



EXECUTIVE BOARD AGENDA

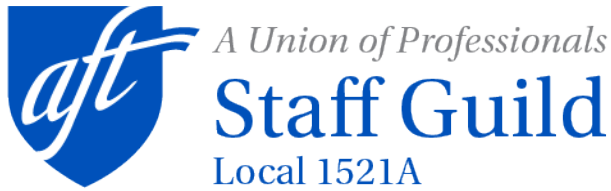
Thursday, February 8, 2024
3:00pm – 6:00pm
LASC SOCTE Building, MPR / Zoom

- I. Call to Order (5 minutes)
- II. Flag Salute (2 minutes)
- III. Meeting Protocols (5 minutes)
- IV. Approval of Agenda (2 minutes)
- V. Approval of Minutes from January 18, 2024, meeting (3 minutes)
- VI. Action Items (45 minutes)
 - a. Legal Bill
 - b. Profit/Loss Statement
 - c. Proposed Budget
 - d. Academic Senate Proposed Bill
 - e. Stipend Committee Recommendation
- VII. Chapter Reports (20 minutes)

<input type="checkbox"/> City	<input checked="" type="checkbox"/> District Office	<input type="checkbox"/> East	<input type="checkbox"/> Harbor	<input type="checkbox"/> Mission
<input checked="" type="checkbox"/> Pierce	<input checked="" type="checkbox"/> Southwest	<input type="checkbox"/> Trade-Tech	<input type="checkbox"/> Valley	<input type="checkbox"/> West
				<input type="checkbox"/> Retirees
- VIII. Executive Director/Monitor Report (60 minutes)
 - a. District Consultation
 - b. PC Consultation
 - c. BOT
 - d. JLMBC
 - e. Additional Comments
 - i. Negotiations
 - ii. OIT Update
 - iii. March on March (March 7, 2024)
 - iv. CFT March Summit (March 14-16, 2024)
 - v. Classified Day of Action (May 21, 2024)
- IX. Officer Reports (10 minutes)
 - a. President
 - b. 1st Vice President
 - c. 2nd Vice President
 - d. Treasurer
 - e. Recording Secretary
 - f. Grievance Secretary

- X. Committee Reports (10 minutes)
 - a. COPE: Julio Ortiz, Political Coordinator
 - b. EEO: Cassaundra Walker
 - c. Elections: Mark Bergquist
- XI Conference/Convention/Training Reports (10 minutes)
- XII Affiliate Reports (5 minutes)
 - d. LA County Federation Labor Delegate – Dionne Morrissette
 - e. Activities Coordinator – Chad Baugher
- XIII New Business (10 minutes)
 - f. March General Membership Meeting
 - g. March E-Board meeting date change
- XIV Adjournment

Next Executive Board Meeting: March 14, 2024, Trade-Tech. College



E-Board Meeting Minutes

Date: January 18, 2024

Time: 3:00pm

In Attendance via Zoom

Executive Director/Monitor: Luukia Smith

Advisors: Andrea Edwards

City: Caridad Ahorro, Jasminee Haywood-Daley, Aldie Paz, Edith Villavicencio

District: Hazel Alonzo, Kimberly Davillier, LaShawn Duffin, Gloria Moreno

East: Alejandro de la Parra, Jennifer Estrada, Josue Ramirez, Rowena Smith-Kersaint, Rosalba Villalobos, Promise Williams, Lynn Wood

Harbor: Anthony Alvarez, Andy LaBrune, Ken Roberts

Mission: Christine Dagdagan, Veronica Enriquez, Susan Ghirardelli, Michael Griggs, Ana Iniguez, Jena Sovereign

Pierce: Carlos Flores, Lupita Narkevicius

Southwest: Shauna Carter, Safir Larios-Ramirez, Ruben Villanueva, Cassaundra Walker

Trade: Monica Castillo, Lori Hunter, Jose Rosas, Kookie Williams

Valley: Nino Shtromberg, Alicen Vera

West: Marilyn Ingram, Cha-Zette Smith, Tamara Washington

Retirees: Mike Romo

Guests: Mark Bergquist, Jo-Ann Haywood, Perry Jhang

Executive Board Action

Call to order at 3:06pm

Sean McDonald would like to move up important items higher on the agenda per the meeting protocols

- IV. Approval of agenda **M/S/P** Michael Griggs and Jennifer Estrada
- V. Approval of minutes from November 9, 2023 meeting **M/S/P** Michael Griggs and Sean McDonald; approval of minutes from November 28, 2023 meeting **M/S/P** Michael Griggs and Aleta Campbell; approval of minutes from December 14, 2023 meeting **M/S/P** Michael Griggs and Cassandra Walker
- VI. Action Items
 - a. Legal Bill **M/S/P** Michael Griggs and Lupita Narkevicius
 - b. Profit/Loss Statement **M/S/P** Michael Griggs and Cassandra Walker
 - c. March on March (3/7/24)
 - i. Motion to contribute \$1,200 to the March on March event on March 7th to become a sponsor **M/S/P** Yovanna Campos and Michael Griggs
 - ii. Motion to approve 30 members based on availability/interest **M/S/P** Chad Baugher and Teresa Dunham-Frost
 - d. CFT March Summit (3/14/24 – 3/16/24)
 - i. Motion to send 10 members **M/S/P** Yovanna Campos and Teresa Dunham-Frost; an email will be sent to the membership via Constant Contact for interest, if more than 10 people are interested, a lottery will be conducted
 - e. *Closed Session Item*
 - i. Motion to enter closed session **M/S/P** Michael Griggs and Aleta Campbell
 - ii. Pay \$10,000 or move to summary, no more offers **M/S/P** Sean McDonald and Susan Ghirardelli
 - iii. Motion to come out of closed session **M/S/P** Aleta Campbell and Sean McDonald
- VII. Chapter Reports
 - a. City – pending, Harbor – pending, Valley – pending, Retirees – unknown
- VIII. Executive Director/Monitor Report
 - a. District Consultation – tuition reimbursement application issues
 - b. PC Consultation – Pierce pool is still open, lifeguards are still needed, HR and PC need to talk; request for tuition reimbursement numbers/status; OIT pilot program, no union conversation, meeting on January 23rd; status of Admin Interns, Training Manager has been hired; PC Rules training, reclassifications; classified employee received notice of outstanding work performance
 - c. BOT meeting is recorded
 - d. JLMBC – leaflet for retirement
 - e. Additional Comments
 - i. Negotiations – don't expect a newsletter after every meeting; we are not the last ones at the table
 - ii. Classified Day of Action (May 21, 2024) – will have an opportunity to speak to legislators to educate about classified staff
 - iii. AFT PSRP Conference (April 19-21, 2024) – no PSRP conference this year, there is a PSRP leadership conference instead

