



**AFT College Staff Guild
Local 1521A**

EXECUTIVE BOARD AGENDA

July 8, 2021
3:00pm – 6:00pm
Zoom Meeting

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes from June 10, 2021 meeting
- IV. Action Items
 - a. CCE Conference Attendees Cost Approximation
 - b. Bush Gottlieb Legal Bill
- V. Campus Worksite Reports

<input type="checkbox"/> City	<input checked="" type="checkbox"/> Mission	<input type="checkbox"/> Valley
<input checked="" type="checkbox"/> District Office	<input checked="" type="checkbox"/> Pierce	<input checked="" type="checkbox"/> West LA
<input checked="" type="checkbox"/> East LA	<input checked="" type="checkbox"/> Southwest	<input type="checkbox"/> Retiree Chapter
<input checked="" type="checkbox"/> Harbor	<input type="checkbox"/> Trade Tech	
- VI. Officer Reports
 - a. 1st Vice President
 - b. 2nd Vice President (*Vacant*)
 - c. Treasurer
 - d. *Interim* Recording Secretary
 - e. Grievance Secretary
- VII. Staff Report
 - a. CFT Field Rep
 - b. AFT *Interim* Executive Director
- VIII. President's Report
 - a. Consultation – no report (*next meeting July 13, 2021*)
 - b. JLMBC – no report (*next meeting August 2021*)
 - c. Good and Welfare (member condolence)
 - d. Board of Trustees (*July 7, 2021*)
 - e. Return to Worksite
- IX. Committee Report
 - a. Finance Committee

Next Executive Board Meeting: August 12, 2021

- X. Affiliates Reports
 - a. LA County Federation Labor Delegate - D. Morrisette
 - b. Activities Coordinator - Cha-Zette Smith
 - c. EEO - ***Candidate/Volunteer***
- XI. COPE (Political Action)
- XII. New Business
 - a. Retiree Certificates/gifts
 - b. Grievance Vacancies (SW, City, Mission)

E-BOARD MEETING MINUTES

Date: June 10, 2021

Time: 3:00pm

In Attendance

Officers: Hazel Alonzo, Kristine Ayvazyan, Yovanna Campos, Jo-Ann Haywood, Troy Pierce

City: Caridad Ahorro, Cecilia Cruz, Natalie Embrey, Mitch Polin, Elizabeth Preger

District: Maynor Alvarez, Winnie Ann Aribuabo, LaShawn Duffin, Abraham Horowitz, Gloria Moreno, VictorHugo Ortiz, Patrick Reed, Mike Romo

East: Maira Cruz, Alejandro de la Parra, Jennifer Estrada, Julio Ortiz, Promise Williams, Lynn Wood, Doris Zantizo

Harbor: Anthony Alvarez, Andy LaBrune, Ken Roberts

Mission: Jena Barnes, Faith Colt, Susan Ghirardelli, VoraPong Nimnual, Tara Ward-Thompson

Pierce: Dorlah Lawrence, Sean McDonald, John Millhone, Miguel Montanez, Lupita Narkevicius, Randy Sparks, Melinda Ung

Southwest: Tasha Anderson, Shauna Carter, Damien Danielly, Safir Larios-Ramirez, Yvonne Owens, Cassandra Walker

Trade: Monica Castillo, Lori Hunter, Jose Rosas, Vanessa Van Wagner

Valley: Chad Baugher, Jonathon Hooker, Brandon Lo, Cyndi Maddren

West: Alex Chen, Jesse Saucedo, Cha-Zette Smith, Tamara Washington

Retirees: Pamela Atkinson

Guests: Tom Anderson, Karen Carmichael, Carlos Flores, Richard Flowers, Jess Foster (AFT National Rep/Interim Executive Director), Ashley Gonzalez, Wheanokqueah Gilliam, Marilyn Ingram, Sheila Jeter-Williams, Ahrien T. Johnson (CFT Field Rep), Shirley Leyva, Phoebe Long, Dionne Morrissette, Lorraine Patriarca, Alaina Patterson, Stacie Pinkett, Theordore Pointer, Joyce Realegeno, Darrell Roberson, Rochelle Romo, Richard Rosich, Jason Sofianos, Bernadette Staine, Jerry Tzeng, Roberta Vadman, Betina Vallin

Executive Board Action

Call to order at 3:12pm

Approval of Agenda **M/S/P** by Abraham Horowitz and Randy Sparks

Approval of Minutes from May 13, 2021 **M/S/P** by Randy Sparks and Alex Chen

Action Items:

- a. Discussion about Microsoft Licenses – Finance Committee recommended to issue email to chapter chair and grievance rep at each campus \$12.50 per user, per month

Purchase 25 licenses of Microsoft Business Standard **M/S** Yovanna Campos, Miguel Montanez

Discussion about Microsoft Teams being able to host more than 250 people for membership meetings; discussion about not using LACCD infrastructure for union business; discussion of purchasing licenses from foundation and collegebuys as district employees; business standard vs. business premium; discussion that we want to purchase licenses that are owned by the union that can be re-issued, not by an individual

Motion to purchase 6 additional Microsoft Business Standard licenses for officers **M/S/P** Yovanna Campos and Jo-Ann Haywood

Adobe licenses – can be purchased at \$15.70/mo/user; discussion that license can be purchased from foundation for \$20 a year; training will be provided to users; want to purchase licenses that are owned by the union; what features come with the Acrobat DC?

