



Foothill – De Anza Association of Classified Employees (ACE)
650.949.7789 | D140 Annex Bldg.
www.acefhda.org

Date: February 3, 2016
To: ACE Executive Board
From: Chris White, President ACE
RE: ACE Recorder Recommendation

After reviewing the options for hiring an ACE Recorder at the Jan. 13 2016 ACE Board meeting, it was agreed to look into the cost and policy changes needed to offer a member a monthly stipend to perform the duties. The duties assigned would follow those described in the ACE Constitution.

Duties:

- Take and distribute agenda/minutes for ACE Board meeting & Negotiations w/District
- Notify the General Membership of Executive Board meeting(s).
- Conduct preliminary election duties as described in Article 10.
- Ensure that those who vote at all meetings are members in good standing.
- Maintain ACE Records.

Time Commitment: Approximately 22 hours a month. Set schedule for ACE Board meeting. Negotiations and general meetings vary.

Stipend: \$400 a month, the same as the Chair of Negotiations. \$4800 annually compared to the \$38K for hiring an outside Recorder/Administrative Assistant. If we lose the service fee payers, we'll lose approximately \$2300 a month.

Policy Change: The ACE Recorder is appointed and not a part of the Executive Board, so all we would need to do is add the position as a recipient on our current ACE Stipend Policy and vote to approve it.

Additional duties, previously assigned to the ACE Recorder, will be handled by ACE President.

- Meeting logistics, office coordination, special projects



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