

**HFC Support Staff Association (SSA)**  
**General Membership Minutes**  
**July 23, 2020**  
**Recorded by: Leslie Windless**

1. Welcome and meeting called to order at 5:18 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, Marie Wojewuczki- Vice President Clerical/Café, Leslie Windless- Secretary*
    - Executive Board Members (absent): *Kierra Wilson- Vice President Student Services, VP Facilities (position currently vacant)*
    - SSA Members in Good Standing (in attendance): *Hala Al-Siyaghy, Milla Arnold-Stoudmire, Maureen Badalamente, Cynthia Berrien, Sheryl Bieniak, Susan (Susie) Bozzer, Dellonda Bryant, Charles Carter, Ashlei Cheers, Luke Cosenza, Karen Elsersey, Lisa Phillip, Lori Fracassa, Harrison Garcia, George Giankulis, Troy Gibson, Natalie Gonzales, Sara Gonzales-Herrera, Lisa Hastings, Donna Henne, Tamika Hister, Connie Holland, Jodi Kenney, Anna Kiluk, Armida Kiluk, Angela (Angie) Kotsoyianis, Linda Lance, Lara Laney, Rebekah “Joy” Locklear, Geraldina “Jenny” Moglica, Alicia Murray, Zachariah (Zac) Polzin, Brenda Redinger, Karen Richards, Julie Richert, Kristine Rouleau, David Ryan, Jill Sestok, Cynthia Smith, Jayde Sugden-Storrs, Sarah Sullivan, David Tapp, Mary Thill, Johnathon Thompson, Juanita Van Raden, Reginald Vaughn, Beverly Walters, Gary Wojewuczki, Christine Woo*
  - Guests (Non-Voting Participants)
    - *N/A*
3. Approval of the May 28, 2020 General Membership Meeting Minutes
  - Kim Kaier- President asked for a motion to approve the May 28, 2020 General Membership meeting minutes. Marie Wojewuczki **motioned to approve** May 28, 2020 General Membership meeting minutes. Gary Wojewuczki **seconded the motion**. All were in favor, no opposing, no abstaining. **Minutes Approved.**
4. New Business
  - *N/A*
5. Financial Report by Joni Morris, Treasurer
  - Information Item(s): Treasurer’s Report November 21, 2019- January 22, 2020
    - Total Due and Fees: \$8,096.18
    - Other income-Interest Earned: 11.06
    - Total Expenses: \$6, 705.00
    - Savings Account Balance as of July 21, 2020: \$44,351.95
    - Checking Account Balance as of July 21, 2020: \$153,115.32
    - Total members in good standing: 169 (as of 7/17/2020); includes laid off employees
  - Name Change: With the recent filing of our taxes we were able to officially change our name to Henry Ford College- Support Staff Association. I.e. we dropped the word “Community” from our name to match the College’s name change. When we file our 2020 taxes it will be updated with the IRS.
  - Laid Off Employees: The SSA Executive board voted to consider laid off employee’s members of good standing through August 31, 2020.
  - 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:
  - Executive Board Stipends: \$5,000
  - Advertising and Promotion: \$91.16
  - Charitable Contributions: \$750
  - Meals and Entertainment/Social Events: \$194.12
  - Membership: \$500
  - Office Supplies: \$635.20
  - Outside Services: \$0
  - Professional Services: \$2,540
  - Income: \$61,818.98
- Q&A from membership:
    - Q: **Gary Wojewuczki:** I see we have 169 members. How many of those are members but are not paying due? A: **Joni Morris:** Prior to the layoffs we had approximately 25 people who did not submit documents or indicated they declined membership.
    - Q: **Gary Wojewuczki:** Can we get a copy of the Treasurers Report and Budget sent to us? A: **Joni Morris:** Leslie included it in the email that was sent on Tuesday, but I am sure she will resend it with the minutes too.

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

- Information Item(s):
  - Negotiation Update: \*Extension of 2016-2020 SSA Contract: A copy of the purposed agreement was given to everyone. We need to have a vote to approve this with the LOA's for Article 28 & the absence program.  
 Q: **Jenny Moglica:** Will the training bonus be included in this contract or will it be null and void? A: **Kim Kaier:** We have a meeting next week with HR to discuss this because that LOA did expire. Q: **Jenny Moglica:** And then you will let us know? A: **Kim Kaier:** Correct.  
 Q: **Lisa Fillip:** We have the current contract for a year even if a new one is negotiated; it would not take its place? A: **Kim Kaier:** Correct until June 30, 2021.  
**Statement: Kim Kaier:** basically, anyone who can move up a step will move up a step and anyone who was on Step 10 will receive a 2.5% increase. It will be paid retroactively pay us the difference back to July 1, 2020. It will need to be approved by the board of trustees at their August meeting.  
 Q: **Leslie Windless:** Kim, did you talk about the LOA's that will carryforward with the contract? A: **Kim Kaier:** The suspension of the absence program will rollover so any absences related to COVID-19 symptoms will be excused. For Article 28, the changes to email instead of US mail for recall and 10 working days will be in place until the end of the one-year contract.  
 Q: **Angie Kotsoyianis:** What happens if we do not extend the contract? Either way would we still follow the old contract A: **Kim Kaier:** Yes, but we would not get a pay raise. Q: **Angie Kotsoyianis:** So, everything would stay the same? A: **Kim Kaier:** Correct, and we would continue to negotiate.  
 Q: **Donna Henne:** Where can I get a copy of the contract? Mines is on campus. Is it online somewhere? A: **Kim Kaier:** Yes, under HR website or our SSA website. **Statement: Leslie Windless:** Joni sent the link to the contract in the chat section.  
 Q: **Jill Sestok:** I am wondering with this new information regarding enrollment, is there any discussions about layoffs. A: **Kim Kaier:** We have not discussed anymore layoffs. Hopefully, enrollment will go up because my understanding is it is close to last year.