Motion to table Adobe license discussion due to time until next E-Board meeting **M/S/P** Abraham Horowitz and Cassaundra Walker

- b. Credit Card Policy – recommendation coming from Finance Committee

Motion to approve credit card policies per Finance Committee recommendations **M/S/P** Yovanna Campos and Lupita Narkevicius

- c. Stipend (tentative) – additional conversation is needed with Stipend Committee

Campus worksite reports – all submitted except for Mission College and no report from retiree chapter

Officer Reports - submitted

- Treasurer has 1 item for approval: invoice from Bush Gottlieb
- Motion to pay bill as presented **M/S/P** Kristine Ayvazyan and Yovanna Campos

Staff Reports - submitted

President's Report

- o Consultation – catastrophic leave bank trying to get underway; process to donate hours remains the same: fill out form and submit.
- o Professional development fund – rollover has been requested; have not been able to use

- funds; have been carried over to next year, balances will show in August
- EEO training – notion that all individuals participating have to be EEO certified; requiring update to HR Guide; schedule of training comes out of ODEI; we have repeatedly told HR that additional discussion is needed since the union has not agreed to this update; LACCD has not implemented the requirement that all participants be EEO certified; Director of ODEI wants to implement this mandate; continued item on consultation
 - TB Risk Assessment – extension will be granted for employees to submit the forms; email will come out of HR office with formal notice of extension; Mary Van Ginkle sent out the emails; LACCD has partnership with Glendale Adventist and they can sign off on forms for those that are not able to go to their primary care doctor
 - IT MOU status – after conversation with parties involved, IT MOU as written by LACCD is not conducive to our side of the table; contract language already address concerns; recommendation to get on Carmen’s calendar to discuss status of MOU, not necessarily the language; compensation for this re-classification has not happened; HR has identified the issue and will make changes; will do an off-cycle check for the compensation for these incumbents; discussion about classes that are being asked of members to enroll in; discussion about detriment of IT MOU language; there is currently no IT MOU on the table as the previous one is old
 - Return to Work MOU – since the last Constant Contact, the District has not come to the table to further discuss the MOU; EOC meeting reiterated that Cal OSHA has not relaxed their directives; Unit 1 members should not be told to return to worksite on June 15th; please do not tell members an MOU has been signed or that union has agreed to have members return on June 15th; union requested information and are still waiting to hear back; what are the occupancy levels in different area on the campuses? President has heard that there is some management telling members to return on June 15th; there is a mandatory COVID training that has to be completed by August 1st; issues still need to be addressed

Motion to extend meeting until 6:30pm **M/S/P** Mike Romo and Chad Baugher

- Continued discussion on return to work; if any members are asked to return to work, please notify the office; essential workers are to continue reporting to work; list of essential workers were identified through a Chancellor’s Memo last year; this list will be sent to E-Board; please include President in communications if management is asking you to report to work as an essential worker, if not initially classified as such
- Unit 1 current vacancies – list has been requested from management

Motion to extend meeting to 6:45pm and limit all discussion to 2 minutes per topic **M/S/P** Yovanna Campos and Cassaundra Walker

- Instructional Assistant Re-assignments – issue at LATTC, continued discussion as IAs have been re-assigned without proper notification; please notify office if this issue is happening at your campus
- JLMBC – CalPERs Medical Plan changes – merged to gold and platinum; more information to be shared once JLMBC sends out concrete info
- New FSA Administrator – new cards were provided for renewal of Wage Works; come July 15th, new card from ASI Flex; keep track of your balances

- HBU Staffing Update – please be patient as there is currently only one employee in this unit; provisional will hopefully come in soon to assist with 2 permanent staff to be hired soon

Committee Reports

- Finance Committee
 - Credit card policy and audit report was sent to E-Board

Request for participation in Constitution & By-laws, Communications, and Election Committees; election committee needs a person from each campus to move forward

Affiliate Reports

- LA County Fed – report submitted
- Activities Coordinator – no report
- COPE – report submitted

New Business

- Retirees – received list of retirees from SRP, found some women’s watches, will need to order men’s watches
- Chapter Chair Update – Liz has stepped down as Chapter Chair from Valley College as she has transferred to ELAC; Jonathon Hooker has stepped up as Chapter Chair
- Future Executive Board Meetings in person – as we progress towards normalcy, will need to discuss about campus volunteers to host meetings in person
- CCE Conference – will be in person in Las Vegas, October 15th; open for discussion; officers have proposed 30 participants, not including officers; link will be sent out for more information; participants will have to pay for expenses and then file for reimbursement as union does not have a credit card

Meeting adjourned at 6:49pm

Next meeting: July 8, 2021

Minutes submitted by Yovanna Campos, Interim Recording Secretary

2021-2022 FY CCE Convention Estimated Costs

When: October 15-17, 2021

Where: Luxor Hotel, Las Vegas Nevada

Scenario 1

Description	Flat Cost	Duration	Cost for single occupancy	Cost for Double occupancy
CCE Registration	\$ 50.00		\$ 50.00	\$ 50.00
Room/night	\$ 110.00	2 nights	\$ 220.00	\$ 110.00
Resort fee	\$ 35.00	2 nights	\$ 70.00	\$ 35.00
Travel by Air (approx)	\$ 273.00	10/15-10/17	\$ 273.00	\$ 273.00
Airport Parking	\$ 20.00	2 days	\$ 40.00	\$ 40.00
Total			\$ 653.00	\$ 508.00

Scenario 2

Description	Flat Cost	Duration	Cost for single occupancy	Cost for Double occupancy
CCE Registration	\$ 50.00		\$ 50.00	\$ 50.00
Room/night	\$ 110.00	2 nights	\$ 220.00	\$ 110.00
Resort fee	\$ 35.00	2 nights	\$ 70.00	\$ 35.00
Travel by car (approx 268 miles)	\$ 300.16	roundtrip	\$ 300.16	\$ 300.16
Parking per day	\$ 15.00	2 nights	\$ 30.00	\$ 30.00
Total			\$ 670.16	\$ 525.16

Additional Cost for Covention	\$50 per person for Saturday, October 16, 2021 dinner (location TBD)	\$ 1,800.00
--------------------------------------	---	--------------------

Breakdown *	Air Travel	Drive Travel
Officers (5)	\$2,540.00	\$2,625.80
Delegates (30)	\$15,240.00	\$15,754.80
Saturday Dinner	\$1,800.00	\$1,800.00
Total Approx Cost	\$19,580.00	\$20,180.60
FY 21/22 Budgeted Conferences Line Item	\$20,000.00	\$20,000.00
FY 21/22 Budgeted Mileage	\$8,000.00	\$8,000.00
FY 21/22 Remaining Conference Balance	\$8,420.00	\$7,819.40

* Officer count is only for 5 positions (1st VP, 2nd VP, Treasurer, Recording Secretary, Grievance Secretary. President is part of the CCE Council and is counted on their budget. Approx Cost is based on Double Occupancy rooms.)

