

C.S.E.A. General Chapter Meeting
Friday, March 13, 2009
3:00 p.m.
Room 802

Call to Order: The meeting was called to order at 3:05 p.m. by Ken Cooper.

Pledge of Allegiance: Sandy Rodina led us in the pledge of allegiance.

Roll Call of Officers:

President – Sherry Nicholas	Excused	Sergeant at Arms – Sandy Rodina	Present
Vice President – Ken Cooper	Present	Parliamentarian – Tim Heisler	Absent
Secretary – Sara Holmes	Present	Public Relations – Chris Takemoto	Absent
Treasurer – Jamie Spielmann	Excused	Past President – Patricia Carver	Excused

There were 18 members present.

Approval of Minutes:

The due date for scholarships is March 31st, not the 16th. Nancy Millis motioned to approve the minutes as amended. Sandy Rodina seconded the motion. All were in favor and the motion carried.

Communications: (Sara Holmes) – No report.

Treasurer’s Report: (Jamie Spielmann) – Sara Holmes reported:

CSEA Chapter 381 Treasurer’s Report
for the Month of February 2009

Checking Account Beginning Balance		6,722.01
Income:		
Chapter Dues		15.20
		1.90
Total Income:	17.10	
Expenses:		
Check #884 CSEA Intallation Dinner		-240.00
Check #885 CSEA Installation Dinner		-20.00
Check #886 Registration for Leadership Institute Training		-100.00
Total Expenses	360.00	
Ending Balance		6,379.11
Savings Account Beginning Balance		812.54
Dividend		0.25
Ending Balance		812.79

Public Relations: (Chris Takemoto) – Absent / no report.

Introduction of New Members or Special Guests: (Ken Cooper) –

Vickie Burrows, Physical Plant Staff Secretary
Peggy Himbert, SLAM Administrative Assistant (Extended Ed Senior Staff Secretary position will be backfilled.)

President’s Report: (given by Ken Cooper)

See Attachment.

March 6-8th Sherry Nicholas, Ken Cooper, Sara Holmes and Jamie Spielmann attended the CSEA Leadership Institute at Knoch Harbor. The Chapter paid \$25 for each of the officers to attend. The officers received training in leadership, website, public speaking, etc. It was also a good networking opportunity.

Regarding the 4-10 MOU for the summer, it was reported by Lai Saelee that the Financial Aid Director will not allow a 4-10 schedule this summer. The MOU does say that it is at the discretion of the supervisor. Last year many divisions staggered their schedules as to remain open 5 days. As of now, we all have an approved work schedule through June 31st. The district would have to give a 30 day notice if they were to change the approved schedules.

Standing or Special Committees' Reports:

Budget Review: (Lynda Little) –

At the budget meeting March 10, Joe Wyse gave an update of the District's budget for this year and 09/10. By holding off on some of the cost saving measures the District will be able to further study and monitor the programs the remainder of this year and in the coming Fall semester. This will give the District time to make informed and solid decisions for the 10/11 year.

This year is not looking as bad as projected due to the fact that our FTES went from 7,562 in 07/08 to an estimated 7,953 this year and the District has put off on some spending and filling of positions.

The District has **estimated** that we will have an ending balance of \$916,797 this year of income over expenses, but next year we will spend \$2,197,316 more than we take in, which will come from our reserves. Since we can't continue with that trend the District will need to look hard at 10/11.

Bylaws Review/Update: (Sara Holmes & Nancy Millis) –

The Bylaws Committee completed an update on the 1994 bylaws but then found out there was an update done in 2000. They completed another update using the 2000 version, but then Sherry Nicholas was told by Denise Jensen who is the Interim Executive Director at CSEA State Headquarters that there are areas in the bylaws that have been out of compliance. The committee will meet again on Monday to review and correct these items. There should be a completed draft ready to bring to Exec Board by next month, if not sooner.

Employer/Employee Relations and Non-Contract Negotiations: (Sherry Nicholas) –

Ken Cooper reported that Sherry Nicholas is trying to set up an EER meeting with the district.

Insurance: (Steven Reeves) –

Steven reported that the Insurance Committee still has not met. Sherry Nicholas will speak to Pat Demo regarding this. The committee has not met in over a year. Ken stated that the PERS contribution to the employer will be 2-4% higher next year.

Job Stewards Report: (Nancy Millis) –

The job stewards are still pulling information together for two grievances.

Political Action/Legislation: (Patricia Carver) – Absent / no report.

Safety: (Tim Heisler) – Absent / no report.

Scholarship: (Doug Manning) –

Ken Cooper reported that the scholarship deadline is March 31st, 2009.

