



A Union of Professionals  
**Staff Guild**  
Local 1521A

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## EXECUTIVE BOARD AGENDA

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Thursday, May 9, 2024

3:00pm – 6:00pm

WLAC, General Classroom Building (GC) Room 160 / Zoom

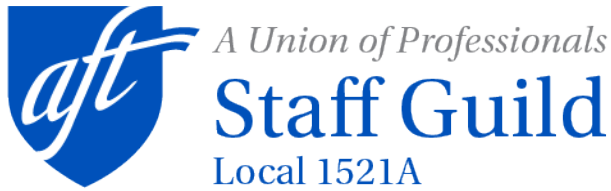
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- I. Call to Order (5 minutes)
- II. Flag Salute (2 minutes)
- III. Meeting Protocols (3 minutes)
- IV. Approval of Agenda (2 minutes)
- V. Approval of Minutes from February 12, 2024; March 21, 2024; April 11, 2024 (10 minutes)
- VI. Election Challenge Report (15 minutes)
- VII. Action Items (50 minutes)
  - a. Legal Bill
  - b. Profit/Loss Statement
  - c. 2024-2025 Budget
  - d. Stipend Committee Recommendations
  - e. Certification Results of Election
- VIII. Chapter Reports (10 minutes)
  - City       District Office       East       Harbor       Mission
  - Pierce       Southwest       Trade-Tech       Valley       West       Retirees
- IX. Executive Director/Monitor Report (45 minutes)
  - a. District Consultation
  - b. PC Consultation
  - c. BOT
  - d. JLMBC
  - e. Additional Comments
    - i. Classified Day of Action (May 21, 2024)
- X. Officer Reports (10 minutes)
  - a. President
  - b. 1st Vice President
  - c. 2nd Vice President
  - d. Treasurer
  - e. Recording Secretary
  - f. Grievance Secretary

- XI. Committee Reports (10 minutes)
  - a. COPE: Julio Ortiz, Political Coordinator
  - b. EEO: Cassandra Walker
  - c. Elections: Mark Bergquist
- XII. Conference/Convention/Training Reports (5 minutes)
  - a. CFT Lobby Day
- XIII. Affiliate Reports (5 minutes)
  - a. LA County Federation Labor Delegate – Dionne Morrisette
  - b. Activities Coordinator – Chad Baugher
- XIV. New Business (5 minutes)
- XV. Adjournment

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Next Executive Board Meeting: June 13, 2024, Los Angeles City College



## E-Board Meeting Minutes

**Date:** February 12, 2024

**Time:** 5:30pm

### In Attendance via Zoom

Executive Director/Monitor: Luukia Smith

Advisors: Chad Baugher, Yovanna Campos, Maira Cruz, Andrea Edwards, Jesse Saucedo

City: Jasmine Haywood-Daley, Aldie Paz, Mitch Polin, Edith Villavicencio

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

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

Harbor: Anthony Alvarez, Andy LaBrune, Nadine Muro, Justin Raines, Ken Roberts

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

Pierce: Carlos Flores, Sean McDonald, Ngan Mork, Lupita Narkevicius, Darlene Richarte, Melinda Ung

Southwest: Safir Larios-Ramirez, Cassaundra Walker

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

Valley: Aleta Campbell, Teresa Dunham-Frost, Phillip Highley, ChaQuanda Laughlin, Alicen Vera

West: Maritza Medina, Tamara Washington

Retirees: Donald Santoianni

Guests: Mark Bergquist, Natalie Embrey

## Executive Board Action

Call to order at 5:33pm

Remove the flag salute from the agenda

- III. Approval of agenda **M/S/P** Michael Griggs and Mitch Polin
- IV. Action Items
  - a. Election Committee Recommendation
    - i. Mail-in ballot for re-run of District-wide Officers elections **M/S/P** Michael Griggs and Jennifer Estrada

Call the question Sean McDonald

Request for Roll Call Vote Chad Baugher

Motion for a mail-in ballot 30 Aye 11 Nay 3 Abstain

- V. Election Committee Report
  - a. Timeline presented to Executive Board: will go out by email, posted on website, and sent via USPS; all officer positions are being elected; nominations open to all; timeline does not state that notice of nominations and elections are being mailed, but it is a typo, they will be sent out via Constant Contact, posted on website, and sent via USPS
  - b. Elections Rules were presented to Executive Board; there is a nomination acceptance form in the rules that needs to be returned by the candidates; notice of nominations has information about nomination process, eligibility, and other pertinent information; to be mailed out and posted on the website on Wednesday, March 21<sup>st</sup>
  - c. Concern about if this is a re-run of the previous election, why are the nominations being opened to the entire membership? It is a re-run of the entire election versus a re-run of just the people who were nominated and were on the ballot. That was an option that could legally be done, the committee chose the option to re-run the entire election. The Election Committee opted to open up nominations in its entirety which is in contradiction to the rhetoric that “let’s just have the election done and not have it questioned”. The 3 individuals in question are eligible to run. No one has removed themselves from the original ballot. All the previous candidates have already given their intent to run in the election. Why did the Election Committee opt to run a new election by opening nominations in its entirety as opposed to running the same election that was run before? For Luukia, the re-run of the election was not a re-run of the people that were on the ballot. A re-run of the election means that nominations are part of that election and gives everyone an opportunity to do that. This is to be a re-run of the entire election, not just the bad half. It is the Election Committee’s purview to decide how to move forward. When CFT decided to get involved in this process, Jeff Freitas spoke as to how the elections would move forward if the names of the candidates on the ballot would not change. He spoke at the Executive Board meeting and gave the options. The election committee did it differently. The Election Committee overrode what Jeff said. Mention of this decision being voted at that meeting and people remembering things differently, going in circles; that comment is incorrect as minutes show otherwise.
  - d. AFT Convention Delegates election coming up; once Call to Convention is received, it will give guidelines as to how to elect delegates; those elections can be done electronically since Constitution & Bylaws is silent on modality

Meeting adjourned at 6:46pm

Next meeting: March 21, 2024 Location LATTC

Minutes submitted by Yovanna Campos, MBA  
Recording Secretary

Recommendation for Meeting minutes from February Emergency E-Board

Minutes Section V.c

The following verbiage is recommended

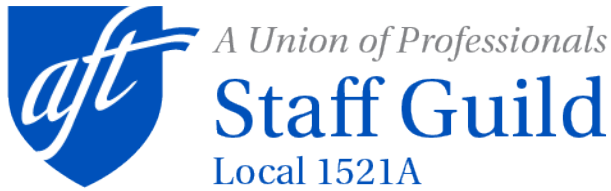
Election Committee Report

Discussion that all 6 positions will be open to nominations for the full membership

Discussion on what was stated by Jeff Freitas when he chaired an executive board meeting regarding the rerun of voting versus including nomination

Different recollections on whether or not there was a vote to determine if the full election would be rerun

Agreement in discussion that the Election Committee has the power to make the decision that was chosen



## E-Board Meeting Minutes

**Date:** March 21, 2024

**Time:** 3:00pm

### In Attendance via Zoom

Executive Director/Monitor: Luukia Smith

Advisors: Chad Baugher, Yovanna Campos, Andrea Edwards

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

District: Hazel Alonzo, Kimberly Davillier, LaShawn Duffin, Olga Hernandez, Yung Kim, Gloria Moreno

East: Alejandro de la Parra, Jennifer Estrada, Julio Ortiz, Promise Williams, Josue Ramirez, Lynn Wood

Harbor: Anthony Alvarez, Andy LaBrune, Justin Raines

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

Pierce: Carlos Flores, Jeremy Mason, Sean McDonald, Ngan Mork, Lupita Narkevicius, Melinda Ung

Southwest: Shauna Carter, Ruben Villanueva, Cassandra Walker

Trade: Monica Castillo

Valley: Nino Shtromberg, Rolando Ventura, Alicen Vera

West: Elonda Austin, Maritza Medina, Cha-Zette Smith, Tamara Washington

Retirees:

Guests: Mark Bergquist, Natalie Embrey, Jo-Ann Haywood, Perry Jhang, Michael Romo

## Executive Board Action

Call to order at 3:07pm

- IV. Approval of agenda **M/S/P** Cassaundra Walker and Aleta Campbell
- V. Approval of Minutes from February 12, 2024 **M/S** Michael Griggs and Teresa Dunham-Frost
  - a. Concerns about Section C of Elections Report; report sounds condescending and demeaning/contradiction; recording of the meeting was reviewed to note all the comments made during the meeting; conversation keeps going in circles and it affects the membership/members want to opt out/we need to look at the bigger picture, turn the page, go to next chapter and bring people together/note that members agreed and others disagreed
  - b. Michael withdrew motion
  - c. Table minutes to next meeting and send recording and transcripts of meeting to the Executive Board
- VI. Action Items
  - a. Legal Bills for January and February **M/S/P** Chad Baugher and Mitch Polin 1 Nay
  - b. Profit/Loss Statement **M/S/P** Chad Baugher and Michael Griggs
  - c. AFT Convention 2024 (July 21-25, 2024) Delegates
    - i. Convention will be in Houston, TX
    - ii. According to the number of members, we should be able to send 13-15 people; under conventions, we still have about \$69K to spend on flight, hotel, travel, and food; Luukia would like to send the full delegation, but no more than 15 delegates
    - iii. **M/S** Michael Griggs and Cassaundra Walker
    - iv. Withdraw motion until Call to Convention is received and bring to April's meeting with estimated costs per delegate
  - d. Academic Senate Proposed Bill
    - i. Change in Ed Code for student tutors; CSEA has a neutral position on the bill and AFT 1521A should follow; let Academic Senate fight it **M/S** Lupita Narkevicius and Michael Griggs; concerns about how this will affect the classified staff on campuses; roll call vote requested 29 Aye 14 Nay
  - e. Classified Day of Action (May 21, 2024) Attendees
    - i. **M/S/P** Michael Griggs and Aleta Campbell to send 30 people; turn-around trip to Sacramento; CFT will reimburse each local up to \$750 for flights
  - f. Women for a New Los Angeles – LAANE (May 10, 2024) Attendees
    - i. **M/S/P** Michael Griggs and Cassaundra Walker to purchase a table of 10 for \$1,800; event will be on May 10, 2024 at 11am in DTLA; deadline to RSVP is April 12<sup>th</sup> and will be on a first-come, first-served basis; lottery if needed and waitlist by April 5<sup>th</sup> to show interest in attending, send email to Irene
  - g. Lobby Day (April 24, 2024) Attendees
    - i. **M/S/P** Teresa Dunham-Frost and Michael Griggs to send 10 people to Sacramento; April 24<sup>th</sup> is a LACCD Holiday, but State Legislature will still be in session
- VII. Chapter Reports
  - a. Reports submitted by District Office, Pierce College, and Valley College
- VIII. Executive Director/Monitor Report



- a. District Consultation – cancelled
  - b. PC Consultation – discussed reclassification and promotional assignments
  - c. BOT – BOT members looking for endorsements (Hoffman, Iino, Vela, Henderson) since their seats are up for re-election
  - d. JLMBC – retirees, Medicare Part B; CalPERS/CalSTRs; ASI Flex; one-sheeter; info requested
  - e. Additional Comments
    - i. Negotiations – ratification by 96.85%, 18 members voted no; edits for contract are currently being worked on; will be on BOT agenda for April 10<sup>th</sup>; release time to be provided for team to attend BOT meeting
    - ii. OIT Update
      - a. Pilot is happening at 3 campuses and there are concerns; roles and duties were not assigned as stipulated by Carmen Lidz in the memo sent out; special projects were not discussed at meeting; ELAC is not doing the pilot program
- IX. Officer Reports
- a. President – report will be late
  - b. 1<sup>st</sup> Vice President
  - c. 2<sup>nd</sup> Vice President – report submitted
  - d. Treasurer – report submitted
  - e. Recording Secretary – spoke about the CSPCA conference that was attended and more union friendly presentations since I complained about the lack of union-related sessions; attended March on March to represent Classified; attended CFT March Summit; sat on several committees and will attend PC meeting where there will be some proposed classification changes on the April 10<sup>th</sup> agenda
  - f. Grievance Secretary – report submitted; attended committee meetings; DBC is reporting that two campuses are in the red now
- X. Committee Reports
- a. COPE – Miguel Santiago is running for LA City Council; AFT 1521 has gone to CFT to support Miguel in his race; CFT will not give money if AFT 1521A doesn't endorse too; Luukia sent out an email and people were not opposed to supporting Miguel Santiago
  - b. EEO – Faculty Cultural Competencies workshop upcoming on April 14<sup>th</sup>
  - c. Election Committee Report – Kimberly Davillier and Perry Jhang withdrew nominations; re-scheduled candidate forum for this Friday at 5pm; candidate statements were emailed and mailed out; ballots will be mailed out on Thursday, March 28<sup>th</sup> to the last known mailing address; ballot counting on April 19<sup>th</sup>; disruption of candidate forum was discussed with CFT leadership that handled the Zoom webinar
- XI. Conference/Convention/Training Reports
- a. CSPCA Conference
  - b. March on March
  - c. CFT March Summit – Summer School in late June; CCE Conference in December in Orange County
- XII. Affiliate Reports
- a. LA County Federation Labor Delegate – encourage members to attend the march/rally events and report is in the packet

- b. Activities Coordinator – will add action item for next month; needs budget ahead of time to be able to move forward with planning activities
  - i. Labor Day Parade Committee had their first meeting; Mike Romo will keep local updated

XIII. New Business

- a. Calibre CPA Group letter to the E-Board
- b. South Gate campus update – meeting requested to talk to members about concerns and issues about relocation of members; requesting Rowena and Chad to attend meeting; there is a meeting set up with VP Miguel Duenas for tomorrow at 2pm to meet with members via Zoom

XIV. Adjournment

Motion to adjourn **M/S/P** Yovanna Campos and Aleta Campbell

Meeting adjourned at 5:57pm

Next meeting: April 11, 2024 Location LAVC

**Minutes submitted by Yovanna Campos, MBA**

**Recording Secretary**

April 29, 2024

To AFT 1521A Officer Election Committee,

My name is Yovanna Campos and I am once again submitting challenges for 2023/24 District-Wide Officers Election. I was previously the Recording Secretary and was then “re-elected” Recording Secretary for the AFT College Staff Guild, Local 1521A during the previously challenged election in 2023. To no surprise, I was not “re-elected” during the “rerun” of that challenged election. The violations by the election committee and opposing candidates were so egregious that they need to be addressed and dealt with. Most importantly, the challenges I am bringing forth were significant in nature to have impacted the outcome of the election on multiple avenues. The union as a whole continues to be harmed by the abuse of such an important process.

**1. The Election Committee failed to adhere to the 2023/24 District-Wide Officers Election Rules and guidelines.**

*Candidate Eligibility Rules*

*Candidates must be an active member, in good standing per Constitution and Bylaws Article VI(1)(a), for at least one (1) year. Nominees must be members in good standing between March 2023 through February 2024 to run for office.*

The Election Committee failed to disqualify Andrea Edwards, Maira Cruz, and Jesse Saucedo from being eligible to run for a union position.

The Election Committee allowed these three individuals to continue as candidates even though they did not meet the candidate eligibility rules. The nomination period was from February 21, 2024 through March 1, 2024. Andrea Edwards and Maira Cruz were already considered to not be in good standing as of March 1, 2023 as of when their union dues were refunded. Jesse Saucedo was considered to not be in good standing as of June 1, 2023 as of when his union dues were refunded. Per a ruling by AFT National, the 3 candidates were deemed to be in good standing due to an oversight on procedural disciplinary action. The date of the AFT letter was February 1, 2024 (**Attachment 1A**). There is no passage in the letter from AFT National that states they were exempt from repaying owed dues and becoming a current dues payment member as is required by the definition of “good standing” member according to the LMRDA. As of March 1, 2024, the deadline date of eligibility, neither Ms. Edwards, Ms. Cruz, or Mr. Saucedo were fully paid up to date on their dues balances. They were given a reasonable time of 30 days from February 1<sup>st</sup> to March 1, 2024 to ensure their eligibility and failed to do so. While there was an attempt to pay back dues, they were found to have miscalculated and shortened what was owed to the Union. The LMRDA is clear that good standing candidates eligible to run must have met ALL financial obligations to the Union prior to the deadline date and must have been given reasonable amount of time to do so. All 3 candidates had 30 days to verify their dues owed. Not only are they privy to their pay stubs and have the District payroll personnel to aid in their endeavor, but they chose to not use all the tools available to them. Knowing this oversight, the Election Committee chose to not only bypass their own rules, but those of the LMRDA, and yet again, made an exception for late eligibility.

After further discussion with a co-chair of the election committee, it has been confirmed that:

- a. Election Committee did not sit down with staff to discuss election rules and guidelines, which was a huge oversight, given that they would be conducting the behind the scene verifications of eligibility.
- b. Staff did not verify that the candidates running for District-wide Officer positions were in good standing as they were never instructed or trained to do so.
- c. Election Committee did not verify that the candidates running for District-wide Officer positions were in good standing (most of the Elections Committee are part of the E-Board and were aware of the actions that had taken place during the previous year and the previously submitted challenges)

- d. The Election Committee chose to go on good faith that candidates were all paid fully up to date of their dues owed to the Union, as is the necessary requirement to be considered in good standing. Going on good faith is not LMRDA standards.
- e. Eligibility letters were sent out to candidates BEFORE all verifications by the committee were conducted.
- f. The Election Committee was not provided proof that these three individuals had repaid their refunded dues to the AFT 1521A before the deadline (**Attachment 1B**)
- g. The Election Committee is purposely failing to codify its decisions in writing as to hide the truth of their actions. The lack of transparency is quite obvious. There has been zero conversation made to the executive board regarding the Election Committee's violation of their own rules and are hiding behind a wall of silence, the email referenced in **Attachment 1B** was never acknowledged or responded to. And while legal and the Election Committee may argue that they are under no obligation to explain their actions, it is quite indicative of their biasness when other aspects regarding the election have been readily generalized as they were beneficial to specific candidates.

This is a violation within the LMRDA language, AFT's Constitution, AFT 1521A's Constitution & Bylaws as well as the election rules disseminated by this Election Committee.

2. **The Election Committee failed to follow LMRDA guidelines.** Per the LMRDA Chapter 11: Ballots Bullet Point 3:

*“it is unequivocally stated that candidates may be listed on the ballot according to affiliation with a particular slate, with the provision that voters must also have the option to choose among individual candidates. This ensures that voters have the opportunity to make informed choices, whether they wish to support an entire slate or select individual candidates.”*

When the nomination period opened on February 21, 2024, I sent an email submitting names of individuals to be nominated and to run as a slate (**Attachment 2A**). Once the names of the candidates were posted on the website, there was no indication of a group of individuals running as a slate. There was an email sent to the Election Committee on March 15, 2024 to bring this to their attention (**Attachment 2B**). The response from the Election Committee was vague and did not address the concern. This was also a challenge in last year's election. How did the committee not prepare for this, again?

3. **The Election Committee failed to adhere to the 2023/24 District-Wide Officers Election Timeline:** The Election Committee did not send notice of eligibility per the established and approved election timeline. I reached out to the election committee that evening to express my concern as to not having received a notice of my eligibility to run for office (**Attachment 3**).

4. **Violation of Election Rules by parties of the opposing slate and their supporters:**

- a. An email was sent to the elections committee informing them that there had been campaigning done during union activities by Kimberly Davillier, a violation of several election rules as well as LMRDA rules (**Attachment 4A**). The election committee responded to that email by sending an email to the entire election committee and the candidates that there was a break in the elections rules and that it should be stopped (**Attachment 4B**). Where are the consequences? A simple email asking for these violations to stop is not sufficient to prevent an election from being affected.
- b. Alejandro de la Parra continues to slander and libel individuals from our slate in support of the other slate. He has sent emails using the District email server and property (**Attachment 4C**). Who is to say how many times that email has been distributed, shared, and widely disseminated amongst the membership? How can it be verified that this libelous email did not affect the outcome of this

election, again? Why are election rules and LMRDA rules continuing to be disregarded, with no penalty?

#### 5. Violation of Election Rules, LMRDA, and federal law

- a. Individuals of the opposing slate violated several election rules, LMRDA rules, and federal law by campaigning during district and union time. The use of Staff Guild and employer resources are also strictly prohibited. Per the election committee, any campaigning done while on paid time is a violation of election rules and should not be done.

#### RECOURSE:

I am seeking to **invalidate the results of this election, for an outside arbitrator to determine the merits of these challenges, and for a new election to be conducted by an outside entity.** While the Constitution and Bylaws may state that challenges should first be reviewed by the Election committee to find merit or lack thereof, to allow the very entity accused of malfeasance would be highly detrimental in the process. The only logical recourse is to again have an outside arbitrator, who has no vested interest nor biasness in the outcome of our elections, to decide. I feel strongly enough about this challenge that I fully intend to take the matter as high as possible, should the Election Committee attempt to thwart this legal process. To save time and effort, I strongly urge that an arbitrator be called to handle the matter posthaste.

In addition, I find that for the health of the union and to uphold the integrity of the institution, the whole election process should be redone with an impartial election committee. This is the second round of questionable actions committed by the majority of the same individuals serving in this committee and it is unacceptable. I cannot help but feel that the Election Committee would rather deal with the aftermath of challenges rather than enforce its own rules in the hopes of further vilifying those who are forced to challenge the results as a result of their actions. Once again, election rules were violated with no repercussions. An unfair playing field was created and was not regulated by the election committee members charged with the enforcement of the rules and the process as a whole. And we find ourselves again, in the midst of another challenge. Our members deserve better and for that, I am seeking the recourse of a new election conducted by an outside entity, with no ties to the local.

In conclusion, for all the reasons I stated above, the inconsistencies, the oversight, the violations, and the disregard of election rules both local, nationally, and per LMRDA standards have significantly affected the outcome of this election and merit a rerun.

As per the Constitution & Bylaws, Article VI: Elections, Section 1(h) states

***“The Election Committee shall review each timely submitted election challenges to see if it alleges conduct that is sufficiently serious to support setting aside the election results and the conduct was sufficiently widespread such that it could have affected outcome of the election.”***

Thank you,

***Yovanna Campos***  
***Recording Secretary (Advisor)***

**MEMBERS:**  
**Notice of  
Nomination and  
Elections**

***AFT College Staff Guild Local 1521A***  
**2023/24 Elections for District-wide Officers**

The AFT Staff Guild Local 1521A is conducting elections for District-wide Officers, namely President, 1st Vice-President, 2nd Vice-President, Grievance Representative, Treasurer, and Recording Secretary. Members may only run for one District-wide Officer seat at a time. Election details are on page two.

**District-wide Officer Elections**

Those elected to District-wide Officer seats will serve a three-year term starting on July 1, 2023. Dues-paying members can participate in the District-Wide Officer elections; see eligibility details to the right.

**Your Chapter Designation**

On the mailing label used to send you this notification, we printed the chapter/home office assignment the Guild has on file for each member; this is the chapter you will receive a ballot for. If the location is not accurate, please notify the Staff Guild office by calling the Guild office at 323-851-1521 or emailing [smatsuda@aft1521a.org](mailto:smatsuda@aft1521a.org).