BUSH GOTTLIEB
A Law Corporation
801 North Brand Boulevard
Suite 950
Glendale, California 91203-1260
Telephone (818) 973-3200
Fax (818) 973-3201

June 23, 2021

Invoice# 103856

AFT College Staff Guild, Local 1521A
3356 Barham Boulevard
Los Angeles, CA 90068

Billed through May 31, 2021
Our file # 11521 01000 LD

Attn: Hazel Alonzo, President, halonzo@aft1521a.org

cc: Kristine Ayvazyan, Treasurer, kayvazyan@aft1521a.org

VIA EMAIL

Balance forward as of bill dated May 28, 2021	\$2,662.07
Net balance forward	\$2,662.07

BILLING SUMMARY

Total fees	\$3,907.50
Total charges for this bill	\$3,907.50
Net balance forward	\$2,662.07
Total balance now due	\$6,569.57

RE: RETAINER (\$600.00/month)

Matter 01000

FEES

05/10/2021	LD	Review/respond to email from Alonzo re training list and suggestions	0.2 hrs.
05/13/2021	ED	Review separation agreement and email exchange re same	0.3 hrs.
05/26/2021	LD	Meeting with officers to discuss strategy; draft letter to Prieto; research; send to AIK for review/comment; send to officers; revise per officers' feedback and send to Prieto	2.5 hrs.
05/26/2021	VCW	Research/review old memos re information requests and impasse	0.5 hrs.
		Erica Deutsch	0.30 hrs
		Lisa Demidovich	2.70 hrs
		Vanessa C. Wright	0.50 hrs
		Total fees for this matter	3.50 hrs
			\$600.00

RE: RELEASE TIME

Matter 31002

FEES

05/04/2021	LD	Phone - Alanzo re separation agreement and return of union property related issues	0.8 hrs.	\$180.00
05/06/2021	LD	Draft email to Hazel/Jo-Ann re separation agreement; phone Thompson re separation agreement terms; revise agreement and send to Thompson; respond to Jo-Ann's email	0.9 hrs.	\$202.50
05/10/2021	LD	Phone - Thompson re updates to separation agreement re AFT updates	0.4 hrs.	\$90.00
05/13/2021	LD	Review separation agreement mutual release draft; consult with ED; respond to Alonzo email	0.4 hrs.	\$90.00
05/17/2021	LD	Review/respond to email from Campos re electronic elections; research DOL rules; call Thompson re AFT position	1.2 hrs.	\$270.00
	Lisa Demidovich		<u>3.70 hrs</u>	225.00/hr
	Total fees for this matter		<u>3.70 hrs</u>	<u>\$832.50</u>

RE: XXXXXXX X XXX ARBITRATION

Matter 31003

FEES

05/03/2021	LD	Review/respond to email from Pierce and email XXXXX re same ofposted position	0.2 hrs.	\$45.00
05/10/2021	LD	Draft email to CAA re next steps for arbitration based on District's failure to respond on settlement	0.2 hrs.	\$45.00
05/11/2021	CAA	Draft email to coordinate schedules for the first meeting with member	0.1 hrs.	\$15.00
05/17/2021	CAA	Review XXXXX file in advance of next day's preparation meeting	0.6 hrs.	\$90.00
05/18/2021	LD	Meeting - XXXXX to discuss meeting with grievant and next steps/strategy	0.3 hrs.	\$67.50
05/18/2021	CAA	Meeting XXXXX over Zoom to discuss herarbitration case	2.0 hrs.	\$300.00
05/18/2021	CAA	Review file in preparation for meeting with client	1.7 hrs.	No charge
05/18/2021	CAA	Draft email response to Ms. XXXXXX after our meeting	0.4 hrs.	\$60.00
05/18/2021	CAA	Draft email to Troy Pierce summarizing my meeting with XXXXX	0.3 hrs.	\$45.00
05/18/2021	CAA	Draft email to XXXXX re her supervisor's dissertation she sent to me	0.1 hrs.	\$15.00
05/18/2021	CAA	Draft email to summer associates re research over fitness for duty exam obligations under the Ed Code	0.4 hrs.	\$60.00
05/19/2021	NYL	Review email exhibits and research CA Education Code re fitness for duty exams	1.7 hrs.	\$106.25
05/20/2021	NYL	Research re CA Education Code, fitness for duty exams, and CA case law	2.1 hrs.	\$131.25
05/21/2021	NYL	Research and draft memo re California case law on fitness for duty exams for CAA	1.0 hrs.	\$62.50
05/25/2021	CAA	Review research on CA Education Code and fitness for duty exams	0.4 hrs.	\$60.00

Carlos A. Almendarez	6.00 hrs	150.00/hr	\$645.00
Lisa Demidovich	0.70 hrs	225.00/hr	\$157.50
Nahlee Y. Lin	4.80 hrs	125.00/hr	\$300.00
Total fees for this matter	11.50 hrs	Discounted by \$300.00	\$1,102.50

RE: RETURN TO WORK

Matter 31004

FEES

05/25/2021	LD	Review/respond to email from Alonzo; phone with Alonzo re same; revise RFI and send to Alonzo with comments	0.9 hrs.	\$202.50
05/26/2021	AIK	Review and revise letter to District re return to in-person	0.3 hrs.	\$67.50
05/26/2021	AIK	Research LA County and State guidelines for return to in-person	0.8 hrs.	\$180.00
05/26/2021	AIK	Draft PERB charge	0.3 hrs.	\$67.50
05/26/2021	AIK	Review/respond to emails from LD re PERB charge for return to in-person	0.5 hrs.	\$112.50
05/26/2021	AIK	Review file re return to in-person PERB charge - MOUs, CBA documents, correspondence	0.7 hrs.	\$157.50
05/26/2021	AIK	Research unilateral change case law, who to serve PERB charge on	0.6 hrs.	\$135.00
05/27/2021	LD	Review/respond to email from Prieto, send to team; respond to Alonzo email; revise and send email response to Prieto	0.5 hrs.	\$112.50
05/27/2021	AIK	Research state and local health orders for return to in-person PERB charge	0.7 hrs.	\$157.50
05/27/2021	AIK	Draft return to in-person PERB charge	0.7 hrs.	\$157.50
05/27/2021	AIK	Review/respond to emails from LD re return to in-person PERB charge	0.1 hrs.	\$22.50

