



# CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Merced Community College – Merced Chapter #274

~~Proposed~~ Approved



Chapter Meeting Minutes  
May 18, 2016 --- Student Union Room #137

**CALL TO ORDER:** At 12:04 p.m. by Kristi Wolf and with 29 members present, a quorum was established.

**PLEDGE OF ALLEGIANCE:** Led by Kristi Wolf.

**INVITED GUESTS:** Laurie Mitchell

**APPROVAL OF MINUTES OF PREVIOUS MEETING:** March 16 and April 20, 2016 – Tabled until next meeting.

**COMMUNICATIONS/CORRESPONDENCE:** Laurie is not present as she is on vacation. There are no minutes to approve and no correspondence to report. Tabled minutes will be completed over summer.

**PRESIDENT'S REPORT:** No report.

**TREASURER'S REPORT:** Checking balance is \$3,517.54 and Savings balance is \$6,058.91.

**REPORT OF EXECUTIVE BOARD ACTIONS –** CSEA needs a new Secretary to relieve Angelica doing the jobs of two officers. The E-Board will nominate Ethan Ravensdale as Secretary.

## UNFINISHED BUSINESS

- Member Unity Program (MUP) Updates – MUP is almost complete. Chapter meeting attendance is up. Diana Butts is officially a jacketed job steward; Kristi Wolf finished training this weekend and Angelica Campos goes in November. Bingo night had a good turnout and more are planned. Chapter Meeting days may be changed to accommodate more members who can't attend Wednesdays. Negotiations for our contract start soon and member input is encouraged.

## NEW BUSINESS

- Appointment and Election of Ethan Ravensdale as Chapter Secretary – The E-Board nominated Ethan as Chapter Secretary and, with no contenders or objections, Ethan was appointed to fill this role.
- Discussion of changes to BP/AP 7365 Discipline and Dismissals, Classified Employees – The proposed policy came to College Council in September and November, but a communication issue prevented this item from reaching CSEA for review. The proposed policy was pulled from the Board agenda and the original policy remains for now. CSEA has created a committee to review this before resubmission to the Board for approval. The committee will first meet June 6, 2016 from 12:30pm-1:30pm in SCI-227 and all are welcome to attend.
- Morale on campus – Concerns were raised regarding behavior among members. Meetings with managers/directors were suggested to address certain issues. The importance of coming to CSEA with concerns was emphasized by multiple members present. Those with similar concerns are encouraged to inform their CSEA Officers.
- Benchmarking – There will be a benchmarking study to examine employee job descriptions and pay. CSEA is meeting with companies to determine who will do the benchmark and the study is scheduled to be done over the summer.

## COMMITTEE REPORTS:

### ± CSEA Related Committees

- ◆ **Auditing Committee** – Maria Soto: Paperwork is going to Ronda Easton who will complete her work over summer.
- ◆ **Central Labor Council** – Christine Grimaldi Clarkson: There is a meeting this evening. If you want to be a delegate, let Christine know.