**For Members with Multiple Assignments**

If you work multiple assignments, the one where the majority of your work is done, or your home office designation is the chapter you will be assigned for this election. Please check that designation on your mailer as described above.

If you work multiple assignments that are equally distributed across multiple worksites, you must contact the Guild office at 323-851-1521 or via email to Scott Matsuda at [smatsuda@aft1521a.org](mailto:smatsuda@aft1521a.org) to declare which chapter you wish to participate in. ONLY members with assignments that are equally distributed across multiple chapters may declare which chapter they will participate in.

**Nominations**

**Must Be Received No Later than 11:59 p.m., Friday, March 1, 2024.**

Members interested in running for a District-wide Officer position or nominating another member must notify the Staff Guild of their intent for self-nominations or nomination information if nominating someone in writing via Courier, U.S. Mail, email Scott Matsuda at [smatsuda@aft1521a.org](mailto:smatsuda@aft1521a.org).

When submitting a nomination include your full name, the name of the person you are nominating or if you are nominating yourself, your chapter, and the position you are nominating them for (President, First Vice President, Second Vice President, Treasurer, Grievance Secretary or Recording Secretary). Please secure the approval of the member nominated prior to submitting the nomination.

**Eligibility Rules**

To Make Nominations:  
Dues-paying members may make nominations for all open seats. Unit 1 employees must have a membership application on file by **Tuesday, February 20, 2024, at 11:59 p.m.**, to be eligible to nominate someone.

**To Be a  
Nominee/Candidate**

Members in good standing, defined as having fully paid on all financial obligations to the Staff Guild for one year preceding the election are eligible to be nominated and run for a position. Nominees must be members in good standing between **March 2023 through February 2024**, to be a nominee/candidate.

**To Vote**

Dues-paying members are eligible to vote in the District-Wide Officers elections. Unit 1 employees must have a membership application on file with the Staff Guild by **11:59 p.m. on Friday, February 23, 2024** to be eligible to vote.

## Mail Ballot Election Process

An outside election agency, American Arbitration Association, shall conduct the election. **Ballots will be mailed to Guild members on Thursday, March 28, 2024. To be counted, ballots must be received via U.S. mail no later than 9:00am, Friday, April 19, 2024, or ballots can be dropped off in person and must be received prior to close of business, 3:30pm on Thursday, April 18, 2024, at Foy Station (1808 W. 7<sup>th</sup> Street Los Angeles, CA 90057).**

Ballots will be counted on Friday, April 19, 2024, and uncertified results published that same day. A certification vote on the results will be held by the Executive Board at the next regularly scheduled Executive Board meeting.

If you have any questions, please contact the AFT College Staff Guild at (323) 851-1521. Election rules can be found on [aft1521a.org](http://aft1521a.org). Election Committee Members: Gloria Moreno, Lynn Wood, Maritza Medina, Safir Larios-Ramirez, Ngan Mork, Robin King, Ana Maria Saray Olivares-Diaz, Michael Griggs, Natalie Embrey co-chair, Mark Bergquist co-chair

## 2023/24 District-wide Officers Election Timelines

|  |   |
|--|---|
| Thursday, February 8                           | Executive Board approves mode of election   |
| Wednesday, February 14                         | Notice of Nomination & Elections mailed to members and posted on Guild website  |
| Wednesday, February 21                         | Nominations Open  |
| Thursday, February 22                          | Online Meeting for Districtwide Officers Election rules readthrough. All Guild Members welcome. 12pm-1:30pm   |
| Wednesday, February 21 through Friday, March 1 | Nominations: Members interested in running for office must notify the Staff Guild of their intent in writing via email to <a href="mailto:smatsuda@aft1521a.org">smatsuda@aft1521a.org</a> , by Courier or U.S. Mail, <b>no later than 11:59 p.m., Thursday, March 1, 2024.</b> |
| Friday, February 23                            | Deadline to file Guild Membership to be eligible to vote.   |
| Monday, February 26                            | Period Begins for Candidate to Inspect the Union Membership list. 30 days prior to ballot mailing.  |
| Tuesday, March 12                              | Deadline at 11:59 p.m., for receipt of candidate nomination acceptance and signing of election rules.   |
| Wednesday, March 13                            | Notice/Posting of candidate names (guild website, etc.)   |
| Friday, March 15                               | Deadline for Candidates statements to be included in email and mailer   |
| Thursday, March 28                             | Election Ballots mailed by AAA to the last known home address of each Guild member.   |
| March 21 and or 22 TBA                         | Candidate Forum   |
| Friday, April 19                               | <b>Ballots received by 9:00 a.m. and counted later (same day) at the AFT Staff Guild office and uncertified elections results and posted on the Guild website.</b>  |

## Descriptions of District-wide Officer Positions Open for Nomination and Election

The following positions, including responsibilities, are open for nominations and election during this Election Period.

### **PRESIDENT: The President shall....**

- be the presiding officer at all meetings of the membership and the Executive Board
- be the principal executive officer of the Staff Guild
- receive report and respond to correspondence of the Staff Guild
- supervise all employees of the Staff Guild
- be one of the responsible financial officers of the Staff Guild and shall be authorized to co-sign financial instruments and disburse funds that are authorized by the budget, policy, or Executive Board vote
- represent the Staff Guild before the employer or executive and legislative officials
- represent the Staff Guild before the public, community organizations, and the news media
- be, by office, a representative to the convention of the American Federation of Teachers and meetings or conventions of its affiliated bodies
- make a written report to the Staff Guild's membership at every membership meeting
- be able to delegate the responsibilities of the office except where otherwise specified by the Constitution
- consult with the Executive Board on important matters affecting the Staff Guild.

### **FIRST VICE PRESIDENT: The First Vice-President shall....**

- assume the duties of the President in the event of absence, illness, or death of the President
- oversee and assist the executive board in their duties
- oversee the work of and receive regular reports from the various standing committees of the local
- perform other duties as delegated by the President or assigned by the Executive Board

### **SECOND VICE PRESIDENT: The Second Vice President shall....**

- assume the duties of the President in the event of absence, illness, or death of the President and the First Vice president declines the line of succession
- assume the duties and roles of the First Vice President in the event of absence, illness, or death of the First Vice President
- serve as the Staff Guild representative on Board of Trustee Committees
- oversee the work of and receive regular reports from the COPE and Professional Development Committees
- perform other duties as delegated by the President or assigned by the Executive Board

### **TREASURER: The Treasurer shall....**

- receive, record and deposit all dues monies and other income in the name of the Staff Guild
- be one of the responsible financial officers of the Staff Guild and is authorized to co-sign financial instruments and make regular and usual disbursements of funds
- maintain all financial records of the organization
- assist an independent audit of the finances of the Staff Guild annually and make same available to the Executive Board, and membership
- transmit per-capita payments on a regular basis to the Secretary-Treasurer of the American Federation of Teachers and similar officers of all other bodies with which the Staff Guild is affiliated
- serve as a resource to the Financial Oversight Committee
- perform other duties as delegated by the President or assigned by the Executive Board
- perform duties of the office as required by the guidelines developed by the AFT



**GRIEVANCE SECRETARY: The Grievance Secretary shall....**

- work with parties involved in a dispute to try to resolve it at the lowest level possible
- represent Unit 1 Clerical/Technical employees, upon request irrespective of union membership, in grievances against the District if the Staff Guild collective bargaining agreement has been violated
- advise the Grievance Review Committee on decisions such as whether to pursue grievances to arbitration
- act as grievance training mentor for local representatives and chapter chairs
- be responsible for conducting grievance trainings onsite and at executive board meetings
- act as chief consultant on all grievance matters in the Local
- maintain records of complaints and grievances, and their disposition; for at least three years from grievance resolution unless a longer period of time is adopted by the Executive Board
- enforce the contract and educate staff of their rights, including conducting trainings on each campus at least annually

**RECORDING SECRETARY: The Recording Secretary shall....**

- maintain the non-financial files and records of the Staff Guild
- be the custodian of the seal and charter of the Staff Guild
- shall record and keep accurate minutes of meetings of the membership and the Executive Board
- shall chair the Communications Committee
- assist the President in handling the correspondence of the Staff Guild
- perform other duties as delegated by the President or assigned by the Executive Board

A complete list of duties and responsibilities for Guild President, 1st Vice-President, 2nd Vice-President, Grievance Representative, Treasurer, and Recording Secretary can be found in the AFT College Staff Guild Local 1521A Constitution and Bylaws, Article IV. A copy of the Constitution and Bylaws can be provided upon request by Guild Staff. Scott Matsuda can be reached at [smatsuda@aft1521a.org](mailto:smatsuda@aft1521a.org).



*A Union of Professionals*  
**Staff Guild**  
Local 1521A

**AFT 1521A College Staff Guild**  
**2023/24 District-Wide Officers Election**  
**Rules and Nominee Acceptance form**

**I. Election Rules & Procedures**

**1. Election Timeline**

The Executive Board shall adopt an election timeline for each election.

**2. Election Committee**

The Executive Board shall establish an election committee in accordance with the constitution. The committee shall meet as needed until the election is completed to rule on questions arising during the election.

**3. Availability of District-Wide Officer Candidate Names**

The names of District-wide officer candidates shall be posted in the AFT1521A Guild Office and on the Staff Guild website effective Wednesday, March 13, 2024. No official announcement of information on Guild candidates shall be available before this date.

**4. Term of Office**

Members elected as District-wide officers will serve for a term of three (3) years, beginning from Saturday, July 1, 2023.

**5. Ballot Order**

The names of District wide officer candidates shall be listed in a randomized order.

**6. Filing for Multiple Positions**

Candidates shall not run for multiple positions in the District-Wide Officer elections. If a member is nominated for multiple positions, they can only accept one nomination.

**7. Write-in Votes**

Write-in votes will be tabulated and should a write-in candidate win, that candidate will be vetted against candidate eligibility rules as stated in number 8 below. Should the write-in winner prove ineligible, the next eligible runner up will be declared the victor.

**8. Candidate Eligibility Rules**

Candidates must be an active member, in good standing per Constitution and Bylaws Article VI(1)(a), for at least one (1) year. Nominees must be members in good standing between March 2023 through February 2024 to run for office.

## **9. Contact Information**

Nominees agree to provide updated contact information to the Guild office and must confirm these details on their Nominee acceptance signature page.

Nominees must provide the following:

- a. A primary, non-district phone number where they can be reached.
- b. A district work number where they can be reached if one exists.
- c. A primary, non-shared, non-district personal email address where they can be reached.

The information provided will be used during the nomination and election periods with the purpose of contacting the nominees/candidates regarding Election business.

Failure to respond to communication in a timely manner from the Elections Committee may result in disqualification as a nominee/candidate.

## **10. Nominations**

Nominations must be made by an active member in good standing with a membership card signed on file by 11:59 pm on Tuesday, February 20, 2024.

Nominations must be received beginning Wednesday, February 21, 2024 and nominations close 11:59 pm on Friday, March 1, 2024 in writing, by email to Scott Matsuda ([smatsuda@aft1521a.org](mailto:smatsuda@aft1521a.org)), by courier, or U.S. mail.

Nominees will be notified of their eligibility by email no later than Tuesday, March 5, 2024.

Nominees have until 11:59 pm, Tuesday, March 12, 2024, to accept/decline nomination in writing to the Staff Guild office by email to Scott Matsuda ([smatsuda@aft1521a.org](mailto:smatsuda@aft1521a.org)), courier, or U.S. mail. If no written response is received by the deadline, it will be treated as a decline of the nomination.

Nominees accepting their nomination will also sign and return the Election Rules.

## **11. Voter Eligibility**

Any member in good standing is eligible to vote. For non-members, Friday, February 23, 2024, is the deadline to file a Staff Guild membership application and be eligible to vote in the 2023/2024 District-Wide Officers Election.

\* Retiree members are excluded from participation in the District-Wide Officers Election per Guild Constitution.

## **12. Candidates**

On Wednesday, March 13, 2024, candidate names will be posted on the Staff Guild website and sent via email to all members where the Staff Guild has non-LACCD emails on file.

Candidates will receive a copy of these rules to review and sign when accepting their nomination for District-wide officer. Nominees have until 11:59 pm, Tuesday, March 12, 2024, to accept their nomination and sign and return the Election Rules, in order to remain eligible.

A candidate who has accepted their nomination may withdraw their candidacy at any time before 11:59pm, Thursday, March 14, 2024 by submitting their withdrawal in writing to the Staff Guild

office by email to Scott Matsuda ([smatsuda@aft1521a.org](mailto:smatsuda@aft1521a.org)), courier, or U.S. mail.

**13. Deadline Reminder**

The Elections Committee will as a courtesy have the Guild Office staff send one general reminder email to nominees/candidates regarding each deadline. One for confirmation of nominations acceptance, one for return of signed election rules, and one for candidate statements.

**14. Balloting**

The election will be conducted by secret mailed ballot conducted by the American Arbitration Association (AAA). Ballots will be sent via U.S. mail to the last known home address for each eligible voter on file with the Staff Guild by AAA on Thursday, March 28, 2024. Ballots will be picked up on Friday, April 19, 2024, at 9:00 a.m. by AAA, taken to the Staff Guild office, and counted later the same day.

**15. Observers**

The candidate is entitled to observe the ballot count **or** to have an observer present at the ballot count. An alternate observer must be identified in advance by the candidate via email in writing to Scott Matsuda ([smatsuda@aft1521a.org](mailto:smatsuda@aft1521a.org)) no later than Wednesday, April 17, 2024. The Elections Committee will seek to have the convenient option for remote viewing of the ballot count in addition to limited in-person observation.

**16. Parameters to determine election winners**

The District-wide officer candidates with the most votes shall be declared the winners. In the event of a tie, there will be a run-off election between the two candidates whose race resulted in a tie. If the run-off election results in a second tie between those two candidates, the Election Committee members or a representative from AAA will place candidate names in a paper bag and randomly draw the tie winner.

**17. Posting of results**

The uncertified election results will be posted on Friday, April 19, 2024, on the Staff Guild website and sent via personal email to members. The Election Committee will submit the uncertified election results at the next Executive Board meeting for a vote to certify immediately following the April 19, 2024 ballot count, unless a challenge to the election is submitted.

**18. Challenges**

Article VI of the Constitution and Bylaws provides that any member may challenge the election by filing a protest in writing, notarized, and delivered to the Staff Guild office and addressed to the Election Committee within ten (10) calendar days of the publishing of the uncertified results. The Elections Committee shall review each timely-received challenge in accordance with the Constitution and Bylaws and Election Rules.

**19. Questions or problems**

Candidates and members with questions about the nomination or election procedures should contact a member of the Election Committee via email to Scott Matsuda ([smatsuda@aft1521a.org](mailto:smatsuda@aft1521a.org)). Any violation of these rules should be reported promptly to the Election Committee so that appropriate action can be taken, if necessary.

**Elections Committee for the 2023/24 District-Wide Officers Election**

Gloria Moreno, Lynn Wood, Maritza Medina, Safir Larios-Ramirez, Ngan Mork, Robin King, Ana Maria Saray Olivares-Diaz, Michael Griggs, Natalie Embrey co-chair, Mark Bergquist co-chair

## II. Candidate Rights and Restrictions

### 1. Impartiality

The use of Staff Guild resources, or the resources of any other union or employer, by any candidate, Staff Guild member, or any other person, for the purpose of campaigning for or against any candidate for office in this election, is prohibited. This prohibition includes the use of facilities, equipment or property (including official union or employer email accounts), official endorsements, and campaign activity done on paid time. Candidates' campaigns must use only their own time and resources for campaigning.

Additionally, candidates must be treated equally regarding the opportunity to campaign, and members may support the candidate of their choice without being subject to penalty, discipline, or reprisal of any kind.

### 2. Access to Membership Lists

Upon request, starting Monday, February 26, 2024, any candidate for office shall be provided with a list of the unit members who comprise the potential electorate for their office. The list will not include the phone numbers, emails, or addresses of the unit members. The redacted list provided to the candidate via email will include only the names and worksite location.

If candidates want to inspect a list including contact information, they can request an appointment within Staff Guild office operating hours via email to Scott Matsuda ([smatsuda@aft1521a.org](mailto:smatsuda@aft1521a.org)). Candidates do not have the right to copy the membership list, only the right to inspect and or compare it with a personal list of members (per LMRDA, Conducting Local Union Officer Elections, Chapter 7: Inspecting the Membership List).

No Guild members in possession of member data due to their positions in the union are to employ this data for campaign purposes on behalf of any candidates.

### 3. Candidates' Statements – District Wide Officer Candidates

The Staff Guild will distribute to all dues paying unit members at its own expense a 300-word statement and photo by all candidates to be submitted in a word or PDF file. Candidate statements must be received at the Staff Guild Office between Friday, March 8, 2024 through Friday, March 15, 2024. These statements will be mailed via USPS to all dues-paying unit members in the respective chapters to their last known home address, emailed to non-work emails on file for dues-paying members and posted on the Guild website. These statements will be issued as content (spelling, grammar, fact, etc.). No changes will be made from the Guild Office. The Guild Office will format and conclude at 300 words (the sentence will be completed). Statements can be emailed to Scott Matsuda ([smatsuda@aft1521a.org](mailto:smatsuda@aft1521a.org)) or put on a flash drive and delivered to the Staff Guild Office.

Candidates who miss the deadline above will not have their statements mailed to the membership via USPS or email, but those statements will be posted on the Guild website after they are received.

Candidates who miss the deadline above may still use the distribution options provided for in paragraphs 4 and 5 of these Rights and Restrictions, below.

**4. Distribution of Campaigning materials by mail**

AFT 1521A will honor any reasonable request by a candidate to distribute campaign literature by mail to members at the candidate's expense. Requests will be honored in the order received.

Mailers: Campaign literature must be provided to the Guild Office staff in sealed, stamped envelopes which are ready for mailing. Each candidate should check with postal officials to determine the proper postage. Arrangements must be made for AFT 1521A office staff to put address labels on the envelopes containing campaign literature at a rate of \$40.00 per mailer. Candidates should contact Scott Matsuda ([smatsuda@aft1521a.org](mailto:smatsuda@aft1521a.org)) to arrange a mailing. Candidates should bring materials to the Guild office at least five working days before they would like them to be mailed.

**5. Email distribution of Campaign Literature**

AFT 1521A will honor any reasonable request by a candidate to distribute campaign literature by email to members at the candidate's expense. Requests will be honored in the order received. Campaign literature must be provided to the Election Committee in a text only format for email distribution.

The Guild will send the email to the non-work emails on file at the Guild office to dues paying members of the Guild. The campaign literature to be emailed must be provided to Scott Matsuda ([smatsuda@aft1521a.org](mailto:smatsuda@aft1521a.org)). Candidates will be charged \$10 per distribution. Candidates should send the campaign literature to the Guild office at least two working days before they would like it to be emailed.

**6. Posters and flyers**

Posters and flyers placed on campus must adhere to that campus' rules for posting.

**7. Campaigning**

Candidates must use their own time and resources for any campaigning, and follow the prohibitions on using union or employer resources described in paragraph 1 of these Rights and Restrictions, above.

**8. Prohibited election activity**

If a candidate knows of prohibited election activity taking place in support of his/her/their candidacy, the candidate is expected to take reasonable steps to ensure the activity is stopped. Candidates should notify the Elections Committee of these incidents.

**9. Observing Ballot Pickup**

Observers are provided the opportunity, if they wish, to be present when the ballots are picked up from the post office, and can witness the transport of the ballots to the ballot counting location. So that everyone can be certain that ballots are not tampered with in any way. Transportation must be provided by the observer and the process will not be delayed for a tardy observer.

**10. Observing the Ballot Count**

Candidates are entitled to have one observer present at the ballot count conducted by the American Arbitration Association. The observer may be the candidate themselves, or an AFT 1521A member in good standing. An alternate observer must be identified in advance by the candidate via email in writing to Scott Matsuda ([smatsuda@aft1521a.org](mailto:smatsuda@aft1521a.org)) no later than Wednesday, April 17, 2024.

The Elections Committee will seek to have the convenient option for remote viewing of the ballot count in addition to limited in-person observation.

For detailed observer rules, see section III. Rules for Observers.

**11. Candidates Forum**

Candidate forums shall be equally open to all candidates for District-wide Office. At least one candidate forum will be scheduled by the elections committee if there are multiple candidates running for a position. The Election Committee will determine the dates and format of the forum(s) and advise all candidates.

**12. Review of Elections Rules with the Candidates**

The Elections Committee strongly encourages all candidates to attend the review of election rules. This will be conducted online in a Zoom format. The meeting will be on Friday, March 8, 2024 at 6:00 pm. Invitations will be sent to the primary email address provided by the candidates.

**13. Clarifications of the Rules**

Because it is not possible to anticipate every scenario in advance, the Election Committee may publish additional clarifications or reminders of these rules as appropriate during the nomination and election period. The Election Committee has full discretion and authority to interpret and apply these Rules.

**14. Except as provided in this code, the Election Committee shall be guided in its decisions by the publication entitled “Conducting Local Union Officer Elections: A Guide for Election Officials,” issued by the Office of Labor-Management Standards of the U.S. Department of Labor.**

*Nomination Acceptance and Pledge to follow the District-Wide Officers Election Rules*

|  |  |
|--|--|
| <b>A primary, non-district phone number:</b>               |  |
| <b>A district work number:</b>                             |  |
| <b>A primary, non-shared, non-district personal email:</b> |  |

I, (print first name and last name) \_\_\_\_\_ by signing, **ACCEPT** the nomination to run for the office of \_\_\_\_\_ for the AFT 1521A, and pledge to serve if elected.

As a nominee/candidate, I agree and pledge to abide by the Election Rules governing this District-Wide Officers Election, and have provided contact information where I can be reached.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

AFT 1521A 2023 District-Wide Officers Election  
Friday, April 19, 2024 9am -Completion  
Staff Guild Office  
3356 Barham Blvd., Los Angeles, CA 90068

**RULES FOR OBSERVERS**  
**APPROVED BY ELECTIONS COMMITTEE**

Remote Viewing of the April 19, 2024 Ballot Count

For the 2023/24 District-Wide Officers Election, the AFT College Staff Guild 1521A, Election Committee (EC) requested that the American Arbitration Association provide the option for remote viewing of the Ballot Count.

Candidates may choose to observe in person, remotely observe the ballot count, or to have an observer watch the ballot count in their place. The person observing for the candidate must be a member of the Staff Guild.

Observers (remote and in person) cannot display any campaign material while observing (example: zoom backgrounds, buttons, etc), or engage in any campaigning while observing.

The observer must be identified in advance by the candidate via email in writing no later than Wednesday, April 17, 2024, to Scott Matsuda( [smatsuda@aft1521a.org](mailto:smatsuda@aft1521a.org)).