Adam I. Kornetsky	4.70 hrs	225.00/hr	\$1,057.50
Lisa Demidovich	1.40 hrs	225.00/hr	\$315.00
Total fees for this matter	6.10 hrs		\$1,372.50



Chapter Chair Report for District Office

June 30, 2021

Eboard

VictorHugo Ortiz
Chapter Chair

Gloria Moreno
1st Delegate

Abraham Horowitz
2nd Delegate

Maynor Alvarez
3rd Delegate

Alfredo Melgoza
1st Alternate

Winnie Aribuabo
2nd Alternate

Patrick Reed
3rd Alternate

La Shawn Duffin
Grievance Rep.

- Eboard meetings:
 - Meeting with members
 - Meeting in consultation with Dr. Gutierrez was cancel
- Chapter meetings:
 - Prep meeting for membership meeting cancel
 - Prep meeting in consultation with Dr. Gutierrez cancel
 - Prep agenda for membership
 - Prep agenda for consultation with Dr. Gutierrez
- Consultation:
 - Consultation for the month of May points discussed:
 1. Cancel
- Membership:
 - Members where informed of the following:
 1. Budget, supplies and licensing
 2. Stipends
 3. Treasurer's Financial Statements
 - Not submitted on a timely manner
 4. Rollover of Professional Development Funds
 5. Union Credit card
 - Tabled until next Executive Board Meeting
 6. Return to Worksite MOU status
 7. Current interview Panels
 - Assistant Admin Analyst - HR
 - Assistant Admin Analyst - DO
 - DO Procurement Specialist (Contract/Purchasing)
 8. EEO Certification
 - AFT Members serving on interview panels do not need to be EEO certified at this time.
 9. JLMBC
 - CalPERS Medical Plan Changes
 - HRA spending cards - New company
 - Introduce new AFT Alternate Delegate
 10. Gift card raffle
- Members issues/updates:
- Shared Gov./Other Committees
 - TPPC Committee see attached report
- Hiring Committees
 - Assistant Admin. Analyst - HR
 - Assistant Admin. Analyst - DO
 - DO Business Procurement Specialist
- Members bulletin
 - Prepared and deliver

Chapter Chair
VictorHugo Ortiz

Special thanks to the best team at DO.

ELAC AFT 1521A Membership Report

June 1, 2021

As of June 1, 2021, all is well at ELAC.

There are no outstanding issues of any kind pending.

We will be having our monthly consultations with our new President Dr. Roman on the second Tuesday as always

We will be having our monthly Executive Board meeting on the second Wednesday of the month.

We will be having our monthly member meeting on the third Wednesday of the month.

To my knowledge there are no outstanding or pressing issues with any of our members at ELAC.



Campus Executive Board

Chapter Chair
Andy LaBrune

Site Grievance Rep.
Tim Davis

Delegates
Ken Roberts
Anthony Alvarez
Teresa Gonzalez
Nola Timms

MAT Team Lead
Marcia Webb

*

AFT Staff Guild President
Hazel Alonzo

First Vice President
JoAnn Haywood

Second Vice President
Vacant

Secretary
Yovanna Campos

Treasurer
Kristine Ayvazyan

Executive Director
Jessica Foster

Executive Secretary of Grievance
Troy Pierce

Date: June 22nd, 2021

Campus Chair: Andy LaBrune

E-Board Meeting: June 10th, 2021

President's Consultation: June 10th, 2021

Next Consultation date: June 22nd, 2021

Campus Meeting: June 29th, 2021

Unit member issues/updates:

- **President's Consultation notes:**
 - The Harbor Union Team has requested a list of the positions that will not be filled and the positions that will be available for on campus and district transfers after the SRP Exodus. Interim President Dorado promised to provide that once his team has made those determinations. This may happen later in July.
 - The LAHC Swapmeet that had been closed during the Pandemic, may be reopened next weekend, at 25% capacity, and grow or shrink in capacity depending on the Covid infection rate.
 - Dr. Dorado was supportive of an LAHC Classified Staff Training Day, possibly 2 weeks before first week of the Fall Semester. This will be planned later this summer.
 - Andy inquired about any LA County Health Dept rules and recommendations in regard to COVID-19 students, since some of our Classified Staff work in close proximity to these younger students because our campus has a High School and Child Development Center on campus. Dr. Dorado said the district hasn't released that information yet.
 - LAHC will become a vaccination site for the community from July 13th to the 22nd, on Tuesdays, Wednesdays and Thursdays. Any un-vaccinated staff or students are welcome to get vaccinated at that time.

In Strength and Unity!





Campus Executive Board

Chapter Chair
Andy LaBrune

Site Grievance Rep.
Tim Davis

Delegates
Ken Roberts
Anthony Alvarez
Teresa Gonzalez
Nola Timms

MAT Team Lead
Marcia Webb

*

AFT Staff Guild President
Hazel Alonzo

First Vice President
JoAnn Haywood

Second Vice President
Vacant

Secretary
Yovanna Campos

Treasurer
Kristine Ayvazyan

Executive Director
Jessica Foster

Executive Secretary of Grievance
Troy Pierce

• **President's Consultation, continued:**

- Andy inquired about what levels of Covid Growth would cause a shift back to Telecommuting, after the return to campus phase plan begins on July 2th. Andy said this is an important possibility, and has not been communicated by the district, and since the Delta Variant of the virus has shut down the schools in England a few days ago, and the Variant has also been spotted in nearby Long Beach, the threat of another surge is real and seems not be included in the districts recent covid information presentations.
- Dr. Dorado responded by saying that he is not having a fast return to work policy that other campus presidents may be pursuing, because of this risk, and if the covid spread does surge, reverting to telecommuting is on the table. He said that our staff that is over 60 and have health issues may be able to stay telecommuting despite the return to work plan, and this will be managed by the various Vice Presidents and Deans and Supervisors/Directors.