- ◆ **Membership Committee** – Rosalie Kekahuna: There are many new hires. Three meetings are planned through the year's end to tell new hires about CSEA and what we do. You don't have to be new to go if you want a refresher.
  - ◆ **Negotiations Committee** – Christine Grimaldi Clarkson: The reorganization of ITS/LRC was approved. One job description came for minor changes in reporting structure. Changes to the Student/Staff Help Desk is on the way. We are waiting for the Public Information Assistant job under Robin Shepard to come forward. A few positions moving from 19 to 40 hours are coming for recruitment. Negotiations are set to begin June 1.
  - ◆ **Pre-Retirement Committee** – Irma Martin: The Retiree paper may be discontinued. Christine Grimaldi-Clarkson: CSEA doesn't keep track of which District retirees actually retired from making it hard to contact them in the future. She wants to introduce a resolution at Conference to keep track of retirees.
    - ✓ A motion for the *Creation of a Resolution to submit to Conference to keep track of retirees and their respective Districts* was made by Christine Grimaldi-Clarkson; Rosalie Kekahuna seconded.
      - The motion carried unanimously.
  - ◆ **Scholarship Committee** – Two people will receive \$500 each to be presented by Rosalie at a ceremony this Sunday. More members would be welcome on this committee that only meets once per year for about an hour.
  - ◆ **Sunshine Committee** – Maria Soto: \$100 was donated to member LaDenta Smith due to the passing of her father.
    - **Ad-Hoc (Special) Committees**
      - **Activities (CSEA Week) Committee** – Angelica Collins & Maria Soto: No report provided.
      - **By-Laws Committee** – Rosalie Kekahuna: No report provided.
      - **Elections Committee** – Rosalie Kekahuna: No report provided.
      - **Re-Class Committee** – Angelica Collins/Maria Soto/Charlene Reed: No report provided.
- ↓ **Shared Governance Committees**
- ◆ **Administrative Services Master Planning Committee (ASMPC)** – Ramon Avila, Jr.: No report provided.
  - ◆ **Board of Trustees** – Kristi Wolf: No report provided.
  - ◆ **Budget Committee** – Liveth Barragan: No report provided.
  - ◆ **College Council** – Kristi Wolf: The Board agenda was reviewed. BP/AP 6160 (Soliciting of Funds and Gift Acceptance) was forwarded to the Board with minor change. BP/AP 3540 (Sexual and Other Assaults on Campus): approved pending approval by Sexual Assault Coalition; forwarded to Board. BP/AP 2712 (Conflict of Interest Code): changed amounts and reviewed job titles of those affected. BP/AP 7365 (Discipline and Dismissal of Classified Employees): AP was requested by CSEA not to be reviewed due to negotiable issues. Recommended AP be pulled and BP be forwarded as currently published. AP may return in fall. Tobacco policy: Forwarded to board, new law in effect 7/1; recommended policy be effective 1/1/17. Future Items: Review/revise Integrated Planning Handbook; BP/AP 5140—DSPS: Update to reflect legislative changes, BP/AP 5500—Off-campus Sexual Assault: Update to reflect legislative changes, BP/AP 5520—Student Discipline.
  - ◆ **Educational Master Planning Committee (EMPC)** – Kristi Wolf: The Shared Governance portion of the Shared Governance handbook has been updated. Members are set to review the Integrated Planning section of the handbook. The Merced College Mission Statement was updated and the two Vision Statement options were provided to be reviewed by each group present.
  - ◆ **Facilities Master Planning Committee (FMPC)** – Richard "Z" Zeunges:
  - ◆ **Foundation Committee** – Toni McCall: Meeting moved to May 24 and they have not met as of this Chapter meeting. Additionally, the May 24 meeting was cancelled.
  - ◆ **Health & Safety Committee** – Ira Jones: No report provided.
  - ◆ **Instructional Master Planning Committee (IMPC)** – Steve Welch: No report provided.
  - ◆ **Staff Development Committee** – Charlene Reed: No report provided.
  - ◆ **Standing Accreditation Committee** – Steve Welch: No report provided.
  - ◆ **Student Services Master Planning Committee (SSMPC)** – Shannon Gragg: No report provided.
  - ◆ **Student Success Support Program Advisory Committee** – Jennifer Edrington: No report provided.

**GOOD OF THE ORDER:** Christine Grimaldi-Clarkson announced she was a recipient of the Member Student Loan Reduced Award in the amount of \$500.

**ADJOURNMENT:** Meeting adjourned at 1:01 p.m. by Kristi Wolf, President.  
Notes taken by: Ethan Ravensdale, Chapter Secretary.

**CORRECTIONS/ADDITIONAL INFORMATION**

*Kristi Wolf*

Kristi Wolf, President

*Rosalie Kekahuna*

Rosalie Kekahuna, Vice President

*Ethan Ravensdale*

Ethan Ravensdale, Chapter Secretary