

Minutes of General Meeting
CSEA Channel City Chapter #289

Date: February 15, 2018

Time: 12:00 PM

Place: A 218C

Called to order by Liz Auchincloss with 16 people in attendance.

Roll Call of Officers:

Liz Auchincloss, President:	Present	Regina Reese, Communications Officer:	Present
Cindy Salazar, Vice President:	Present	Jason Thornell, Chief Union Steward:	Present
Sherie Higgins, Secretary:	Present	Mary Saragosa, Site Rep. Coordinator:	Present
Carlos Macias, Treasurer:	Present		

Minutes from previous meeting approved.

Carlos distributed copies of the Treasurer's Report for 1/19/18 thru 2/15/18. The report was approved. Balance in Checking: \$4654.23. Balance in Savings: \$1278.21. Total balance: \$5932.44.

1. Installation of Chapter Officers-Secretary, Chief Union Steward, Communications Officer by Cindy Salazar-RR for Region 66
 - Sherie Higgins, Regina Reese, and Jason Thornell were installed.
2. Unsung Hero Award nominations
 - An Unsung Hero is a chapter member who goes above and beyond their duties. There will be an Awards Ceremony May 5th at SBCC. The selected member will need to write a short bio (not more than 265 words) and submit it to the Field Office. Cheryl Brown, Mary Saragosa, and Regina Reese were nominated. Voting will take place at our March 15, 2018 meeting.
3. See's Candy-Jason Thornell
 - Jason will collect order forms and money March 16, 2018. Candy will be delivered on Friday, March 22nd.
4. Discussion of a Contract Article
 - Article 15 Evaluations was reviewed at our meeting. It was noted that our Contract is located on the Human Resources web site with a link to the CSEA web site. Sally Gill volunteered to update the CSEA web site. The classified performance report form was discussed and it was suggested that some sections of that form be revised when we go into contract negotiations-specifically the 1-8 wording on the ranking section to reflect less bias and subjectivity. It was also suggested that a 2 year cycle for performance review might be better than a yearly review. It was agreed that we will include questions on the employee survey Liz is sending out to see what topics members want to be negotiated. It was noted that an employee's signature on the form does not mean they accept the evaluation. Employees can write a rebuttal, attach to evaluation, and send to HR. Any ranking marked below average on the performance report should have a written response from the employee. HR cannot force managers to do employee evaluations, but if a manager doesn't perform employee evaluations then they cannot be eligible for Administrator of the Year. Deans cannot invite faculty to attend employee evaluation meeting. The question, Are you working out of class?, on the employee performance report is important for the employee because they might want to use this report to ask for a reclassification. Vacations will be the next article reviewed at our March CSEA chapter meeting.

5. Announcements: CSEA Board of Directors will meet at Santa Monica College 3/17/18. Area 1 Leadership Institute is April 13-15, 2018 at Camp Ramah, Ojai. Cindy Salazar has the registration form for the Leadership Institute and there is a \$25 fee.
6. Meeting adjourned at 1:00 p.m. Next Chapter meeting March 15th in room CC 223.
Sherie Higgins
Secretary