- IX. Officer Reports
 - a. President – report is late
 - b. 1st Vice President – report submitted
 - c. 2nd Vice President – report submitted
 - d. Treasurer – report submitted
 - e. Recording Secretary – PC liaison and tuition reimbursement; contact for any issues
 - f. Grievance Secretary – report submitted
- X. Committee Reports
 - a. COPE – report submitted
 - b. EEO – no meeting last month
 - c. Elections – waiting on AFT for decision; AFT Convention delegates for July; executive board elections in 2025; CFT Convention delegates in 2025
- XI. Conference/Convention/Training Reports
 - a. Labor Law and Labor Arbitration – Chad has extra books and materials from training
- XII. Affiliate Reports
 - a. LA County Federation Labor Delegate – report submitted; Labor Fed pre-convention report included; CDT sponsored bills; labor friendly legislators; Measure H needs signatures to get on ballot
 - i. MLK Breakfast – our local was confused with faculty union
 - b. Activities Coordinator – nothing at this time
- XIII. New Business
 - a. March General Membership Meeting – March 9th hybrid modality; 10am – 12pm; on a campus? Save money for June meeting; ELAC MPR/auditorium? Union halls? June meeting will have budget approval

Motion to adjourn **M/S/P** Chad Baugher and Michael Griggs

Meeting adjourned at 5:36pm

Next meeting: February 8, 2024 Location LASC

Minutes submitted by Yovanna Campos, Recording Secretary

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

January 16, 2024

Invoice# 108031

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

Billed through December 31, 2023
Our file # 11521 01000 ED

Attn: Andrea Edwards, President, aedwards@aft1521a.org

cc: Troy Pierce, tpierce@aft1521a.org
Martha Figueroa, mfigueroa@cft.org
Luukia Smith, lsmith@cft.org

VIA EMAIL

Balance forward as of bill dated December 19, 2023	\$9,500.00
Payment(s)--last payment deposited January 10, 2024	\$9,500.00
Net balance forward	<u>\$0.00</u>

BILLING SUMMARY

Total fees	\$7,425.00
Total costs	\$18.54
Total charges for this bill	<u>\$7,443.54</u>
Total balance now due	<u><u>\$7,443.54</u></u>

RE: RETAINER (\$750.00/month)

Matter 01000

FEES

12/14/2023	ED	Meeting - Board meeting	3.5 hrs.	
12/26/2023	ED	Review and respond to email from L. Smith re Butler attorney and T. Davis	0.3 hrs.	
	Erica Deutsch		<u>3.80 hrs</u>	
	Total fees for this matter		3.80 hrs	<u>\$750.00</u>

RE: BUTLER DLSE CLAIM

Matter 29005

FEES

12/03/2023	ED	Prepare outline of tasks for prep; email to S. Butcher regarding being a witness	1.0 hrs.	\$250.00
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12/04/2023	ED	Review subpoena for documents to LACCD and edit	1.0 hrs.	\$250.00	
12/04/2023	VCW	Draft notice of deposition; research subpoena for business records; draft subpoena for business records; research SDT; phone with SEN re admissibility of evidence in Superior Court hearing	3.5 hrs.	\$875.00	
12/04/2023	SEN	Research Berman case appeal SOR, relevancy and hearsay admissibility in limited civil case	3.4 hrs.	\$850.00	
12/05/2023	ED	Draft email to counsel re discovery, stipulation, and settlement	1.1 hrs.	\$275.00	
12/05/2023	VCW	Review email from C. Missaskian re deposition; draft email to ED re deposition dates	0.3 hrs.	\$75.00	
12/05/2023	SEN	Research wage and hour claims; review notes and draft summary of research to VCW	3.4 hrs.	\$850.00	
12/11/2023	VCW	Draft email to ED re deposition dates	0.3 hrs.	\$75.00	
12/12/2023	VCW	Review and revise draft SDT to LACCD based on feedback from ED	0.5 hrs.	\$125.00	
12/13/2023	ED	Review and revise third party subpoena to the District	0.2 hrs.	\$50.00	
12/14/2023	VCW	Update draft SDT to LACCD based on additional feedback from ED; draft email to C. Missakian re deposition dates; review file for labor commissioner exhibits and transcript; draft email to KA and ED re locating these materials	1.4 hrs.	\$350.00	
12/14/2023	KA	Emails with VCW re hearing documents	0.2 hrs.	\$50.00	
12/18/2023	ED	Review and edit proposed stipulation	2.2 hrs.	\$550.00	
12/18/2023	VCW	Review prior case filings, documents, exhibits; draft factual stipulations; finalize and serve SDT on Butler in advance of serving on LACCD; retrieve hearing audio; begin listening to trial audio; draft email to C. Missakian requesting future electronic service and conveying copy of served documents	3.7 hrs.	\$925.00	
12/19/2023	VCW	Draft email to C. Missakian re deposition dates; review response from C. Missakian re same	0.3 hrs.	\$75.00	
12/20/2023	ED	Draft email to opposing counsel re draft stipulation	0.3 hrs.	\$75.00	
12/20/2023	VCW	Draft email to C. Missakian re deposition dates and settlement response; review and respond to emails from C. Missakian and ED	0.5 hrs.	\$125.00	
12/21/2023	VCW	Review and revise factual stipulations based on feedback from ED; review hearing audio to update factual stipulations	2.5 hrs.	\$625.00	
12/22/2023	VCW	Prepare LACCD for service on LACCD for 12/26	0.4 hrs.	\$100.00	
12/29/2023	VCW	Review final POS for SDT served 12/26; draft email to ED re factual stipulations	0.2 hrs.	\$50.00	
	Erica Deutsch		5.80 hrs	250.00/hr	\$1,450.00
	Kathy Amiliategui		0.20 hrs	250.00/hr	\$50.00
	Sophia E. Newman		6.80 hrs	250.00/hr	\$1,700.00
	Vanessa C. Wright		13.60 hrs	250.00/hr	\$3,400.00
	Total fees for this matter		26.40 hrs		\$6,600.00