Social: (Mary Bailey) –

Ken reported the following statement released by Enrollment: "Although the final numbers won't be in for a while, it is clear that we have met and even exceeded our enrollment goals this spring. This enrollment success is due to your dedication and willingness to accept extra students off your waitlist, and our student services staff who went the extra mile to enroll and recruit these additional students. Your hard work has resulted in the college being eligible for full restoration funding and growth monies from the state.

As a small token of our appreciation, we'd like you to "save the date" for a BBQ on Friday, May 22. This celebration, funded by the Foundation, will be free for all faculty, staff, and students. Once we've finalized all the details, we'll let you know more about the when and where.

In the meantime, thank you for all you do. Our teamwork has resulted in a very positive outcome for the college during a difficult time."

Staff Development: (Nancy Millis)

The Staff Development Committee met this last Wednesday to discuss CEA Days and Flex Day. They are also planning the Tenure Party.

Sunshine: (Carrie Huff) –

Sara Holmes reported the following:

An encouragement card was sent to Dave & Peggy Himbert (son Erik's injury).

A sympathy card was sent to Don Cingrani (accounting instructor). His father passed away.

Training/Education: (Nancy Millis) –

Nancy Millis asked that the members look through the SST's to see if there is a workshop that would be useful. At the Leadership Institute Nancy attended a session on Member Benefits. Member Benefits information can be accessed online. See Nancy Millis if you have further questions. The way we get local participation from business in the area is we go in ourselves and find out if businesses are willing to participate.

Old Business: None.

New Business:

a. **Approve becoming a "C" Status website instead of an "A" Status website (meaning that we are going to manipulate the standard template website).** Right now we cannot customize our CSEA website but if we become a "C" Status website we can. Jamie Spielmann & Chris Takemoto are now our official CSEA webmasters. Let them know if you have any ideas for the website. Nancy Millis motioned to change the website to a "C" Status website. Steven Reeves seconded the motion. All were in favor and the motion carried.

Announcements

- a. Shasta College Board of Trustees – Second Wednesday of each month
- b. Chapter Meetings – Second Friday of each month, 3:00 p.m.
- c. Executive Board Meetings – Second Tuesday of each month, 12 noon
- d. Job Stewards/Negotiations Team Meetings – Tuesdays, 12 noon
(and Wednesdays if necessary)

Good of the Order:

All members will receive "CSEA Wrote the Book" booklet. It is about what CSEA has done for workers.

Nancy Millis asked if we could attach the "Know Your Rights" card to this booklet.

The 12th Annual Para Educator Conference is coming up April 2nd-4th. Let Sherry Nicholas know if you would like more information.

There is also a School Employees Pre-Retirement Workshop scheduled for April 4th at the Prairie School multi-purpose room from 8:00am – 12:30pm. If anyone is interested, Sara Holmes has copies of the flyer.

The Executive Board usually meets in the Board Room.

If you see temp workers doing classified work please report it to a job steward or member of the Executive Board.

Steven Reeves stated that Keith Brookshaw will be going back to counseling but keeping his current salary. The VP of Student Services will take on his current duties. The district cannot lay off any full time counselors without a lay off notice but they may reduce part time (adjunct) counseling. After July 1st, Keith's staff will report to Lucha Ortega.

Because the college was mandated by the state to reduce paper usage, there is a pilot program in place which includes posting pay stubs on My Shasta.

Our CSEA chapter will not be loaning any of the 'Heisler Fund' to the district at this time.

Adjournment:

Linda Boyle motioned to adjourn the meeting at 4:00pm. Nancy Millis seconded the motion.

Submitted by Sara Holmes

Attachments:

Presidents Report:

The District, as you may know, sent out a revised list last Friday. Sherry and I met with Gary Lewis, Pat Demo and Doug Meline on Monday to go over the list and address what was on it. In addition, the new contracts for administrators were approved at the Board Meeting this Wednesday. It seems, right now (unless something changes), that the layoffs to administrators will be held to the Dean of Students - Keith Brookshaw (who is moving back to counseling), the Director of Food Services - Lannie Riley (where the district is still examining which option to pursue for management), EOPS Director - Joan Powers (the district is also examining how they would like to restructure Student Services, and the Fire Chiefs - Art Cota and Dave Freeman (which will likely be combined into one position that supervises the Fire Program and does the hazmat, now that it seems likely the district is going off campus to provide fire protection).

