

ACE BOARD MEETING MINUTES

Tuesday, November 24, 2009

1:00 p.m. – 2:30 p.m.

ISC Conference Room – FH



CALL TO ORDER

President Blanche Monary declared a quorum was present and called the meeting to order at 1:00 p.m. in the ISC Conference Room of the Foothill College, 12345 El Monte Road, Los Altos Hills, CA 94022. The following were present:

Board Members Present

Blanche Monary, Al Guevara, Maureen Chenoweth, Bradley Creamer, Patience McHenry, John Bartch, Renato Tuazon, Art Hand, Bill Baldwin

Board Member(s) Absent

Annette Perez, Ray Sarria, Shelley Schreiber, Dennis Shannakian

Guest(s) Present

Bradley Booth, Olivia Patlan, Marie Taylor Harper, Al Guzman

CLOSED SESSION

At 1:00 p.m. the Board discussed the need for a new process on the grievance procedure and the reporting of membership grievances to the Board.

REPORTING OUT FROM CLOSED SESSION

President Monary reported that no action was taken in closed session.

RECONVENE PUBLIC SESSIONS

President Monary reconvened the public session at 1:30 p.m. Agenda items covered:

Approval of Minutes

Minutes from previous meeting were unavailable.

Action Item(s):

- None taken



Approval of Expenditures:

Printer: Printer and toner cartridge were purchased for approximately \$800.00. Expenditure approved. President Monary commented on recent organization of ACE office.

Exempt Status: Documents for filing for Exempt Status were mailed by Bradley Booth. Filing costs were \$750.00. Expenditure Approved.

Upcoming Expenditure(s): Union Office Sign was ordered. Cost unknown as of today's date.

Action Item(s):

- None taken.

Public Comment

Organization of Union Office: Marie Taylor Harper commended the new Recorder on the reorganization of Union Office.

Security of Confidential Information: Bradley Creamer led a general discussion over the security of confidential information being stored in Union Office cabinets (locked). Bradley suggested that Board consider keeping these documents in a strong box at the bank or his own building where traffic is low and has an alarm system. Art Hand voiced the bank safety deposit might be a viable solution as Annette Perez's role as Treasurer necessitates her going to the bank on ACE business. President Monary indicated that this documentation is kept under lock and key in the ACE office and she is in possession of the only key.

Action Item(s):

- None taken.

Committee Reports

Committee Memberships: President Monary expressed concern as to whether Committee members were attending their specific meetings and to the general lack of updates to the Board.

Discussion ensued on the lack of union representation on such committees as Budget and Planning and how best to approach the matter with District. Olivia Patlan commented that the likely response will be that the Classified Employees have representation already and that should be sufficient. *See FH Senate Update.*



Negotiations: John Bartch, Chair of Negotiations Team, reviewed the Ratification Vote procedures and that voting will commence on Thursday December 4th and end on Friday, December 5th at 1 p.m. At that time the ballot boxes will be picked up and brought back to the ACE Office at De Anza College for the counting of ballots. John also noted that the ballot was limited to two items: Articles 5 (Union Rights) and 18 (Paid HealthCare Benefits).

President Monary expressed her appreciation and thanks to John for his efforts on behalf of the ACE membership. Bradley Booth, ACE Attorney, was also commended for his role during the negotiations. President Monary noted that the negotiations had been very challenging.

Budget: President Monary presented what appeared during negotiations to be a moving target of District's demands for cost savings with respect to the budget.

A general discussion ensued over concerns with respect to total dollar amounts, personal leave/sick leave, pay cuts and layoffs.

Action Item(s):

- Email to be sent to membership to carefully track whether sick days are impacted after taking Personal Leave once agreement takes effect. *Prime: Blanche Monary*
- Meeting to determine what committees are lacking union representation. *Prime: Bradley Creamer, Dennis Shannakian, Al Guevara*

Old Business

Accountant Proposals: The search continues for a suitable candidate. ACE is now in possession of two bids. This placement is considered urgent. Bradley Booth emphasized that this position will be able to assist the Treasurer in establishing policies and procedures for ACE Finances. A general discussion ensued on the following.

Action Item(s):

- Policies to be drafted that would govern the membership dues being held at the Wells Fargo Bank. Mr. Booth emphasized that the Board has a collective responsibility to the membership for transparency as to what the Board is doing with the money, how it is being invested, safeguards for the principle, etc. *Prime: Annette Perez and Accountant*
- 9.90 Insurance form needs to be filed. *Prime: Bradley Booth*



- An account set-up for legal fees. The Board was reminded that expenses for the Recorder, Board Attorney and Accountant (to be hired) will be coming out of the cash reserve. *Prime: Blanche Monary, Annette Perez*
- Setting a limit on the account debit card. Ms. Monary will have the Treasurer look into this. *Prime: Blanche Monary and Annette Perez*
- Attaching Bank Statement to Treasurer's Report. *Prime: Annette Perez*
- Accountant placement to be expedited. *Prime: Blanche Monary and Annette Perez*

Temporary Agency Bids: Option1 won the agency bid. Wendy Bilanski is now situated as the ACE Recorder. Introductions were made.

FH Senate Update: Maureen Chenoweth updated the Board on her meeting with Judy Miner and emails exchanged with Dorene Novotny. There appears to be contention between the District and ACE over what differentiates the Senate from the Union particularly in terms of committee representation. Dorene Novotny for example favors taking items to the Senate without the Union being present. President Monary indicated this is a right under the law and falls under AV17.25.

It was also brought to the attention of the Board that members were being spoken to by the District managers about an impending layoff without a Steward being present. This was causing a great deal of distress to the members spoken to.

The discussion then moved to

Action Item(s):

- Meeting with Brian Murphy will be arranged to come to some agreement on District managers speaking to staff about layoffs without union representation and the impact on the employee. *Prime: Renato Tuazon, Al Guevara, Blanche Monary*
- Meeting with Dorene Novotny to be arranged to discuss AV 17.25. *Prime: Blanche Monary (Note: if sufficient movement is not made regarding this matter, Bradley Booth may be asked to meet with Dorene Novotny.)*



New Business

Laptop: President Monary presented the case for ACE to obtain a laptop for the use of taking minutes, real time meeting scheduling, etc.

Action Item(s):

- A search will ensue for a used/returned system to accommodate the request. *Prime: John Bartch, Al Guzman*

ADJOURNMENT

There being no further business to come before the meeting, the meeting was adjourned at 2:30 p.m.

NEXT MEETING

The next ACE Board Meeting will take place on Tuesday, December 8, 2009 at 1:00 p.m. in the SCS Conference Room at De Anza College, 21250 Stevens Creek Blvd., Cupertino, CA 95014.

Wendy Bilanski, Recorder
ACE Board

Date: _____

Blanche Monary, ACE President
Chair, ACE Board

Date: _____