COSTS

12/31/2023	Postage				\$1.74
12/31/2023	Printing				\$5.60
	Total costs for this matter				\$7.34

RE: BUTLER AFT LITIGATION SUBPOENA

Matter 33005

FEES

12/05/2023	ED	Review and respond to email from Butler counsel re settlement	0.3 hrs.	\$75.00
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Erica Deutsch	<u>0.30 hrs</u>	250.00/hr	<u>\$75.00</u>
Total fees for this matter	0.30 hrs		\$75.00

COSTS

12/19/2023	Miscellaneous court costs - (Visa) Superior Court of LA 11/6/23		\$11.20
	Total costs for this matter		<u>\$11.20</u>

AFT College Staff Guild
Profit & Loss Budget vs. Actual
 July 2023 through January 2024

	Jul '23 - Jan 24	Budget	\$ Over Budget
Income			
4005 · Dues	809,597.99	1,485,581.45	-675,983.46
4105 · Affiliate Funding	0.00	102,663.92	-102,663.92
4755 · Retiree Dues	0.00	1,000.00	-1,000.00
49900 · Uncategorized Income	0.00	0.00	0.00
Total Income	809,597.99	1,589,245.37	-779,647.38
Gross Profit	809,597.99	1,589,245.37	-779,647.38
Expense			
Building Expense			
5007 · Refurbishment	0.00	0.00	0.00
5405 · Custodial	0.00	5,550.00	-5,550.00
5415 · Prop Insurance	0.00	2,700.00	-2,700.00
5430 · Repairs	0.00	2,000.00	-2,000.00
5435 · Security	0.00	1,800.00	-1,800.00
5440 · Trash Collection	0.00	1,800.00	-1,800.00
5445 · Utilities	0.00	3,000.00	-3,000.00
5446 · gardening	0.00	400.00	-400.00
5447 · Pest Control	0.00	400.00	-400.00
5448 · Occupancy	0.00	10,000.00	-10,000.00
Total Building Expense	0.00	27,650.00	-27,650.00
Operational			
5005 · Equipment	3,244.20	12,000.00	-8,755.80
5010 · Postage	0.00	7,100.00	-7,100.00
5015 · Printing	0.00	10,000.00	-10,000.00
5020 · Building Supplies	334.99	6,000.00	-5,665.01
5021 · Office Supplies	2,437.66	10,000.00	-7,562.34
5025 · Telephone	1,531.43	5,500.00	-3,968.57
5174 · Staff Equipment	2,839.53	10,000.00	-7,160.47
Total Operational	10,387.81	60,600.00	-50,212.19
Organizational			
5105 · Subtotal Chapters			
5105.1 · City	270.96	3,250.00	-2,979.04
5105.10 · West	453.86	1,875.00	-1,421.14
5105.2 · District	0.00	2,370.00	-2,370.00
5105.3 · East	0.00	5,675.00	-5,675.00
5105.4 · Harbor	0.00	1,550.00	-1,550.00
5105.5 · Mission	0.00	1,675.00	-1,675.00
5105.6 · Pierce	296.68	3,100.00	-2,803.32
5105.7 · Southwest	773.56	1,225.00	-451.44

AFT College Staff Guild
Profit & Loss Budget vs. Actual
July 2023 through January 2024

	Jul '23 - Jan 24	Budget	\$ Over Budget
5105.8 · TradeTech	0.00	2,800.00	-2,800.00
5105.9 · Valley	220.50	3,000.00	-2,779.50
Total 5105 · Subtotal Chapters	2,015.56	26,520.00	-24,504.44
5106 · Holliday Chapter Meeting			
5106.1 · City	0.00	1,950.00	-1,950.00
5106.10 · West	0.00	1,125.00	-1,125.00
5106.2 · District	0.00	1,425.00	-1,425.00
5106.3 · East	380.10	3,405.00	-3,024.90
5106.4 · Harbor	0.00	930.00	-930.00
5106.5 · Mission	0.00	1,005.00	-1,005.00
5106.6 · Pierce	2,574.99	1,860.00	714.99
5106.7 · Southwest	795.00	735.00	60.00
5106.8 · TradeTech	1,866.08	1,680.00	186.08
5106.9 · Valley	0.00	1,800.00	-1,800.00
Total 5106 · Holliday Chapter Meeting	5,616.17	15,915.00	-10,298.83
5110 · Conventions	1,067.67	70,000.00	-68,932.33
5111 · Conferences	14,327.09	70,000.00	-55,672.91
5115 · Good & Welfare	2,886.93	30,000.00	-27,113.07
5125 · Meetings/Representation	4,156.78	50,000.00	-45,843.22
5135 · Union Elections	12,884.40	15,000.00	-2,115.60
5140 · Dues & Subs	567.00	3,500.00	-2,933.00
5155 · Negotiations Fund	279.52	5,000.00	-4,720.48
5172 · Leadership Training	11,873.30	40,000.00	-28,126.70
5223 · Retiree Organizational	0.00	3,000.00	-3,000.00
Total Organizational	55,674.42	328,935.00	-273,260.58
Per Capitas			
5205 · AFT	59,232.88	141,996.36	-82,763.48
5210 · CFL	4,072.60	9,702.00	-5,629.40
5215 · CFT	141,439.31	334,266.72	-192,827.41
5216 · AD&D Insurance	0.00	2,600.00	-2,600.00
5220 · LACFL	4,390.52	11,000.00	-6,609.48
Total Per Capitas	209,135.31	499,565.08	-290,429.77