- Affiliation with Technical, Professional, and Office workers Association of Michigan (TPOAM). Presentation done by Kim Kaier & Joni Morris. Full presentation emailed out with minutes.
  - Q: **Gary Wojewuczki:** Were the lawyers included in that budget? A: **Joni Morris:** I took out the lawyer fees on the slide but in the Treasurers report the lawyer fee is still included. We had \$6000 budgeted for the attorney. I excluded the \$6000 in the slide because if we affiliate then we will not have fees for a lawyer.
  - Q: **Johnathon Thompson:** Does it say you can get rid of the lawyer but there will still be legal fees? Why would you get rid of the lawyer if you still have to pay fees? A: **Joni Morris:** We will get rid of the lawyer if we affiliate with TPOAM because they have 4 lawyers on staff. We can ask them anything from questions to arbitration to court cases. That \$50,220 that we pay to them covers all lawyer fees. We would not incur one penny out of pocket for legal fees.
  - Q: **Julie Richert:** The service agreement says that \$50,220 was to be paid by July 1. Has that been paid? A: **Katrina Minnis:** No, Julie. We are voting on that today as well.
  - Q: **Jill Sestok:** Is it part of their service package to help with negotiations? A: **Katrina Minnis:** Yes, it is Jill. **Joni Morris:** Yes, that would be covered in the \$50,220 total cost.
  - Q: **Gary Wojewuczki:** Does TPOAM charge a flat rate for full time and part time? A: **Joni Morris:** Yes, but we are basing it on 150 full time employees the first time around. When/If we do a renewal then we will have a better idea of what coverage we need. We will do a rate of \$31 per full time and 19 for part time people.
  - Q: **Jill Sestok:** So, there are additional charges for representation in grievances? A: **Joni Morris:** No, everything is covered under the \$50,220. **Jill Sestok:** What was the \$200 you mentioned? A: **Joni Morris:** That would be for members who are not dues paying members.
  - Q: **Johnathon Thompson:** Can we have dues taken out once per month instead of every paycheck? A: **Joni Morris:** I do not think we have that option with financial services and the cashier's office. There is a lot of restrictions with financial services. Just like with our initiation fee the only option is to pay \$6 a paycheck.
  - Q: **Cynthia Smith:** What day will the board of trustee vote? A: **Kim Kaier:** They meet the third Monday of the month. **Joni Morris:** August 10, 2020.
- Return to Work Update: Katrina Minnis gave an update on the Return to work committee. The latest information is that there will be a required training by the CDC for anyone returning to work. Additionally, there will be a playbook coming out soon and there will be a required quiz that the College will use the required training. You will have two weeks to review the playbook and take the quiz. There are videos and it is very thorough. There is a separate component for managers that has a Frequently Asked Question because managers are your first point of contact for any issues. If you go to the manager and the issue is not resolved, then you would go to Tiffany Webster. Everything is handled between management and HR for complaints. We still have no date of when staff will be returning to work. It is up to management to determine when staff will return to work. We are still following the governors order. The current order states that anyone who can work from home should. Once the order is lifted, we will not all return to work at the same time. We will return in phases by percentage. There will be 80 hours available for absences related to COVID-19. HR will work with you for absences over 80 hours. You will be required to provide a negative test to return to work if you have tested positive for COVID-19. Managers are still working on the logistics of where everyone will eat lunch.
  - Q: **Gary Wojewuczki:** If you self-quarantine will it be covered? A: **Katrina Minnis:** It would have to be provable for it to be covered. To self-quarantine, you would need to test positive and provide that to HR. If you encounter someone who tested positive, then you can use the 80 hours for that too.

Q: **Kim Kaier:** Was it ever discussed about if a person in a department test positive, what the plan is for that? A: **Katrina Minnis** It will be up to the department. Any shut down or closing of a department will be decided solely by the president. He is also the only one who will decide what phase we are in when we begin returning to work. His team is Susan Shunkwiler, Reuben Brukley, and Karen Scheon.

Q: **Cynthia Smith:** what if you used all of your 80 hours and get covid again? will that team have a transparency report? A: **Katrina Minnis:** Again, HR would handle these on a case by case basis and work with the employee. As far as the team is concerned, we come up with proposals and they go to the board. The board of Trustees has not voted on the plan yet. Once it is approved by the board, the information would come out via Rhonda Delong once she gets the greenlight.

