

California School Employees Association  
Chapter 477 – Rio Hondo College  
Regular Meeting Minutes  
October 22, 2019



**Amended & APPROVED**

**Call Meeting to Order:** President Sandra Rivera called the meeting to order at **12:09pm** with 17 members present.

**Pledge of Allegiance:** Steven Gonzalez led the Pledge of Allegiance.

**Roll Call of Officers:** Sandra Rivera, Janice Garcia-Lopez, Angelica Bio, Rowena Mendoza, & Yolanda Ramirez.

**Absent:** Lisa Sandoval, Alberto Bretado, & Andrea Rivera Ringo.

**Approval of Minutes:** There was a correction to the Special Meeting Minutes of September 09, 2019, and it was noted by Secretary Ramirez. Jim Saas motion to approve the Minutes as amended, and Teresa Martinez second the motion. The Minutes for the September 25, 2019 Regular Meeting will be posted on the CSEA website, as soon as possible.

[www.csea477.org](http://www.csea477.org)

**Nominations for E-Board Members** – President Rivera opened the floor for nominations for all open Executive Board positions. Positions are held for 2 years, and the next term would serve from January 1, 2020 through December 31, 2021. She asked members if they had someone or wanted to nominate themselves, they could submit a Letter of Intent. She named each title giving members time to nominate themselves or others for each position.

- President – No nominations.
- 1<sup>st</sup> Vice President – This position is the right hand to the President. No nominations.
- 2<sup>nd</sup> Vice President – Presides over the Ways & Means Committee planning all CSEA events. No nominations.
- Secretary – Yolanda Ramirez, incumbent, spoke to say that she is unable to continue serving in the Secretary position, due to her impending retirement in 2020. Steven Gonzalez stated that it may be possible for Retiree dues-paying members to hold an executive position. Secretary Ramirez thanked him for his vote of confidence, and said she is submitting her resignation.

She then nominated, Maria Carmona-Herrera to the Secretary position. Since Maria was not present at the meeting, President Rivera asked if Maria was aware of the nomination. Secretary Ramirez stated, she had asked Maria after the September 25<sup>th</sup> meeting at the Campus Inn, and Maria accepted the nomination. President Rivera second the nomination.

- Union Steward – Handles Labor Relations and Grievances. No nominations.
- Treasurer – Takes care of the Budget and expenditures. No nominations.
- Parliamentarian – Is knowledgeable of the CSEA Constitution & Bylaws to referee amendments and changes. No nominations.
- Sergeant-at-Arms – Leads the Flag Salute and keeps order in case of rowdiness at the meetings. No nominations.
- Communications Officer – No nominations. He is a reporter for the Chapter, writes the Highly Classified Newsletter and maintains the CSEA website, Facebook and other social media sites.

President Rivera, hearing no nominations other than for the Secretary position, explained that nominations would open again at the November meeting. If there are no nominations for any of

44 the positions, unless declined, the incumbent will automatically remain in the position and serve  
45 for the next two (2) years from January 1, 2020 through December 31, 2021. According to the  
46 Constitution & Bylaws (C&B), if there are NO nominations for a position, the incumbent remains  
47 in office until the nominee/successor is elected.

48 **Officers' Reports:**

- 49 A. Treasurer – Angelica Bio presented the budget and expenditures for the month. A motion  
50 by John Salgado to accept the monthly expenditures was second by Steven Gonzalez.
- 51 B. Communications Officer – None.
- 52 C. 1<sup>st</sup> Vice-President – None.
- 53 D. 2<sup>nd</sup> Vice-President – Janice Garcia-Lopez asked members to Save the Date for CSEA's  
54 Halloween Party on Thursday, October 31, 2019 in the Boardroom chaired by Yolanda  
55 Ramirez and Michelle Yriarte. There will be an Office Contest and Members will vote for  
56 their favorite Office online, with the results sent out on Monday, November 4, 2019. The  
57 individual costume contest will take place at the Party.  
58 She went on to announce the Fall Boutique on Thursday November 7, 2019, which  
59 thanks to Michelle Casas has become one of our biggest fundraising events. Janice will  
60 be fundraising with Marie Callender's Pies or Certificates for \$15 each. 1<sup>st</sup> VP Lisa  
61 Sandoval will be fundraising with See's Candies or Certificates. Janice asked staff to  
62 volunteer to help with the Halloween and Boutique's set-up, and clean up. Finally, she  
63 asked for volunteers maybe one of the newer Staff to chair the December Xmas Potluck.
- 64 E. Union Steward Rowena Mendoza reported on the standing meeting with President  
65 Reyes.
- 66 • The first inquiry was on the status of the JPA (Joint Powers of Authority) for Worker's  
67 Compensation. President Reyes stated that the District JPA account was being  
68 maintained only by former President Dreyfuss and former HR Director Emerson.  
69 Through Stephen Kibui, Interim VP of Finance and Business, it was discovered that the  
70 District had \$6M in the account, well over what other colleges, and standards have in  
71 their respective accounts. As it is evident that the college is in need of a variety of  
72 repairs, cleaning, and updates, President Reyes and VP Kibui made a recommendation  
73 to the Board that \$3-4M be transferred over to the General Fund to make good use of  
74 the monies. Additionally, President Reyes and VP Kibui will now manage this account.
  - 75 • Rowena asked why Yolanda Emerson, former HR Director, now Director of the  
76 Educational Centers, is still involved in HR matters and decisions. President Reyes  
77 discovered a stipend was being paid to her to perform HR consulting tasks, but that has  
78 ceased. As he signed her last stipend check, he informed her that this task is no longer  
79 needed.
  - 80 • They also discussed the \$50 million irrevocable trust in Futuris to cover medical benefit  
81 liabilities should the District be unable to do so through the General Fund. He stated that  
82 we engaged in this Trust in 2002, with \$20M adopted for Classified, and the rest is for  
83 Faculty and Management. The [Futuris Statement & Letter](#) are posted online.
  - 84 • President Reyes spoke about making changes to the hiring process to make it fair. He  
85 heard of certain preferential treatment, favoritism, erasures to scores, or special  
86 requests. He advised Shawn Smith, HR Director to make necessary changes to be more  
87 aligned with EEO and ensure no bias. One change would be to use numbers, instead of  
88 names to identify the candidates until the tally is made to select the best candidate for  
89 the job instead of the "preferred or selected" candidate. The new procedure will be sent  
90 to the EEO Committee for each constituency to review.
- 91 F. President Rivera said the changes to the hiring procedure is an off-shoot from PFC where  
92 Lisa, Jim and Sandra represent, and when PFC has consensus, it goes to President