AFT College Staff Guild
Profit & Loss Budget vs. Actual
 July 2023 through January 2024

	Jul '23 - Jan 24	Budget	\$ Over Budget
Personnel			
5305 · Salaries	105,696.14	210,962.00	-105,265.86
5306 · Stipends	20,903.00	30,000.00	-9,097.00
5355 · Payroll Taxes	33,758.92	77,821.00	-44,062.08
5360 · Workers Compensation	20,207.68	3,500.00	16,707.68
5365 · Employee Benefits	61,263.42	115,000.00	-53,736.58
5370 · Employee Expenses	0.00	500.00	-500.00
5375 · Mileage	2,961.64	10,000.00	-7,038.36
Total Personnel	244,790.80	447,783.00	-202,992.20
Service Charge	0.00	0.00	0.00
Services			
5505 · Accounting	0.00	20,000.00	-20,000.00
5515 · Legal	77,761.00	80,000.00	-2,239.00
5525 · Outside Audit	15,000.00	20,000.00	-5,000.00
Total Services	92,761.00	120,000.00	-27,239.00
66000 · Payroll Expenses	2,858.00	5,000.00	-2,142.00
Total Expense	615,607.34	1,489,533.08	-873,925.74
Net Income	193,990.65	99,712.29	94,278.36

Sec. 1 Education Code Section 88076 is amended to read:

88076 (a) The commission shall classify all employees and positions within the jurisdiction of the governing board of the community college district or of the commission, except those that are exempt from the classified service, as specified in subdivision (b). The employees and positions shall be known as the classified service. "To classify" shall include, but not be limited to, allocating positions to appropriate classes, arranging classes into occupational hierarchies, determining reasonable relationships within occupational hierarchies, and preparing written class specifications.

(b) The following positions and employees are exempt from the classified service:

(1) Academic positions.

(2) Full-time students employed part time.

(3) (A) Part-time students employed part time in a college work-study program or in a work experience education program conducted by a community college that is financed by state or federal funds.

(B) Part-time students employed part time as student-tutors by their community college district of enrollment.

(4) Apprentice positions.

(5) Positions established for the employment of professional experts on a temporary basis for a specific project by the governing board of a community college district or by the commission when so designated by the commission.

(c) Employment of either full-time or part-time students in a college work-study program or in a work experience education program shall not result in the displacement of classified personnel or impair existing contracts for services.

(d) Nothing in this section shall prevent an employee, who has attained regular status in a full-time position, from taking a voluntary reduction in time and retaining his or her regular status under the provisions of this law.

(e) A person whose contribution consists solely in the rendition of individual personal services and whose employment does not come within the scope of the exceptions listed above shall not be employed outside the classified service.

(f) A part-time position is one for which the assigned time, when computed on an hourly, daily, weekly, or monthly basis, is less than 87¹/₂ percent of the normally assigned time of the majority of employees in the classified service.

(g) An employee employed by a community college district in a part-time playground position as of the effective date of the laws placing part-time playground positions into the classified service shall be deemed a permanent employee of the community college district without placement on an eligibility list under Section 88091 or examination under Section 88092.
(Amended by Stats. 2018, Ch. 488, Sec. 3. (AB 2160) Effective January 1, 2019.)



**Gloria Moreno, Chapter Chair | LaShawn Duffin, Delegate
Olga Hernandez, Delegate | Hazel Alonzo, Alternate Delegate |
Kimberly Davillier, Grievance Representative**

Chapter Report January 2024

Chapter Executive Board

Chapter Executive Board Team Meeting and Lunch – Wednesday, 01/24/2024

Attendees: Gloria Moreno – Chapter Chair, La Shawn Duffin – Delegate, Olga Hernandez – Delegate, Hazel Alonzo – Alternate Delegate.

Chapter Meeting

Chapter Member Meeting – No Chapter Meeting for January 2024

Consultations

- **PC Consultation Meeting – Meetings are held every 6 weeks**
No meeting scheduled this month.
- **DO HR Consultation Meeting – Thursday, 01/18/2024 @ 9:30 am**
No meeting – No agenda items.

Unit Member Issues/Inquiries

- Negotiation status
- Questions about overtime rules.
- Employee feels harassed by manager.
- Employee inquiry regarding toxic work environment on-going situation.

Shared Governance/Other Committees

- **WEC** – no committee meetings have been scheduled.
- **TPPC** – Thursday, 01/04/2024 Rep not able to attend.

Interviews/Hiring Committees

- Administrative Assistant – Workforce Development & Adult Education Dept. – 01/29/2024, 01/30/2024
- Compliance Investigator – interviews 01/08/2024, 01/09/2024, 01/11/2024
- Interim Associate Vice Chancellor, Workforce Education – 01/29/2024, 01/30/2024
- IT Applications Developer – interviews 01/25/2024
- Sr. Financial Analyst – 01/29/2024

Upcoming Interviews

- Accounting System Analyst – 02/02/2024
- Human Resource Assistant – 02/05/2024, 02/08/2024
- Administrative Intern HR – pending
- Administrative Assistant Workforce Dev. & Adult Ed. - pending



Other:

- **Meeting with DO Negotiations Committee Rep. – Tuesday, 01/02/2024**
Gloria Moreno, Chapter Chair and LaShawn Duffin, Delegate in attendance.
- **E-Board Planning Meeting – Thursday, 01/04/2024**
Gloria Moreno - Chapter Chair in attendance.
- **Elections Committee Meeting – Friday, 01/12/2024**
Gloria Moreno – Chapter Chair in attendance.
- **Chapter Reports – Friday, 01/12/2024**
Gloria Moreno, Chapter Chair.
- **Executive Board Meeting – Thursday, 01/18/2024**
Gloria Moreno, Chapter Chair - LaShawn Duffin, Delegate – Hazel Alonzo, Alt Delegate and Kimberly Davillier, Grievance Representative in attendance.
- **Elections Committee Meeting – Friday, 01/26/2024**
Gloria Moreno, Chapter Chair in attendance.

