



Mt. San Antonio College Chapter 262
Chapter Meeting Agenda
July 15, 2020

CSEA Chapter 262
2020 Executive Board

Robert Stubbe

President

president@csea262.org

Ext. 4385

Rosa Asencio

1st Vice President

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Marlene Espina

2nd Vice President

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Barbara Carrillo

Secretary

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Zak Gallegos

Treasurer

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Elizabeth Jauregui

Chief Union Steward

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Brandon Gillett

Site Representative Coordinator

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Mark Fernandez

Communications Officer

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Sandra Bollier

Past President

pastpresident@csea262.org

Ext. 5976

1. Call to Order
2. Pledge of Allegiance
3. Agenda Check
4. Approval of Meeting Minutes: May 20, 2020
5. Introductions: New Members / Guests
6. Communications & Updates
 - a) Negotiations
7. Old Business
 - a) Vote to Approve Standing Rules
8. New Business
 - a) Approval of Annual Conference Resolutions Recommendations
9. Reports
 - a) Officers Reports
 - i. Treasurer Report
10. Good of the Order
11. Adjourn

*“To improve the lives of
our members, students,
and community.”*



CSEA Chapter 262

May 20, 2020 Meeting Minutes

12:00 – 1:00pm

Executive Board Members in Attendance

- Robert Stubbe, President
- Barbara Carrillo, Secretary
- Mark Fernandez, Communications Officer

- Rosa Asencio, 1st Vice President
- Zak Gallegos, Treasurer
- Brandon Gillett, Site Representative Coordinator

- Marlene Espina, 2nd Vice President
- Elizabeth Jauregui, Chief Union Steward
- Sandra Bollier, Past President

AGENDA ITEM	OUTCOMES / NOTES
1. Call to Order	Meeting Chaired by Chapter President Stubbe, called to order at 12:08pm
2. Pledge of Allegiance	Led by Rosa
3. Approval of Minutes	April 17, 2020 Minutes: Moved by Marlene, Seconded by Rosa ; Motion Passed
4. Introductions: New Members & Guests	First time attendees: Vanessa Ulloa and Jenny Yung
5. Communications	<p>Negotiations: Robert provided updates on leaves, this is going through the 610 process right now, will get determination from the field office soon. Ratification will take place through Survey Monkey. In Cabinet Notes it was noted that negotiations was being suspended per Abe Ali. Robert confirmed this is not the case, this was not agreed upon, so Robert made sure to set the record straight. Robert met with the District and they are re-prioritizing items that have strict timelines such as the Holiday calendar and Article 9, Health and Welfare because open enrollment is coming up. Sandra shared there is a new COVID 19 group that has been established.</p> <p>CSEW Activities: Have been trying hard to plan this, logistics on setting these activities up can be a challenge. Will be giving out three gift cards out that was purchased by the Chapter. This will be distributed randomly off the participation list at the end of the meeting. The remaining gift cards will be given for those who successfully complete the scavenger hunt that will be available through Survey Monkey.</p> <p>FAQ on Telecommuting: Mark provided updates, Chapter website has a COVID 19 section, along with the Telecommuting agreement, FAQ page and information on resources. There is a submission form on the webpage where you can submit questions.</p> <p>Robert reminded members that you are not required to use your personal cell phones to make calls on behalf of the District or use personal technology such as lap tops or computer. Work with your manager to make arrangements to get the technology resources you need.</p>

AGENDA ITEM	OUTCOMES / NOTES
6. Old Business	<p>Delegate Conference: Conference will be virtual this year. Five delegates will be able to attend, no voting will be necessary since we received five names that accepted their nominations. The 5 delegates are: Valerie Biller, Cason Smith, Beverly Heasley, Robert Stubbe, Mark Fernandez, Brandon Gillett. Marlene Espina will serve as an alternate.</p>
7. New Business	<p>CSEA Annual Conference Resolutions: We are keeping our Student Funding Formula resolution but here was a recommended no vote, it has been opposed by legislative committee. Mark reported that four resolutions have been accepted, they were attached to the agenda and recommends that members and delegates read through them. Standing Rules: Mark introduced standing rules and explained the process. Standing rules are designed to help interpret and understand the amendments. Will ratify at the next Chapter meeting.</p>
8. Reports	<p>Treasurer: Zak, did not receive the statement for his treasurer report from Schools First Credit Union. This will be pushed over to next month.</p> <p>President: Robert will represent the Chapter at today's Town Hall Meeting. There is huge amount of work To be done with Negotiations.</p> <p>CPRO: Mark, reminded members of all the information that can be found on the Chapter website. Reminded Folks to please contact him with any suggestions for articles and information for the Newsletter and website.</p>
9. Good of the Order	<p>Drawing: Robert will select off the participate list. There are 128 participants and will select from random Number generator. First number selected: #101, Min. Second number selected: #13, A. Jaradearaya. Third number selected: #11, Admin CEO which is Frederick Byaleero. Congratulations to all the winners!</p> <p>Bill Rawlings provided updates and information on the state budget.</p>
10. Adjournment	1:05pm