( See the following pages for Remote Viewing and In-person Viewing details. )



### **III. Rules for Observers**

#### **1. Rules for Remote Viewing**

- a. Zoom Chat will be disabled.
- b. Observers must use the “raise hand” feature so they may be recognized and called upon by an Election Committee member to ask a question or raise a challenge.
- c. Observers must promptly clarify if they are asking a question about the current Election process - or raising a Challenge.
- d. Informational questions regarding Election processes will not be a reason to halt the ballot count.
- e. Observers raising a Challenge must say so at the beginning so that Election Committee members may call a temporary halt to the Ballot Count.
- f. The Observer must concisely state the reasons and basis for the challenge.
- g. If there is a challenge on a ballot, that ballot will be set aside and will be dealt with before finalizing results.
- h. Once the Challenge has been heard by the Election Committee, the Ballot Count will immediately resume.
- i. Election Committee members will make note of the raised challenge and seek to address the issue.
- j. Questions irrelevant to the ballot count will be noted and may be answered after the counting has been completed – if time allows. Candidates will appreciate that the priority of the Election Committee is to focus on and enable the Ballot Count to be completed.
- k. If anyone other than a candidate or an assigned observer appears in the zoom meeting, they will be removed to a Zoom waiting room.
- l. Observers or candidates who attempt to disrupt proceedings may be summarily ejected from participation at the discretion of the EC.

#### **2. Rules for In-person Viewing at the Guild Office**

- a. Each observer/candidate must identify herself/himself/themself to the election officials, sign the observer log, and indicate which candidate she/he/they represent(s).
- b. All candidates/designated observers desiring to be admitted for in-person must wait outside of the ballot count room until AAA has set up their equipment and the EC is ready to admit viewers. An Election Committee member will make an announcement to those candidates/observers present. (Tentatively at 9:30/9:45am.)

- c. There is no appeal for these processes of determining admittance for in-person viewing (if any.)
- d. While present in the polling or tally area, each observer must wear a badge provided by election officials clearly marked "Observer".
- e. Observers must remain in the area(s) approved by election officials where they are able to see the voter registration and balloting process.
- f. Observers may not roam around the ballot count or interfere with the process in any way.
- g. Observers should direct any questions or report any problems directly to election officials as soon as possible so that any necessary corrective action can be taken.
- h. Observers may challenge the eligibility of any voter by clearly specifying the basis for the objection to election officials. (For example, "I challenge the eligibility of Voter X because I don't think they're a member in good standing.")
- i. During the tally of ballots, observers may challenge the accuracy of the way votes are read from marked ballots and recorded on tally sheets and should state any objection to election officials as soon as possible so that any necessary corrective action can be taken.
- j. If an observer is late, absent or excuses themselves from the counting process it will not be grounds for the count to be stopped or interrupted. Ballots can only be challenged if the observer is present during the counting process handled by the third party.
- k. Observers may not touch or handle ballots at any time or interfere with the tally process.
- l. Any observer interaction with the ballot counting process that isn't abiding by the rules previously listed will be grounds for the observer to lose their right to participate and they will be excluded from the premises.

ARBITRATION PROCEEDING

In the Matter of Arbitration of: )  
AFT College Staff Guild, Local )  
1521A Election Challenges 6 & 7 by: )  
Hazel Alonzo, Chad Baugher, Yovanna )  
Campos, Jo-Ann Haywood, Kristine )  
Ayvazyan, and Mario Perez. ) **OPINION AND AWARD**  
\_\_\_\_\_ )

The above-named parties filed challenges to the 2023 Election of Districtwide Officers pursuant to Article VI, Section 1(h) of the Constitution of the American Federation of Teachers College Staff Guild, Local 1521A. Article VI of the Constitution and Bylaws provides that any member may challenge the election by filing a protest in writing, notarized, and delivered to the Staff Guild office and addressed to the Election Committee within ten (10) calendar days of the publishing of the uncertified results. The Elections Committee shall review each timely-received challenge in accordance with the Constitution and Bylaws and Election Rules Section 1(h).

This matter was referred to hearing before the undersigned whose charge was limited to the question of whether to sustain Challenges 6 and/or 7.

A hearing was held on August 9 and 10, 2023 via zoom. The parties—all named election challengers and all whose election was challenged—were invited to testify and to call witnesses. During hearing and prior to closing statements each party affirmed that they felt that their position was fully heard. During the course of the hearing all parties were afforded a full and complete opportunity to present evidence, to question witnesses and to develop argument. No parties were represented by counsel. All witnesses were duly sworn. The matter was considered fully submitted upon closing argument.

## **BACKGROUND**

Candidates ran for District-wide offices of President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Grievance Secretary, Recording Secretary, and Treasurer. Ballots were mailed to one thousand fifty (1,050) members on May 8, 2023. The results were certified on May 31, 2023 by the American Arbitration Association. Those certified results were included in documentation referring the issues to hearing and are not repeated here.

## **THE ELECTION CHALLENGES**

### Challenge 6

It is undisputed that on May 12, 2023 candidate for First Vice President Jesse Saucedo sent a district-wide email to employer-owned email addresses in an attempt to reach all voters. The email sent to employer-owned accounts stated in part:

I am reaching out to you today to remind you to exercise your right to

vote and to encourage you to cast your ballot in support of our “Better, Stronger Union” candidate slate.

- Andrea Edwards, President
- Jesse Saucedo, 1<sup>st</sup> Vice President
- Maira Cruz, 2<sup>nd</sup> Vice President
- Troy L. Pierce, Treasurer
- Write in: Melinda Ung, Recording Secretary
- Write in: Justin Raines, Grievance Secretary.

Our candidate slate is seeking to improve our union’s strength by...(details omitted). This election is a critical one, and your vote matters now more than ever. (details omitted)....if you have already received your ballot, please take a few minutes to complete it and return it days before the May 31<sup>st</sup> deadline.

Following the candidate mailing to employment email addresses, the Elections Committee issued the following statement to all candidates:

A reminder, according to the election rules it is prohibited to use employer or union resources in support of any campaign. This prohibition extends to sending emails to or from union or employer email accounts.

### Challenge 7

It is undisputed that the following email exchange occurred. On April 27, 2023 Challenger Campos sent a request for processing by the election committee. The request is quoted in part:

Can you please post my candidate statement on the website and send via Constant Contact [bulk membership email]? I know I missed the deadline for the mail this past Monday.

On April 29, the election committee responded in part:

We have received your request to extend the candidate submission deadline.

Unfortunately, the deadline to submit a candidate statement at the expense of the Staff Guild has already passed: April 24, 2023. We invite you to consider the following options to reach out to members as stated in the Election rules under Candidate Rights and Restrictions, sections 4, 5, and 6. [listing distribution by mail, posters and flyers, and campaigning using personal time and resources].

Via email on April 29, Challenger Campos replied in relevant part:

I did NOT request to extend the candidate statement submission deadline. I also did NOT request for my candidate statement to be mailed out at the expense of the Staff Guild.

I requested for the submitted candidate statement to be posted on the website and sent out via Constant Contact at no cost to the Staff Guild.

(paragraph omitted)

In addition, the election rules do not have language about late submission of candidate statements. The way it is written, if you miss the deadline, you miss the mail out at the expense of the Staff Guild. It is simple to add additional candidate statements to the website and to have another Constant Contact that is more detailed and thorough for this Officer Election.

The Elections Committee made no reply to the Challenger's clarifying email.

## DECISION

The operative rules for the election process are listed in the AFT College Staff Guild, Los Angeles Local 1521A Constitution; the 2023 District-Wide Officers Election Rules, and AFT 1521A Staff Guild Procedures. Candidates' distribution rights are covered under Candidate Rights and Restrictions. This source states: the Election Committee shall be [emphasis added] guided in its decisions by the publication entitled "Conducting Local Union Officer Elections: A Guide for Election Officials", [The Guide] issued by the Office of Labor-Management Standards of the U.S. Department of Labor. The rules directly relevant to the challenges are listed in the discussion below.

### Challenge 6

Challengers allege that the district-wide email sent to employer-owned email addresses violated campaign rules and materially affected the election. 2023 District-Wide Officers Election Rules and AFT 1521 A Staff Guild Procedures states in relevant part: "Campaigning: Candidates must use their own time and resources for any campaigning."

The candidate testified that while he could not recall exactly where all of the emails were sent, the original distribution list he worked from included names from all employer sites. The candidate undertook a process of his own to attach employer and personal email addresses for as many voters as possible. While inadvertent, the violation of the prohibition against using employer resources is undisputed. Given the tied results for the position of 1<sup>st</sup> Vice President, the violation was meaningful and made more so by the fact that the communication was written to promote an entire slate. It is immaterial that the elections

were not officially run as slate elections.

### Challenge 7

Challenger Campos alleges that the election committee inappropriately denied her request to have campaign materials distributed. Testimony was consistent that in an attempt to hold all candidates accountable to the submission deadline, the Elections Committee did not consider the request by Challenger Campos to have her materials distributed. The Guide provides that “imposing a deadline for making requests to mail literature and, as a result, refusing to comply with an otherwise reasonable request” is a common pitfall.

Without regard to the candidate-wide distribution deadline, the request by Challenger Campos to have her candidate statement distributed by Constant Contact email should have been considered as a separate request. The failure to consider the request at all is a substantial violation given the clarity of the request and the corresponding clarity of the rules requiring that no reasonable request to distribute candidate materials be declined. There are a several rules that should have compelled the Elections Committee to honor the request. The most straightforward of these is contained in Candidates Rights and Restrictions: Rule 4: Distribution of Campaigning materials, which states in relevant part:

AFT 1521A will honor any [emphasis added] reasonable request by a candidate to distribute campaign literature to members at the candidate’s expense. Requests will be honored in the order received. [Content omitted.]



## CANDIDATE RIGHTS AND RESTRICTIONS

13. Except as provided in this code, the Election Committee shall be [emphasis added] guided in its decisions by the publication entitled “Conducting Local Union Officer Elections: A Guide for Election Officials”, (The Guide) issued by the Office of Labor-Management Standards of the U.S. Department of Labor (OLMS).

As such, The Guide Chapter 6: Distributing Campaign Literature is incorporated by reference. It notes that:

- A union must honor requests for distribution of literature to all members in good standing and must also honor requests for distribution to only a portion of the membership if such distribution is feasible.
- A union may not limit the number of mailings which a candidate is permitted to make. (“A request to distribute campaign material using either e-mail or regular mail is the same: the union must comply with all reasonable requests and the candidate must bear the cost.”)
- 

The Guide also states:

Generally, if the candidate's request for an alternative method of distributing campaign literature is a reasonable one, the union is required to make the distribution. Accordingly, OLMS advises unions to comply with candidate's reasonable request to distribute campaign literature to the membership through e-mail if the union uses e-mail to disseminate information to its members.”

These rules work together to provide a presumption of reasonableness covering requests for distribution of campaign materials. The failure to honor the requested distribution and the failure to engage the candidate in discussion about how her request was unreasonable and could be cured is not in line with the intent of the rules.

## CONCLUSION

Taken together, each of the violations undermine the certainty of the election. Out of one thousand fifty (1,050) ballots mailed on May 8, there were three hundred and seventy-three (373) envelopes returned from the AFT election. The potential for increased candidate visibility and voter engagement that could have been gained by honoring the request to distribute candidate campaign materials and the potential for change in how or which voters were engaged based on the use of the employer-owned email accounts are both factors leading to the uncertainty in the integrity of the election outcome.

## AWARD

Having carefully considered the evidence presented and the arguments made it is the Award of the Arbitrator that, for the reasons stated above:

1. Challenge 6, alleging that the election was improperly influenced by inappropriate use of employer email accounts, is sustained.
2. Challenge 7, alleging that the Elections Committee unreasonably refused to distribute election materials at the request of the candidate, is sustained.
3. It is the hearing officer's recommendation that the election be rerun.

DATED: August 14, 2023

Respectfully submitted,



Brenda Suttonwills, Arbitrator



*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

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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

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.





Yovanna Campos &lt;camposyovanna@gmail.com&gt;

## Summarization of Election Candidacy Inquiry

Hazel Joy Alonzo &lt;hazyday20@gmail.com&gt;

Tue, Mar 12, 2024 at 3:32 PM

To: Natalie Embrey &lt;embrey1521a@gmail.com&gt;, markb1521a@gmail.com, Luukia Smith &lt;lsmith@aft1521a.org&gt;

Cc: Yovanna Campos &lt;camposyovanna@gmail.com&gt;

Good Afternoon Natalie,

I apologize for sending this email rather late after the fact but I wanted to ensure that our conversation of Friday March 8, 2024 was memorialized in writing. I have included Yovanna Campos on the email as she was also present and if there is something I may have misunderstood or omitted from this email, both parties may please feel free to make any additional remarks or corrections.

As mentioned, I would just like to reiterate if my understanding of the election committee's actions are accurate as stated by you, Natalie, as the co-chair of the Election Committee. My understanding is as follows.

- \* The nominee candidacy ended on Friday March 1, 2024 by 11:59 pm. At that time, all eligible candidates must have been eligible to be a candidate by the language of being a member in good standing, which denotes having met all financial obligations to the union for 12 full months. This is mentioned and referenced within the LMRDA, AFT National's Constitution, AFT1521A's Constitution as well as the election rules disseminated by the Election Committee.
- \* On Monday March 4, guild staffer, Scott Matsuda was to have verified all dues payments by all potential candidates on the ballot.
- \* On Tuesday, March 5th, the election committee met to review the data provided by Mr. Matsuda and went over dues obligations both by internal records and those provided by the LACCD District payroll. It was at this meeting that 3 individuals payments were most scrutinized, Ms. Andrea Edwards, Ms. Maira Cruz and Mr. Jesse Saucedo. The election committee was provided data from District payroll that indicated reimbursement of dues months prior as well as missed dues moving forward. The election committee was advised by Ms. Luukia Smith that Ms. Cruz and Ms. Edwards had paid all owed financial obligations in cash before the deadline date but did not provide the receipts of such payments, but indicated that they would be furnished at a later time. In terms of Mr. Saucedo, he had written out a check sometime the week prior and was in the possession of Luukia but at that time had not been deposited as of yet. No proof of check or receipt was shared
- \* Despite not having the documentation to prove proof of up to date dues payment for any of the 3 individuals, the election committee voted to move forward of Ms. Edwards and Ms. Cruz's eligibility on the understanding that what they paid was accurate and should be taken in good faith. It was further stated by the election committee that it was not their responsibility to ensure accuracy of dues payments. Subsequently, Mr. Saucedo was issued a "pending" eligibility upon deposit of his check.
- \* Morning of Wednesday, March 6th, eligibility letters were sent to the candidates.
- \* Later on March 6th, the receipts of payments from Cruz and Edwards were provided and after an audit by yourself, it was determined that both individuals missed a payment for the pay period of June 15, 2023. And while there were overpayments in the subsequent pay periods, it was clear through the audit that they had missed a payment and were not up to date in their financial obligation at that point.
- \* Subsequent the finding of the missed payment, the election committee reached out to AFT1521'a legal department, Mike Plank, and was recommended to go ahead and accept late payment of the individuals in question and further reiterated that the AFT National letter noting them of their good standing status should allow them to move forward despite being contrary to the election rules as currently stated. It is unclear whether Mr. Plank had contacted AFT national legal for advice or counsel. As such, Cruz and Edwards were both allowed to make late cash payments to bring themselves current, days after the due date of March 1, 2024.
- \* It was also reiterated that the election committee felt that reversing the candidacy eligibility from the days prior by the election committee would only sow more doubt into the election process.
- \* On the meeting held with yourself and Ms. Campos on March 8, 2024, Ms Campos and I strongly objected to the actions of the election committee and vehemently voiced what we felt was improper action by the committee. It is in our opinion, that the language of the election rules have not been followed early on in this most important process and the committee failed in its charge of allowing personal interpretation to allow exceptions for certain individuals. The deadline of being in "good standing" by March 1, was not met by the 3 individuals in question but the committee took it upon themselves to allow for an exception. No credible proof of Mr. Saucedo's payment had been provided as of March 8th, 2024 other than a receipt typed up by the staff office. Understanding that the due date was March 1, 2024, Luukia mentioned that Mr. Saucedo 's check was in her possession, on or about the 29th of February and issued a receipt, despite not being deposited into the bank days later. Both Yovanna and myself requested the bank deposit slips to verify when Mr. Saucedo did in fact have his payment processed, albeit days late. Nevertheless, at that point in time on March 1, 2024 , by the

letter of the law, or in this case, by the language of the election rules, they were ineligible at the time the election committee moved forward with their eligibility letters.

In closing, I am documenting my understanding of what has transpired up to date, if ever the need to have additional involvement in the future. As I stated at the beginning of the email, please feel free to correct my understanding of the matter.

Sincerely,  
Hazel Alonzo



Yovanna Campos &lt;camposyovanna@gmail.com&gt;

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## Officer Election Nominations

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**Scott Matsuda** <smatsuda@aft1521a.org>

Wed, Feb 21, 2024 at 8:45 AM

To: Yovanna Campos &lt;y campos@aft1521a.org&gt;

Cc: "hazyday20@gmail.com" &lt;hazyday20@gmail.com&gt;, Haywood JoAnn &lt;joannhaywood@aol.com&gt;, "perez\_mar1o@outlook.com" &lt;perez\_mar1o@outlook.com&gt;, Kristine Ayvazyan &lt;ayvazyk@gmail.com&gt;, Chad Baugher &lt;chadbaugher@gmail.com&gt;, Yovanna Campos &lt;camposyovanna@gmail.com&gt;

Good Morning Yovanna,

Nominations received, Thanks

Best Regards, Scott

AFT College Staff Guild, 1521A

Ph: 323 851-1521

Fax: 323 851-8572

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**From:** Yovanna Campos <y campos@aft1521a.org>**Sent:** Wednesday, February 21, 2024 8:43 AM**To:** Scott Matsuda <smatsuda@aft1521a.org>**Cc:** hazyday20@gmail.com <hazyday20@gmail.com>; Haywood JoAnn <joannhaywood@aol.com>; perez\_mar1o@outlook.com <perez\_mar1o@outlook.com>; Kristine Ayvazyan <ayvazyk@gmail.com>; Chad Baugher <chadbaugher@gmail.com>; Yovanna Campos <camposyovanna@gmail.com>**Subject:** Officer Election Nominations

Good morning Scott,

I am nominating these individuals, to run as a SLATE:

President: Hazel Alonzo

1<sup>st</sup> VP: Jo-Ann Haywood

2<sup>nd</sup> VP: Mario Perez

Treasurer: Kristine Ayvazyan

Recording Secretary: Yovanna Campos

Grievance Secretary: Chad Baugher

I have included all of our personal emails for correspondence and confirmation since they are aware that we are running as a SLATE.

In Strength and Unity,

Yovanna Campos, MBA

Recording Secretary (Advisor)

Chief Negotiator 2023-2026 CBA

Co-Chief Negotiator 2020-2023 CBA

Tuition Reimbursement Committee

Personnel Commission Liaison

AFT College Staff Guild, Local 1521A



New Member Link: <https://connect.aft.org/app/memberforms/1521A/join>



Yovanna Campos &lt;camposyovanna@gmail.com&gt;

## Formal Request Regarding Slate Nomination for Election

Chad Baugher &lt;chadbaugher@gmail.com&gt;

Thu, Mar 28, 2024 at 5:09 PM

To: AFT1521A Elections &lt;1521aelections@gmail.com&gt;

Cc: Scott Matsuda &lt;smatsuda@aft1521a.org&gt;, Luukia Smith &lt;lsmith@aft1521a.org&gt;, Hazel A &lt;hazyday20@gmail.com&gt;, Ayvazyk@gmail.com, Joannhaywood@aol.com, Yovanna Campos &lt;camposyovanna@gmail.com&gt;, Perez\_mar1o@outlook.com

Dear Election Committee,

Thank you for your prompt response (said with sarcasm, my response is prompt, yours was almost 2 weeks in delay). While I appreciate the committee's diligence in discussing the request, I must express my disappointment in the decision reached.

Quoting from the LMRDA Chapter 11: **Ballots Bullet Point 3, it is unequivocally stated that candidates may be listed on the ballot according to affiliation with a particular slate, with the provision that voters must also have the option to choose among individual candidates. This ensures that voters have the opportunity to make informed choices, whether they wish to support an entire slate or select individual candidates.**

The committee's decision not to include the slate on the ballot contradicts this clear guideline. By failing to provide voters with the option to vote for a slate, the integrity of the election process is compromised. Moreover, the reasoning provided by the elections committee, suggesting that the ballot must be organized randomly by office, does not justify disregarding the explicit instructions outlined in the LMRDA.

It is concerning that the committee's decision implies a lack of confidence in the intelligence of voters or a misunderstanding of the regulations set forth by the LMRDA. I urge the committee to reconsider its decision and ensure that the election process adheres to the principles of transparency and fairness outlined in the LMRDA.

I look forward to your prompt reconsideration of this matter.

Sincerely,  
Chad Baugher  
213-245-3852  
[chadbaugher@gmail.com](mailto:chadbaugher@gmail.com)

On Thu, Mar 28, 2024 at 4:09 PM AFT1521A Elections <1521aelections@gmail.com> wrote:

Thank you Chad for your email and your patience.

The committee thoroughly discussed the request for including slates in the election.

Quoting from the LMRDA Chapter 11: Ballots Bullet Point 3

- Candidates may be listed on the ballot according to affiliation with a particular slate; however, a voter must also be able to choose among individual candidates if he or she does not wish to vote for an entire slate.

The rules do not prevent the candidates themselves from identifying and campaigning as a slate. However, the elections committee wanted to ensure that the ballot was clear so the candidates are grouped by the office they are running for in randomized order.

The election rules clearly state: **I. Election Rules & Procedures 5. Ballot Order** The names of District wide officer candidates shall be listed in a randomized order.

-Elections Committee

On Fri, Mar 15, 2024 at 9:30 AM Chad Baugher <[chadbaugher@gmail.com](mailto:chadbaugher@gmail.com)> wrote:

Dear Election Committee,

I hope this email finds you well. I am writing to bring to your attention a discrepancy regarding the nomination process for the upcoming election. On February 21st, Yovanna Campos submitted a nomination, followed by myself on February 26th, for a slate of candidates to run collectively. The slate includes Chad Baugher, Hazel Alonzo, Mario Perez, Kristine Ayvazyan, Joann Haywood, and Yovanna Campos.

It has come to our attention that while these nominations were submitted for a slate, the candidate page does not reflect this collective nomination. Instead, each candidate is listed individually without any mention of the slate they are running on. This oversight is concerning as it fails to accurately represent the intentions of the nominated candidates.

I would like to formally request that the candidate page and ballot be updated to reflect the slate nomination. This request is not made lightly and is supported by the LMDRA, which acknowledges that parties have the right to run as a slate. Therefore, it is imperative that our nomination is accurately reflected to ensure fairness and transparency in the election process.

I urge you to address this matter promptly before any material is printed by AAA. Your swift action in rectifying this oversight would be greatly appreciated.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

Chad Baugher  
213-245-3852  
[chadbaugher@gmail.com](mailto:chadbaugher@gmail.com)



Yovanna Campos &lt;camposyovanna@gmail.com&gt;

## Eligibility

**Natalie Embrey** <embrey1521a@gmail.com>  
To: Mark Bergquist <markb1521a@gmail.com>  
Cc: Yovanna Campos <camposyovanna@gmail.com>

Wed, Mar 6, 2024 at 12:22 PM

Apologies, Yovanna. I did not have a complete contact email address list as of yesterday and wanted to get them sent in one batch.  
Working on distribution now.