• **Other Campus Developments**

- In Talking with some of the Union Retirees that are leaving during the SRP, there was a suggestion to create Retiree Boxes, similar to something like a Birch Box, or a Lootcrate box, that could contain Retiree FAQ sheet or USB Drive with Retiree information, a Gold Union Watch or Challenge Coin, A Union T-Shirt, and other relevant items as suggested by the Retiree Committee/chapter.
- LAHC has 2 new Vice Presidents, Regan Romali (Admin Services) & Nicole Albo-Lopez (Student Services) and so far they seem to be doing much work to ensure the building safety for Classified staff, students and faculty. They have kept staff informed of UV sterilization, vent cleaning and other work.
-
- LAHC Union Leaders have requested using CARES/ HREF funds to hire temp Custodians and IT Staff for the Fall Semester, with the hope that the temp workers would have the possibility to get full-time positions if the Community College Funding increases in the future. The VP's and President are pursuing this, as the funding guidelines may allow it.

In Strength and Unity!

The labor movement means just this: It is the last noble protest of the American people against the power of incorporated wealth. - Wendell Phillips





Campus Executive Board

Chapter Chair
Andy LaBrune

Site Grievance Rep.
Tim Davis

Delegates
Ken Roberts
Anthony Alvarez
Teresa Gonzalez
Nola Timms

MAT Team Lead
Marcia Webb

*

AFT Staff Guild President
Hazel Alonzo

First Vice President
JoAnn Haywood

Second Vice President
Vacant

Secretary
Yovanna Campos

Treasurer
Kristine Ayvazyan

Executive Director
Jessica Foster

Executive Secretary of Grievance
Troy Pierce

• **Other Campus Issues Continued**

- The LAHC Rep for the Finance and Stipend Committee had to step down due to personal issues. LAHC Union leadership will be reviewing vacancies in campus committees and for Alternate Delegate positions due to the loss of 2 such delegates due to the SRP Exodus.
- Union Leadership has voiced concerns that the campus locksmith may get overwhelmed by requests to renew key cards, since many of the staff may have had their key cards expire while they have been gone from their office due to the stay at home orders. The VP of Admin Services said she would look into this so that the locksmith has time to prepare.
- The new VP of Admin Services revealed that there will be welcome bags full of PPE (Masks, Gloves, Face Visor, hand sanitizer) left at each classified staff work station, and a resupply stash left with the office supervisor. Staff can issue some of this equipment to students, if asked.
- Building Captains are being explored as a possible additional duty in the new revised emergency plans that are in progress by the LAHC Administration. Union Campus Leadership has suggested that such a duty come with a differential or semester stipend, as such duties are important and also carry some liability risk, as all jobs involving safety or emergency do since the work puts the worker in proximity to wounded people or dangerous situations until a first responder arrives. Administrators are still figuring out that role and how it would work.
- In the Campus Monthly Union Meeting, many staff were relieved to hear about a slower return to campus plan. Staff were also enthusiastic about the possibility put forth by Trustee Hoffman at the last Board of Trustees Meeting, in which she recommended considering a stipend of \$1,200.00 for staff that volunteers to submit proof of their full vaccination. Some staff had remarked that other methods of demanding vaccination proof may be met with lawsuits or other complications, so a voluntary stipend seemed the fastest, simplest and mutually beneficial method; it also may sway some vaccine hold-outs into getting vaccinated.
- The End.

In Strength and Unity!

The labor movement means just this: It is the last noble protest of the American people against the power of incorporated wealth. - Wendell Phillips



AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: _____

Campus: _____



Campus E-Board:

Chapter Meeting:

Consultation:

Unit member issues/updates:

Shared Governance /Other Committees:

Classified Hiring Committee

Classified Hiring:

Other:

Los Angeles Pierce College's Report

(June 9th-July 2nd, 2021)

Date: Friday, July 2nd, 2021

Interim Chapter Chair: Miguel Montanez

President Consultation

Waiting for a meeting date to be scheduled by the Executive Assistant to the Office of the President for incoming Pierce President Aracely Aguiar

Meetings

Pierce Executive Board Meeting on June 11th

Agenda Items:

1. Return to worksites MOU
2. IT MOU Status Update
3. Developing Agenda for next Chapter Meeting on June 14th
4. Chapter Chair Transition
5. New Shared Governance Committee Appointees
6. AFT 1521A Districtwide Committee Appointees

Chapter Meeting on June 14th

Agenda Items:

1. Return to worksites MOU
2. Negotiations Update
3. New HRA Card
4. TB Test Assessment
5. Summer Stretch (Classified event on June 18th)
6. General Membership Meeting (6-26-21) reminder
7. AFT 1521A Executive Board Report (6-10-21)
8. Pierce AFT 1521A Executive Board Report for 6-11-21
9. Shared Governance Committee Reports

Pierce Executive Board Meeting on June 22nd

Agenda Items:

1. Return to worksites MOU
2. Review of Pierce Campus issues:
 - Unresolved overtime pay for 4 members in Student Services since September 2020
 - Unchanged "CNSS and ACNNS" pay and classification codes
 - Member returning from FMLA
 - Member not receiving \$1000 MOU stipend

- Discussion regarding Faculty member harassment of staff
- Admissions staff working out of class and Supervisor and Registrar doing A&R Assistant work on Cranium Cafe
- CGCA's doing staff High School Outreach duties in A&R department
- Student workers performing staff duties in the Financial Aid department
- Employee working as Registration Assistant in Adult Education.
- Faculty member on Special Assignment without classified staff in the Brama Food Pantry
- Veterans Resource Center, Dream Resource Center and Peer to Peer Mentor Program with no classified staff
- Still waiting on the list of Pierce Unit 1 retirees in SRP programs previously requested

Pierce Executive Board Meeting scheduled for July 2nd

Agenda Items:

1. Return to Worksites MOU
2. Scheduling of next Chapter Meeting possibly for July 9th
3. President Consultation preparation
4. Hiring Committee Representative for Financial Aid Supervisor
5. Chapter Chair Transition
6. Classified Professional Development Funds
7. Discussion of possible Voter Tally Executive Board motion
8. Campus Issues:
 - Unresolved overtime pay for four members in Student Services since September 2020
 - Members in IT are concerned that the new job titles have not been changed in the system with the appropriate increase in pay
 - Concern about prominent Faculty member harassing Unit 1 staff
 - Will retirees from June 30th, 2021 receive perfect-attendance incentive?
 - Admissions staff working out of class and Supervisor and Registrar doing A&R Assistant work on Cranium Cafe
 - CGCA's performing staff High School Outreach in A&R
 - Student workers performing staff duties in Financial Aid
 - Employee working as Registration Assistant in Adult Education
 - Instructor on Special Assignment managing Brahma Food Pantry without staff
 - No classified staff in Veterans Resource Center, Dream Resource Center and Peer to Peer Mentor Programs
 - Request list of all vacant Unit 1 Pierce positions. Will Unit 1 retirees be replaced?

Next Chapter Meeting possibly scheduled for July 9th?

Summary of Member Issues

Four members in Student Services have not been paid overtime since September 2020. The overtime hours were supposedly entered in the payroll system on 6-11-21; but the overtime was not calculated on the 6-30-21 payroll.

Member in IT department has submitted a formal incident report to the union office stating that the new pay and class codes for both the formerly known job titles of Assistant Computer and Network Support Specialists (ACNNS) and Computer and Network Support Specialist (CNSS) have not been updated on the pay stubs.

Staff query: Will June 30th, 2021, retirees (who qualify) receive the perfect attendance incentive for 2020-2021 fiscal year. Note: the perfect attendance payout always occurs at the end of 03 pay period (September 30th).

A member who had not received the \$1000 Covid-19 Stipend on the 5-31-21 and 6-15-21 pay cycle received it on 6-18-21 off cycle payroll run after bringing it to the attention of the union.

It was suggested by the AFT 1521A Grievance Secretary that members who have witnessed unprofessional conduct by a prominent faculty member submit an AFT 1521A incident form for review and then it will be determined if this warrants a 3E Harassment-Non-Sexual form.

Union Updates

Grievance Representative Lupita Narkevicius will be away from work from June 26th to July 18th. She returns on July 19th. In the meantime, First Delegate John Millhone will assist Interim Chapter Chair Miguel Montanez with grievance responsibilities.

Pierce Updates

Chancellor Francisco Rodriguez sent out an email on June 24th, 2021, stating that effective immediately that Aracely Aguiar is the Acting President for Pierce College, until she begins her formal role as the Interim President from July 1, 2021, to June 30, 2022.

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: June 29, 2021

Campus: LASC



Campus E-Board:

June 16, 2021

Chapter Meeting:

June 23, 2021

Emergency Members Meeting June 30, 2021 to discuss MOU w/Yovanna Campos

Consultation:

Consultation canceled due to President's vacation

Unit member issues/updates:

Members anxious RE: return to campus date/MOU - fear of infecting their young kids (under 12) if they have to come to work.

President attempted to make classified return to campus on June 15th. She has said the District helped her craft the email she sent out to campus- As she understood it classified were to return on 6/15/21. Employee being bullied by another 1521A member.

Shared Governance /Other Committees:

No shared governance committees met due to summer session

Classified Hiring Committee

Accounting Tech for Financial Aid

Classified Hiring:

None

Other:

VP of Admin and the Assoc VP of Admin are both retiring.

AFT Staff Guild Officers

President Suleman Ishaque | First Vice President: Hazel Alonzo | Second Vice President: Jo-Ann Haywood
Secretary: Luz Nunez | Treasurer: Kristine Ayvazyan
Executive Secretary: Steven Butcher
Grievance Secretary: Troy Pierce

June 2021 - West Chapter Report

Jesse Saucedo, Chapter Chair

Chapter Meeting

A chapter meeting was held on June 16, 2021, in which reports from respective campus committee representatives were presented to over 40 members. The Chairs report (please see appended meeting agenda). A secondary chapter meeting was held on June 30th with sole agenda item: Return to In-Person MOU.

Consultation - College President

The monthly president's consultation occurred on June 28, 2021, wherein a request for HVAC duct cleaning status was broached.

Unit Member Issues/Updates

- IT members who recently underwent reclassification and job titles change have yet to have job codes switched to reflect proper compensation.
- Working with Grievance Rep and Grievance Secretary to support member on PAL.

Shared Governance/Other Committees

College Council introduction and the start of Racial Equity Taskforce, charged with identifying, evaluating and recommending actions to implement LACCD's Framework for Social and Racial Justice. Membership to include one (1) representative from Staff unions.

Hirings

- Vice President, Academic Affairs: Search completed
- Two (2) Senior Administrative Assistant: Search completed

Other

On June 17th West Los Angeles College held a Town Hall with guest Deputy Chancellor Dr. Melinda Nish to discuss the status of the District initiatives related to the pandemic.

Chapter Meeting

June 16, 2021 | 12:30 p.m. | via Zoom

AGENDA

1. **Welcome & Introductions**
2. **Chapter Chair's Report**, (J. Saucedo)
 - a. Staff Guild Executive Board
 - i. Catastrophic Leave Bank
 - ii. New Flexible Spending Account ([FSA](#)) Administrator
 - iii. EEO Training Requirements
 - iv. TB Testing
 - v. Return to worksite MOU
 - b. Re-Engagement
3. **CBA Negotiations Update**, Dr. Marylin Ingram
4. **Committee Reports:**
 - **Budget**, Carlos Flores/ Manuel Hakim
 - **College Council**, Dr. Nune Mikayelyan
 - **Enrollment Management**, Dr. Marylin Ingram/ Guadalupe Martinez
 - **Planning & Institutional Effectiveness**, Elyse Webb-Wilson/ Allison Rowland
 - **Technolog**, Alex Chen/ Laurent Phung
 - **Work Environment**, Cha-Zette Smith
5. **Announcements**
 - Monday, 6/28 - College President Consultation
 - Wednesday, 6/30 - Personal Absence Leave (PAL) Day FY 20-21 Expires
 - Wednesday, 7/07 - LACCD Board of Trustees Meeting

