

## Board Minutes

**Date:** October 27, 2011  
**Time:** 1:00 pm – 2:30 pm  
**Location:** Carriage House, Foothill



### CALL TO ORDER AND ROLL CALL

President Blanche Monary declared that ***a quorum was present*** and called the meeting to order at 1 PM.

### Board Members Present

Bill Baldwin, Al Guzman, Art Hand, Patience McHenry, Blanche Monary, Annette Perez, Ray Sarria, Shelley Schreiber, Phuong Tran

### Regrets

Lois Jenkins, Olivia Patlan, Renato Tuazon

### Guest(s) Present

Bradley Booth, Monica Sain

### Closed Session

Nothing to report out.

### Public Session

#### Approval of Minutes

Suggested corrections: Spell out JMBLC and mention that a committee has been formed to deal with ACE's investments. "Laughton" changed to "Lockton." (Monica made these recommended corrections/updates and emailed to the Board on Oct. 31):

President Monary moved to approve the 9/9/11 Retreat minutes as amended.

Bill seconded

The Board approved unanimously.

The 6/23/11 minutes will be approved next Board meeting.

#### **Treasurer's Report and Approval of Expenditures**

Business checking	\$14,226.70
Transfer account	\$1597.91
High yield account	\$300,067.85

Positive cash flow: 6.4K  
Bills: 21.7k

The Board accepted the treasurer's report, noting no expenses to approve (reimbursement to be approved next Board Meeting).

### Public Comment

There were no public comments made in today's session.

### Committee Reports

None.

### Old Business

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### UHC Reimbursements

\$157,000 is the total amount overcharged - the lowest reimbursement is 70 cents, and the highest is \$850. The District will reimburse this cost (note: the District will send a minimum of \$20; for instance, if UHC overcharged a member by 70 cents, that person will receive a \$20 check).

### **New Business**

#### General Membership Meeting

Room Changes: Apologies for moving the meeting - the room we were given was double-booked.

#### Nominations

Shelley moved to hold ACE elections 11/15-11/17.

Annette seconded the motion

Al abstained

The rest of the Board approved

Friday, 11/4: Monica will inform membership that there will be online elections Nov. 15-17. Deadline of acceptance of nominations: 11/7 for De Anza nominations (excluding the President position) and 11/8 by 4pm (Foothill/Central Services, Presidential nominations).

On Tuesday, 11/8, after 4pm deadline, the Monica will inform the membership of who the candidates are. Also, she will inform candidates that they can begin campaigning.

#### Insurance: River Valley Insurance

The Board reviewed the questions on insurance company's form to ensure that ACE is in compliance with insurance requirements (in order to avoid paying extra in premiums).

#### Topics of concern:

- Checks (is electronic payment in compliance with insurance rules?)
- Absences: River Valley Insurance requires us to report whether any Board member has missed more than three Board meetings (River Valley Insurance does not mention whether it matters if the absences are excused or not, nor what constitutes the aforementioned). For this reason, we need documentation of why Board Members are absent. If any Board member is to be absent, email Blanche.

If we aren't in compliance with River Valley Insurance's rules, it won't necessarily nullify the agreement, but we need to be careful in order to avoid giving the insurance company a reason to avoid coverage.

When Bradley returns, the Board will discuss this matter with him.

#### **New ACE Location**

In order to comply with fire codes, ACE office needs to move from its small faculty office to larger location. Also, the current set-up isn't ergonomically sound and the District agrees that ACE should move. Originally, Blanche had requested a move to the

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FA building, but it's reserved for ETS, so ACE cannot move there. Blanche had been in conversation with Charles Allen regarding moving ACE to that building, but talks stalled when Blanche had to go on medical leave.

### Other Options:

- ACE might receive a portable.
- ACE can build its own temp building (\$80,000) out by the creek and field.
- If it's available, we can clean out the trailer next to the Carriage House and use that.
- Since District has nowhere to put us, we can buy a building.
- We can purchase a trailer and have the District install it. This would give us a place for 7 years.

### Additional Board suggestions:

- The library building, near the ISC Conference Room
- Faculty lounge
- Where President's Conference Room used to be.

The Board ultimately decided to do a careful search to make sure we know of all options. After all, we need to be near the District, so that we can be in communication with them..

### **Adjournment**

President Blanche Monary adjourned the meeting at 2:30 PM.

### **Next Meeting**

**November 22, 2011 DA Admin. 109 1pm - Closed Session 1:30pm - Open Session**

\_\_\_\_\_ Date: \_\_\_\_\_  
Blanche Monary, ACE President,  
ACE Board Meeting Chair

\_\_\_\_\_ Date: \_\_\_\_\_  
Monica Sain  
ACE Recorder