In Strength and Unity,  
Natalie Embrey  
New Member Link: <https://leadernet.aft.org/webform/aft-staff-guild>

On Tue, Mar 5, 2024 at 8:53 PM Mark Bergquist <markb1521a@gmail.com> wrote:

**March 5, 2024**

Hello Yovanna,

Thank you for your note.  
Natalie graciously accepted to help the committee get the candidate eligibility letters out, and you will be receiving one.

Sincerely,

Mark

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**"You Are the Union !"**

AFT College Staff Guild 1521A  
Elections Committee  
Mark Bergquist

On Tue, Mar 5, 2024 at 7:00 PM Yovanna Campos <camposyovanna@gmail.com> wrote:

Good evening,

I have checked my email and I did not receive an email regarding my eligibility as a candidate for the elections. Per the elections rules attached:

"Nominees will be notified of their eligibility by email no later than Tuesday, March 5, 2024."

Should I be concerned?

Yovanna Campos, MBA  
(323) 973-0832

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**"You Are the Union !"**

AFT College Staff Guild 1521A  
Elections Committee  
Mark Bergquist



Yovanna Campos <camposyovanna@gmail.com>

### Campaigning during Union Activities

**Chad Baugher** <chadbaugher@gmail.com> Thu, Mar 21, 2024 at 5:49 PM  
 To: Luukia Smith <lsmith@aft1521a.org>, Scott Matsuda <smatsuda@aft1521a.org>, AFT1521A Elections <1521aelections@gmail.com>  
 Cc: Hazel A <hazyday20@gmail.com>, Joannhaywood@aol.com, Ayvazyk@gmail.com, Perez\_mar1o@outlook.com, Yovanna Campos <camposyovanna@gmail.com>, Chad Baugher <CHADBAUGHER@gmail.com>

Hello Elections Committee

I need to point out that an individual during our E-Board was campaigning in the chat..

According to the rules this is a violation, as well as a violation of LMRDA.

please see screenshot Which was support by the following, two of which are also Candidates

- **\*Andrea Edwards**
- Alejandro De La Parra
- Sean McDonald
- **\*Melinda Ung**

Kimberly Davillier to Everyone 5:33 PM

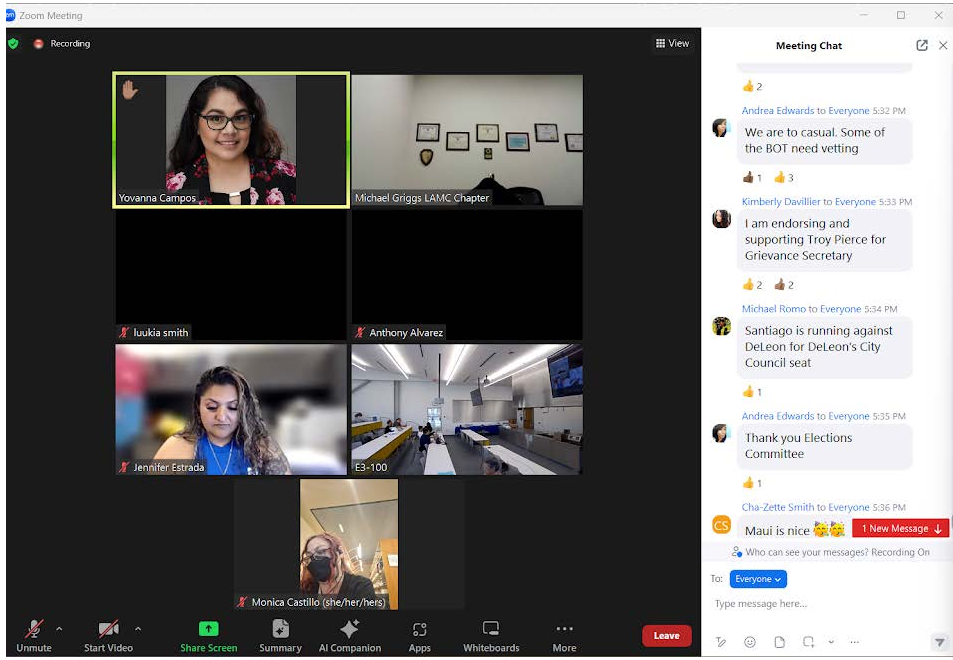


I am endorsing and supporting Troy Pierce for Grievance Secretary

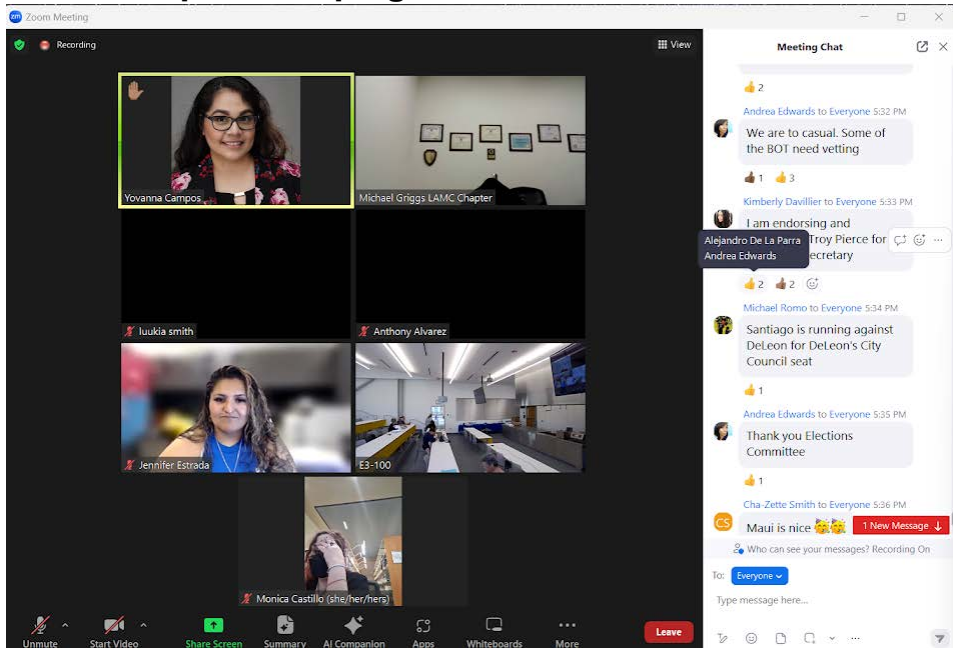


Original



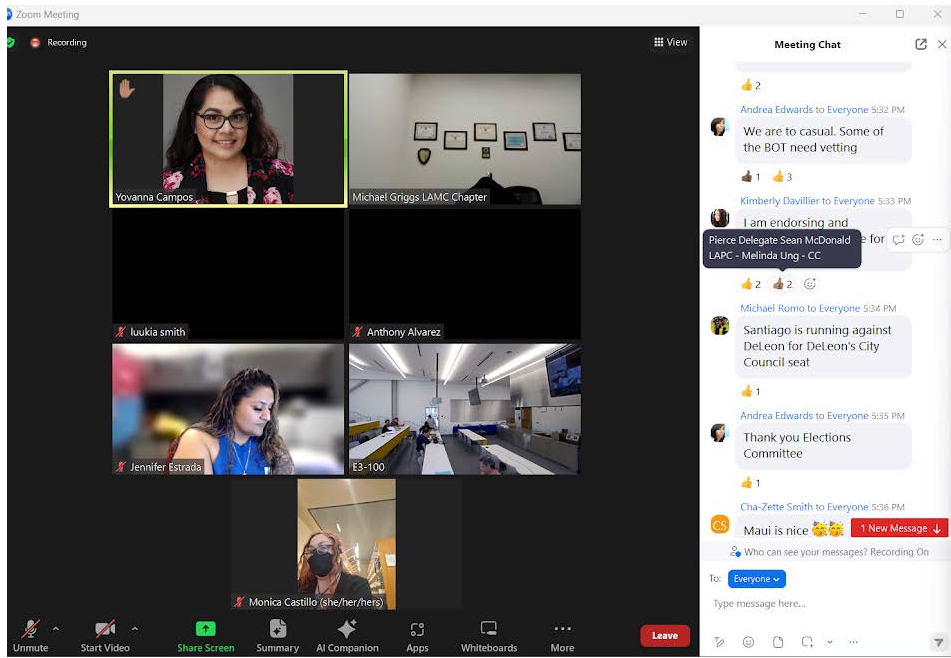


## First Group of Campaign Endorsements



## Second Group of Campaign Endorsements

# Gmail - Campaigning during Union Activities



Also,

Chad Baugher  
213-245-3852



Yovanna Campos &lt;camposyovanna@gmail.com&gt;

## Campaigning During Executive Board Meeting

**AFT1521A Elections** <1521aelections@gmail.com>

Thu, Mar 28, 2024 at 4:21 PM

Cc: Grisel Garcia <Ggarcia11@live.com>, Mark Bergquist <markb1521a@gmail.com>, Gloria Moreno <gloriadoaft1521a@gmail.com>, Robin Hill <msrobinking@yahoo.com>, Luukia Smith <lsmith@aft1521a.org>, Robin King <tearsntrue213@yahoo.com>, Saray Olivares-Diaz <sarayolivares@yahoo.com>, Lynn Wood <CLWOOD948@gmail.com>, Safir Larios <Safir4AFT1521A@gmail.com>, Natalie Embrey <embrey1521a@gmail.com>, Ngan Mork <nganmork@gmail.com>

Bcc: camposyovanna@gmail.com

The elections committee is aware of a break in elections rules that occurred during the Executive Board meeting 3/21/2024.

The endorsement of a candidate by a former candidate and thumbs up acknowledgement by additional candidates are a violation of the Election Rules. See specific references below.

### Rules Candidates Rights and Restrictions

#### 1. Impartiality

The use of Staff Guild resources, or the resources of any other union or employer, by any candidate, Staff Guild member, or any other person, for the purpose of campaigning for or against any candidate for office in this election, is prohibited. This prohibition includes the use of facilities, equipment or property (including official union or employer email accounts), official endorsements, and campaign activity done on paid time. Candidates' campaigns must use only their own time and resources for campaigning.

Additionally, candidates must be treated equally regarding the opportunity to campaign, and members may support the candidate of their choice without being subject to penalty, discipline, or reprisal of any kind.

#### 7. Campaigning

Candidates must use their own time and resources for any campaigning, and follow the prohibitions on using union or employer resources described in paragraph 1 of these Rights and Restrictions, above.

#### 8. Prohibited election activity

If a candidate knows of prohibited election activity taking place in support of his/her/their candidacy, the candidate is expected to take reasonable steps to ensure the activity is stopped. Candidates should notify the Elections Committee of these incidents.

Any campaigning done while on paid time is a violation of election rules and should be stopped.

Liking a comment is an act of endorsing the statement made which also constitutes a violation of the rules.

-Election Committee

Begin forwarded message:

**From:** "De La Parra, Alejandro" <[DELAPAA@elac.edu](mailto:DELAPAA@elac.edu)>  
**Date:** March 26, 2024 at 1:54:27 PM PDT  
**To:** "Ramirez, Betzy N" <[RAMIREBN@elac.edu](mailto:RAMIREBN@elac.edu)>, "Hernandez, Edgar F" <[HERNANEF@elac.edu](mailto:HERNANEF@elac.edu)>, "Soto, Dora E" <[SOTODE@elac.edu](mailto:SOTODE@elac.edu)>, "Harris, Vonnetta M" <[harrisvm@elac.edu](mailto:harrisvm@elac.edu)>, "Wilson, Brent D" <[WILSONBD2@elac.edu](mailto:WILSONBD2@elac.edu)>, "Musgrave, Elizabeth J" <[MUSGRAEJ@elac.edu](mailto:MUSGRAEJ@elac.edu)>, "Hoggan, Randy" <[HOGGANR@elac.edu](mailto:HOGGANR@elac.edu)>, "Davis, Tracy D" <[DAVISTD@elac.edu](mailto:DAVISTD@elac.edu)>, "Castillo, Dawn M" <[CASTILDM@elac.edu](mailto:CASTILDM@elac.edu)>, "Do, Richard" <[DOR@elac.edu](mailto:DOR@elac.edu)>, "Herrera, Jimmy" <[HERRERJ3@elac.edu](mailto:HERRERJ3@elac.edu)>, "Guerrero, Sergio" <[GUERRES2@elac.edu](mailto:GUERRES2@elac.edu)>  
**Subject:** Fw: Meeting with all SG Classified

Hello SG co-workers and fellow union brothers and sisters,

Today I received an email from Rowena Smith dealing with a meeting I requested Rowena conduct with the classified staff of SG. If you would allow me to go back a bit I believe it would better explain the context.

So, as we approach the move to vacate our current home here at SG I believe we have experienced some confusion and questions have come up. For this reason, I suggested to Rowena to have her come down to SG and meet with our union members. I did this for two reasons 1. to have staff questions answered and 2. after having conversations with some staff here at SD I feel that presently there are members that don't feel like the union is looking out for them or have our backs. I felt that by having Rowena come down to SG, show up and answer member questions it would reassure members that the union is looking out for them.

Currently Rowena decided not to come down but to have zoom meeting with the VP's and have everyone from SG attend and ask questions. While I appreciate having the VP's attend, I believe members would have felt more comfortable meeting with our chapter chair and expressing concerns to her.

Moving along. This past Thursday I attended the monthly E-board meeting. At the end of the meeting i requested to speak. When it was my turn, I proceeded to inform Lukkia Smith (current union director until the new president is voted in) that I had ask Rowena to meet with SG union members with regards to the upcoming move. I also told Lukkia that I believed that it would be a good idea if Chad Baugher (current union grievance rep) attend.

So why did I feel it would be good idea for Chad to attend?

Well, here is where my mindset is at. It's no secret that our union has been in turmoil, There are some in leadership that are out to satisfy their own personal gain with the gain of the union as a whole is secondary if at all. I suggested that Chad participate in the meeting for 2 simple reasons. 1. to reiterate to our members what their rights are and not allow administration to take advantage of any of them and answer any questions that members may have and 2. more importantly, for the members to FEEL the support of the union when moral is an all-time low. I believe that having Rowena and Chad take time their "busy" schedule to boost moral and reassure our union DUES PAYING members is a great Invesment for a strong union.

So to end this email I would like to give you guys the facts that you can keep in mind when reading the emails below. Emails I believe where sent by mistake. Huge mistake. To me..

1. it is great if you can read each email thorouly and I have highlighted some parts that I believe have extra importance
2. Rowena Smith did not attend the E-Board meeting that took place on Thursday March 21, so here statements making it seem as though she was there are false. There is roll call taken. If interested you should be able to ask the union office to confirm.
3. I never said, "I want Chad at this meeting" (referring to the meeting that has been set up for zoom) I suggested to Lukkia and Chad that if Chad was not to busy, I believe "it would be a good idea if he could attend the meeting". This has not been the first time Rowena has changed my statements. There have been numerous instances. If you are interested the meeting was recorded. You should be able to ask Lukkia Smith for access.
4. I did not include Promise Williams nor Christine Perez because as you can tell they were both privy to the thread of emails.

Union brothers and sisters why am I sending this out? For the pass several years I have been attacked by the Hazel Alonzo group at union level and by Rowena Smith and her group at the chapter level. I have had a false title 9 claim (for misogyny) filed against me (that went nowhere) I have had personal information released (by Yovanna Campos) to the entire classified staff for simply disagreeing. I have been harassed by text on my personal cell phone number. I have been slandered. I have been silenced (by Rowena Smith) ands Hazel Alonzo) and I have been denied assistance by union legal access (by Hazel Alonzo)

Brothers and sister this is the representation that wants to come back with these elections, and this is these are the people that currently represent us at the chapter here at ELAC. Unios are good. I will never stop believing in unions. But in order to make and keep a strong union going, leadership matters.

Thank you for your time.  
Alejandro De La Parra  
SG Bookstore Cashier  
Proud 1521a Union member

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**From:** Smith-Kersaint, Rowena <[SMITHKR@ELAC.EDU](mailto:SMITHKR@ELAC.EDU)>  
**Sent:** Tuesday, March 26, 2024 11:30 AM  
**To:** Perez, Christine M <[PEREZCM2@ELAC.EDU](mailto:PEREZCM2@ELAC.EDU)>; De La Parra, Alejandro <[DELAPAA@ELAC.EDU](mailto:DELAPAA@ELAC.EDU)>  
**Subject:** Re: Meeting with all SG Classified

When will you be sending the stuff I'm  
Invite to all  
Parties? Also  
Please include Luukia Smith

Thank you I'm only asking as time is of the essence

Rowena Smith Kersaint  
Student Services Specialist  
Welcome Center  
East Los Angeles College  
ELAC AFT1521A Chapter Chair

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**From:** Smith-Kersaint, Rowena <[SMITHKR@ELAC.EDU](mailto:SMITHKR@ELAC.EDU)>

**Sent:** Tuesday, March 26, 2024 11:28:32 AM  
**To:** Chad Baugher <[cbaugher@aft1521a.org](mailto:cbaugher@aft1521a.org)>  
**Cc:** Perez, Christine M <[PEREZCM2@ELAC.EDU](mailto:PEREZCM2@ELAC.EDU)>; Williams, Promise K <[WILLIAPK@ELAC.EDU](mailto:WILLIAPK@ELAC.EDU)>  
**Subject:** Re: Meeting with all SG Classified

Ok, will do. Thanks!

Rowena Smith Kersaint  
Student Services Specialist  
Welcome Center  
East Los Angeles College  
ELAC AFT1521A Chapter Chair

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**From:** Chad Baugher <[cbaugher@aft1521a.org](mailto:cbaugher@aft1521a.org)>  
**Sent:** Monday, March 25, 2024 10:15:42 PM  
**To:** Smith-Kersaint, Rowena <[SMITHKR@ELAC.EDU](mailto:SMITHKR@ELAC.EDU)>  
**Cc:** Perez, Christine M <[PEREZCM2@ELAC.EDU](mailto:PEREZCM2@ELAC.EDU)>; Williams, Promise K <[WILLIAPK@ELAC.EDU](mailto:WILLIAPK@ELAC.EDU)>  
**Subject:** Re: Meeting with all SG Classified

I spoke with Luukia, and she said she will be attending as this is not grievance related.

So please keep her in the loop of the meeting

In Strength and Unity,

**Chad R. Baugher**

Grievance Secretary  
AFT College Staff Guild, Local 1521A  
[cbaugher@aft1521a.org](mailto:cbaugher@aft1521a.org)  
(323) 580-6959 (o) | (213) 713-6777 (c)



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**From:** Smith-Kersaint, Rowena <[SMITHKR@ELAC.EDU](mailto:SMITHKR@ELAC.EDU)>  
**Sent:** Monday, March 25, 2024 10:14:12 PM  
**To:** Chad Baugher <[cbaugher@aft1521a.org](mailto:cbaugher@aft1521a.org)>  
**Cc:** Perez, Christine M <[PEREZCM2@ELAC.EDU](mailto:PEREZCM2@ELAC.EDU)>; Williams, Promise K



<WILLIAPK@ELAC.EDU>

**Subject:** Re: Meeting with all SG Classified

Allowed what to happen? The move is not optional

But I'm totally cool honey either way

My first reaction was why the duck does he want Chad to come this is not a grievance and has nothing to do with that

So whatever you feel comfy with I'm cool with as well

Rowena Smith Kersaint  
Student Services Specialist  
Welcome Center  
East Los Angeles College  
ELAC AFT1521A Chapter Chair

---

**From:** Chad Baugher <cbaugher@aft1521a.org>

**Sent:** Monday, March 25, 2024 4:53:16 PM

**To:** Smith-Kersaint, Rowena <SMITHKR@ELAC.EDU>

**Cc:** Perez, Christine M <PEREZCM2@ELAC.EDU>; Williams, Promise K

<WILLIAPK@ELAC.EDU>

**Subject:** Re: Meeting with all SG Classified

I think he wants me they're and then they say I didn't do anything and allowed this to happen and put blame on me.

In Strength and Unity,

**Chad R. Baugher**

Grievance Secretary

AFT College Staff Guild, Local 1521A

[cbaugher@aft1521a.org](mailto:cbaugher@aft1521a.org)

(323) 580-6959 (o) | (213) 713-6777 (c)



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**From:** Smith-Kersaint, Rowena <SMITHKR@ELAC.EDU>

**Sent:** Monday, March 25, 2024 4:01:03 PM

**To:** Chad Baugher <cbaugher@aft1521a.org>

**Cc:** Perez, Christine M <PEREZCM2@ELAC.EDU>; Williams, Promise K

<WILLIAPK@ELAC.EDU>

**Subject:** Re: Meeting with all SG Classified

Hi Brother,

so, SG is about to relocate to our new campus in early 2025, in the meantime there's a little flux and lots of confusion.

So, the SG classified wanted to have a Q&A with Administration about the logistics, OT etc. No big deal right.

Then out of the blue your pal Alejandro says "I want Chad at this meeting" The rest of us are like WTH why? What does Chad have to do with this? But then I thought hmmm ok I'll invite Chad at his behest and make sure it's known by all his cronies the HE wanted you there. Then when he tries to talk later or throw shade, it will be a slap in his face.

Honestly, I know you're super busy but if you could join us that would be very cool. Plus, I miss you

*Kind Regards,*

*Rowena Smith Kersaint*

**Student Services Specialist**

**Director Welcome Center 323-780-6800**

**East Los Angeles College**

**ELAC AFT 1521A Chapter Chair**

*'Be Seen Be Heard Be Connected'*

Please know that I honor boundaries around personal time, well-being, and caretaking. Should you receive emails from me during a time that you're engaging in any of the above, please protect your time. Prioritize joy, not email, when and where you can. If this resonates with you, please copy or modify as you see fit. Change happens at the micro-, meso-, and macro-level.

Inspired by:

[Amanda Ryan Romo](#)

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**From:** Chad Baugher <[cbaugher@aft1521a.org](mailto:cbaugher@aft1521a.org)>

**Sent:** Monday, March 25, 2024 2:58 PM

**To:** Smith-Kersaint, Rowena <[SMITHKR@ELAC.EDU](mailto:SMITHKR@ELAC.EDU)>  
**Cc:** Perez, Christine M <[PEREZCM2@ELAC.EDU](mailto:PEREZCM2@ELAC.EDU)>; Williams, Promise K <[WILLIAPK@ELAC.EDU](mailto:WILLIAPK@ELAC.EDU)>  
**Subject:** RE: Meeting with all SG Classified

So what exactly is going on, and why am I being asked to go attend? Especially from Alejandro

In Strength and Unity,

**Chad R. Baugher**

Grievance Secretary  
AFT College Staff Guild, Local 1521A  
[cbaugher@aft1521a.org](mailto:cbaugher@aft1521a.org)  
(323) 580-6959 (o) | (213) 713-6777 (c)



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**From:** Smith-Kersaint, Rowena <[SMITHKR@ELAC.EDU](mailto:SMITHKR@ELAC.EDU)>  
**Sent:** Monday, March 25, 2024 2:42 PM  
**To:** Perez, Christine M <[PEREZCM2@ELAC.EDU](mailto:PEREZCM2@ELAC.EDU)>; Ramirez, Josue A <[RAMIREJA2@ELAC.EDU](mailto:RAMIREJA2@ELAC.EDU)>; Williams, Promise K <[WILLIAPK@ELAC.EDU](mailto:WILLIAPK@ELAC.EDU)>; Wood, Corena L <[WOODCL@ELAC.EDU](mailto:WOODCL@ELAC.EDU)>; Estrada, Jennifer <[ESTRADJ2@ELAC.EDU](mailto:ESTRADJ2@ELAC.EDU)>; De La Parra, Alejandro <[DELAPAA@ELAC.EDU](mailto:DELAPAA@ELAC.EDU)>; Villalobos, Rosalba <[VILLALR2@ELAC.EDU](mailto:VILLALR2@ELAC.EDU)>; Ortiz, Julio C <[ORTIZJC@ELAC.EDU](mailto:ORTIZJC@ELAC.EDU)>  
**Cc:** Chad Baugher <[cbaugher@aft1521a.org](mailto:cbaugher@aft1521a.org)>  
**Subject:** Meeting with all SG Classified  
**Importance:** High

Hi Christine,

So, I just got an email from Miguel, and he confirmed that all three VPs are available to meet with all SG Classified for a Q&A as you all have requested.