Pierce Chapter Report
February 2024

Chapter Meeting

- Did not have chapter meeting for January

Consultation

- Tuesday, January 23, 2024: Discussed and followed up about Life sciences faculty bullying/harassing staff and other faculty.

Unit Member Issues/Updates

- Life sciences faculty bullying/harassing staff and other faculty.
- IT Staff: Regarding Work hour change within shift for multiple members for different reasons.
- IT Reorganization

Shared Governance/Other Committees

- 1 Vacancy for Work Environment Committee
- 1 Vacancy for Sustainability Committee Taskforce
- Caring Campus - We have several Staff Ambassadors
- [Our Shared Governance & Other Committee Representatives](#)

Hiring Committees

- Administrative Assistant: Tuesday, January 23, 2024
- Student Services Assistant: Tuesday, January 30, 2024

Other

No Report

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: JANUARY 31, 2024

Campus: LASC



Campus E-Board:

No campus E-Board meeting

Chapter Meeting:

No campus meeting.

Consultation:

Canceled

Unit member issues/updates:

Excessive illnesses, suggested that the employee take a leave of absence, Admin requested a mtg in December, but hasn't scheduled yet.

Unit member being harassed by new supervisor, who was the member's previous supvr approx. 15 years ago, The member is currently out illness, may take an illness leave.

Supervisor not submitting ACR's and Leave Requests with in negotiated time periods.

Admin Asst resigning as of 02/01/24

Shared Governance /Other Committees:

There were no meetings during the Winter intercession.

Classified Hiring Committee

SFP Program Tech, NACES

Reg Asst - December '23/January '24

Acctg Tech, Financial Aid 01/26/24

Student Services Aid, EOP&S

Classified Hiring:

Acct Tech waiting for final interview with President

SFP Specialist - Career Ctr. - Congratulations Yovanna!

Other:

Dean, Adult Education - February Interviews. Dean Academic Affairs

Academic Dean resigned for position up north. We have 4 open dean positions

Interviews held for Public Relations Mgr 01/09/24

AFT Staff Guild Officers

President Hazel Alonzo | First Vice President: JoAnn Haywood | Second Vice President: Mario Perez
Secretary: Yovanna Campos | Treasurer: Kristine Ayvazyan
Grievance Secretary: Troy Pierce

MARCH

IN

**SECURING STUDENTS' FUTURE
THURSDAY, MARCH 7, 2024**

Flights Provided, First Come First Serve.

Early Arrival, Late Departure. Food and Transportation Provided!

MARCH

Join our LA College Faculty Guild (AFT 1521) and California Community College locals statewide on Thursday, March 7th, 2024 as we march with students, faculty, staff, and community members to the State Capital to demand:

- Affordability and access to higher education
- Student and workforce housing
- Environmental justice in our communities

Register Now For More Details!



bitly



<https://bit.ly/1521MarchinMarch>



@AFT_1521

The logo features the acronym 'CFT' in a white, bold, sans-serif font, enclosed within a white shield-like shape. To the right of this icon, the words 'March Summit' are written in a large, white, italicized serif font. Below the main title, the dates 'March 14-16, 2024' are displayed in a smaller, white, sans-serif font.

CFT *March Summit*

March 14-16, 2024

Division Councils, State Council & Leadership Conference

The **CFT March Summit** will bring members together to organize around our union's work to address ongoing challenges in public education and other key issues. March 14th-16th will include Division Councils, State Council and the CFT Leadership Conference.

The conference will be held in person at the Grand Sheraton Sacramento Hotel.

State council will be held at the Elks Tower.

Attendees will have the opportunity to sharpen leadership skills by attending useful plenaries, a legal update, and workshops on a variety of topics. There will be organizing, political, racial and social justice strands to give members the skills and knowledge to address the systemic racism in our society and in the educational community.



A Union of Professionals

**AFT INVESTIGATIVE COMMITTEE
FINDINGS AND RECOMMENDATIONS
COLLEGE STAFF GUILD, LOCAL 1521A**

The AFT Investigative Committee issues the following findings and recommendations regarding the eligibility of three Local 1521A members to run for local office in the upcoming re-run election.

INTRODUCTION

Local 1521A will be conducting a re-run election for local officers, which has to yet be set. That re-run election is on hold pending the AFT Executive Council's determination of the election eligibility of three members who were declared to be members "not in-good standing" by the Local 1521A Executive Board. Local members "not in-good standing" are ineligible to run for local union office.

This issue of eligibility determination came to AFT by way of an August 22, 2023 request from the Local 1521A Executive Board, through its current Monitor Luukia Smith. Ms. Smith indicated that the Local 1521A Executive Board approved a motion "to authorize AFT to investigate the board's process that put the three members not in-good standing, and for the purpose of the election, to determine if they are or are not in-good standing based on that process. The findings by AFT would be final."

On September 22, 2023, Hazel Alonzo, filed a "Formal Appeal to AFT Executive Council" to contest the initial eligibility determination made by AFT legal counsel Daniel McNeil that the members - Andrea Edwards, Maira Cruz and Jesse Saucedo - remain in-good standing within the meaning of the AFT Local 1521A Constitution and Bylaws and were eligible to be candidates in the re-run election of the 2023 Election of Districtwide Officers.