Q: **Mary Thill:** Under the governor's order to work from home if can continue to do that...So when we're being required to go back to work. Would we be given the option to be able to work from home if we have a health condition that would make us more vulnerable to COVID A: **Katrina Minnis** You have to provide documentation to HR. Working from home was a temporary situation. Its never been considered something that the college wanted staff or faculty to do on a full-time basis. When you are asked to return to work unless you can provide medical documentation, you will be expected to return to work. At some point, we are all going to have to go back to work. The College understands there a sense of fear and anxiousness surrounding going back to work but they will not accept this as a reason not to go back. You must have medical documentation.

Q: **Natalie Gonzales:** Why have some departments been allowed to work remotely, and some departments have not? Even though the work can absolutely be done remotely. A: **Katrina Minnis:** Again, this is all up to your manager. Your manager decides who returns, how many people they need, and when they want them to come back. If you're manager says you're need to return to work, then that's why your back at work and if you're manager says you're not needed that's why you are still at home.

Q: **Anonymous:** There does not seem to be any legit policy and procedure to follow when we go back. A: **Katrina Minnis:** They are all in the playbook which will be released soon. Everything that you need to know will be in the playbook. I have already been through the book and took the quiz and it is very thorough. We will be able to keep the playbook. We can't think of every scenario so if its not in the playbook you would go to your manager.

Q: **Anonymous:** For those of us in the Welcome Center, when we bring up legitimate concerns about the current policies not being followed we are not getting proper follow up A: **Katrina Minnis:** Other than, sending information to HR there is nothing else we can do. None of the college policy and procedure are not contractual issues. Yes, we are still here for you and we will reach out on your behalf. Statement: **Natalie Gonzales :** This is a huge problem for employees that don't get any resolution through management or HR. Statement: **Leslie Windless:** Natalie, yes that's why it will be important to report issues to the state of Michigan if you are not getting resolution from your manager or HR. There is a number to report these issues to the state of Michigan if you feel that HFC is in violation of the Governor's order and you have not been able to resolve it with your manager or HR. I will send that information out to everyone with the minutes. The union has no grounds to file any sort of grievance since there is no violation to the contract.

Q: **Anonymous:** A: Is there educational information on the timeframe of wearing masks (cleaning them, washing them, when to get a new one). There is a lot of misinformation from people with little to no medical experience. **Katrina Minnis:** They did not provide information on how to maintain a mask and how to wear it. The only place you can be mask free is your vehicle after you pass the checkpoint. When you come through the checkpoint, they are expecting your mask to already be on.

Q: **Lisa Hastings:** Is the return to work Playbook being created by our HFC RTC committee, or does it come from the Governor? A: **Katrina Minnis:** Most of the information that is in there is complying with DHHS, WHO, and the CDC. A lot the information is going above their requirements. The Governor's office did not have anything to do with the playbook.

Q: **Johnathon Thompson:** What about food services and hospitality? I have to assume that the rules are different for us. We are expecting the numbers enrolled to grow so what is the plan A: **Katrina Minnis:** They have not begun discussing reopening food services based on the current rules. They are also waiting to see what Dearborn Public Schools plans to do before they make decisions on re-opening. The Early College is a Dearborn school even though its on HFC's campus. The President is working to make sure that there are not different rules between the two schools.

- Approval Item(s):
  - Kim Kaier- President asked for a motion to approve the Extension of 2016-2020 SSA Contract with the LOA's for Article 28 & The Absence Program. Voting done via Zoom polling and the results were 96% Yes, 4% No, 0% Abstain. **Extension Approved.**
  - Kim Kaier- President asked to approve the Affiliation with TPOAM. Voting done via Zoom polling and the results were 96% Yes, 4% No, 0% Abstain. **Affiliation Approved.**
  - Kim Kaier- President asked to approve paying for 1 year in full upfront (\$50,220) for services from TPOAM. Voting done via Zoom polling and the results were 92% Yes, 4% No, 4% Abstain. **1-year payment Approved.**
  - Kim Kaier- President asked for a motion to increase dues from 75% of one hour of wages to 100% of one hour of wages. Voting done via Zoom polling and the results were 96% Yes, 4% No, 0% Abstain. **Increase of dues Approved.**

#### 7. Executive Vice President's Report by Katrina Minnis- Executive Vice President

- Committee Reports (update if application):
  - Community Service Committee: Michele Featherston just wanted everyone to know community service is being offered remotely and she will continue to email these opportunities out.
  - Constitutional Amendment Committee: Joni Morris stated we would like to start working on these soon. We need to update these to match everything stated in the presentation today.
  - Election Committee: Joni Morris stated that we need more assistance with elections. We have a big election coming up and if I run for Treasurer again then it will present a conflict.
  - 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: No Report/ Update
  - 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)

- N/A

#### 10. Adjournment

- Kim Kaier- President asked for a motion to adjourn the meeting. Marie Wojewuczki **motioned to adjourn** the meeting. Juanita Van Raden **seconded the motion**. All were in favor, no opposing, no abstaining. **Meeting Adjourned at 7:04 pm.**