I am tasking YOU and Alejandro with creating and sending out the zoom invite and hosting this meeting , because you two are the ones that requested it and you guys are the SG members onsite Delegates of course will be there along with the rest of the Eboard to support and help facilitate.

If you and Alex can please collaborate ASAP so we can get this out by the end of the day tmrw that would be perfect and following protocol. If the two of you need help getting this done, please let me know ASAP we don't want to thwart this opportunity.

Date April 1, 2024

Time 2PM

Location ZOOM

Dr. Miguel Duenas VP Student Services

Dr. Christine Tafoya VP Instructional Services

Dr. Pasqual VP Admin.

All Classified staff at SG and Chad Baugher by request of Alejandro De La Parra

*Kind Regards,*

*Rowena Smith Kersaint*

**Student Services Specialist**

**Director Welcome Center 323-780-6800**

**East Los Angeles College**

**ELAC AFT 1521A Chapter Chair**

*'Be Seen Be Heard Be Connected'*

Please know that I honor boundaries around personal time, well-being, and caretaking. Should you receive emails from me during a time that you're engaging in any of the above, please protect your time. Prioritize joy, not email, when and where you can. If this resonates with you, please copy or modify as you see fit. Change happens at the micro-, meso-, and macro-level.

Inspired by:

Amanda Ryan Romo

# BUSH GOTTLIEB

LAWYERS FOR LABOR

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Adrian R. Butler  
Hector De Haro  
Lisa C. Demidovich #&  
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Estephania Villalpando  
Jason Wojciechowski ~&  
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Sara Yufa

PE Partner Emeritus  
~ Also admitted in Hawaii  
‡ Also admitted in Montana  
\* Also admitted in New York  
+ Also admitted in Nevada  
# Also admitted in Washington DC  
& Also admitted in Washington

## MEMORANDUM

11521-32004

Direct Dial: (818) 973-3231  
mplank@bushgottlieb.com

### ATTORNEY-CLIENT COMMUNICATION PRIVILEGED AND CONFIDENTIAL

#### VIA E-MAIL

TO: Election Committee, AFT College Staff Guild, Local 1521A

FROM: Michael E. Plank

DATE: May 3, 2024

RE: Challenge to 2024 Re-Run Election of Districtwide Officers

#### 1. Introduction and Background

In exercise of her right to protest an election under Article VI, Section 1(h) of the Constitution of the American Federation of Teachers College Staff Guild, Local 1521A, Complainant Yovanna Campos has timely filed a properly notarized challenge (“the Challenge”) to the 2024 re-run election of districtwide officers (“the Election”). The Election was a re-run of the 2023 districtwide election. Complainant and several other candidates had challenged the results of that previous election. The Election Committee dismissed the majority of those challenges, but referred two of them to the Executive Board pursuant to the Union’s constitutional process. A neutral arbitrator thereafter determined that the previous election should be re-run, leading to the Election now at issue.

The Election Committee<sup>1</sup> therefore prepared to run this Election. The Election was delayed, however, pending resolution of an appeal by Hazel Alonzo to the AFT, challenging the eligibility of three candidates. The AFT rejected that appeal, and determined that the three candidates, Andrea Edwards, Maira Cruz, and Jesse Saucedo, were indeed eligible to run in the Election. Following the AFT’s rejection of Ms. Alonzo’s appeal, the Election proceeded.

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<sup>1</sup> The Election Committee had vacancies during the previous election, and those were filled by new members for this Election.

**ATTORNEY-CLIENT COMMUNICATION**

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**VIA E-MAIL**

Election Committee, AFT College Staff Guild, Local 1521A

May 3, 2024

Page 2

Following the tallying of ballots, Complainant submitted this Challenge. This report provides written guidance and recommendations with respect to the Challenge.<sup>2</sup>

**2. Summary Conclusion and Recommendation: The Challenge Should Be Dismissed**

Based on the allegations set forth in the Challenge and the applicable rules and legal principles, it is the recommendation of this report that the Election Committee determine that none of the allegations in the Challenge alleges conduct that is sufficiently serious to support setting aside the results of the Election, and that even to the extent that there may have been a technical violation, there are no allegations suggesting the conduct was sufficiently widespread such that it could have affected the outcome of the Election. As such, no part of the Challenge should be submitted to the Executive Board for further hearing or processing, the results of the Election should be upheld, and the entire Challenge should be dismissed.

**3. Analytical Framework**

While Local 1521A is a public sector union, meaning that the Labor-Management Reporting and Disclosure Act (“LMRDA”) does not apply to it directly, Article IV, Section 5 of the Constitution of the American Federation of Teachers incorporates the LMRDA by reference:

“The conduct of elections shall be consistent with the standards for such elections developed under Title IV of the [LMRDA].”

Thus, this report analyzes the allegations through the lens of the LMRDA as interpreted by the Department of Labor and the courts. Under that framework, only where a violation could have affected the outcome of the election would a re-run be appropriate.

Next, Article VI, Section 1(h) of the Constitution of Local 1521A charges the Election Committee with reviewing the allegations in the Challenge. The Constitution also requires that Challenge must “set forth the basis of the challenge and all information supporting the challenge.” The Election Committee is instructed to review the Challenge “to see if it alleges conduct that is sufficiently serious to support setting aside the election results and the conduct

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<sup>2</sup> Throughout the Election process, Bush Gottlieb has been asked to provide legal advice from time to time on certain issues related to the Election. Bush Gottlieb was not asked to provide advice with respect to every issue that arose, and has not always been aware of everything that was happening or had happened before or during the Election, and was not asked to provide advice related to some of the issues that are now the subject of the Challenge.

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**VIA E-MAIL**

Election Committee, AFT College Staff Guild, Local 1521A

May 3, 2024

Page 3

was sufficiently widespread such that it could have affected the outcome of the election.” Only if the Challenge meets that standard will it be referred to the Executive Board for a hearing.<sup>3</sup>

The allegations in the Challenge must therefore satisfy two criteria to meet the threshold for referral to the Executive Board:

- 1) The allegations must relate to violations that were “sufficiently serious to support setting aside the election results,” meaning that mere technical violations are not sufficient, and
- 2) The alleged violations must have been “sufficiently widespread” that they “could have affected the outcome of the election,” meaning that violations that were limited or otherwise could not have affected the ultimate outcome are not sufficient. For this part of the analysis, it is appropriate to take into account the margins of victory.

Further, if the allegations do not specifically describe a violation or how it could have affected the outcome, they do not satisfy the foregoing criteria, and should not be referred to the Executive Board. Allegations that are not sufficiently serious, or do not allege conduct that could have affected the outcome of the Election should not be referred to the Executive Board. This is consistent with the principle that re-running an election is a serious and costly undertaking, and should only happen rarely, and only for serious violations.

The Executive Board does not have the constitutional authority to consider any part of the Challenge that the Election Committee does not refer to it. The Complainant does, however, have the option to seek further review by the AFT. In the meantime, the Election results are presumed to be valid, and the candidates elected by the membership should assume office.

**4. Allegations in the Challenge**

**a. Allegation that Three Candidates Were Not In Good Standing**

This portion of the Challenge should be rejected. Complainant alleges, yet again, that three rival candidates, Andrea Edwards, Maira Cruz, and Jesse Saucedo, were ineligible to run for office. This time Complainant argues that, even though the AFT had ruled that they were eligible to run for office because their previous removal from good standing had been improper, minor miscalculations regarding how much they should pay in back dues to cover the period

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<sup>3</sup> Although the Complainant has asked that Local 1521A depart from the Constitution and use some other process, there is no valid reason to depart from that process in this case. Certainly the Election Committee has not demonstrated any bias impacting its ability to follow its constitutional role.

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**VIA E-MAIL**

Election Committee, AFT College Staff Guild, Local 1521A

May 3, 2024

Page 4

during which the Union refused to accept dues payments meant that they were nevertheless still not in good standing.

This part of the Challenge should be firmly rejected. The AFT already investigated, reviewed, analyzed, and resolved this issue when it determined, in response to Hazel Alonzo's appeal, that (1) these candidates had been wrongfully placed in bad standing, and that (2) they were eligible to be candidates in the Election. It would be improper to reject these clear statements from the AFT, which alone provide a sufficient basis for rejecting this part of the Challenge.

Moreover, the issue of proper calculation of back-dues would never have arisen but for the fact that these members' efforts to pay dues were rejected and/or refunded. They had not failed, refused, or forgotten to pay dues; rather, their efforts to remain current had been (improperly) rebuffed. Therefore, the burden of any mistake or miscalculation cannot legitimately be placed on these members, especially since they promptly paid all amounts owed as soon as they learned of the miscalculation.<sup>4</sup> Indeed, were the Election Committee to adopt the logic of this part of the Challenge, nothing would prevent future administrations from improperly rejecting rival candidates' dues, and then depriving them of the opportunity to run for office unless they could perfectly calculate what they had not been permitted to pay on their own. While eligibility rules can and should be taken seriously, they should not be abused for anti-democratic ends.<sup>5</sup> Expending further resources on this meritless challenge, which has already been reviewed and rejected at the highest level, is unwarranted.

**b. Allegation that Candidates Were Not Listed As a Slate**

The Complainant alleges that the Election Committee should have granted the request of herself and other candidates with whom she was aligned to officially appear as a slate on the Union website and ballot materials. While the LMRDA permits unions to decide that they will offer the option to vote by slate, it does not require it. Nor does the Union Constitution or any other applicable law or rule. Therefore, the Union was not required to grant this request. The group of candidates were permitted to, and did, campaign together and held themselves out as a slate. There was no violation.

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<sup>4</sup> See *Solis v. AFGE*, 763 F.Supp.2d 154 (D.D.C. 2011); see also 29 C.F.R. §452.37(b).

<sup>5</sup> See LABOR UNION LAW AND REGULATION, Ch. 3.VII.A (candidate eligibility requirements should not be applied in a "harsh or discriminatory fashion"). Indeed, it bears noting that, had the Election Committee *refused* to find these three candidates eligible under the circumstances, those candidates likely would have had a legitimate challenge to the Election, which could have resulted in having to hold a *further* re-run, which would have been to the Local's detriment.



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**VIA E-MAIL**

Election Committee, AFT College Staff Guild, Local 1521A

May 3, 2024

Page 5

Nor does it appear that this could have affected the outcome of the Election, because members would still have had the option to vote for individual candidates of their choosing (the LMRDA *does* require that members have the option to vote for individual candidates instead of slates). There is no reason to believe that the members would have voted any differently. This allegation should be dismissed, as it was in the previous election.

**c. Allegation that the Election Committee Did Not Adhere Strictly to the Timeline**

The Complainant alleges that the Election Committee did not send out notices of eligibility until one day after the date set in the official timeline. It is undisputed that all notices of eligibility went out the following day, at the same time, once the Election Committee had obtained correct addresses for all. There is no indication of how this could have possibly affected the outcome. This allegation is not serious, and does not state a violation that could have affected the outcome of the election. It should be dismissed.

**d. Allegations of Two Instances of Improper Campaigning**

**i. Allegation of a Group Chat Endorsement During an Executive Board Meeting**

Complainant alleges that during the March 21, 2024 Executive Board meeting, Board Member Kimberly Davillier placed a comment in the chat feature on Zoom, indicating her support for Troy Pierce, one of the candidates for Grievance Secretary, and that four individuals subsequently gave the comment a “thumbs up.”<sup>6</sup> The Election Committee sent out a reminder that the endorsement had violated the prohibitions on using Union time for campaigning, but the Complainant alleges that this response was inadequate.

The use of the Union’s Executive Board meeting for campaign purposes would have been a violation of the Election Rules, had it been more than merely “incidental.” Pursuant to federal regulations interpreting the LMRDA, however, such “incidental” campaigning is *not* a violation. 29 C.F.R. §452.76.<sup>7</sup> As a member of the Union, Ms. Davillier had every right to support the

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<sup>6</sup> The identities of those “liked” the comment could be revealed by hovering a cursor over the “thumbs up” icon, and were Alejandro De La Parra, Andrea Edwards, Sean McDonald, and Melinda Ung.

<sup>7</sup> That regulation states, in full:

Unless restricted by constitutional provisions to the contrary, union officers and employees retain their rights as members to participate in the affairs of the union, including campaigning activities on behalf of either faction in an election. However, such

**ATTORNEY-CLIENT COMMUNICATION**

**PRIVILEGED AND CONFIDENTIAL**

**VIA E-MAIL**

Election Committee, AFT College Staff Guild, Local 1521A

May 3, 2024

Page 6

candidate of her choosing on her own time, and although it would have been better if she had not done so *at all* during official Union business, her comment was so incidental and on a very limited forum for an extremely short time frame that it was not a violation that could warrant overturning the Election.

The alleged “campaigning” consisted of a single written chat comment stating Ms. Davillier’s support for Mr. Pierce: “I am endorsing and supporting Troy Pierce for Grievance Secretary.” She did not purport to speak for anyone else, elaborate or explain her endorsement in any way, attempt to persuade anyone to agree with her, ask for others to join her, make any further statements in support of Mr. Pierce, or engage in any further campaigning during the meeting. Therefore, while the bare statement of support did constitute “campaigning” in a technical sense, it was hardly on the level of the kind of rhetoric and persuasion that ordinarily accompanies true campaigning. And although it happened during a Union meeting, it was not – and did not appear in any way to be – an official endorsement by the Union. Nor did the chat comment disrupt or interrupt the meeting in any way, and many participants likely did not even see it (especially those who were attending the hybrid meeting in person, who did not have their own screens to use to interact with the chat messages). The campaigning, such as it was, can only be described as “incidental.” Accordingly, it was not a true violation.<sup>8</sup> This conclusion is a sufficient reason to dismiss the allegation.<sup>9</sup>

Second, the incident was isolated, and not “sufficiently widespread such that it could have affected the outcome of the election.” The single statement of support for Troy Pierce did not mention any other candidate or race, and so could not have affected any other race. The

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campaigning must not involve the expenditure of funds in violation of section 401(g). Accordingly, officers and employees may not campaign on time that is paid for by the union, nor use union funds, facilities, equipment, stationery, etc., to assist them in such campaigning. Campaigning incidental to regular union business would not be a violation.

<sup>8</sup> The Election Committee’s measured response to the incident was entirely appropriate. The Election Committee sent a reminder to refrain from campaigning during Union time, and also took steps, such as disabling the chat feature, so that no such campaigning would occur again. This response walked the fine line between too weak of a response (which could have resulted in further, non-incidental campaigning) and too strong of a response (which could have provoked unwarranted drama or otherwise unduly disrupted the fairness of the Election). To avoid any risk that future campaigning during Union business could cross the line of what is truly “incidental,” and thereby cause a situation where an election might have to be re-run, it will be best if everyone refrains from any and all campaigning whatsoever during Union business.

<sup>9</sup> Because the comment itself was too incidental to support a violation, the “likes” by four others were also “incidental,” and do not support a violation either.

**ATTORNEY-CLIENT COMMUNICATION**

**PRIVILEGED AND CONFIDENTIAL**

**VIA E-MAIL**

Election Committee, AFT College Staff Guild, Local 1521A

May 3, 2024

Page 7

margin of victory in that race was 103 votes (the most of any race), while approximately only 50 or 60 people attended the Executive Board meeting and (as noted above) many of the attendees likely did not see the chat comment in the first place. Given the lack of persuasive force of that bare statement of support, it would defy common sense to think that it could have changed the minds of those who did see it, let alone in sufficient numbers to have affected the outcome of the Election.<sup>10</sup>

In sum, this incidental campaigning was so minor, and so limited in scope, that it did not violate the LMRDA, and does not meet either requirement for referral to the Executive Board. It should be dismissed.

**ii. Allegation of an Email Containing Statements Opposing Certain Candidates**

Complainant alleges that a single email from Alejandro De La Parra, sent from his district email account to twelve of his coworkers on their district email accounts, and including statements opposed to the candidacies of Complainant and others she aligned with, was a violation. While this use of district emails may have constituted use of district resources for campaigning, this allegation should be dismissed because it was not widespread, and cannot have affected the outcome of the Election.

First, Mr. De La Parra had the right to express support or opposition to candidates as he saw fit – the only issue was his use of district email addresses (as opposed to private email addresses). Next, the email itself was related primarily to other concerns regarding an upcoming meeting, and the statements that amounted to “campaigning” appeared only in the final two paragraphs of a lengthy, seven-paragraph email. Most fundamentally, though, Mr. De La Parra only sent the email to twelve co-workers. The narrowest margin of victory was 30 votes, which is more than twice that. Speculation that Mr. De La Parra’s email may have been forwarded more widely is just that – pure speculation, without any facts to support it. Moreover, as discussed in regard to the previous allegation, further dissemination of Mr. De La Parra’s views

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<sup>10</sup> Reports or rumors of the endorsement may have spread to some extent, but that would not alter the conclusion that the incident itself was not “sufficiently widespread” for the allegations to meet the constitutional standard. That is because Ms. Davillier had the right to endorse Mr. Pierce, and the minimal difference between any later reports that she endorsed Mr. Pierce generally (which involved no Union time at all) and the idea that she endorsed Mr. Pierce in a comment during a Union meeting (which involved “campaigning incidental to regular union business”) cannot have affected the outcome of the Election.

**ATTORNEY-CLIENT COMMUNICATION**

**PRIVILEGED AND CONFIDENTIAL**

**VIA E-MAIL**

Election Committee, AFT College Staff Guild, Local 1521A

May 3, 2024

Page 8

of candidates would not violate any rule, because he was entitled to communicate his views.<sup>11</sup> The violation alleged was not so widespread that it could have affected the outcome of the Election, and it should therefore be dismissed.

**e. Vague Allegations of Other Improper Campaigning**

According to the clear requirements of Article VI, Section 1(h) of the Union Constitution, challenges “must set forth the basis of the challenge and all information supporting the challenge.” Here, the Challenge states only that “individuals of the opposing slate” engaged in “campaigning during district and union time.” The Challenge does not list any names, dates, locations, specific instances, or any other supporting information at all. Because this allegation does not include *any* information supporting the challenge, it fails to satisfy the requirements of the Constitution, and should be dismissed.

**5. Conclusion**

All of the allegations in the Challenge should be dismissed, and the Challenge should be dismissed in its entirety, because no part of it meets the standard for referral to the Executive Board established in Article VI, Section 1(h), and the Executive Board does not have authority to consider them. The Election results should be upheld and certified, and the winners should be sworn into the offices to which the membership elected them.

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<sup>11</sup> Further use of district or Union email could have been a violation, but such violations would have been distinct. No such further violations are alleged, and the Election Committee should not engage in speculation.

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

April 17, 2024

Invoice# 108523

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

Billed through March 31, 2024  
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 March 18, 2024   | \$6,930.90    |
| Payment(s)--last payment deposited March 29, 2024 | \$6,930.90    |
| Net balance forward                               | <u>\$0.00</u> |

**BILLING SUMMARY**

|                                    |                                  |
|------------------------------------|----------------------------------|
| Total fees                         | \$19,925.00                      |
| Total costs                        | <u>\$643.75</u>                  |
| <b>Total charges for this bill</b> | <b><u>\$20,568.75</u></b>        |
| <b>Total balance now due</b>       | <b><u><u>\$20,568.75</u></u></b> |

RE: RETAINER (\$750.00/month)

Matter 01000

**FEES**

|            |                            |   |                 |
|------------|----------------------------|---|-----------------|
| 03/08/2024 | JW                         | Phone - MEP re election nomination issues                     | 0.5 hrs.        |
| 03/12/2024 | IG                         | Travel to LA for Butler deposition                            | 1.5 hrs.        |
| 03/13/2024 | IG                         | Travel from LA for deposition                                 | 1.5 hrs.        |
| 03/25/2024 | ED                         | Review and respond to emails from L. Smith re pending matters | 0.3 hrs.        |
|            | Erica Deutsch              |   | 0.30 hrs        |
|            | Ira L. Gottlieb            |   | 3.00 hrs        |
|            | Jason Wojciechowski        |   | 0.50 hrs        |
|            | Total fees for this matter |   | <u>3.80 hrs</u> |
|            |                            |   | <u>\$750.00</u> |

RE: BUTLER DLSE CLAIM

Matter 29005

## FEES

|            |     |   |          |            |
|------------|-----|---|----------|------------|
| 03/01/2024 | IG  | Deposition preparation  | 2.0 hrs. | \$500.00   |
| 03/02/2024 | IG  | Deposition preparation  | 1.2 hrs. | \$300.00   |
| 03/06/2024 | IG  | Draft email to VCW re deposition strategy   | 0.2 hrs. | \$50.00    |
| 03/06/2024 | ED  | Prepare for Butler deposition   | 0.9 hrs. | \$225.00   |
| 03/06/2024 | VCW | Review and revise deposition outline based on feedback from IG; review and respond to email from IG re deposition goals and format  | 1.6 hrs. | \$285.13   |
| 03/07/2024 | IG  | Draft email to ED, VCW re deposition; review and revise deposition notes  | 1.5 hrs. | \$375.00   |
| 03/07/2024 | ED  | Review and respond to emails from VCW and IG re deposition and MSJ  | 0.4 hrs. | \$100.00   |
| 03/07/2024 | VCW | Review and respond to emails from IG and ED re preemption; review cases from IG re preemption   | 1.3 hrs. | \$231.67   |
| 03/11/2024 | VCW | Review and respond to email from IG re deposition preparation   | 0.3 hrs. | \$53.46    |
| 03/12/2024 | IG  | Deposition preparation  | 2.0 hrs. | \$500.00   |
| 03/12/2024 | VCW | Prepare for deposition  | 2.4 hrs. | \$427.70   |
| 03/13/2024 | IG  | Deposition preparation  | 1.0 hrs. | \$250.00   |
| 03/13/2024 | IG  | Deposition appearance - Butler  | 2.5 hrs. | \$625.00   |
| 03/13/2024 | ED  | Review and respond to email from VCW and IG re Butler deposition; follow up email to L. Smith   | 0.3 hrs. | \$75.00    |
| 03/13/2024 | VCW | Prepare for Butler deposition; conduct Butler deposition; review and respond to email from reporter re exhibits; draft email to C. Missakian re documents; review email from C. Missakian; review May 23, 2019 letter from C. Missakian; review and respond to email from IG re letter  | 4.9 hrs. | \$873.22   |
| 03/14/2024 | VCW | Review brief in opposition to Union's motion for summary judgement and accompanying documents; outline reply brief  | 4.9 hrs. | \$873.22   |
| 03/15/2024 | IG  | Draft email to VCW re next steps  | 0.3 hrs. | \$75.00    |
| 03/15/2024 | VCW | Outline reply brief; begin drafting LMRA section of reply brief   | 5.2 hrs. | \$926.68   |
| 03/18/2024 | IG  | Draft and research reply to opposition to MSJ   | 2.0 hrs. | \$500.00   |
| 03/18/2024 | ED  | Review and respond to emails from VCW and IG re reply brief; calls re arguments for same  | 1.5 hrs. | \$375.00   |
| 03/18/2024 | VCW | Draft S. Butcher Declaration; review and revise S. Butcher Declaration based on feedback from ED; draft reply brief and revise reply brief based on feedback from IG and ED   | 5.5 hrs. | \$980.14   |
| 03/19/2024 | IG  | Draft reply to opposition to MSJ  | 2.5 hrs. | \$625.00   |
| 03/19/2024 | ED  | Review reply and emails re same; feedback on reply  | 1.2 hrs. | \$300.00   |
| 03/19/2024 | VCW | Finish draft reply brief; review and revise reply brief based on feedback from IG; review and respond to emails from ED and IG re email; draft opposition to Appellant's separate statement of material fact; review and revise S. Butcher Declaration based on feedback from S. Butcher and ED; finalize S. Butcher Declaration.; draft VCW supplemental declaration; draft proposed order | 7.7 hrs. | \$1,372.20 |
| 03/20/2024 | IG  | Draft reply to opposition to MSJ  | 0.3 hrs. | \$75.00    |
| 03/20/2024 | ED  | Review and edit final reply; email/text exchange with L. Smith re Butler computer; call with I. Lopez re same   | 1.4 hrs. | \$350.00   |
| 03/20/2024 | VCW | Review and revise MSJ reply brief based on feedback from ED   | 5.9 hrs. | \$1,051.43 |

