable and non-chargeable items). Audits are to be completed in August.

MOTION: To approve moving ACE Savings into an account with higher yield.

- Motion Made: John Bartch
- Motion Seconded: Olivia Patlan
- Vote: Unanimous

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

✓ Send amended Proposed Budget to Accountant	Annette Perez	August, 2010
✓ Complete RFQ process and hire Auditor	Annette Perez	August, 2010
✓ Complete Audit by August	Annette Perez	August, 2010
✓ Research higher investment account	Annette Perez	August, 2010

AGENDA ITEM: Parcel Tax (Membership Vote)

PRESENTER: Blanche Monary

Discussion: Membership Survey & District Loan

- Results from Membership Survey were discussed. Options such as a run off vote or a Board decision should be made as the Survey indicated that the majority of votes favored granting the loan to the FHDA Board of Trustees Parcel Tax initiative but were split on the amount.
- Board decided to make the decision on the loan amount on behalf of the Membership. A lengthy discussion ensued as to what constituted a responsible response to the District on behalf of the Membership.

MOTION: *To loan the District Tax Initiative Committee the amount of \$10,000.00.*

- Motion Made: Renato Tuazon
- Motion Seconded: Annette Perez
- Vote - For: 7
- Vote - Against: 4

MOTION: *To increase the amount to \$10,050.00 to cover account costs.*

- Motion Made: Renato Tuazon
- Motion Seconded: Annette Perez
- Vote - For: 11

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

✓ President's Message to be emailed to Membership with ACE PAC Form	Blanche Monary	July 30, 2010
✓ Set up ACE PAC account	Annette Perez	August, 2010
✓ Inform FHDA Chancellor of ACE decision	Blanche Monary	August, 2010

AGENDA ITEM: Grievance Policy and Forms

PRESENTER: Bradley Booth

Discussion: Review of *Duty of Fair Representation, Representation Policy, Request for Representation Form, ACE Steward Intake Form*

Bradley reviewed the *Duty of Fair Representation* document and fielded various questions from the Board. The *Representation Policy* was then reviewed. Both Forms were reviewed and changes were made. Bradley strongly emphasized the importance of documentation by the Stewards. If a Member upon coming to the Steward does not wish to complete or sign the form, the Steward must note the Member's decision on the form.

A question was raised as to what documents can be subpoenaed. Bradley stated that anything that transpired between a Steward and Member could be subpoenaed. If something is considered highly confidential, contact Bradley to create the record (attorney-client privilege).

It was agreed that Stewards keep open files under lock and key at their offices until resolution. Closed files to be forwarded to ACE Office to be scanned and archived. A question was raised as how to file these documents and how long to retain the files.

MOTION: *To adopt Duty of Fair Representation, Representation Policy, Request for Representation Form, ACE Steward Intake Form with revisions for use by ACE.*

- Motion Made: William Baldwin
- Motion Seconded: John Barch
- Vote: Unanimous

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
✓ Correct Representation Form	Wendy Bilanski	August, 2010
✓ Change Title of Intake Form	Wendy Bilanski	August, 2010
✓ Reformat DFR and Representation Policy	Wendy Bilanski	August, 2010
✓ Final Approval of all documents & forms	Bradley Booth	August, 2010
✓ Post approved Representation Policy on Web Site & Distribution of approved Policy to ACE Membership	Wendy Bilanski	August, 2010
✓ Document Archive Policy	Wendy Bilanski	August, 2010

AGENDA ITEM: Shared Governance

PRESENTER: Maureen Chenoweth

DISCUSSION: To discuss the creation an MOU regarding the committees/meetings that ACE wishes to have representation.

The discussion began with Maureen giving an overview of the Shared Governance history with the Classified Senates and Classified Employees' bargaining units over the years. The following questions were raised: where does the Board want ACE representation, how does the Board institutionalize the choices, and how to move forward in collaboration with the Classified Senate.

Blanche stated that De Anza has welcomed ACE representation on college committees and meetings except on the Hiring Committee. De Anza is concerned that representation from all college bargaining units would constitute one half of the entire Hiring Committee. Foothill on the other hand has now acknowledged the right of ACE representation on all committees and meetings however it has now excluded representation for the Classified Senate. Maureen would like to see the Board identify areas of interest in conjunction with the Foothill Senate and document it. If the agreement is not documented, it is feared that ACE will be burdened with delegating who will have representation each time the College requests one.

Blanche stated that there are three ways to document an agreement: create an internal ACE policy, create an MOU with the Senate, or create an MOU with the District. John Barch suggested adding a sentence to the effect that "ACE reserves the right to change..." on any MOU. A discussion ensued regarding the need for clarity over Shared Governance.

Olivia Patlan reminded the Board that ACE is not the exclusive bargaining unit and Maureen suggested collaborating with the other bargaining units before creating any MOU. It was suggested that a draft MOU might be presented to the Board for review.

MOTION: ACE wants representation on the FH Operations Committee and therefore representation on PaRC.

- Motion Made: Olivia Patlan
- Motion Seconded: Patience McHenry
- Vote: Unanimous

MOTION: To conduct further investigation as to District and College committees/meetings considered important to warrant ACE representation.

- Motion Made: Olivia Patlan
- Motion Seconded: Patience McHenry
- Vote: Unanimous

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
✓ Inform G. Gallagher decision regarding Operations Committee and PaRC	Blanche Monary	August, 2010
✓ Further research on committees or meetings for ACE representation	Maureen Chenoweth	August, 2010
✓ MOU draft for Board Review	Maureen Chenoweth, Olivia Patlan	TBD
✓ Meet with other bargaining units	Blanche Monary	August, 2010

ADJOURNMENT: As there was no more business to attend to, the ACE 2010 Annual Planning Session was adjourned at 5:00 p.m.