93 Reyes, then it is placed on the Board Agenda for final approval. From now on, we will be  
94 hiring Classified Staff with a proper and fair procedure in place. This will change the hiring  
95 culture, where in-house candidates felt “Why apply if they already have someone in  
96 mind.” Due to these changes to standardize the components, President Reyes held up a  
97 Custodian, Counselor and Manager hiring process. The hiring pool was not enough, and  
98 there was a question on the Math test required for Custodians, because the test was not  
99 described.

- 100 • President Rivera reported that she along with HR Director Shawn Smith, Kevin Smith, VP  
101 Laura Ramirez, and President Reyes discussed the construction and contracts process.  
102 Contractors will be hired for 2 years, and if they do not perform they will not continue.
- 103 • Shared Governance will be hiring an interim VP of Finance & Business. President Rivera  
104 reported that this is the first time Classified had been invited into the management hiring  
105 process to give feedback on choosing these individuals. However, the people in that  
106 committee are trusted individuals who listen, rank and choose these candidates. For now,  
107 Stephen Kibui remains Accounting Director and Acting VP until the new VP is hired to  
108 deal with the Bond and work with Contractors.
- 109 • President Rivera went on to inform that Negotiations are on track. She thanked Rowena  
110 for creating and sending the Survey, and the results were sent to the Negotiations Team  
111 to Draft the Sunshine Proposal using the member responses. Then, members will Vote  
112 on accepting or rejecting said proposal at the November meeting. After the vote, it will go  
113 to CSEA’s Santa Fe Field Office for approval according to the 610 process.
- 114 • President Rivera spoke about having 8 Classified Staff participate in Program Reviews on  
115 December 2, 2019. Someone asked, “Did Classified participate in the writing of the  
116 Program Plans?” Jim Sass spoke to say we should all participate in writing our program  
117 plans to give ideas, questions, and suggestions.
- 118 • On Labor Relations, a conversation took place to buy A-Days for Maria Galvan in  
119 Printing, Eva Cabral in Facilities Scheduling, and other employees affected by the extra  
120 workload due to AB705, like Enrique Bravo and other Classified Staff at the MSC.  
121 According to Article 7.9, we have \$25,000 to buy-off A-Days. The A-Days Committee and  
122 the District will review and prioritize the list and will calculate the cost. It has been 8 years  
123 since we could hold the District accountable for these funds, but this year we are buying  
124 A-Days and the practice will become permanent.
- 125 • On Security cameras. There have been reports of incidents happening in the Parking  
126 Lots and no security cameras to capture the evidence. We have a Memorandum of  
127 Understanding (MOU) from 2013 that states the cameras will not be used as pseudo-  
128 supervision, unless criminal activity has taken place. The MOU allows for only one (1)  
129 monitor, the Director of Facilities, and only after the fact. The cameras are not to be used  
130 for real-time monitoring. Heng Lim CSEA Representative sent a Draft of language to  
131 close any loopholes to ensure we do not have any conflict of interest. New  
132 President/Superintendent Reyes will decide who he wants to review footage from the  
133 cameras when they are working. There was a question on whether or not the Rio Café  
134 installed a camera, and Sandra said it was never installed.

135 **Adjournment:** President Rivera adjourned the meeting at **1:00 p.m.**