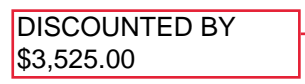
and IG; draft objections to Butler's evidence; follow up with Union re status of Butler's computer and whether someone could give an affidavit on the subject; finalize and file reply brief; VCW Declaration; S. Butcher Declaration; Appendix; opposition to separate statement of facts; and objections

|            |     |  |          |          |
|------------|-----|--|----------|----------|
| 03/21/2024 | VCW | Compile all Butler MSJ materials; draft email to L. Smith to convey all Butler MSJ materials to L. Smith and update regarding next steps; review Court's website for information on motion for summary judgment hearing and tentative decision   | 0.9 hrs. | \$160.39 |
| 03/22/2024 | VCW | Review Department 26's tentative hearing policy and draft email to ED re same  | 0.2 hrs. | \$35.64  |
| 03/26/2024 | IG  | Draft emails to VCW, ED re next steps after tentative  | 0.6 hrs. | \$150.00 |
| 03/26/2024 | ED  | Review tentative and discuss next steps with VCW and IG; review caselaw re appeals   | 1.5 hrs. | \$375.00 |
| 03/26/2024 | VCW | Review Court's tentative position; research Court's position regarding need for Appellant to submit a new complaint and Union to answer before a MSJ; outline and prepare oral argument based on case research and feedback from IG and ED; draft email to C. Missakian conveying tentative decision pursuant to Court order | 4.1 hrs. | \$730.65 |
| 03/27/2024 | ED  | Appear at hearing on MSJ   | 2.0 hrs. | \$500.00 |
| 03/27/2024 | VCW | Travel to MSJ hearing; attend and argue at MSJ hearing re whether additional pleadings are necessary; travel back to office after MSJ hearing; draft email to L. Smith re outcome of hearing   | 3.7 hrs. | \$659.37 |
| 03/29/2024 | VCW | Draft notice of hearing; finalize notice of hearing before service on opposing counsel   | 0.5 hrs. | \$89.10  |

|                            |                  |           |                    |
|----------------------------|------------------|-----------|--------------------|
| Erica Deutsch              | 9.20 hrs         | 250.00/hr | \$2,300.00         |
| Ira L. Gottlieb            | 16.10 hrs        | 250.00/hr | \$4,025.00         |
| Vanessa C. Wright          | 49.10 hrs        | 250.00/hr | \$8,750.00         |
| Total fees for this matter | <u>74.40 hrs</u> |           | <u>\$15,075.00</u> |

COSTS

DISCOUNTED BY  
\$3,525.00



|            |   |                 |
|------------|---|-----------------|
| 03/04/2024 | Filing fee - (Visa) LA Court efile 1/9/24 | \$513.75        |
| 03/31/2024 | Printing                                  | \$130.00        |
|            | Total costs for this matter               | <u>\$643.75</u> |

RE: ELECTION CHALLENGE

Matter 32004

FEES

|            |     |  |          |          |
|------------|-----|--|----------|----------|
| 03/02/2024 | MEP | Review and respond to email from M. Bergquist  | 0.3 hrs. | \$75.00  |
| 03/06/2024 | MEP | Review and respond to email from Election Committee re eligibility question  | 0.5 hrs. | \$125.00 |
| 03/07/2024 | MEP | Review and respond to email re eligibility issues; research re election rules  | 0.5 hrs. | \$125.00 |
| 03/07/2024 | MEP | Phone call with M. Bergquist   | 0.2 hrs. | \$50.00  |
| 03/08/2024 | MEP | Review and respond to emails re nomination and eligibility issues; review election rules and previous election files | 3.5 hrs. | \$875.00 |
| 03/08/2024 | MEP | Attorney conference with JW re nomination issues   | 0.5 hrs. | \$125.00 |
| 03/08/2024 | MEP | Phone call with M. Bergquist   | 0.7 hrs. | \$175.00 |
| 03/09/2024 | MEP | Review and respond to email from M. Bergquist  | 0.5 hrs. | \$125.00 |

|            |                            |   |                  |                   |
|------------|----------------------------|---|------------------|-------------------|
| 03/11/2024 | MEP                        | Review documents re nominations; respond to email from M. Bergquist                                 | 1.2 hrs.         | \$300.00          |
| 03/15/2024 | MEP                        | Review and respond to email from Election Committee re slates                                       | 0.5 hrs.         | \$125.00          |
| 03/18/2024 | MEP                        | Research re use of Union logo; respond to email from Election Committee                             | 0.6 hrs.         | \$150.00          |
| 03/20/2024 | MEP                        | Phone call with M. Bergquist  | 0.2 hrs.         | \$50.00           |
| 03/20/2024 | MEP                        | Research re Union logo; review and respond to email   | 0.4 hrs.         | \$100.00          |
| 03/26/2024 | MEP                        | Research re online impersonation as a crime in California; respond to email from Election Committee | 3.3 hrs.         | \$825.00          |
| 03/27/2024 | MEP                        | Review election website and candidate list  | 0.3 hrs.         | \$75.00           |
|            | Michael E. Plank           |   | 13.20 hrs        | 250.00/hr         |
|            | Total fees for this matter |   | <u>13.20 hrs</u> | <u>\$3,300.00</u> |

RE: JAMES HIGHLEY GRIEVANCE

Matter 34001

## FEES

|            |                            |   |                 |                 |
|------------|----------------------------|---|-----------------|-----------------|
| 02/09/2024 | SY                         | Review grievance information and analyze likelihood of success                          | 2.0 hrs.        | \$500.00        |
| 03/08/2024 | ED                         | Meeting with client re arbitrator list and strategy                                     | 0.5 hrs.        | \$125.00        |
| 03/08/2024 | SY                         | Meeting - Union re arbitrator list  | 0.5 hrs.        | \$125.00        |
| 03/28/2024 | ED                         | Draft email to opposing counsel re moving grievance forward and selecting an arbitrator | 0.2 hrs.        | \$50.00         |
|            | Erica Deutsch              |   | 0.70 hrs        | 250.00/hr       |
|            | Sara Yufa                  |   | 2.50 hrs        | 250.00/hr       |
|            | Total fees for this matter |   | <u>3.20 hrs</u> | <u>\$800.00</u> |



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

|                                 | Jul '23 - Apr 24                                   | Budget              | \$ Over Budget     |
|---------------------------------|--|---------------------|--------------------|
| <b>Income</b>                   |  |                     |                    |
| 4005 · Dues                     | 974,916.93<br><i>215,297.39 (DEPOSITED IN MAY)</i> | 1,485,581.45        | -510,664.52        |
| 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               |
| <b>Total Income</b>             | <b>974,916.93</b>                                  | <b>1,589,245.37</b> | <b>-614,328.44</b> |
| <b>Gross Profit</b>             | <del>974,916.93</del><br><i>1,190,214.32</i>       | <b>1,589,245.37</b> | <b>-614,328.44</b> |
| <b>Expense</b>                  |  |                     |                    |
| <b>Building Expense</b>         |  |                     |                    |
| 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         |
| <b>Total Building Expense</b>   | <b>0.00</b>  | <b>27,650.00</b>    | <b>-27,650.00</b>  |
| <b>Operational</b>              |  |                     |                    |
| 5005 · Equipment                | 4,459.72   | 12,000.00           | -7,540.28          |
| 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          | 2,696.35   | 10,000.00           | -7,303.65          |
| 5025 · Telephone                | 2,274.05   | 5,500.00            | -3,225.95          |
| 5174 · Staff Equipment          | 2,839.53   | 10,000.00           | -7,160.47          |
| <b>Total Operational</b>        | <b>12,604.64</b>                                   | <b>60,600.00</b>    | <b>-47,995.36</b>  |
| <b>Organizational</b>           |  |                     |                    |
| <b>5105 · Subtotal Chapters</b> |  |                     |                    |
| 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                   | 3,276.87   | 5,675.00            | -2,398.13          |
| 5105.4 · Harbor                 | 910.55   | 1,550.00            | -639.45            |
| 5105.5 · Mission                | 564.92   | 1,675.00            | -1,110.08          |
| 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 April 2024

|  | Jul '23 - Apr 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          |
| <b>Total 5105 · Subtotal Chapters</b>        | <b>6,767.90</b>   | <b>26,520.00</b>  | <b>-19,752.10</b>  |
| <b>5106 · Holliday Chapter Meeting</b>       |                   |                   |                    |
| 5106.1 · City                                | 0.00              | 1,950.00          | -1,950.00          |
| 5106.10 · West                               | 790.40            | 1,125.00          | -334.60            |
| 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          |
| <b>Total 5106 · Holliday Chapter Meeting</b> | <b>6,406.57</b>   | <b>15,915.00</b>  | <b>-9,508.43</b>   |
| 5110 · Conventions                           | 3,314.76          | 70,000.00         | -66,685.24         |
| 5111 · Conferences                           | 17,527.97         | 70,000.00         | -52,472.03         |
| 5115 · Good & Welfare                        | 13,862.25         | 30,000.00         | -16,137.75         |
| 5125 · Meetings/Representation               | 10,998.57         | 50,000.00         | -39,001.43         |
| 5135 · Union Elections                       | 12,983.74         | 15,000.00         | -2,016.26          |
| 5140 · Dues & Subs                           | 1,115.65          | 3,500.00          | -2,384.35          |
| 5155 · Negotiations Fund                     | 389.52            | 5,000.00          | -4,610.48          |
| 5172 · Leadership Training                   | 12,426.88         | 40,000.00         | -27,573.12         |
| 5223 · Retiree Organizational                | 0.00              | 3,000.00          | -3,000.00          |
| <b>Total Organizational</b>                  | <b>85,793.81</b>  | <b>328,935.00</b> | <b>-243,141.19</b> |
| <b>Per Capitas</b>                           |                   |                   |                    |
| 5205 · AFT                                   | 119,752.86        | 141,996.36        | -22,243.50         |
| 5210 · CFL                                   | 8,199.10          | 9,702.00          | -1,502.90          |
| 5215 · CFT                                   | 286,912.78        | 334,266.72        | -47,353.94         |
| 5216 · AD&D Insurance                        | 0.00              | 2,600.00          | -2,600.00          |
| 5220 · LACFL                                 | 8,013.91          | 11,000.00         | -2,986.09          |
| <b>Total Per Capitas</b>                     | <b>422,878.65</b> | <b>499,565.08</b> | <b>-76,686.43</b>  |

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

|                                | Jul '23 - Apr 24   | Budget       | \$ Over Budget |
|--------------------------------|--------------------|--------------|----------------|
| <b>Personnel</b>               |                    |              |                |
| 5305 · Salaries                | 148,568.31         | 210,962.00   | -62,393.69     |
| 5306 · Stipends                | 21,223.00          | 30,000.00    | -8,777.00      |
| 5355 · Payroll Taxes           | 47,029.51          | 77,821.00    | -30,791.49     |
| 5360 · Workers Compensation    | 21,187.23          | 3,500.00     | 17,687.23      |
| 5365 · Employee Benefits       | 84,063.42          | 115,000.00   | -30,936.58     |
| 5370 · Employee Expenses       | 0.00               | 500.00       | -500.00        |
| 5375 · Mileage                 | 5,819.50           | 10,000.00    | -4,180.50      |
| <b>Total Personnel</b>         | 327,890.97         | 447,783.00   | -119,892.03    |
| <b>Service Charge</b>          | 0.00               | 0.00         | 0.00           |
| <b>Services</b>                |                    |              |                |
| 5505 · Accounting              | 0.00               | 20,000.00    | -20,000.00     |
| 5515 · Legal                   | 106,888.24         | 80,000.00    | 26,888.24      |
| 5525 · Outside Audit           | 15,000.00          | 20,000.00    | -5,000.00      |
| <b>Total Services</b>          | 121,888.24         | 120,000.00   | 1,888.24       |
| 5951 · Cope Expense            | 200.00             |              |                |
| 66000 · Payroll Expenses       | 3,920.00           | 5,000.00     | -1,080.00      |
| 69800 · Uncategorized Expenses | 0.00               |              |                |
| <b>Total Expense</b>           | 975,176.31         | 1,489,533.08 | -514,356.77    |
| <b>Net Income</b>              | <del>-259.38</del> | 99,712.29    | -99,971.67     |
|                                | 215,038.01         |              |                |

**AFT College Staff Guild  
Proposed Budget fro 2024/2025**

|                     |                         | Approved<br>Budget 2023-<br>2024 | Actuals<br>2023-2024 | Proposed Budget<br>2024-2025 |
|---------------------|-------------------------|----------------------------------|----------------------|------------------------------|
| <b>Income</b>       |                         | <b>as of 4/30/24</b>             |                      |                              |
| 4005                | Dues                    | 1,485,581.45                     | 974,916.93           | 1,500,000.00                 |
| 4105                | Affiliate Funding       | 102,663.92                       |                      | 108,347.00                   |
| 4301                | Voluntary Contributions | -                                |                      | -                            |
| 4755                | Retiree Dues            | 1,000.00                         |                      | 1,000.00                     |
| 4758                | PIPE Grant from AFT     | -                                |                      |                              |
| <b>Total Income</b> |                         | <b>1,589,245.37</b>              | <b>974,916.93</b>    | <b>1,609,347.00</b>          |

**Expenses**

**Building Expenses**

|      |                                |                  |          |                  |
|------|--------------------------------|------------------|----------|------------------|
| 5405 | Custodial                      | 5,550.00         | -        | 5,550.00         |
| 5415 | Property Insurance             | 2,700.00         | -        | 2,700.00         |
| 5430 | Repairs                        | 2,000.00         | -        | 2,000.00         |
| 5435 | Security                       | 1,800.00         | -        | 1,800.00         |
| 5440 | Trash Collection               | 1,800.00         | -        | 1,800.00         |
| 5445 | Utilities                      | 3,000.00         | -        | 3,000.00         |
| 5446 | Gardening                      | 400.00           | -        | 400.00           |
| 5447 | Pest Control                   | 400.00           | -        | 400.00           |
| 5448 | Occupancy                      | 10,000.00        | -        | 10,000.00        |
|      | <b>Total Building Expenses</b> | <b>27,650.00</b> | <b>-</b> | <b>27,650.00</b> |

**Operational (\*Staff Guild is to pay 17%)**

|   |      |                          |                  |                  |                  |
|---|------|--------------------------|------------------|------------------|------------------|
| * | 5005 | Equipment                | 12,000.00        | 4,459.72         | 12,000.00        |
| * | 5010 | Postage                  | 7,100.00         | -                | 2,500.00         |
|   | 5015 | Printing                 | 10,000.00        | -                | 5,000.00         |
| * | 5020 | Building Supplies        | 6,000.00         | 334.99           | 6,000.00         |
|   | 5021 | Office Supplies          | 10,000.00        | 2,696.35         | 10,000.00        |
| * | 5025 | Telephone                | 5,500.00         | 2,274.05         | 5,500.00         |
|   | 5174 | Staff Equipment          | 10,000.00        | 2,839.53         | 10,000.00        |
|   |      | <b>Total Operational</b> | <b>60,600.00</b> | <b>12,604.64</b> | <b>51,000.00</b> |

**Organizational**

|      |                                |           |           |           |
|------|--------------------------------|-----------|-----------|-----------|
| 5105 | Subtotal Chapters (\$25/mem)   | 26,520.00 | 6,767.90  | 26,520.00 |
| 5106 | Holiday Chapter Mtg (\$15/mem) | 15,915.00 | 6,406.57  | 15,915.00 |
| 5110 | Conventions                    | 70,000.00 | 3,314.76  | 40,000.00 |
| 5111 | Conferences                    | 70,000.00 | 17,527.97 | 40,000.00 |
| 5115 | Good & Welfare                 | 30,000.00 | 13,862.25 | 40,000.00 |
| 5120 | Sandra Lepore Scholarship      | -         | -         | -         |
| 5125 | Meetings/Representation        | 50,000.00 | 10,998.57 | 25,000.00 |
| 5135 | Union Elections                | 15,000.00 | 12,983.74 | 15,000.00 |
| 5140 | Dues & Subs                    | 3,500.00  | 1,115.65  | 3,500.00  |
| 5155 | Negotiations Fund              | 5,000.00  | 389.52    | -         |
| 5172 | Leadership Training            | 40,000.00 | 12,426.88 | 25,000.00 |
| 5175 | Delores Huerta Institute       | -         | -         | -         |

|      |                             |                   |                  |                   |
|------|-----------------------------|-------------------|------------------|-------------------|
| 5223 | Retiree Organizational      | 3,000.00          | -                | 3,000.00          |
|      | <b>Total Organizational</b> | <b>328,935.00</b> | <b>85,793.81</b> | <b>233,935.00</b> |

**Per Capitas**

|      |                          |                   |                   |                   |
|------|--------------------------|-------------------|-------------------|-------------------|
| 5205 | AFT                      | 141,996.36        | 119,752.86        | 147,600.00        |
| 5210 | CFL (paid with Per Caps) | 9,702.00          | 8,199.10          | 11,000.00         |
| 5215 | CFT                      | 334,266.72        | 286,912.78        | 393,000.00        |
| 5216 | AD&D Insurance           | 2,600.00          | -                 | -                 |
| 5220 | LACFL                    | 11,000.00         | 8,013.91          | 12,000.00         |
|      | <b>Total Per Caps</b>    | <b>499,565.08</b> | <b>422,878.65</b> | <b>563,600.00</b> |

**Personnel**

|      |                        |                   |                   |                   |
|------|------------------------|-------------------|-------------------|-------------------|
| 5305 | Salaries               | 210,962.00        | 148,568.31        | 317,529.00        |
| 5306 | Stipends               | 30,000.00         | 21,223.00         | 50,000.00         |
| 5355 | Payroll Taxes          | 77,821.00         | 47,029.51         | 86,000.00         |
| 5360 | Workers Compensation   | 3,500.00          | 21,187.23         | 4,000.00          |
| 5365 | Employee Benefits      | 115,000.00        | 84,063.42         | 126,000.00        |
| 5370 | Employee Expenses      | 500.00            | -                 | 500.00            |
| 5375 | Mileage                | 10,000.00         | 5,819.50          | 10,000.00         |
|      | <b>Total Personnel</b> | <b>447,783.00</b> | <b>327,890.97</b> | <b>594,029.00</b> |

**Services**

|      |                          |                   |                   |                   |
|------|--------------------------|-------------------|-------------------|-------------------|
| 5505 | Accounting Services      | 20,000.00         | -                 | 10,000.00         |
| 5515 | Legal                    | 80,000.00         | 106,888.24        | 100,000.00        |
| 5525 | Outside Audit            | 20,000.00         | 15,000.00         | 20,000.00         |
| 5603 | Transfer to COPE Account | -                 | -                 | -                 |
|      | <b>Total Services</b>    | <b>120,000.00</b> | <b>121,888.24</b> | <b>130,000.00</b> |

|       |                        |          |          |          |
|-------|------------------------|----------|----------|----------|
| 5951  | COPE Expenses          | -        | 200.00   |          |
| 66000 | Payroll Expenses       | 5,000.00 | 3,920.00 | 5,000.00 |
| 69800 | Uncategorized Exoenses | -        | -        |          |

**Total Expenses**

**1,489,533.08      975,176.31      1,605,214.00**

**Net Increase (Decrease)**

**99,712.29      (259.38)      4,133.00**

## Stipend Committee Recommended Changes

### **AFT Staff Guild Constitution & Bylaws state:**

- a) Stipend proposals by the Financial Committee shall be submitted to the Executive Board for approval prior to each term.
- b) Stipend hours shall be reported on an activity sheet and shall be submitted to the Union office for review and approval. Stipend distribution is subject to proof of required committee participation, mandated site meetings, and other aforementioned responsibilities associated with the position.
- c) Continual failure to attend or participate in required activities assigned to the office will result in having stipends nullified or reduced, presented to and voted upon by the Executive Board.

A committee comprised of non-compensated members shall convene every 6 months to determine what stipends shall be paid out. The Committee will be comprised of one member from each worksite at the recommendation of the Chapter Chair. Submitted activity sheets will be evaluated to determine if stipends are to be distributed in their entirety.

### Who, How Much, and When

1. Officers, Chapter Chairs, and Grievance Reps are eligible for a stipend
2. Current Annual Stipend Amounts: *These amounts can change by a recommendation from the Financial Review Committee to the E Board prior to the start of each term*
  - a. President and Grievance Rep - \$5,000
  - b. All other officers - \$4,000
  - c. Chapter Chairs and Grievance Reps - \$1,200
3. Stipend checks will be distributed as follows:
  - a. Monthly reports for December – May will be paid in June
  - b. Monthly reports for June – November will be paid in December

### Criteria to receiving a stipend

1. Every stipend recipient must turn in **both** the Activity Report and the E Board Report monthly to receive the entire stipend. *(This is new for the grievance reps)*
  - a. All relevant areas should be filled out describing the work that was done that month.
  - b. If only one report is received in any given month, the stipend amount will be decreased by 50% for that month. For example,
    - i. \$5,000 annual stipends reduced to \$213/month
    - ii. \$4,000 annual stipends reduced to \$167/month
    - iii. \$1,200 annual stipends reduced to \$50/month
2. Both reports must be submitted by the 7<sup>th</sup> of the following month.
  - a. There will be a decrease of the monthly stipend amount by approximately 5% for each late report. (approx. 10% if both the activity report and officer/chapter report are late)
    - i. \$5,000 annual stipends reduced by \$21 for each late report
    - ii. \$4,000 annual stipends reduced by \$16.50 for each late report
    - iii. \$1,200 annual stipends reduced by \$5 for each late report
  - b. No late reports will be accepted after the Stipend Committee meets in December and June.

Los Angeles College Staff Guild, Local 1521A

April 19, 2024

| DISTRICT WIDE OFFICERS ELECTION | Total | Ballots | 35 | 76 | 21 | 30 | 52 | 20 | 28 | 47 | 36 | 34 |
|---------------------------------|-------|---------|----|----|----|----|----|----|----|----|----|----|
|                                 | Total |         |    |    |    |    |    |    |    |    |    |    |
| <b>President</b>                |       |         |    |    |    |    |    |    |    |    |    |    |
| Andrea Edwards                  | 199   |         | 13 | 51 | 4  | 14 | 40 | 11 | 10 | 18 | 29 | 9  |
| Hazel Alonzo                    | 121   |         | 17 | 19 | 12 | 10 | 2  | 7  | 8  | 23 | 4  | 19 |
| Aaron Chan                      | 55    |         | 5  | 5  | 5  | 6  | 9  | 2  | 10 | 6  | 2  | 5  |
| Blanks                          | 4     |         | 0  | 1  | 0  | 0  | 1  | 0  | 0  | 0  | 1  | 1  |
| <b>1st Vice President</b>       |       |         |    |    |    |    |    |    |    |    |    |    |
| Jo-Ann Haywood                  | 159   |         | 24 | 19 | 14 | 13 | 13 | 10 | 13 | 26 | 7  | 20 |
| Jesus "Jesse" Saucedo           | 211   |         | 11 | 51 | 7  | 17 | 39 | 10 | 14 | 20 | 29 | 13 |
| Blanks                          | 9     |         | 0  | 6  | 0  | 0  | 0  | 0  | 1  | 1  | 0  | 1  |
| <b>2nd Vice President</b>       |       |         |    |    |    |    |    |    |    |    |    |    |
| Mario Perez                     | 140   |         | 21 | 17 | 12 | 12 | 7  | 6  | 13 | 30 | 9  | 13 |
| Maira Cruz                      | 225   |         | 14 | 58 | 8  | 17 | 43 | 14 | 11 | 16 | 25 | 19 |
| Blanks                          | 14    |         | 0  | 1  | 1  | 1  | 2  | 0  | 4  | 1  | 2  | 2  |
| <b>Treasurer</b>                |       |         |    |    |    |    |    |    |    |    |    |    |
| Kristine Ayvazyan               | 195   |         | 26 | 28 | 14 | 19 | 32 | 7  | 13 | 29 | 10 | 17 |
| James "Phillip" Highley         | 165   |         | 8  | 43 | 6  | 11 | 19 | 13 | 10 | 18 | 23 | 14 |
| Blanks                          | 19    |         | 1  | 5  | 1  | 0  | 1  | 0  | 5  | 0  | 3  | 3  |
| <b>Recording Secretary</b>      |       |         |    |    |    |    |    |    |    |    |    |    |
| Yovanna Campos                  | 164   |         | 25 | 27 | 15 | 11 | 3  | 13 | 12 | 28 | 12 | 18 |
| Melinda Ung                     | 205   |         | 10 | 46 | 6  | 19 | 49 | 7  | 13 | 17 | 23 | 15 |
| Blanks                          | 10    |         | 0  | 3  | 0  | 0  | 0  | 0  | 3  | 2  | 1  | 1  |
| <b>Grievance Secretary</b>      |       |         |    |    |    |    |    |    |    |    |    |    |
| Chad Baugher                    | 134   |         | 22 | 11 | 6  | 17 | 12 | 5  | 11 | 31 | 6  | 13 |
| Troy L. Pierce                  | 237   |         | 12 | 64 | 14 | 12 | 38 | 15 | 16 | 16 | 29 | 21 |
| Blanks                          | 8     |         | 1  | 1  | 1  | 1  | 2  | 0  | 1  | 0  | 1  | 0  |

**AMERICAN ARBITRATION ASSOCIATION, ADMINISTRATOR**

In the matter of the

DISTRICT WIDE OFFICERS ELECTION  
 AFT COLLEGE STAFF GUILD -  
 LOCAL 1521A

CERTIFICATION  
 OF  
 RESULTS

Case No: 01-24-0000-5718

In accordance with a letter agreement between AFT College Staff Guild, Local 1521A, hereinafter referred to as AFT and the American Arbitration Association, hereinafter referred to as AAA, a District Wide Officers Election was conducted among the membership of the AFT.

Ballots were mailed to one thousand thirty-nine (1,039) members on March 28, 2024. Per members’ requests, there were seventeen (17) replacement duplicates /changes of address mailed out throughout the course of the election. In order for the ballots to be valid and counted, return envelopes furnished to the members were required to be received at the AAA’s PO Box by 9:00AM, Friday, April 19, 2024.

The AFT provided the AAA with an alphabetical list of persons who were eligible to vote. The counting of the ballots took place at the AFT offices at 3356 Barham Blvd., Los Angeles CA on Friday, April 19, 2024. Secrecy of the ballot was maintained at all times.

The results are certified to be as follows:

**DISTRICTWIDE OFFICERS**

| <b>ALL OFFICES ARE - (VOTE FOR ONE (1) ONLY)</b> |          |          |          |          |          |          |          |          |          |          |               |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|---------------|
| <b>COMBINED</b>                                  | <b>C</b> | <b>D</b> | <b>E</b> | <b>H</b> | <b>M</b> | <b>P</b> | <b>S</b> | <b>T</b> | <b>V</b> | <b>W</b> | <b>TOTALS</b> |
| <b><u>PRESIDENT</u></b>                          |          |          |          |          |          |          |          |          |          |          |               |
| ANDREA A. EDWARDS.....                           | 13       | 9        | 51       | 4        | 14       | 40       | 11       | 10       | 18       | 29       | <b>199</b>    |
| HAZEL ALONZO.....                                | 17       | 19       | 19       | 12       | 10       | 2        | 7        | 8        | 23       | 4        | <b>121</b>    |
| AARON CHAN.....                                  | 5        | 5        | 5        | 5        | 6        | 9        | 2        | 10       | 6        | 2        | <b>55</b>     |
| WRITE-INS.....                                   | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | <b>0</b>      |
| BLANK.....                                       | 0        | 1        | 1        | 0        | 0        | 1        | 0        | 0        | 0        | 1        | <b>4</b>      |
| <b><u>1<sup>ST</sup> VICE PRESIDENT</u></b>      |          |          |          |          |          |          |          |          |          |          |               |
| JO-ANN HAYWOOD.....                              | 24       | 20       | 19       | 14       | 13       | 13       | 10       | 13       | 26       | 7        | <b>159</b>    |
| JESUS “JESSE” SAUCEDO....                        | 11       | 13       | 51       | 7        | 17       | 39       | 10       | 14       | 20       | 29       | <b>211</b>    |
| WRITE-INS (SEE BELOW)....                        | 0        | 0        | 2        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | <b>2</b>      |
| BLANK.....                                       | 0        | 1        | 4        | 0        | 0        | 0        | 0        | 1        | 1        | 0        | <b>7</b>      |
| <b><u>2<sup>ND</sup> VICE PRESIDENT</u></b>      |          |          |          |          |          |          |          |          |          |          |               |
| MARIO PEREZ.....                                 | 21       | 13       | 17       | 12       | 12       | 7        | 6        | 13       | 30       | 9        | <b>140</b>    |
| MAIRA CRUZ.....                                  | 14       | 19       | 58       | 8        | 17       | 43       | 14       | 11       | 16       | 25       | <b>225</b>    |
| WRITE-INS (SEE BELOW)....                        | 0        | 1        | 0        | 0        | 0        | 0        | 0        | 1        | 0        | 0        | <b>2</b>      |
| BLANK.....                                       | 0        | 1        | 1        | 1        | 1        | 2        | 0        | 3        | 1        | 2        | <b>12</b>     |



**AMERICAN ARBITRATION ASSOCIATION, ADMINISTRATOR**

In the matter of the

DISTRICT WIDE OFFICERS ELECTION  
 AFT COLLEGE STAFF GUILD -  
 LOCAL 1521A

CERTIFICATION  
 OF  
 RESULTS

Case No: 01-24-0000-5718

| <b><u>GRIEVANCE SEC'Y.</u></b> | <b><u>C</u></b> | <b><u>D</u></b> | <b><u>E</u></b> | <b><u>H</u></b> | <b><u>M</u></b> | <b><u>P</u></b> | <b><u>S</u></b> | <b><u>T</u></b> | <b><u>V</u></b> | <b><u>W</u></b> |            |
|--------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------|
| CHAD R. BAUGHER.....           | 22              | 13              | 11              | 6               | 17              | 12              | 5               | 11              | 31              | 6               | <b>134</b> |
| TROY L. PIERCE.....            | 12              | 21              | 64              | 14              | 12              | 38              | 15              | 16              | 16              | 29              | <b>237</b> |
| WRITE-INS .....                | 0               | 0               | 0               | 0               | 0               | 0               | 0               | 0               | 0               | 0               | <b>0</b>   |
| BLANK.....                     | 1               | 0               | 1               | 1               | 1               | 2               | 0               | 1               | 0               | 1               | <b>8</b>   |
| <b><u>RECORDING SEC'Y.</u></b> |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |            |
| YOVANNA CAMPOS.....            | 25              | 18              | 27              | 15              | 11              | 3               | 13              | 12              | 28              | 12              | <b>164</b> |
| MELINDA UNG.....               | 10              | 15              | 46              | 6               | 19              | 49              | 7               | 13              | 17              | 23              | <b>205</b> |
| WRITE-INS (SEE BELOW)....      | 0               | 0               | 1               | 0               | 0               | 0               | 0               | 0               | 0               | 0               | <b>1</b>   |
| BLANK.....                     | 0               | 1               | 2               | 0               | 0               | 0               | 0               | 3               | 2               | 1               | <b>9</b>   |
| <b><u>TREASURER</u></b>        |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |            |
| KRISTINE AYVAZYAN.....         | 26              | 17              | 28              | 14              | 19              | 32              | 7               | 13              | 29              | 10              | <b>195</b> |
| JAMES "PHILLIP" HIGHLEY.       | 8               | 14              | 43              | 6               | 11              | 19              | 13              | 10              | 18              | 23              | <b>165</b> |
| WRITE-INS (SEE BELOW)....      | 0               | 0               | 1               | 0               | 0               | 0               | 0               | 0               | 0               | 0               | <b>1</b>   |
| BLANK.....                     | 1               | 3               | 4               | 1               | 0               | 1               | 0               | 5               | 0               | 3               | <b>18</b>  |

**WRITE-INS**

\*ALL ARE ONE (1) VOTE UNLESS OTHERWISE NOTED

| <b><u>WRITE INS - DISTRICT</u></b>                              |  | <b><u>WRITE INS - EAST L.A.</u></b>  |   |
|---|--|--|---|
| <b><u>2<sup>nd</sup> Vice President(1)</u></b><br>GLORIA MORENO |  | <b><u>1<sup>st</sup> Vice President (2)</u></b><br>JOSUE RAMIREZ<br>JOSEPHINE TANG | <b><u>Recording Sec'y. (1)</u></b><br>JOSUE RAMIREZ |
|   |  |  | <b><u>Treasurer (1)</u></b><br>JOSUE RAMIREZ        |
| <b><u>WRITE INS - TRADE</u></b>                                 |  |  |   |
| <b><u>2<sup>nd</sup> Vice President(1)</u></b><br>BRANDON BELL  |  |  |   |

**AMERICAN ARBITRATION ASSOCIATION, ADMINISTRATOR**

In the matter of the

\_\_\_\_\_

DISTRICT WIDE OFFICERS ELECTION  
AFT COLLEGE STAFF GUILD -  
LOCAL 1521A

CERTIFICATION  
OF  
RESULTS

Case No: 01-24-0000-5718

\_\_\_\_\_

**Ballots Counted by Campus:**

|             |  |                |  |            |  |             |  |              |
|-------------|--|----------------|--|------------|--|-------------|--|--------------|
| City – 35   |  | District – 34  |  | East – 76  |  | Harbor – 21 |  | Mission – 30 |
| Pierce – 52 |  | Southwest – 20 |  | Trade – 28 |  | Valley – 47 |  | West – 36    |

Total number of envelopes received from Post Office .....380

Envelopes voided for following reasons (unable to identify/ID was removed)...1

Total number of envelopes opened / ballots counted .....379

May 8, 2024

*/s/ Kenneth Egger*  
Kenneth Egger, AAA

**AFT Staff Guild Executive Board**

**AFT Staff Guild, Local 1521A Chapter Report**

Date: \_\_\_\_\_

Campus: \_\_\_\_\_



**Campus E-Board:**

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**Chapter Meeting:**

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**Consultation:**

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**Unit member issues/updates:**

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**Shared Governance /Other Committees:**

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**Classified Hiring Committee**

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**Classified Hiring:**

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**Other:**

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

**Chapter Report  
April 2024**

**Chapter Executive Board**

**Chapter Executive Board Team Meeting – No meeting in April 2024**

**Chapter Meeting/DO Member emails in lieu of Chapter Meeting**

**Chapter Member Emails**

- **Tuesday, 04/02/2024 - AFT1521A Important Updates**
  1. Contract Ratification – submit vote
  2. Officer Elections
  3. Wellness Days, and 1 new holiday, Wed. 04/24/2024
  4. Removal of ½ day holiday, Friday 04/05/2024
- **Friday, 04/05/2024 – Friendly Reminder**
  1. Contract Ratification – submit vote
  2. Officer Elections
- **Wednesday, 04/10/2024 – Friendly Reminder**
  1. Officer Elections
- **Thursday, 04/11/2024 – AFT 1521A Important Reminders 2<sup>nd</sup> Update**
  1. Contract signed at Board of Trustee Meeting
  2. District Working on paying out COLA retro at end of April, 2024
  3. Officer Elections
  4. Wellness Days
  5. Classified Day of Action
  6. AFT Convention 07/21/2024 – 07/25/2024 Houston, TX

**Executive Board**

**Executive Board Meeting – Thursday, 04/11/2024**

Attendees: Gloria Moreno – Chapter Chair, La Shawn Duffin – Delegate, Olga Hernandez – Delegate, Yung Kim – Alternate Delegate, Kimberly Davillier - Grievance Representative

**Consultations**

- **PC Consultation Meeting – Meetings are scheduled every 6 weeks**  
No meeting scheduled this month – no agenda items.
- **DO HR Consultation Meeting – Thursday 04/18/2024 @ 9:30 am (Zoom)**
- Attendees: Gloria Moreno – Chapter Chair, La Shawn Duffin – Delegate, Olga Hernandez – Delegate, Yung Kim – Alternate Delegate
  - ✓ Discussed: PD Coordinator, Progressive Discipline Process, Non-Sexual Harassment, Ergonomical Equipment Process, why are ACR’s being asked for holidays, New ACR’s (ADA compliance) are too many pages.



### **Unit Member Issues/Inquiries**

- Employee feels harassed by supervisor/manager.
- Member's inquiring about COLA payout.

### **Shared Governance/Other Committees**

- **WEC** – no committee meetings have been scheduled.
- **TPPC** – Meeting Thursday, 04/04/2024 Meeting Agenda submitted by DO AFT 1521A Rep.

### **Interviews/Hiring Committees**

1. Director of Internal Audit – interviews Tuesday, 04/23/2024
2. SAP Functional Business Analyst Thursday, 04/25/2024
3. Facilities Project Manager Friday, 04/26/2024
4. Sr. Network Engineer Friday, 04/26/2024

### **Upcoming Interviews**

1. Assistant Accounting Systems Analyst – interviews Wednesday, 05/01/2024
2. Payroll Systems Technician (2 positions) – interviews Monday, 05/06/2024
3. Procurement Specialist – interviews Thursday, 05/09/2024
4. Assistant Financial Analyst – interviews Friday, 05/10/2024
5. Network Engineer – interviews Monday, 05/13/2024
6. Online Multimedia Specialist – interviews Monday, 05/20/2024

### **Other:**

- **Employee Representation – Tuesday, 04/02/2024**  
In attendance: Gloria Moreno – Chapter Chair, La Shawn Duffin – Delegate, Kimberly Davillier – Grievance Representative.
- **Elections Committee Meeting – Wednesday 04/03/2024**  
In attendance: Gloria Moreno, Chapter Chair.
- **E-Board Planning Meeting – Thursday 04/04/2024**  
In attendance: Gloria Moreno, Chapter Chair.
- **Member Representation – Monday, 04/08/2024**  
In attendance: Gloria Moreno – Chapter Chair, La Shawn Duffin - Delegate.
- **Member Representation – Wednesday, 04/10/2024**  
In attendance: Gloria Moreno – Chapter Chair, La Shawn Duffin - Delegate.
- **Elections Committee Meeting (Ballot Count – in person) – Friday, 04/19/2024**  
In attendance: Gloria Moreno, Chapter Chair.
- **Elections Committee Meeting – Friday, 04/26/2024**  
In attendance: Gloria Moreno, Chapter Chair.
- **Elections Committee Meeting – Tuesday, 04/30/2024**  
In attendance: Gloria Moreno, Chapter Chair.

**AFT Staff Guild Executive Board**

**AFT Staff Guild, Local 1521A Chapter Report**

Date: \_\_\_\_\_

Campus: \_\_\_\_\_



**Campus E-Board:**

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**Chapter Meeting:**

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**Consultation:**

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**Unit member issues/updates:**

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**Shared Governance /Other Committees:**

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**Classified Hiring Committee**

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**Classified Hiring:**

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**Other:**

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AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: 2/25/24

Campus: ELAC



**Campus E-Board:**

Rowena Smith Chair  
Promise Williams Grievance Rep  
Josue Ramirez 1st Delegate  
Exec Board Lynn Wood, Alejandro De La Parra, Jennifer Estrada, Rosalba Villalobos, , Julio Ortiz, Christine Perez

**Chapter Meeting:**

We had our monthly Chapter Meeting

**Consultation:**

EBoard had Consultation with Dr. Roman, he approved release time for upcoming Classified Retreat in April

**Unit member issues/updates:**

No outstanding Issues

**Shared Governance /Other Committees:**

AFT 1521A represeneted on all Shared Gov Committees

**Classified Hiring Committee**

There were 3 classified hiring committees and 2 new hires

**Classified Hiring:**

3 New Classified hires

**Other:**

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: 3/20/24

Campus: ELAC



**Campus E-Board:**

Rowena Smith Chair  
Promise Williams Grievence Rep  
Josue Ramirez 1st Delegate  
Exec Board Lynn Wood, Alejandro De La Parra, Jennifer Estrada, Rosalba Villalobos, Julio Ortiz, Christine Perez

**Chapter Meeting:**

We had our monthly Chapter Meeting

**Consultation:**

EBoard had Consultation with Dr. Roman, he approved release time for upcoming Classified Retreat

**Unit member issues/updates:**

No outstanding Issues

**Shared Governance /Other Committees:**

AFT 1521A represeneted on all Shared Gov Committees

**Classified Hiring Committee**

There were 2 classified hiring committees and 2 new hires

**Classified Hiring:**

2 New Classified hires

**Other:**



# AFT Staff Guild Executive Board

## AFT Staff Guild, Local 1521A Chapter Report

Date: 4/25/24

Campus: ELAC



### **Campus E-Board:**

Rowena Smith Chair

Promise Williams Grievance Rep

Josue Ramirez 1st Delegate

Exec Board Lynn Wood, Alejandro De La Parra, Jennifer Estrada, Rosalba Villalobos, Julio Ortiz, Christine Perez

### **Chapter Meeting:**

We had our monthly Chapter Meeting

### **Consultation:**

EBoard had Consultation with Dr. Roman,

### **Unit member issues/updates:**

No outstanding Issues

### **Shared Governance /Other Committees:**

AFT 1521A represented on all Shared Gov Committees

### **Classified Hiring Committee**

There were 3 classified hiring committees and 2 new hires

### **Classified Hiring:**

3 New Classified hires

### **Other:**

We held our Annual Classified Staff Retreat on April 3rd. we had a great turnout everything went great and the event was well received

### **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

Good day executive board, I hope that this writing reaches you well, this month at La Mission has been full of movement, we had what I think was a very productive president consultation where we were able to further address our concerns about hiring people that are unclassified and providing them with responsibilities and rights meant for classified. This was the third discussion relating to this topic and administration finally relayed that they done a deep dive into the job description of the unclassified and are making sure that their job responsibilities are aligned with the job description. We also addressed

a concern about unit members being asked to shift their work assignments around we reminded administration of the process and notice required for such a change to take place. During this month, chapter meeting with we were visited by some of the members of the current executive board during our backyard barbecue themed lunch. It was great to see my members being so engaged and have it be reiterated the power that we as a union have if we just stand United. We are in the swing of promoting summer and fall classes during daily senior days where all of our pathways are highlighted like

culinary arts. Speaking of corner Arts this Saturday we held our annual Food and Wine Festival which showcases all of our wonderful culinary arts students and gives the community the sense of Mission College spirit. All of the money raised from this great event goes back into the college in the form of scholarships:-) we are all excited to watch and hear about the culinary cup at Harbor College and hopefully our Eagles can defend our crown. As the uncertified results came down for the executive board elections I was excited to see that our voting numbers increase from last election 17 to 30. Incremental

maybe but also it shows a renewed  
sense of Interest in Union success  
thank you all for the wonderful work  
that you do and remember that  
together we are stronger than even  
the strongest person is alone!  
Sincerely, Michael J. Griggs

Pierce Chapter Report  
April 2024

**Chapter Meeting**

- Held office hours for the second week of the month instead of Chapter Meeting.

**Consultation**

- Tuesday, April 2, 2024

**Unit Member Issues/Updates**

- IT Staff/IT Reorganization
- Athletics
- Admission and Records
- Financial Aid

**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**

- None

**Other**

No Report

# AFT Staff Guild Executive Board

## AFT Staff Guild, Local 1521A Chapter Report

Date: APRIL 2024 (04.25.24)

Campus: LASC



### **Campus E-Board:**

Emails, 04/17/24 in person

### **Chapter Meeting:**

April 17, 2024

### **Consultation:**

04/19/24

### **Unit member issues/updates:**

Member experiencing harrasment (gender) by supv. Supv is disrespectful, belittles member in front of colleagues. Meeting scheduled with member and supv

ARC Consultants April 17, 2024 wrkshp was a success. Next scheduled wrkshop, "Implicit and Unconscious Bias" on 5/15.

Upcoming wrkshps : 06/19 - Dismantling Racism in the Workplace, 07/17 - Maintaining Mental & Physical Health, 08/24 - Mindfulness Strategies

### **Shared Governance /Other Committees:**

Budget, College Council, Strategic Planning, Enrollment Mgmt, WEC

### **Classified Hiring Committee**

A & R Eval Tech interviews held April 11th @ 9:30 a - waiting on final interview w/president

### **Classified Hiring:**

Acct Tech Business Office - Mr. A. Lopez

Still waiting on decisions for the following::SFP Program Tech, NACES, Acctg Tech, Financial Aid, Student Services Aid, EOP&S

### **Other:**

Dean, Adult Education -started 04/08/24

Student Services Dean transferred to LATTTC. Interview committee formed for all open dean positions (1 student Srvc, 3 Acad. Aff, and 1 IE)

Custodial Supv interviews held 3/14/24, 2 names forwarded to the president. No word yet.