**MT. SAN ANTONIO COLLEGE
CSEA Chapter 262
Treasurer's Report
June 2020**

CHECKING ACCOUNT

Primary Checking Beginning Balance \$4,891.99

Deposits/Credits

Member Contribution \$ 481.00

Net Checking **\$5,372.99**

EXPENSES

Check #282 CSEA Week (\$500.00)

Total Expenses **(\$500.00)**

Net Checking Ending Balance **\$4,872.99**

SAVINGS ACCOUNT

Primary Savings Beginning Balance \$16,329.00

Interest Earned \$1.39

\$16,330.39

Net Savings Ending Balance

\$21,203.38

TOTAL BALANCE AS OF 05/31/20

Number of CSEA Members 481

Number of Potential Members 61

Number of Victory Club Members 89

TOTAL CSEA 262 POSITIONS 542

Respectfully Submitted,
Zak Gallegos, Treasurer, CSEA 262



California School Employees Association
Mt. San Antonio College Chapter 262

Standing Rules

Preamble

The California School Employees Association exists for the purpose of providing a democratic, member-controlled union dedicated to the mutual aid and protection of its members and the improvement of wages, hours and other terms and conditions of employment for all workers.

Chapter 262 adopts these parliamentary **Standing Rules** that further explains the roles and responsibilities of officers and members at both Executive Board and Chapter meetings. These **Standing Rules** are intended to clarify and define parliamentary procedures or establish procedures that require some flexibility at the discretion of the membership.

Standing Rules

1. Executive Board

- 1.1. The Chapter 262 Executive Board shall conduct its business meetings with a quorum of at least four (4) officers, not including the chair. If less than four (4) officers are present, the meeting shall be informational only and no actions can be taken.
- 1.2. Executive Board officers may not meet with the District President, Vice Presidents, or any member or members of the Board of Trustees to discuss any District business except when at least one other Chapter 262 Executive Board member is also present. A summary of the meeting shall be provided to all Executive Board members prior to the next Executive Board meeting, if possible, for discussion and action if required. Unless action is taken, any meeting with the District Administrators need not be reported to the membership at the general chapter meeting.
- 1.3. No Executive Board officer is authorized to take any action or enter into agreement with the District or any organization except when authorized by a simple majority of Executive Board members.
- 1.4. The position of Deputy Chief Union Steward shall be established. This position shall not be a member of the Executive Board. The Executive Board shall make nominations from among Chapter members in good standing. A vote by simple majority of Executive Board officers shall decide the incumbent. In the absence or disability of the Chief Union Steward, the Deputy Chief Union Steward shall possess all the powers and authority of the Chief Union Steward until such time as the Chief Steward returns to office. If the Chief Steward vacates the office for any reason, the Deputy Chief will act as interim Chief Steward until a replacement is elected in accordance with Chapter Constitution Article IV Section 6(c).
- 1.5. Executive Board meetings shall be conducted in person, except that a meeting may be conducted by video conference when necessary. Video conference meetings shall be bound by the same rules as in-person meetings. A vote to take action on any agenda item may be conducted via video conference when at least four members, not including the chair, are present and visible to all in the video conference.

2. Committees

2.1. Negotiations Committee

- 2.1.1. The Negotiations Committee shall include the Chief Union Steward as an ongoing member to advise the Negotiations Team about contractual issues and past practices. The Chief Union Steward may delegate attendance to one or more Negotiations Team meetings to the Deputy Chief Union Steward.

2.2. Nominations Committee

- 2.2.1. The Nominating Committee shall meet to begin the nominations process no later than the first work week in August.
- 2.2.2. The Chapter President shall select from among the committee members the Chair and co-chair to oversee the process, chair the meetings, and report to the Executive Board and general membership.
- 2.2.3. Committee meetings and business may be conducted via video conference when a simple majority of committee members are present. General discussions may take place via e-mail as long as all committee members are included in the e-mails.
- 2.2.4. The committee may vote or reach agreements using video conferencing when all committee members are notified of the date and time of the meeting and a simple majority are present.
- 2.2.5. The Committee shall nominate no more than three candidates for each office up for election.
- 2.2.6. The Committee may not nominate nor discuss nominations with anyone who is not a chapter member.
- 2.2.7. No member of the committee may contact unit members to discuss interest in being nominated, proposed nominees, or qualifications of any other nominees.