



**APPROVED**

**Mt. San Antonio College Chapter 262  
Chapter Meeting Minutes  
February 15, 2023**

Executive board Members in Attendance

<input checked="" type="checkbox"/> President: Rosa Asencio	<input type="checkbox"/> Chief Union Steward: Robin Cash
<input checked="" type="checkbox"/> Vice President #1: Brandon Gillett	<input checked="" type="checkbox"/> Communication Officer: Marlene Espina
<input checked="" type="checkbox"/> Vice President #2: Gizelle Ponzillo	<input type="checkbox"/> Site Representative: Melissa Andrewin
<input checked="" type="checkbox"/> Secretary: Valerie Biller	<input checked="" type="checkbox"/> Past President: Sandra Bollier
<input type="checkbox"/> Treasurer: Zak Gallegos	<input type="checkbox"/> CSEA Labor Rep: Jessica Gonzalez

Agenda Item	Discussion	Outcome
Call to Order Pledge of Allegiance		Time: call to order at 12:06 pm Pledge of Allegiance: Cindy Hsieh
Meeting Minutes – Review & Follow-up	<ol style="list-style-type: none"> <li>1. Agenda Check</li> <li>2. Approval of Minutes</li> <li>3. Introductions and Guests</li> <li>4. Communications</li> <li>5. Old Business</li> </ol>	<ol style="list-style-type: none"> <li>1. Agenda Check – New Business: Audit Report               <ul style="list-style-type: none"> <li>• Approve by acclamation.</li> </ul> </li> <li>2. Approval of Minutes               <ol style="list-style-type: none"> <li>a. Meeting Minutes from January 18, 2023                   <ul style="list-style-type: none"> <li>• Motion to approve the minutes from January 18, 2023: Brandon Gillett</li> <li>• Second: Gizelle Ponzillo</li> <li>• Discussion: None</li> <li>• Approve by acclamation.</li> </ul> </li> </ol> </li> <li>3. Introductions and Guests New member Edward Beaney, Career Services Specialist in the Career Center</li> <li>4. Communications               <ol style="list-style-type: none"> <li>a. Report on Actions Taken by the Executive Board We had our annual E-Board retreat on January 31, 2023, to plan out the year. In that meeting and the next E-Board meeting, we approved the appointees for various committees.</li> </ol> </li> </ol>

		<p>We also approved the Classified Development plan that goes to the professional development council and CPCD (Classified Professional This is for the professional develop plan for the college that will be implemented in Professional Development (POD)</p> <p>5. Old Business</p> <p>a. Negotiation's update  Negotiations has officially begun for the year. The Bodine group, with principal Bridgette Bodine, is facilitating the negotiations to help us adhere to the IBB process. We discussed ground rules both the district and the bargaining unit agrees to follow through the year. We established the two articles we will discuss first, which is Article 4: Organizational Rights and Article 17: Classification Procedures. We were able to go through the first three steps of the IBB process to Article 4.</p>
New Business	1. New Business	<p>1. New Business  Audit Report:</p> <p>The Audit committee convened on February 3, 2023, to review the year-end financial for the CSEA Chapter 262. Our findings are as follows:  We have reviewed the accompanying statement of assets, liabilities, and net assets – cash basis of California School Employees Association, Chapter 262. Our findings are as follows:</p> <ul style="list-style-type: none"> <li>• We have reviewed the accompanying statement of assets, liabilities, and net assets – cash basis of California School Employees Association, Chapter 262 as of December 31, 2022, and the related statement of support, revenue, and expenses -cash basis for the period then ended. These financial statements are the responsibility of the Chapter's executive board; our responsibility is to express an opinion on these financial statements based on the committee's review.</li> <li>• The review was conducted in accordance with the auditing standards generally accepted in the United States of America. Those standards required that we plan and perform the review to obtain reasonable assurance about whether the financial statements are free of material misstatement. The basis of presentation is the Chapter's policy to prepare the financial statements on a cash basis of accounting, consequently, certain revenue and the related assets are recognized when received rather than when earned and certain expenses are</li> </ul>

