

**HFC Support Staff Association (SSA)**  
**General Membership Minutes**  
**September 24, 2020**  
**Recorded by: Leslie Windless**

1. Welcome and meeting called to order at 5:04 pm by Kim Kaier, President. Quorum was established.
2. Roll Call
  - Voting Members
    - Executive Board Members (in attendance): *Kim Kaier- President, Katrina Minnis- Executive Vice President, Joni Morris- Treasurer, Patricia (Patti) Sekulidis-Vice President Technology, Kierra Wilson- Vice President Student Services, Marie Wojewuczki- Vice President Clerical/Café, Leslie Windless- Secretary*
    - Executive Board Members (absent): *VP Facilities (position currently vacant)*
    - SSA Members in Good Standing (in attendance): *Hala Al-Siyaghy, Milla Arnold-Stoudmire, Maureen Badalamente, Cynthia Berrien, Sheryl Bieniak, Gary Bleasby, Susan (Susie) Bozzer, Danielle Brown, Luke Cosenza, Mandy Earl, Julie Eiermann, Karen Elsersey, Natalie Gonzales, Sara Gonzales-Herrera, Jessica Harrell, Dianne Heiss, Tamika Hister, Elyse Hogan, Michelle Holinski, Connie Holland, Jodi Kenney, Anna Kiluk, Armida Kiluk, Angela (Angie) Kotsoyianis, Linda Lance, Lara Laney, Sulian Larmond, Geraldina “Jenny” Moglica, Jane Peltz, Zachariah (Zac) Polzin, Valencia Purry, Brenda Redinger, Karen Richards, Kristine Rouleau, Jill Sestok, Sarah Sullivan, David Tapp, Mary Thill, Shafyla Thompson, Reginald Vaughn, Beverly Walters, June Williams, Samuel Williams, Christine Woo*
  - Guests (Non-Voting Participants)
    - *N/A*
3. Approval of the July 23, 2020 General Membership Meeting Minutes
  - Kim Kaier- President asked for a motion to approve the July 23, 2020 General Membership meeting minutes. Katrina Minnis **motioned to approve** July 23, 2020 General Membership meeting minutes. Marie Wojewuczki **seconded the motion**. 39 in favor, 1 opposing, 3 abstaining. **Minutes Approved.**
4. New Business
  - *N/A*
5. Financial Report by Joni Morris, Treasurer
  - Information Item(s): Treasurer’s Report July 21, 2020- September 23, 2020
    - Total Due and Fees: \$9,408.63
    - Other income-Interest Earned: 0
    - Total Expenses: \$2,575.60
    - Savings Account Balance as of September 23, 2020: \$44,351.95
    - Checking Account Balance as of September 23, 2020: \$108,808.90
    - Total members in good standing: 173 (as of 9/11/2020); includes laid off employees
  - Information Item(s): HFCC- SSA 2020 Fiscal Budget
    - Due to the pandemic, we are currently under budget for expenses and dues received (due to layoffs). Here is what was spent to date:
      - Backpack Drive Thru Event \$2,075.60
      - Hawks Nest Pantry Food Drive \$250.00
      - Tree Planting/ Tree Fund \$250.00
      - Professional Fees (lawyer/affiliation) \$51,060.00
      - Subscriptions (Zoom) \$79.45

- Q&A from membership:

- N/A

## 6. President's Report by Kim Kaier- President

- Information Item(s):

- Negotiation Update: The Executive Board has discussed in length about negotiations and HR has finally given us dates to begin but we are perplexed because of the upcoming elections and how the team might change. We would like to take a vote from the membership on how to proceed. Here are things to consider prior to voting:
  - Past practice is to have the President select this team. The SSA election for all board positions is in November.
  - The current team has not met with HR since March due to HR stalling/ pandemic. We have a request to start back up in October.
  - The current team did ratify a 1-year contract. There is not enough time to start and finish before elections.
  - Pending the November election results, the SSA may have an all new board. Everyone on the current team is an EB member
  - The 2021 executive board would be expected to enforce a contract they didn't negotiate
  - TPOAM was not a part of the original team but is expected to be added to the team.