In a letter dated October 20, 2023, the parties were notified by the AFT Secretary Treasurer that AFT's Executive Council voted to authorize an investigation of these candidates' eligibility. Article VI, Section 14(b) of the AFT Constitution authorizes the AFT to investigate an internal election where there has been an allegation that the local, state or national constitution has not been followed or there has been a breach of law.

The AFT appointed Vice-Presidents David Gray, Shelvy Abrams, and Kathy Chavez to conduct the investigation. A Zoom hearing took place on November 30, 2023. The parties and

The **American Federation of Teachers** is a union of professionals that champions fairness; democracy; economic opportunity; and high-quality public education, healthcare and public services for our students, their families and our communities. We are committed to advancing these principles through community engagement, organizing, collective bargaining and political activism, and especially through the work our members do.

Randi Weingarten
PRESIDENT

Fedrick C. Ingram
SECRETARY-TREASURER

Evelyn DeJesus
EXECUTIVE VICE PRESIDENT

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multiple witnesses appeared before the committee. Additionally, 111 pages of exhibits were admitted. Approximately 50 local members attended the proceedings. The issue addressed at the hearing was whether Local 1521A members Maira Cruz, Andrea Edwards, and Jesse Saucedo are eligible to be candidates in the re-run election by examining the process by which the members were declared “not in-good standing” and thus ineligible to run for office.

For the reasons discussed below the Committee recommends that each of the three members be declared in-good standing and eligible to run for office in the upcoming, but unscheduled, Local 1521A election.

BACKGROUND

Some historical background leading up to this AFT investigation is necessary to frame the context of this inquiry.

A. Members Andrea Edwards and Maira Cruz:

Before the May 2023 officer election, two of the involved members, Ms. Edwards and Ms. Cruz were declared not in-good standing by a motion passed by the Executive Board. (The substantive charges of allegedly misusing the Local’s email address and Mail-Chimp account are not before the Investigation Committee.) In January 2023, the charges were rescinded upon advice from the Local’s counsel.

However, the parties agreed to a deadline by which these accounts were to be transferred to the Local. That deadline passed without transfer. In March 2023, the Executive Board declared members Edwards and Cruz not in-good standing again. The Local’s counsel provided advice a second time, leading the Executive Board in April 2023 to rescind that action.

The election took place in May of 2023 as scheduled. Members Edwards and Cruz won the election. The election results were challenged (for reasons unrelated to the issues before this Investigative Committee).

However, in June 2023, the Executive Board rescinded its previous April action. The Executive Board again declared these two members not in-good standing and subsequently ineligible to run for office in the re-run election.

B. Member Jesse Saucedo:

At this very same June meeting the Executive Board declared member Jesse Saucedo not in-good standing. This action arises out of alleged Code of Conduct violations for improper actions at the February Board meeting. (These substantive allegations against member Saucedo are not before this Investigative Committee.)

Eventually, in August 2023, for reasons not relevant to this investigation, the arbitrator sustained the election challenge and recommended a re-run of the Local’s election. That election is pending the AFT’s instant eligibility determination.

DISCUSSION

Democratic and fair elections are a hallmark of AFT governance, including those at the state and local levels. Disciplinary proceedings that result in rendering a candidate ineligible for local union office can come before AFT for review. In reviewing these matters, AFT will be informed by the AFT, State and Local Constitutions and Bylaws as well as applicable law. Further, the AFT Constitution, Article IV, Section 5, requires that local elections shall be consistent with the standards for such elections developed under Title IV of the Labor-Management Reporting and Disclosure Act (“LMRDA”). (These standards can be applied by AFT to locals comprised solely of public sector employees.)

LOCAL 1521A BYLAWS

Local 1521A’s Bylaws outline the Local’s “internal review” process for addressing internal disputes. At Section 6, the Bylaws state:

6. INTERNAL REVIEW (Internal Disputes)
 - a. The Executive Board has established a procedure for internal review. An internal dispute refers to any member of the Staff Guild who feels aggrieved by a member of the staff guild or officer or officers of the Staff Guild. They may file a written complaint with the Executive Director.
 - b. The written complaint then starts an initial investigation handled by the Executive Director. Should the complaint be against the Executive Director, the complaint then is forwarded to the President. The findings of the initial investigative procedure will then be presented to the Executive Board even if the complaint was handled at the lowest level. If the complaint was not resolved by the Executive Director, recommendations on how to proceed are presented to the Executive Board at this time—not to exceed sixty days from the filing of the complaint.
 - c. The Executive Board by a two-thirds majority vote may authorize a hearing to be conducted by a neutral arbitrator (from an FMCS list of seven arbitrators with names alternatively struck by the Executive Director and the complainant) paid for by the Staff Guild. A court reporter may be hired by the Staff Guild to produce a transcript of the hearing and organize hearing exhibits.
 - d. After such hearing, the arbitrator shall submit their findings and recommendation to the Executive Board in writing.
 - e. With a two-thirds vote, the Executive Board may or may not adopt the recommendations of the Arbitrator. Should the recommendation not be deemed appropriate by the Executive Board, the Executive Board has the authority to determine a more suitable action after review of the hearing exhibits and transcript.
 - f. The decision of the Executive Board shall be final and binding. The member may appeal to CFT and/or AFT.

This Bylaws process has a two (2) step procedure: an initial investigation and a hearing before a neutral arbitrator. If the matter is not resolved by the initial investigation, the Executive Board may authorize an arbitration if the discipline is to go forward. If discipline is to be imposed, the formal arbitration hearing is not optional. The arbitration serves as the requisite hearing for purposes of member discipline.

AFT CONSTITUTION

As stated above AFT's Constitution Article IV, Section 5 provides that LMRDA standards inform AFT's review of local elections. Such standards require, in part, that no member can be disciplined unless such member has been (A) served with written specific charges; (B) given time to prepare his defense; and, (C) afforded a full and fair hearing. These standards were not met by Local 1521A.