		<p>recognized when paid, rather than when the obligation is incurred. We believe that our review provides a reasonable basis for our opinion.</p> <p>Findings and Recommendations:</p> <ul style="list-style-type: none"> <li>• Check 300 was only signed by one signer on March 8, 2022.</li> <li>• Check 307 was missing one receipt for Amazon in the amount of \$16.79 dated June 13, 2022.</li> <li>• Check 309 was missing the receipt and only had an email stating the amount was \$96.00.</li> <li>• All Chapter minutes and Executive Board minutes were missing.</li> </ul>
<p>Officer / Committee Reports</p>	<ol style="list-style-type: none"> <li>1. Pres: Rosa Asencio</li> <li>2. VP1: Brandon Gillet</li> <li>3. VP2: Gizelle Ponzillo</li> <li>4. Treasurer: Zak Gallegos</li> <li>5. Secretary: Valerie Biller</li> <li>6. Chief Steward: Robin Cash</li> <li>7. Communication Officer: Marlene Espina</li> <li>8. Site Rep: Melissa Andrewin</li> <li>9. Past President: Sandra Bollier</li> </ol>	<ol style="list-style-type: none"> <li>1. Pres: <ul style="list-style-type: none"> <li>• We have started negotiation to the contract. We have a change in the contract to the 3.28 COLA. Once the signatures are edited than the new contract will be uploaded.</li> <li>• Additional committee members have been approved for the Reclassification and Classification committees. Additional training will be coming up for those members added.</li> <li>• At the last E-Board meeting, the board was able to fill the vacant positions for the governance meetings.</li> <li>• Carlos Duarte has brought up a new committee forming that may affect a change in working conditions.</li> </ul> </li> <li>2. VP1: <ul style="list-style-type: none"> <li>• Remote Work committee had their first meeting last week and will have the next meeting next Tuesday, February 21, 2023. Developing the forms for applications for ongoing hybrid work assignments and check list prior to those assignments begin. We ask for patience as we start up the process.</li> </ul> </li> <li>3. VP2: <p>Has completed the level one Job Steward training and looking toward moving into level 2 and 3.</p> <ul style="list-style-type: none"> <li>• Hiring committees – lots of new positions coming up. We will need volunteers, please email me. If you are interested, the training is required and available through the POD website.</li> </ul> </li> </ol>

		<ul style="list-style-type: none"> <li>• Shared governance – now that nominations are going out, we are going to run some training sessions for the members serving on shared governance, so they know more about their roles and responsibilities while serving on those committees.</li> <li>• HR Orientation once a month, where we meet the new permanent classified employees, and we have an opportunity to introduce the union to them.</li> <li>• Victory Club – we still need 9 more new members to commit to contributing \$1 a month towards this. Yolanda Haro and Pattie Duffy has done a great job recruiting Victory members. Victory Club is a separate fund to support any political action on behalf of CSEA from local to state levels.</li> </ul> <ol style="list-style-type: none"> <li>4. Treasurer: Report read by Valerie Biller for Zak Gallegos</li> <li>5. Secretary: None</li> <li>6. Site Rep: Not present.</li> <li>7. Communication Officer: February 22 Union Level 2 available Level One training will be next available in March. The website will be updated with committee information soon.</li> <li>8. Chief Steward: Not present.</li> <li>9. Past President: Please continue to reach out to the E-Board if you are interested in volunteering.</li> </ol>
Good of the Order		<p>Rondell Schroeder: The Mocktail has been rescheduled to March 14<sup>th</sup> in Founder Hall. This will be her last official meeting before retirement. Retirement party will be on February 27, 2023. Rosa Asencio acknowledges the work and effort on behalf of the college and union. Sandra Bollier acknowledges her leadership and direction with Putting on the Hits that directly benefited the students on campus.</p> <p>Carlos Duarte: In January, the campus safety held a four-hour training for mental health safety conducted by LA County Sheriffs. The information has been forwarded to POD for training in other departments on campus.</p>

		<p>Eva Figueroa: Acknowledging Rondell’s leadership and mentorship in Voices. Request if the meetings can be recorded which will be beneficial as an equity standpoint.</p> <p>Chris Estrada: If we’re in negotiation with the district, when are each group allowed to share the information? Negotiations is established as confidential as per the ground rules at the beginning of the calendar year. We can share broad information, but not detailed information to the unit.</p> <p>Brandon Gillette (Answering from the chat): What time of communication has been shared regarding remote work? The miscommunication has happened when the contents were discussed before ratification. Any information coming through is discussed with the district.</p> <p>CSEA legal team cannot be contact directly. The unit member is recommended to go through the Chief Job Steward, Robin Cash, or CSEA field office.</p>
Meeting Adjournment		Meeting Adjourned: 1:03pm
Action Items		

Notes: 134 people were in attendance.

Minutes Approved on March 15, 2023  
 Motion to approved by Sandra Bollier  
 Seconded by Gizelle Ponzillo