Q: **Jill Sestok**: Would the current people on the negotiation team refuse to serve if the new president wanted them to stay on? A: **Team**: Each member on the current team said they would stay on the team if the newly elected president asked them to.

- Letter of Agreement: Unpaid Personal Leave of Absence: instead of providing the college 60 days' notice to take an unpaid personal leave we are asking that it be reduced to 30 days noticed. The main reason this was brought up is to assist parents with childcare issues who could not provide a 60-day notice since they didn't get a 60-day notice from the school district.

Q: **Zac Polzin**: Can you have HR spell out what they mean by days? Is it calendar days? Working days? A: **Kim Kaier**: That would be a good addition. Good point Zac! Thank you  
Statement: **Leslie Windless**: I am on one now, so it is calendar days. That is a good catch.

Q: **Julie Eiermann**: In my situation that happen last year with Randy being sick, it wasn't planned, and I couldn't give 30-day notice? A: **Kim Kaier**: I think yours probably would have been a medical leave. A: **Leslie Windless**: If you go under Article 16, you'll be able to see that there a couple different examples of leaves likes childcare leaves. This language only applies to the personal leave.

Statement: **Sheryl Bieniak**: Make sure they correct our name at the top of the document. They still have us as Henry Ford Community College and HFCC-SSA  
Statement: **Kim Kaier**: Thank you!

- LOA Absence Program: We are still working on this one with HR since we are not happy with it. It leaves too much decision making up to HR as far as unexcused and excused absences.

Q: **Zac Polzin**: Could we have them address the confusion surrounding things that are included and excluded from the absence program? A: **Kim Kaier**: Yes, because that is confusing.

- LOA Training Incentive: They want to pay us in June instead of December because there was a lot of confusion around what was counted and not counted. They will now pay after the training is done rather than before it is done. They added clarification as to what trainings are not covered to get this incentive.

Q: **Sheryl Bieniak:** Why are part time employees required to do the same amount of training as full-time employees? It should be prorated like other things. A: **Kim Kaier:** That's a good point and I think it used to be reduced hours for part time employees.

- Layoffs Health insurance and good standing status. The board of Trustee's approved to pay 3 months of health insurance for laid off employees. We asked HR to take this topic back to cabinet since it is now past 3 months to see if they will pay any additional months. The tentative answer is no but we are waiting for an official response. The Executive board has voted since May to keep laid off people as members of good standing. We aren't comfortable making a decision going forward since it impacts the election process therefore, we are asking for the General Membership to make this decision after considering the following things:
  - Laid off employees are not paying dues thus income is reduced.
  - They can continue attending meetings
  - They keep their voting power
  - Some members have been paying dues on time for years
  - Not all layoffs occurred in May, the most recent layoffs happened this month. TPOAM was not a part of the original team but is expected to be added to the team.
  - They can run for a board position in November
  - Many members who are laid off are still participating in committees
  - Our contract only protects jobs for laid off members for 1 year.
  - There are 18 members currently laid off in our union.

Q: **Jill Sestok:** Did you say that there were 18 people laid off in September or 18 people total currently laid off? A: **Kim Kaier:** 18 currently. Q: **Jill Sestok:** How many people have been called back? A: **Kim Kaier:** We had 64 in the beginning that were on layoff. Statement: **Jill Sestok:** Ok, so that's a good number!

Q: **Susan Bozzer:** Did you say that there were 18 people laid off in September or 18 people total currently laid off? A: **Kim Kaier:** I think there were 9. Between 5-9.