There were several administrators that were renewed that had either told classified members they were not going to be renewed, or had been involved in rumors of non-retention. It was hoped that the district would make moves to cut costs this year, regardless of how the budget ended up, but it now appears as though they will wait a year without making many dramatic cuts, and will have to reevaluate this time next year when the budget is worse.

Furloughs. The only place the District can look to for furloughs is the Classified, as all other positions-faculty, managers and administration are paid salary. If they take a voluntary day off, its just another vacation day for them. We DO NOT want to do furloughs in the summer. If your supervisor approaches you with the idea, say no. Also, if it appears we can get the work done in 4 days (32 hrs), they could reduce those positions permanently. We all need to educate each other in the chapter about taking a "NO STANCE ON VOLUNTARY FURLOUGHS" Sherry will be sending out more information on this next week.

We are in the process of getting our 4-10s MOU for the summer done. We do want to get input from the chapter, as it looks as though the district does not want to do it this year, so Sherry will be sending out a survey next week so that we can get an accurate number of how many CSEA members would like to participate.

Our Negotiations team (Sherry, Ken, Lynda, Bob, Chris and Tim) met Tuesday from 5-7:30 to start coming up with a contract proposal. Based on what the district submitted to the faculty, it will likely be a tough negotiating year. Sherry is at a conference right now for the statewide Academic Senate, and she is picking up some more useful information to help us during negotiations.

On a positive note, while meeting with Gary on Monday, he did say that there would be no layoffs to classified this year. The budget has improved (due in large part to the hard work by classified staff), and we should land in the black this year.

CSEA President's Board Report (3/11/2009):

CSEA has had many concerns regarding the District budget and its management. CSEA collectively feel that there continues to be a lack of pro-active planning done by the District. It sometimes appears as though we put out fires instead of planning for the prevention of the fire.

On March 6 Gary sent out to the campus community a revised list of programs and services that were potentially going to be cut and this has helped somewhat explain what the list was based on and why. It is interesting that almost every item on the list is now on watch or being monitored, but not cut. This is good news if we truly have a good financial sense of where we are, but could be bad if we are basing our decisions on the one time monies we will be receiving.

Classified staff works hard for this District everyday and I believe that this is appreciated by the District, but at the same time it appears classified workers are also the first place we look to make cuts. This is apparent with the 20 or so vacant positions that have not been backfilled. I believe the District needs to look at how currently some of the departments are spread very thin with support staff and ask themselves, "how long can we continue or how long can we expect staff to shoulder the burden of the extra work". The services we provide students, staff and faculty are affected by these vacant positions no matter how you slice it. Have we become more efficient? Yes, out of necessity, and by reducing or eliminating some of the services we provide.

Efficiencies are good, but putting that burden on the workers of this District can only last so long before the system becomes fractured. The goal is to provide *great* customer service to our students, and we have been told "put the work in the queue and the lines will just be longer". It is hoped that with the current budget information that we will be in the "black" at the end of this fiscal year, and that Administration will examine and backfill vacant positions as the budget allows. We know we are not out of the woods yet and running lean and mean is a good practice and one that Administration needs to focus on for not only the future of Shasta College employees but the future of the students we serve. Henry Ford once said "If you don't think about the future, you won't have one."

Gary has stated his goal is to be transparent with the budget issues of the District and I have seen a trend going in that direction, but communication is the key. We all must be informed continually. This will help lift the moral and openness amongst all who work here. When moral is low, so is self-esteem and this affects work performance, it goes hand in hand and we demonstrate this through our actions and behavior unknowingly. It has been stated that "A person's self-esteem is his most important possession. Don't destroy it." Let's not be responsible for lowering moral but cultivating a positive culture and attitude on this campus.

Gary informed CSEA on Monday that there will be no layoffs of classified staff through the end of the year. This is some of the best news we have received in the past 6 months, keep the good news coming Gary! And as I have stated before, CSEA trusts that you will keep us informed and included in the planning and decision making of the campus.

On March 6, 7 and 8 four CSEA officers attended a bi-annual Officer Training Skills and Leadership Instituted workshop. The cost for 3 days training was only \$25 per person and funded by chapter 381. The lodging and meals were all paid by the State CSEA Association, which made it affordable for us to attend. All four of us felt this was a worth while training and gained knowledge that can be useful to the chapter.

Classified employees have formed a "Lend a Helping Hand" campaign that started today. This activity is geared towards helping out two fellow classified co-workers and their son Erik. Erik was in a tragic accident about a month ago and our goal is to collect donations until the end of April and then present the Himbert's with this gift. Compassion goes along way and we all need to lend a helping hand when and where it is needed.

Respectfully,

Sherry Nicholas
President CSEA
Chapter 381
Shasta College