AFT College Staff Guild, Local 1521A

Officer's Report – First Vice President

For July 8, 2021 – Executive Board Meeting



Staff Guild Officers:

AFT Staff Guild President

Hazel Alonzo

First Vice President

Jo-Ann Haywood

Second Vice President

Vacant

Int. Recording Secretary

Yovanna Campos

Treasurer

Kristine Ayvazyan

Grievance Secretary

Troy Pierce

Int. Executive Secretary

Jessica Foster

Staff Guild CFT Field Rep

Ahrien Johnson

Chapters & Chairs:

City College

Natalie Embrey

District Office

Victor Hugo Ortiz

East LA College

Rowena Smith-Kersaint

Harbor College

Andy Labruno

Mission College

Tara Ward-Thompson

Pierce College

Miguel Montanez, Interim

Southwest College

Cassandra Walker

Trade Tech College

Lori Hunter

Valley College

Jonathon Hooker

West LA College

Jesse Saucedo

June 1st / June 4th – Negotiations Committee

Review of requested information for district to help us in our analysis and proposal planning.

June 2nd

- East LA College Chapter Meeting
- Jack Kent Cooke Scholarships, were issued to four LACCD students. The scholarship was awarded to 70 students nationwide, 20 from California and four (4) of the twenty went to LACCD.
- New Student Trustee Coraima Martinez took her Oath of Office.
- It was mentioned, we were graduating over 30,000 students spring.
- Board of Trustees – There were reports from Standing and Special Committees. Resolutions for the following was presented: Condemning the Rise of Hate Crimes against the Jewish community. Celebration of Juneteenth Independence Day. LGBTQIA+ Pride Month and Reaffirming the support for the LACCD Framework for Racial Equity and Social Diversity, Equity and Inclusion.
- Chancellor gave an update on COVID-19, see district website. He also recognized the retirees that would be leaving at the end of the fiscal year
- Click this link for the Quarterly Financial Status Report.

June 3rd

- Union Day, LATTC
- Officer's Meeting
- IT Meeting – MOU, to determine how we should move forward to finality.

June 4th – Negotiations, see newsletter for update.

June 7th – Finance Committee Meeting – See finance report for details.

June 8th

- Union Day – District Office
- JLMBC – Health Benefits Open Enrollment takes place 9/20/21 to 10/15/21. Be prepared so you can make the best choices for yourself and your dependents! The Open Enrollment Checklist will help you prepare for this important event, which is 100% virtual this year due to our ongoing public health crisis. Verify and Update Current Health Plan Selection and Enrollments
 1. Logon to PERS, review current selections, addresses and dependents. Log in or create an account here:

<https://my.calpers.ca.gov/web/ept/public/systemaccess/eptLogin.html> Select "Health" tab and then "Health Plan Summary"

AFT College Staff Guild, Local 1521A

Officer's Report – First Vice President



Staff Guild Officers:

AFT Staff Guild President
Hazel Alonzo

First Vice President
Jo-Ann Haywood

Second Vice President
Vacant

Int. Recording Secretary
Yovanna Campos

Treasurer
Kristine Ayvazyan

Grievance Secretary
Troy Pierce

Int. Executive Secretary
Jessica Foster

Staff Guild CFT Field Rep
Ahrien Johnson

Chapters & Chairs:

City College
Natalie Embrey

District Office
Victor Hugo Ortiz

East LA College
Rowena Smith-Kersaint

Harbor College
Andy Labrune

Mission College
Tara Ward-Thompson

Pierce College
Miguel Montanez, Interim

Southwest College
Cassandra Walker

Trade Tech College
Lori Hunter

Valley College
Jonathon Hooker

West LA College
Jesse Saucedo

2. View link to PERS plans and review plans, updates and changes. Click here: <https://www.calpers.ca.gov/page/active-members/health-benefits/plans-and-rates>

3. Log into the District portal and update important information such as your warrant address and emergency contacts. Log in here: <https://myportal.laccd.edu>

You should receive your new HRA Card for our new vendor around mid-July.

June 9th

- Consultation
 - Catastrophic Leave Bank is set up and ready for you to make your donations of illness and or vacation hour.
 - We are continuing to follow-up on tuition reimbursement requests
 - IT reclassification compensation
 - Return to Worksite MOU negotiation
 - Back fill vacant positions from SRP, its impact on our unit.
- Personnel Commission Meeting
- Negotiations Committee, See newsletter for details

June 10th

- District COVID-19 Response Update, what to do as the city and state starts relaxing safety protocol.
- Executive Board Meeting

June 11th & June 15th Negotiations Committee, See newsletter for details

June 14th – Worksite Return to Work Meeting – MOU negotiations update.

June 16th

Legislative and Public Affairs Committee
Officer's Meeting
Board of Trustees Meeting

June 21st

Building Meeting
Finance Meeting

June 22nd – Negotiations Team Meeting

June 24th

COVID-19 Response Update
Return to Work Meeting

In Service, Strength & Unity!

Jo-Ann Haywood, 1st VP
AFT Staff Guild 1521A

June 25th RET (PERB Mediation)

June 26th – Membership Meeting

June 28th – Return to Work,
LACCD

June 30th

WLAC – Chapter Meeting

ELAC – Chapter Meeting

LACC – Chapter Meeting

AFT College Staff Guild, Los Angeles

Local 1521A, American Federation of Teachers, AFL-CIO / 3356 Barham Blvd. / Los Angeles, CA 90068 / (323) 851-1521 / FAX: (323) 851-8572

Troy L. Pierce, Grievance Secretary
AFT Staff Guild, Local 1521A
3356 Barham Boulevard
Los Angeles, CA 90068

Grievance Secretary Report July 8, 2021

7/8/2021

To briefly, yet efficiently, provide information and updates on issues that have been processed or are ongoing within our Guild and relating to Unit 1 Members.

Since my last report I have been working with members, officers, chapter chairs and grievance reps to resolve potential contract violations and member complaints.