- Approval Item(s):
  - Kim Kaier- How do we move forward with the negotiation team? Voting done via Zoom polling and the results were 60.5% keep the same team, 41.9% Allow the new president to pick a new team. **Negotiation Team Approved.**
  - Kim Kaier- The executive board has allowed all laid off employees to remain in good standing since May 2020. We are asking for the General Membership to vote for these members to stay in good standing until they are recalled. This would include elections. 89.4% Yes, 4.3% No, 6.4% Abstain. **Good Standing Status Approved.**
- 7. Executive Vice President's Report by Katrina Minnis- Executive Vice President
  - Committee Reports (update if application):
    - Community Service Committee: No Report/Update
    - Constitutional Amendment Committee: Joni Morris provided a PowerPoint (attached) presentation going over the changes that are being proposed for the new constitution and bylaws. There were 3 motions put on the floor to change portions of the proposal;
      - Add disciplinary hearings to the job description for Stewards. 87.2% Yes, 7.7% No, 5.1% Abstain. **Steward Language Approved.**
      - Move the Steward position from 2 to 4 and revert to the old pay structure? 64.1% Yes, 33.3% No, 2.6% Abstain. **Steward Positions Approved.**
      - Update the webmaster job description per Patti's recommendation. 90.5% Yes, 7.1% No, 2.4% Abstain. **Webmaster Language Approved.**

- President asked for a motion to approve the revised constitution and bylaws with changes from the 3 motions from the floor effective 1/1/2021. Katrina Minnis motioned to approve. Kierra Wilson seconded the motion. 76.3% Yes, 7.9% No, 15.8% Abstain.

**Constitution and Bylaws Approved.**

- Election Committee: Joni Morris went over the need to elect an elections committee chairperson in compliance with the current constitution. The election committee recommended that Anna Kiluk be the election committee chairperson for the 2020 election.
  - President asked for a motion to approve the current Elections committee recommendation that Anna Kiluk take on the role of Chairperson. Katrina Minnis motioned to approve. Joni Morris seconded the motion. 89.7% Yes, 2.6% No, 7.7% Abstain. **Elections Committee Chairperson Approved.**

Anna Kiluk presented information on the proposals for the elections process this November in light of the pandemic and the campus being closed to the public. Please refer to the clean copy of the new Elections Procedures and responsibilities that was provided with these minutes.

- President asked for a motion to approve the election committee changes to the election process effective 9/24/20 for the November 2020 election. Katrina Minnis motioned to approve. Joni Morris seconded the motion. 100% Yes, 0% No, 0% Abstain. **2020 Election Process Changes Approved.**

- Grievance Committee: No Report/Update
- Insurance Committee: No Report/Update
- Negotiations Committee: No Report/Update
- Publicity / Political Action Committee: No Report/Update
- Reclassification Committee: No Report/Update
- Retirement/Social Committee: Leslie Windless The back to school drive thru was successful. There were cars all the way down Evergreen. We provided 456 bookbags full of school supplies to the community for free. We ran out of book bags within 47 minutes. Dr. Herbst reached out to see if we could do the same thing annually. The college donated \$200 and Dr. Herbst donated \$50 towards the event. Thank you to all of the members that showed up: Sara, Juanita, ShyFyla, Danielle, Taryn, Dellonda, Ashlei, Lisa, Dearborn Police, Katrina, and anyone I missed.
- Scholarship Committee: No Report/Update
- Sick Bank Committee: No Report/Update

8. Area Vice President Report(s)

- Vice President Facilities: Position Vacant- No Report/Update
- Kierra Wilson- Vice President Student Services: No Report/ Update
- Marie Wojewuczki- Vice President Clerical/Café: No Report/Update
- Patricia Sekulidis- Vice President Technology: No Report/Update

9. Questions & Concern (Open Floor)

- 4 -\$20 gift cards were raffled via a random wheel of names selector for turning in union membership documents early. The winners are Kevin Luchonok, Donald Anson, Chari Milai, Kimyette Black
- Q: **Gary Bleasby**: who do we discuss with about negotiating? A: **Kim Kaier**: email anyone on the team.
- Q: Samuel Williams: what areas were recently laid off? A: Kim Kaier: there were some members from the Library and Learning Lab

10. Adjournment

- Kim Kaier- President asked for a motion to adjourn the meeting. Patti Sekulidis **motioned to adjourn** the meeting. Milla Arnold-Stoudmire **seconded the motion**. All were in favor, no opposing, no abstaining. **Meeting Adjourned at 6:51 pm.**