Let us discuss these process violations more fully by separating the member proceedings, as did the Local.

1. Members Maira Cruz and Andrea Edwards Process Violations:

At the Executive Board meeting on December 9, 2022 where these two members were first placed in bad standing status, they were not afforded proper notice of the charges. They were also not provided an opportunity to have these allegations placed before a neutral arbitrator. (These process violations underscored the basis of the Board's January 2023 recession of these disciplinary actions per advice of counsel.)

These two members faced discipline again at the February 9, 2023 Board meeting. They were notified to appear at the meeting to "answer questions." While the notice did state they could present witnesses and evidence, it indicated the two members might be subjected to reprimand and censure. This meeting was not noticed as a disciplinary proceeding.

These two members did appear – Edwards in-person and Cruz by Zoom – at the Executive Board meeting on February 9, 2023. In what appeared to be a resolution of the underlying dispute, a deadline was set by which transfers of the Gmail and Mail-Chimp accounts would be resolved. However, that deadline was not met by these two members. (It is noted that the Monitor reports that this issue was eventually resolved.)

The Executive Board, concerned about the missed deadline, passed a motion at the March 2023 meeting placing members Cruz and Edwards not in-good standing until December 2024. Prior to this discipline being imposed, the two members were not provided notice of the charges and they had no ability to provide testimony or submit evidence.

However, the Executive Board reversed itself again and rescinded the March 9, 2023 bad standing motion after legal consultation. As a result of this reversal of action, these two members were allowed to run for office. They were elected to office in May of 2023.

After the May 2023 election results, the Executive Board met in June of 2023. In another reversal, the Board rescinded its prior ruling and actually reinstated the discipline and found these

members not in-good standing. At this June Board proceeding these members did not receive actual notice of the charges, an opportunity to put forth evidence and to present testimony, or have the dispute heard before an arbitrator.

These Executive Board disciplinary proceedings violated the Local's Bylaws disciplinary process requiring submission of the issue to a neutral arbitrator. No such submission ever occurred.

Moreover, the disciplinary action, which impacts member rights in the re-run of the Local election, also violated the process requirements of the AFT Constitution by not adhering to the standards requiring adequate written notice of specific charges; providing reasonable time to prepare a defense; and, a full and fair hearing. These LMRDA standards were violated by the process by which members Cruz and Edwards were disciplined and placed not in-good standing.

2. Member Jesse Saucedo:

Jesse Saucedo's disciplinary allegations started later and separately from the other two members. At the February 9, 2023 Executive Board meeting another member brought Code of Conduct charges against this member, claiming acts of harassment and intimidation at that very same meeting.

The Local's lawyers sent Mr. Saucedo a letter on February 27, 2023, noticing an investigation. Counsel sought his version of the incident. At no point did that inquiry indicate this investigation was disciplinary in nature. At no point was it conveyed that he had rights to present evidence or testimony at an actual hearing. The investigation by counsel concluded that none of Saucedo's actions constitute actionable unlawful harassment or discrimination. It was recommended that the Local take limited remedial action. This recommendation and the disciplinary matter were discussed in a closed session at the Executive Board meeting on April 20, 2023. No final disciplinary action took place at that time.

The Board met again on June 8, 2023. At the meeting, citing to the internal review investigation by counsel, Mr. Saucedo was placed not in-good standing. (The date of this action was after the election results showed members Saucedo's election ended in a tie for the Local office for which he was a candidate.)

At no time was Member Saucedo informed that the Code of Conduct investigation and allegations could lead to discipline. Nor was he given the required due process hearing; written notice of charges; and, the right to present evidence and testimony. Lastly, he was not provided with the right to have the case presented to a neutral arbitrator as required by the Local's Bylaws.

DECISION

The Investigative Committee considered the full record including the exhibits, the testimony of the parties and witnesses including cross examination, the argument of the parties and the open ended voluntary comments made at the end of the hearing by multiple members in attendance.

The preponderance of the evidence showed that Local 1521A members Maira Cruz, Andrea Edwards and Jesse Saucedo should be eligible to be candidates in the re-run election. The Executive Board's process by which they were declared members in bad standing was improper. In sum these three members were not afforded their appropriate due process.

The Committee fully understands that the Executive Board had an interest to pursue what it felt were potential disciplinary issues. However, in doing so the Board did not follow the required due process to be afforded all members of Local 1521A. This resulted in the three members not being eligible to run for office in the upcoming re-run election. The membership should have the right to elect its officers. If that right is to be taken away, it must be done in a manner that adheres to the Local 1521A's Bylaws, the AFT Constitution and other applicable law. That did not happen here.

RECOMMENDATION AND REMEDY

The Investigation Committee respectfully recommends that the AFT Executive Council declare the three members in-good standing and eligible to run for office in Local 1521A's upcoming re-run election.

January 31, 2024

First Vice President Executive Board Report

Esteemed Guild Members,

I am delighted to share with you an update on the unwavering commitment and endeavors undertaken to ensure the continued success of our Guild, building upon the insights provided in last month's report. Over the past month, my focal points have included:

- Contributions to the Executive Board Planning Meeting
- Active participation in the Officers Meeting
- Diligent engagement in the Personnel Commission Consultation
- Attendance at the LACCD Management Consultation
- Participation in the Barham Building Corporation Meeting
- Attendance at LACCD Board of Trustees Meeting
- Attendance at the Law & Labor Arbitration Training
- Participation in the Local's Executive Board Meeting
- Dedicated engagement in Negotiations Committee meetings

Beyond these scheduled commitments, I had the privilege of participating in the historically significant Los Angeles County Federation of Labor Martin Luther King Jr. Day Breakfast, which boasted an impressive attendance of over 1,300 individuals. The central theme of this year's event centered on honoring the 95th birthday of Dr. King, while also recognizing the invaluable contributions of the "Twenty-Something Leaders" who are propelling the labor movement forward. The keynote speech delivered by Tennessee Representative Justin J. Pearson was compelling, emphasizing the need for "angelic dissenters" in our ongoing fight for democracy. Reverend Lawson honored Representative Pearson by presenting him with the prestigious 'Torch of Freedom' award, symbolizing the transfer of responsibility to the succeeding generation.

In service and dedicated action,

Jesse Saucedo

February 1, 2024

Executive Board Report – 2nd Vice President January 2024

Hello all,

AFT1521A Standing Meetings:

- Executive board Planning - **January 4, 2024**
- Officers Meeting – **January 4, 2024**
- Executive Board Meeting - **January 18, 2024**

AFT1521A Membership Meetings:

- Nothing to report

Campus Site Visits

- Emailed both Chapter Chairs from East and District office

District Shared Governance Meetings

- Consultation Personnel Commission - **Monday January 8, 2024**
 - Requested training on PC rules 550, 715, 716, 762
 - [Classified Employee handbook](#) has been updated on PC website
- Consultation with Management - **Tuesday January 11, 2024**
- Board of Trustees – **Wednesday January 10, 2024**
- Personnel Commission Meeting - **Wednesday January 10, 2024 & January 31, 2024**
 - AFT1521 members recognized for their outstanding work performance
 - Daniel Uribe Hernandez – LACC Welcome Center
 - Pauline Chau – Trade Tech Culinary Technology
- Institutional Effectiveness & Student Success Committee
- Facilities Master Planning & Oversight Committee

Conference/Training

- Labor Law & Labor Arbitration Training – **Thursday January 11, 2024**

Negotiations

- Meeting with Negotiations team
 - **Friday January 5, 2024**
 - **Tuesday January 16, 2024**
 - **Monday January 29, 2024**
- Meeting with Management
 - **Friday January 12, 2024**
 - **Monday January 22, 2024**

Other

- Martin Luther King Jr. breakfast – **Saturday January 13, 2024**

If you have any questions or concerns please give me a call me at (323) 851-1521.

Sincerely,

Maira Cruz
2nd Vice President

February 8, 2024

EXECUTIVE BOARD REPORT-Treasurer

Guild Members,

Since last report, have been working to compile data to keep our Guild solvent. Answer queries regarding reimbursement and receive Guild bills and invoices (ie) CFT/AFT Per Capitas. Sit on various committees, both shared governance as well as internal committees, as indicated below.

Committees/Meetings

- Steering Committee (Officers)
- Consultation with Personnel Commission
- Negotiating Team Meeting
- Negotiating Meeting w/LACCD
- Executive Board Planning Meeting
- Executive Board Meeting (LAPC)
- Board of Trustees Legislative & Public Affairs Committee
- Board of Trustees Meeting (Zoom)

Miscellaneous

- Compile and process, for accuracy, OPEIU timesheets for payroll
- Attend L.A. Federation of Labor MLK Breakfast (1/13/2024)
- Log into Special BOT Meeting (1/14/2024)
- Spoke with member issue possibly for Company Nurse
- Consult Chapter Chair WLAC member concern.

This is a very brief snapshot for the month of January 2024. If you would like to contact me, you may do so at anytime TPierce@aft1521A.org, or call (323) 851-1521.

Fraternally,

Troy L. Pierce, Treasurer
AFT College Staff Guild
Local 1521A

American
Federation of
Teachers,
College Staff Guild
Local 1521A, CFT,
AFL-CIO

EXECUTIVE BOARD REPORT GRIEVANCE SECRETARY January 2024

Representing the
clerical/technical
professionals of the
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Community College
District

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Chad Baugher
GRIEVANCE
SECRETARY
323-580-6959
cbaugher@aft1521a.org

Guild Members,

Since my last report, I have been working and consulting with Grievance Representatives, Chapter Chairs, Guild Officers as well as individual Unit 1 members to address complaints, issues of concern and grievances.

Immediate issues at hand

Member Representation

- Consult with Grievance Representatives on issues.
- Represented a Members under Negative Evaluation
- Trained and Educated New Grievance Reps (ELAC, LAMC, LACC)
- Work with Chapter Chairs on pending issues.
- Travel to campuses for in person meetings/consultations
- Grievances:
 - LAVC – Step I – Financial Aid Offsite Work (LAVC)
 - LACC – Gathering Evidence for Non-Sexual Harassment

Committees/Meetings

- Consultation with Management
- Consultation with Personnel Commission
- Executive Board Meeting
- Executive Board Committees
 - Legislative & Public Affairs Committee
 - Budget and Finance Committee
 - Institutional Effectiveness & Student Success Committee
 - Facilities Master Planning & Oversight Committee
- Negotiations
 - Newsletter Blurbs regarding TA's
 - Website has a dedicated Negotiation page with all the Newsletters and TA Blurbs

Miscellaneous

- Travel to various chapters for in person meetings.
- LA Labor Law and Labor Arbitration Convention – LA Convention Center
- In collaboration with Recording Secretary, Yovanna Campos, have been able to re-activate the www.aft1521a.org website.

This is a very brief snapshot for the month of November 2023. If you would like to contact me, you may do so at anytime cbaugher@aft1521a.org or (323) 580-6959 (office) or (213)713-6777 (cell)

Fraternally
Chad Baugher, Grievance Secretary

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:

Save The Date



A Union of Professionals

Staff Guild

Local 1521A

Membership Meeting

Saturday, March 2, 2024

10:00 a.m. - 12:00 p.m.

Lunch will be served 12:00pm-1:00pm

Location: TBD

Zoom Option available

Register in advance for this meeting

<https://us02web.zoom.us/meeting/register/tZMud-uuqDsiGd23nkj9gjedJuXmtnH-apps>

After registering, you will receive a confirmation email containing information about joining the meeting

RSVP by Thursday, February 22nd

Glen Heidenreich

(gheidenreich@aft1521a.org)

Open to All Dues Paying Members & Retirees

Agenda to follow...