Sheriff's Oversight Committee interview with Hillard/Heintze; security assessment, let know 1521A Members currently work in LASD Offices.

Arbitration prep and follow-up for and with member.

RTW (Return to Work) MOU work. Research of pertinent Health and Safety protocols.

Issues with employees being asked to do more work and taking on other responsibilities. Asking all to fill out TWOC (Temporary Work Out of Classification) Forms. With SRP's, this will be what has to be paid attention to.

Working with members on P.A.L. (Paid Administrative Leave), important to keep District up to date on contact information, and to keep representatives apprised of any and all correspondence.

Attend Membership Meeting virtually.

GrievTrack updates; we have lost two (2) grievance representatives to retirement, and one (1) has stepped down.

Attend Executive Board Meeting, as well as Officers/Chapter Chairs Meeting.
Attended negotiations session(s), as well as attend Officer's Meeting.

Field many queries on Covid-19 Pandemic updates and return to work.

Attempt to assist member with extension of resignation from June to December; administration held on to "irrevocable", and would not allow extension.

Attend PERB Mediation.

Report submitted, although brief, conveys a snapshot of the month. If any questions or concerns, contact me.
Fraternally,

Troy L. Pierce





July 8, 2021

Jessica Foster, Interim Executive Director

Membership

Membership as of the end of May 2021:

	Total Number of Members	Total Number of Bargaining Unit Members	Percentage Membership
Total	1173	1438	81.5%
City	137	159	86.1%
District	106	161	65.8%
East	236	271	87.0%
Harbor	70	78	89.7%
Mission	78	97	80.4%
Pierce	149	177	84.1%
Southwest	56	78	71.7%
Trade	109	140	77.8%
Valley	131	157	83.4%
West	101	120	84.1%

There were three new members and one opt-out request in the month of June. There are 77 members who have retired as of June 30.

We are currently working with the District to ensure that we receive monthly bargaining unit and membership reports in a timely manner. The district is currently re-assigning this task which was part of President Alonzo's duties prior to full-time release from the district office; waiting for the district to re-assign this work has caused a delay in receiving reports in the last several months.

Membership Meeting

We held a general membership meeting on June 26th. Since the meeting agenda included a membership vote to accept the 2021-2022 budget we required a zoom pre-registration system for the meeting. Every participant was required to register in advance, each person's membership status was verified before registration was approved and a link to join was sent to those registered and that list was used to verify participants prior to be admitted from the waiting room. In addition,

the list of guests, namely Ahrien Johnson, CFT Representative, several leaders of the retiree chapter and me were given to the Interim Recording Secretary in advance of the meeting to ensure that no votes from the guests would be tallied during the meeting.

If non-member attempted to register they were not granted approval and were sent an email from Troy Pierce, Grievance Secretary inviting them to become a union member. One person joined the union as a result of these efforts.

Overall we had 383 registrations, 365 which were approved and at the height of the meeting over 200 participants in the meeting.

Staff Guild Office Return to Work

Staff at the guild office returned to on-site work starting at half-time on site starting June 1st and full-time on site effective June 15th. In preparation for return to on-site work, we met with the Guild staff on three separate occasions to evaluate any concerns and needs related to the return to on-site work.

The Guild office has been outfitted with a plexiglass divider at the front reception area, touch less hand sanitizer stations in areas of high traffic and touch less soap dispensers in the restrooms. In addition, masks and cleaning wipes are available for staff and visitors. We are also coordinating with the Faculty Guild to have the building's air ducts cleaned and filters replaced.

We have instituted a number of protocols for the office in accordance with the latest CalOSHA standards. For any Executive Board members, members and visitors that do not regularly work in the guild office a face mask is required to be worn while inside the office and anyone desiring to use the guild office for a meeting must first get approval from the Interim Executive Director.

Office Operations

Since late May, I have been working the Officers and Guild staff to understand the current workflow of the office staff, responsibilities and duties of each staff member, existing procedures and policies and general operations in the office.

Staff meetings are now held on a regular fortnightly basis with the guild staff.

As a result of these discussions, evaluation of current procedures and processes and working from the office, we have identified a number of areas where we need to create and/or define processes in the office. We have already instituted some new procedures including creating an inventory list for all office equipment, requiring weekly staff timesheets, and identified staff training needs. We will continue to create policies that will ensure efficient and productive office operations over the coming months.

Activities Coordinator's Report – June 2021

Left message for Larry Barragan regarding LA/Long Beach Harbor Labor Coalition Labor Day event. Call has not been returned.

Received a "Save the Date" email from the Los Angeles Labor Federation regarding the 2022 MLK Breakfast to be held on Saturday, January 15th (attached)

Attended the June 21st LA Fed monthly delegate's meeting. After a couple of year's hiatus, the Los Angeles Dodgers will be holding a "Union Night" on Friday August 20, 2021 at their game against the New York Mets (flyer attached).

Respectfully submitted,

Michael A. Romo
Activities Coordinator

AUGUST 20

2021

Labor 411. 
Presented by:
**Union Night at
Dodger Stadium**

 Join us as the World Champion Dodgers
face the New York Mets 



SAVE THE DATE

When: Friday, August 20 at 7:10 pm

Enjoy Post-Game Friday Night Fireworks!

Groups that buy 50 or more tickets will be honored on the field.

To buy tickets:

To buy tickets, call Jackson Soldana (323) 224-1250.
Jackson50@ladodgers.com

Tickets start at \$49
and include a special
limited edition Union
Night T-Shirt



Labor 411



To buy tickets, contact Jackson Soldana, (323) 224-1250

IT'S NEVER TOO EARLY TO...

SAVE THE DATE

SATURDAY, JANUARY 15, 2022



The Los Angeles
County Federation
of Labor

Celebrating Women
in the Struggle for
Social and Economic
Justice in America.

MLK DAY 20 22



It all started
on a bus...

thelafed.org



AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: _____

Campus: _____



Campus E-Board:

Chapter Meeting:

Consultation:

Unit member issues/updates:

Shared Governance /Other Committees:

Classified Hiring Committee

Classified Hiring:

Other:
