



# CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Merced Community College – Merced Chapter #274

~~Disapproved~~ Approved



Chapter Meeting Minutes

September 12, 2016--- Student Union Room #137

**CALL TO ORDER:** At 11:10 a.m. by Kristi Wolf and with 20 members present, a quorum was established.

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

**INVITED GUESTS:** Laurie Mitchell is not present today.

**APPROVAL OF MINUTES OF PREVIOUS MEETING:** August 17, 2016

- ✓ Motion for approval made by Teresa Gudge, seconded by Kathy Grossi.  
The motion carried unanimously.

**COMMUNICATIONS/CORRESPONDENCE:** There is a CalPERS Preretirement Seminar happening on October 15 in Hanford and another on October 22 in Patterson. A CalPERS Student Art Contest is accepting submissions until October 14. Emails will be sent to members with more information.

**PRESIDENT’S REPORT:** For the September 13 Board Meeting – The Presidential Initiative regarding reorganization/reclassification of select areas appears to be moving forward. Additional contentious Initiatives/Actions are proposed and MCFA and Classified Senate will discuss this at the meeting tomorrow night.

**TREASURER’S REPORT:** The Checking account balance is \$2,290.04 and the Savings account shows \$3,585.84.

**REPORT OF EXECUTIVE BOARD ACTIONS –** The E-Board hasn’t met since the last Chapter meeting due to the study groups being underway.

### UNFINISHED BUSINESS

- None at this time.

### NEW BUSINESS

- EMS Benchmarking Study Updates and Progress Check – The floor was opened to check with members on their experiences with the focus groups and the process in general. Many questions arose, and in general the following points were stressed:
  - What is the point of this?
    - ✓ To get employee input to help evaluate our pay, job duties, etc. This will help EMS and HR create a weighted system to more fairly compensate current and future jobs on campus.
  - Is my job changing or will I lose my job?
    - ✓ Your job description will be updated to be more accurate and corresponding pay recommended. No one will lose their job. Updated job descriptions will not be approved until discussion and a vote by CSEA members happens.
  - What if I don’t feel my job was represented fairly?
    - ✓ Send all additional information you have to Tracie Green in HR and she will forward to EMS.
  - What’s next?
    - ✓ Rewritten job descriptions come back and go to your manager and others doing the same job as you. Discussion should occur to finesse the description until all are satisfied. The Advisory Committee will provide timeline updates.

### COMMITTEE REPORTS:

#### ✚ CSEA Related Committees


- ◆ **Auditing Committee** – Maria Soto: Nothing reported.
- ◆ **Central Labor Council** – Joe Ortiz/VACANCY: A second representative is needed for this committee. Please contact Chapter Secretary Ethan Ravensdale for more information.

- ◆ **Membership Committee** – Rosalie Kekahuna: There will be a meeting for the Child Development Center on October 28 from 3-4pm.
  - ◆ **Negotiations Committee** – Christine Grimaldi Clarkson: Nothing reported.
  - ◆ **Pre-Retirement Committee** – Irma Martin: Nothing reported.
  - ◆ **Scholarship Committee** – Maria Soto/Toni McCall: Nothing to report.
  - ◆ **Sunshine Committee** – Maria Soto: Nothing to report.
- ✦ **Ad-Hoc (Special) Committees**
- ◆ **Activities (CSEA Week) Committee** – Angelica Campos & Maria Soto: Nothing to report; will pick up at the beginning of the next year.
  - ◆ **By-Laws Committee** – Rosalie Kekahuna: Nothing to report.
  - ◆ **Elections Committee** – Rosalie Kekahuna: Nothing to report.
  - ◆ **Re-Class Committee** – Angelica Campos/Maria Soto/Charlene Reed: Nothing to report; will pick up at the beginning of the next year.
- ✦ **Shared Governance Committees**
- ◆ **Administrative Services Master Planning Committee (ASMPC)** – Shannon Gragg: Member Shannon Gragg will be taking a seat on this committee and reporting future actions.
  - ◆ **Board of Trustees** – Kristi Wolf: Nothing reported.
  - ◆ **Budget Committee** – Diana Butts/Liveth Barragan: Nothing reported.
  - ◆ **College Council** – Kristi Wolf: Nothing reported.
  - ◆ **Educational Master Planning Committee (EMPC)** – Kristi Wolf: Nothing reported.
  - ◆ **Facilities Master Planning Committee (FMPC)** – Shannon Gragg: Please see Attachment A to these minutes for this report.
  - ◆ **Foundation Committee** – Steve Welch: Nothing reported.
  - ◆ **Health & Safety Committee** – Ira Jones: October 20th will be Earthquake preparedness. October 11th and 25th will be a mental health campaign and outreach on campus. Kognito training is still available online and is underutilized. If anyone notices anything that appears to be unsafe, please notify your supervisor or the Maintenance Department. BP 6752 is currently under review and revision, which relates to non-motorized transportation. The Merced College small vehicle safety program is still being developed and revised.
  - ◆ **Instructional Master Planning Committee (IMPC)** – Steve Welch: Nothing reported.
  - ◆ **Staff Development Committee** – Charlene Reed: Nothing reported.
  - ◆ **Standing Accreditation Committee** – Steve Welch: We met August 23, 2016. This was our first meeting since April, 2016. The third draft of the Accreditation Report is about 95% complete. Our time line is to have it to the campus and Academic Senate for review in by the end of September. Any other constituencies interested should contact the Accreditation Liaison Officer. All final corrections should be made and it will be given to the Board of Trustees by November 1<sup>st</sup>. We are aiming to have it sent to the Accrediting Agency by November 16. We also discussed some logistical information for the team's site visit in March (March 13-16, 2016) such as accommodations, technology required, transportation, etc.
  - ◆ **Student Services Master Planning Committee (SSMPC)** – Shannon Gragg: Please see Attachment A to these minutes for this report.
  - ◆ **Student Success Support Program Advisory Committee** – Jennifer Edrington: Nothing reported.


**GOOD OF THE ORDER:** Nothing reported.

**ADJOURNMENT:** Meeting adjourned at 12:10 p.m. by Kristi Wolf, President.  
Notes taken by: Ethan Ravensdale, Chapter Secretary.

**CORRECTIONS/ADDITIONAL INFORMATION**

  
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Kristi Wolf, President

  
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Rosalie Kekahuna, Vice President

  
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Ethan Ravensdale, Chapter Secretary

## Attachment A – Extended Committee Reports

### **Facilities Master Planning Committee (FMPC) Report**

#### **Update: Bookstore and Cafeteria Renovation Projects**

Joanne informed committee members that there are plans to renovate the Cafeteria and the project will occur over the Christmas Break. Joanne stated that the Bookstore will also be renovated but the plans will come to FMPC for review before going out to bid.

#### **Information: Recycling Containers in Quad**

Sheila said that the AGS student group requested and has been approved to place a few recycling containers in the Quad area.

#### **Approval: Location of Events Seatrain**

Sheila shared a rendering of the O and M Yard and said that as a result of missing chairs and tables, there was a need to obtain a storage container to house the tables and chairs. The best location was within the O and M Yard because the area is fenced in and adds a double layer of security. This seatrain will be placed next to the two existing seatrains.

***After discussion it was MSC (Hergenraeder/Z) to approve the location identified.***

#### **Discussion: Signage Standards**

Shannon Gragg said that the Office of Student Equity, Student Help Desk, and ASMC offices received new signage that was not the District Standard. She wanted to know why the standard wasn't used. Sheila explained that you can't put bronze lettering on windows and that is why the vinyl letters were chosen for the Student Help Desk. And, since there was a limited budget for signage and the wall above Student Equity had been penetrated too many times to place the bronze letters, she went with the less expensive vinyl lettering. She continued the vinyl lettering down the hallway to ASMC for continuity. Sheila said that if Shannon wanted the signage changed to the Bronze lettering, she should do a work order and identify a budget.

#### **Approval: Locations of Water Bottle Stations**

Sheila distributed a handout and stated that the Office of Student Services obtained a grant to purchase several water bottle stations District wide. The units would be placed in areas where there are already water fountains and they appear to not replace any existing water fountains. There was only one edit to the handout and that was the elimination of the one identified for the IAC. It would be too expensive to cut through the concrete wall so they are looking for an alternate location.

***There was consensus from the committee members to approve the recommended locations.***

#### **Update: Miscellaneous Projects**

Sheila said that it has been a very busy summer and shared a list of all the projects that have been completed or are underway. A lot of the projects bypassed the FMPC process but she wanted to at least give the committee an update of what occurred during the summer.

Mike McCandless shared the update of the Veteran's Center with the committee. He said that they met with the Gallo's two weeks ago and they will be donating \$50,000 for the interior renovation. Included will be furniture, computers, entry kiosks, as well as a mural of a flag on one wall. Mike will give the committee another update at the next meeting.

### **END OF FMPC REPORT**

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### **Student Services Master Planning Committee (SSMPC) Report**

**Accreditation Update:** The 4<sup>th</sup> and final draft to the board in November. Visit in march.

**Approval of 201-2016 Student Services Program Reviews:** The are 100% completed!

**Accept completed 2015-2016 SSMPC Goals:** These were approved.

**Task Force Updates:**

Awarding College Credit to students for Prior Military Experience (AB 2462) Mike McCandless informed the group that this task force has already had one meeting and is working towards putting together recommendations on how to go about doing this. The task force will meet at least three more times.

Complete College America's "15 to Finish" Initiative: Angela Tos informed the group that this taskforce has already met and will be working towards putting together recommendations.

**Board Policies/Administrative Procedures:**

BP/AP 5140- Disabled Student Program & Services: approved

BP/AP 5500 – Standards of Conduct: approved

AP 5520 – Student Discipline Procedures – Second reading; approved

**END OF SSMPC REPORT**

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