List has been requested for VP of Admin Srvc.

### 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



## **Chapter Report April 2024**

### **Chapter Meeting**

Chapter Meeting was held on Friday April 19, 2024 at 12pm to 1pm via Zoom. We had 30 members in attendance.

### **Chapter Executives**

Campus is addressing work environment conditions through the WEC and ensuring administration follows proper protocols to address the affected working areas. Administration has hired professional services to assist and monitor progress of affected areas.

### **Consultations**

The college president monthly consultation meeting occurred Monday April 22, 2024.

### **Unit Member Issues/Updates**

- Continue to field member objections to online working modalities e.g., ConexEd- "Live Chat".
- Fielding members inquiries regarding additional duties stemming from short staffing.
- Fielding member concerns due to Workers Comp procedures
- Fielding member temporary work station relocations due to work environments issues

### **Shared Governance/Other Committees**

Work Environment- Report has been submitted

College Council- Report Submitted

Budget- No report submitted

CCP-FIG (Classified Career Pathway-Focus Inquiry Group)- No Report.

Sustainability- Meeting was cancelled for April 2024

Student Success- No report Submitted

### **Other**

**Contacted district to ensure proper signage is posted in all working areas regarding federal labor laws, state labor laws and work injury information. Confirmed signage will be mailed to campus for redistribution.**



# **Retiree Chapter Report**

## **May 9<sup>th</sup>, 2024**

Dear Retirees,

You might have noticed that your pension amount this month has been increased by 2% due to a COST of LIVING adjustment (COLA). This is the amount going forward for the year 2024-2025. Interesting. It's too bad that it's so little. It might buy us a tank of gas.

On a more positive note, we still have great Medical, Dental, Vision and EAP benefits. Please check them out.

Regards,

Fern

## EXECUTIVE BOARD REPORT – AFT 1521A, PRESIDENT APRIL 2024

Hello all,

### AFT Internal Meetings:

- Executive Board Planning Meeting – Thursday, April 04, 2024
- Officers Meeting – Thursday, April 04, 2024
- Executive Board Meeting – Tuesday, April 11, 2024 – Valley College (In-person)
- Retiree Meeting - Wednesday, April 17, 2024
  - Rescheduled TBD
- Officers Meeting – Monday, April 15, 2024

### Campus Site Visits:

- West Los Angeles College
  - Chapter Meeting - Tuesday, April 23, 2024
- Pierce College
  - Student Services (Welcome Center) - Tuesday, April 02, 2024

### District Shared Governance Meetings

- Management Consultation – Monday, April 02, 2024
- Board of Trustees – Wednesday, April 10, 2024 - District
  - Spoke to Classified Issues/Concerns \* Recorded
- PC Consolation – Monday, April 08, 2024
  - PC Training (Rules) PC Rule 550
  -
- District Budget Committee (DBC) – Wednesday, April 10, 2024
  - Cancelled
  - Agenda Packet Available upon Request (N/A)
- Executive District Budget Committee (DBC) – Tuesday, April 23, 2024
  - Agenda Packet Available upon Request
- JLMBC Agenda Planning Meeting - Tuesday, April 02, 2024
- JLMBC Meeting - Tuesday, April 09, 2024
  - Delta Dental (Includes implants)
  - Removing third-party entities (AFLAC)
  - Mental Health Initiatives (TELUS) EAP
  - CalPERS vs. CalSTRS
  - Medical Plan B – Reimbursement
  - JLMBC Newsletter Emailed – April 16, 2024 (LACCD Email)



*A Union of Professionals*

**Staff Guild**

Local 1521A

Andrea Edwards, *President*

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3356 Barham Blvd • Los Angeles, CA 90068

T: 323/851-1521 • F: 323/851-8572

Sincerely,

**Andrea Edwards**

AFT 1521A, President

If you have any questions or concerns, please email me at [aedwards@aft1521a.org](mailto:aedwards@aft1521a.org). Sincerely,

## Executive Board Report – 2<sup>nd</sup> Vice President April 2024

### AFT1521A Standing Meetings:

- Finance Committee Meeting – **Tuesday April 2, 2024**  
**Tuesday April 9, 2024**
- Executive board Planning – **Thursday April 4, 2024**
- Officers Meeting – **Thursday April 4, 2024**  
**Monday April 15, 2024**
- Executive Board Meeting – **April 11, 2024**

### AFT1521A Membership Meetings:

- No Report

### Campus Site Visits

- No Report

### District Shared Governance Meetings

- Consultation Personnel Commission – **Monday April 8, 2024**
- Board of Trustees – **Wednesday April 10, 2024**
- Personnel Commission Meeting – **Wednesday April 10, 2024 (virtual)**
- Student Affairs Meeting – **Meeting ID changed and I could not attend virtually**
- Consultation with Management - **Tuesday April 2, 2024**

### Conference/Training

- No Report

### Negotiations

- Contract was signed on April 10<sup>th</sup> at the [Board of Trustees](#) Thank you to the entire Negotiations Team for all of your hard work.

### Other

- Elections have concluded

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

Sincerely,

**Maira Cruz**  
2<sup>nd</sup> Vice President

May 9, 2024

## EXECUTIVE BOARD REPORT-Treasurer

Guild Members,

Since last report, have been working to compile data to assist in keeping our Guild solvent, and assisting Monitor in anyway possible. 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)
- BoT Legislative & Public Affairs Committee
- Executive Board Planning Meeting

### **Miscellaneous**

- Compile and process, for accuracy, OPEIU timesheets for payroll

This is a very brief snapshot for the month of April 2024 If you would like to contact me, you may do so at anytime [TPierce@aft1521A.org](mailto: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 April 2024

Guild Members,

Representing the clerical/technical professionals of the Los Angeles Community College District

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 & Counseled 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.
- Travel to campuses to discuss possible grievances.
- Travel to campuses to discuss new contract.
- Grievances:
  - LAVC – Step I – Co-Op Ed
  - LAMC – Step III – Athletics

3356 Barham Blvd.  
Los Angeles, CA  
90068  
323-851-1521  
[www.aft1521a.org](http://www.aft1521a.org)

### Committees/Meetings

- Consultation with Management
- Consultation with Personnel Commission
- Executive Board Meeting
- Membership Meeting
- Executive Board Committees
  - Legislative & Public Affairs Committee
  - Budget and Finance Committee
  - Institutional Effectiveness & Student Success Committee
  - Facilities Master Planning & Oversight Committee
- Negotiations
  - Ceremonial Signing of Contract between LACCD and AFT1521a, Yovanna Campos

Chad Baugher  
GRIEVANCE  
SECRETARY  
323-580-6959  
[cbaugher@aft1521a.org](mailto:cbaugher@aft1521a.org)

### Miscellaneous

- Travel to various chapters for in person meetings.
- In collaboration with Recording Secretary, Yovanna Campos, have been able to re-activate the [www.aft1521a.org](http://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 any time [cbaugher@aft1521a.org](mailto: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:**

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**Chapter Meeting:**

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**Consultation:**

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**Unit member issues/updates:**

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**Shared Governance /Other Committees:**

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**Classified Hiring Committee**

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**Classified Hiring:**

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**Other:**

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## **LACCD EEO Committee Report April 2024**

### **EEO Meeting Date:**

April 24, 2024, cancelled - Genocide Remembrance Day holiday.

### **Agenda:**

None

Draft EEO Plan attached

### **Meeting Notes:**

### **Other:**

Draft EEO Plan sent via email for review and comments. There was a brief email discussion on 04.25.24. The May EEO meeting has been moved back a week to Friday, May 31, 2024 to give the committee time to review. Natalie also anticipates she will receive the data before our meeting. The EEO Plan will be on the agenda for the June BOT.





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Equal Opportunity Plan  
for  
Los Angeles Community College District

770 Wilshire Boulevard  
Los Angeles, CA 90017

## TABLE OF CONTENTS

|   |    |
|---|----|
| Introduction.....   | 1  |
| District Plan Requirements .....  | 1  |
| Definitions .....   | 2  |
| District Policy Statement .....   | 5  |
| Delegation of Responsibility .....  | 6  |
| EEO Advisory Committee .....  | 8  |
| Complaints .....  | 9  |
| District Notification .....   | 10 |
| Training.....   | 11 |
| Annual Written Notice.....  | 12 |
| Analysis of District Workforce and Applicant Pool .....   |    |
| Analysis of degree of Underrepresentation .....   |    |
| Methods for Addressing Underrepresentation .....  |    |
| Implementation of Additional Measures Necessary to Further Equal<br>Employment Opportunity..... |    |
| Persons with Disabilities.....  |    |
| Appendix A: Annual Notice .....   |    |
| Appendix B: Employee Demographics .....   |    |
| Appendix C: Applicant Data.....   |    |
| Appendix D: Adverse Impact Analysis .....   |    |
| Appendix E: Underrepresentation Analysis .....  |    |
| Appendix F: Historical Data .....   |    |



# Equal Employment Opportunity Plan

## **Introduction**

The Los Angeles Community College District (LACCD or the District) is the largest community college district in California and among the largest in the nation. Currently, the Los Angeles Community College District enrolls around 205,000 full and part-time students at its nine college campuses. The Los Angeles Community College District is a leading educator in California for Latinx and African-American students, including DACA students. The District's 9 college campuses combined educate more Latinx and African-American students than the University of California system and all nine college campuses are designated as Hispanic Serving Institutions.

The Los Angeles Community College District is firmly committed to achieving excellence through teaching, scholarship, active learning and diversity. Our values include a respect for all people, and we strive to build alliances with the community and to encourage innovation, experimentation and creativity. Our policies and programs seek to affirm the worth and personal dignity of every member of the University community in order to contribute to a campus climate of civility, collegiality, tolerance and reasoned debate.

## **District Plan Requirements**

The following section outlines the Equal Employment Opportunity plan requirements per Title V section 53003.0

- A. The governing board of each community college district shall adopt a district-wide, written EEO plan to implement its equal employment opportunity program. Such plans shall:
1. be developed in collaboration with the district's Equal Employment Opportunity Advisory Committee established pursuant to section 53005;
  2. be reviewed and adopted at a regular meeting of the governing board where it is included as a separate action item, and not part of the consent agenda;
  3. cover a period of 3 years, after which a new or revised plan shall be adopted; and
  4. be submitted to the Chancellor at least 90 days prior to its adoption. Comments received from the Chancellor's Office on the proposed plan must be presented to the governing board prior to adoption.
- B. Districts shall annually review their EEO plans and assess progress toward meeting EEO program goals. This annual review shall occur during regular meetings of District governing boards. In the event a District has not met the program goals described in the EEO plan, the District shall adopt a revised EEO plan that specifies the efforts it will employ to meet those goals.
- C. EEO plans shall include all of the following elements:
1. specific pre-hiring, hiring, and post-hiring EEO strategies the District intends to implement

each year over the life of the plan. A District's strategies may include options listed in section 53024.1, and other practices informed by the District's workforce and applicant analyses.

2. a schedule identifying the timetables for implementation of the identified EEO strategies.
  3. identification of the District EEO officer, with delegated responsibility and authority for implementing the EEO plan and assuring compliance with the requirements of this subchapter pursuant to section 53020;
  4. the procedure for filing complaints pursuant to section 53026;
  5. a process for notifying all District employees of the provisions of the EEO plan and the policy statement required under section 53002;
  6. a process for ensuring that all individuals directly participating in the screening and selection process receive training prior to their participation. Training shall include, but need not be limited to:
    - a. the requirements of this subchapter and of state and federal nondiscrimination laws;
    - b. the educational benefits of workforce diversity;
    - c. the elimination of bias in hiring decisions; and
    - d. best practices in serving on a selection or screening committee;
  7. a process for providing annual written notice to appropriate community-based and professional organizations concerning the District's plan and the need for assistance from the community and such organizations in identifying a qualified, diverse pools of applicants. "Written" notice may include mailings and electronic communications;
  8. a process for gathering information and periodic, longitudinal analysis of the District's employees and applicants, broken down by 8 number of persons from monitored groups, in each job category to determine whether additional diversification measures are required and to implement and evaluate the effectiveness of those measures. Each District, shall conduct a data review as part of its plan renewal, and may conduct periodic data reviews more frequently based on District size, demographics, and other unique factors; and
  9. community college districts shall utilize data available from reliable public and private sources to determine, whether monitored groups are underrepresented within District job categories.
  10. strategies for addressing any underrepresentation identified pursuant to paragraph (9) of this subdivision.
- D. Community college districts shall post a copy of their EEO plan on the District's website.
- E. Community college districts shall make continuous, good-faith efforts to implement their plans, achieve employee diversity, and avoid disparate impacts, consistent with state and federal law.

## **Definitions**

1. Adverse Impact: means a disproportionate negative impact to a group protected from discrimination pursuant to Government Code section 12940, arising from the effects of an employment practice as determined according to a valid statistical measure (such as those outlined in the Equal Employment Opportunity Commission's "Uniform Guidelines on Employee Selection Procedures").
2. Chief Human Resources Officer (CHRO): The CHRO for the Los Angeles Community College District is the Vice Chancellor for Human Resources.
3. Equal Employment Opportunity Officer (EEOO): This individual is responsible for administering the District's EEO Plan as well as ensuring the investigation of EEO complaints. The EEOO for the Los Angeles Community College District is the Director for the Office of Diversity, Equity, Inclusion & Accessibility.
4. Diversity: means a condition of broad inclusion in an employment environment that offers equal employment opportunity for all persons. The achievement of diversity within a workforce requires the presence, respectful treatment, and inclusion of individuals from a wide range of ethnic, racial, age, national origin, religious, gender, gender identity, sexual orientation, disability

and socio-economic backgrounds, in all aspects of the workplace.

5. Equal Employment Opportunity (EEO): means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels, in all job categories. Equal employment opportunity also involves: • identifying and eliminating barriers to employment that are not job related, such as reliance on preferred job qualifications that do not reasonably predict job performance; • updating job descriptions and/or job announcements to reflect accurately the knowledge, skills and abilities of the position; and • creating an environment which fosters cooperation, acceptance, democracy, and free expression of ideas, and is welcoming to all persons free from discrimination related to the categories protected by Government Code section 12940.
6. Equal Employment Opportunity Plan: means a written document that describes a District's EEO program. A District's EEO plan shall include: 1) analysis of the District's workforce; and 2) descriptions of the District's program and strategies, informed by the District's work force analysis, that it is implementing or will implement, to promote equal employment opportunity.
7. Equal Employment Opportunity Programs: refers to the combination of District strategies implemented to promote equal employment opportunity. Such programs should be informed by a District's longitudinal workforce and applicant analyses.
8. Equity: the "state, quality or ideal of being just, impartial and fair." The concept of equity is synonymous with fairness and justice. Equity centers on providing individuals the tools they need to be successful. Because individuals face disparate barriers based on their identities and experiences, these tools are personalized and can differ from one member of the community to the next.
9. Inclusion: the deliberate act of welcoming diversity, valuing all individuals, and exerting a conscious effort to create a warm and accepting environment that involves all in the fabric and mission of the District.
10. In-house or Promotional Only Hiring: means that only existing District employees are eligible for a position.
11. Job categories: means executive/administrative/managerial, faculty and other instructional staff, professional non-faculty, secretarial/ clerical, technical and paraprofessional, skilled crafts, and service and maintenance.
12. Monitored Group: means the groups for which Districts must provide demographic data pursuant to section 53004.
13. Person with a Disability: means any person who (1) has a physical or mental impairment as defined in California Government Code, section 12926 which limits one or more of such person's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.
14. Reasonable Accommodation: means the efforts made by the District in compliance with Government Code section 12926.
15. Screening or Selection Procedures: means any measure, combination of measures, or procedures used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including performance tests, physical, educational, and work experience requirements, interviews, application reviews, reference checks, and similar techniques. Screening and selection procedures shall also include consideration of equivalencies pursuant to section 53430.
16. Underrepresented Group: means any monitored group for which the percentage of persons from that group employed by the District in any job category listed in Section 53004(a) is below eighty percent (80%) of the projected representation for that group in the job category in question.

## **Policy Statement**

The Los Angeles Community College District is committed to the principles of equal employment opportunity. District Board Policies 3410 (Nondiscrimination), 3420 (Equal Employment Opportunity) and 3435 (Discrimination and Harassment Complaints & Investigations) illustrate this commitment and provide guidance for ensuring that these principals are put into practice.

The District is committed to providing a workplace that is welcoming to all individuals and to working to ensure that all can work in an environment that is respectful and promotes cooperation, mutual understanding and embraces a diverse, inclusive and equitable mindset.

It is the policy of The Los Angeles Community College District, pursuant to federal and state laws, to prohibit harassment and discrimination against any employee or person seeking employment on the basis of race, color, national origin, religion, religious preference, sex, gender identity, gender expression, physical or mental disability, marital status, age, sexual orientation, genetic information, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), and military or veteran status. This policy applies to all employment practices, including recruitment, screening, evaluation, selection, promotion, transfer, merit pay increase in salary, training, demotion or separation, and all other conditions and privileges of employment.

## **Delegation of Responsibility**

As part of its efforts to ensure equal employment opportunity to all individuals, LACCD has designated specific responsibilities to various staff to ensure the EEO Plan focuses on all components of the employment system. To that end, the Chancellor, Vice Chancellor for Human Resources, Presidents, Director for the Office of Diversity, Equity, Inclusion & Accessibility, have undertaken the responsibilities described below.

### **Board of Trustees**

The Governing Board is ultimately responsible for the proper implementation of the District's EEO Plan at all levels of District and College operation, ensuring equal employment opportunity as described in the Plan, and for making measurable progress toward equal employment opportunity by the strategies described in the District's EEO Plan. The Governing Board is responsible for adopting a plan that is in compliance with the provision of the California Code of Regulations. Further the Board of Trustees will oversee the Chancellor's responsibility to ensure that the EEO Plan shall:

1. Be developed in collaboration with the District's Equal Employment Advisory Committee;
2. Be reviewed and adopted at a regular meeting of the Board of Trustees where it is agendized as a separate action item and not part of the consent agenda;
3. Cover a period of 3 years, after which a new or revised plan shall be adopted; and
4. Be submitted to the State Chancellor's Office at least 90 days prior to its adoption. Comments received from the Chancellor's Office on the proposed plan must be presented to the governing board prior to adoption.

### **Chancellor (CEO)**

The Board of Trustees delegates to the Chief Executive Officer the responsibility for ongoing implementation of the plan and for providing leadership in supporting the District's equal employment opportunity policies and procedures. The CEO shall advise the Governing Board concerning statewide policy emanating from the Board of Governors of the California Community Colleges and direct the publication of an annual report on Plan implementation and effectiveness. The CEO shall evaluate the performance of all administrative direct reports on their ability to effectively follow and implement the Plan. The role of the CEO also includes, but is not limited to, the following duties:

1. Designate appropriate personnel with the responsibility for overseeing, administering, implementing, and monitoring LACCD's EEO Plan. Ensure that these personnel are identified in writing by name and job title.
2. Ensure that those designated personnel responsible for all EEO Plan components are given the necessary authority and top management support and staffing to successfully implement their assigned responsibilities.

### **Vice Chancellor for Human Resources (CHRO)**

The Chancellor has delegated authority to the Vice Chancellor for Human Resources, for overall supervision of the EEO Plan. The Vice Chancellor for Human Resources, in conjunction with the Director

of the Office for Diversity, Equity, Inclusion & Accessibility, College Presidents and other administrators, ensures that all relevant policies and procedures are adhered to.

1. Impart the personal direction that insures total involvement and commitment to equal employment opportunity programs through LACCD's EEO Plan.
2. Presenting needed recommendations and procedural changes to the CEO and/or Board of Trustees concerning equal employment opportunity and affirmative action and ensuring the administration is kept informed of its compliance status.
3. Informing LACCD administration of the latest developments in the equal employment opportunity environment.

#### Director of the Office for Diversity, Equity, Inclusion & Accessibility (EEOO)

The Equal Employment Opportunity Officer is responsible for administering, implementing and monitoring the Plan and for ensuring compliance with Title 5, section 53000 requirements are met and also include the following:

1. Assisting in the modification and development of LACCD's policies as necessary to ensure the enhancement of equal employment opportunity for all employees and potential employees within current equal employment opportunity guidelines.
2. Reviewing results of audit and reporting systems to assess the effectiveness of the LACCD's EEO programs and recommend corrective actions where necessary.
3. Ensuring the EEO Plan is updated as required by law.
4. Providing guidance, such as individual and group consultation and training, in taking proper action to prevent employees from being discriminated against and harassed on the basis of a protected status.
5. Providing District-wide guidance, as necessary, to conduct all actions required to meet LACCD's equal employment opportunity commitments.
6. Identifying problem areas and developing procedures, goals and objectives to resolve such problems.
7. Consulting with the Office of Human Resources and Personnel Commission on advertising strategies, media and electronic venues through which to best attract qualified applicants including women and minorities, individuals with disabilities and military veterans.

#### Equal Employment Opportunity Advisory Committee

The Los Angeles Community College District has established an Equal Employment Opportunity Advisory Committee to act as an advisory body to the Equal Employment Opportunity Officer and the District as a whole to promote understanding and support equal employment opportunity policies and procedures. The EEOAC assists in the development and implementation of the EEO Plan in conformance with state and federal regulations and guidelines. The EEOAC also monitors equal employment opportunity progress and provided suggestions for the EEO Plan as appropriate.



## **EEO Advisory Committee**

The District Equal Employment Opportunity Advisory Committee (EEOAC) is established as an advisory body to the Equal Employment Opportunity Officer and the District to promote awareness and understanding of and support for equal employment policies and procedures. The Committee shall assist the EEO Officer in development, revising and implementing the Plan and its compliance with state and federal statutes, regulations and guidelines. The Committee will also be responsible for monitoring equal employment opportunity outcomes, and providing suggestions to the Plan as needed and appropriate. The EEO Officer shall ensure that the EEOAC receives annual training in all of the following:

1. applicable Title 5 regulations and state and federal nondiscrimination laws
2. the educational benefits of workforce diversity
3. the identification and elimination of bias in hiring
4. the role of the Committee in drafting and implementing the District's Plan

The EEOAC shall include a diverse membership and include members from District stakeholder groups. A substantial good faith effort to maintain a diverse membership is expected. If the District has been unable to meet this requirement, it will document that efforts were made to recruit EEOAC members who are members of monitored groups. The EEOAC shall be composed of:

1. Four faculty members
2. One to two adjunct faculty members
3. Four classified members
4. Four administrators
5. Two students, if available
6. Ex officio members may include Administrators and other employees involved in EEO processes

The EEOAC shall:

1. Be chaired by the Equal Employment Opportunity Officer
2. Hold a minimum of two (2) meetings per fiscal year
3. Hold additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress
4. Make recommendations, when appropriate, to the Equal Employment Opportunity Officer, the CEO, and the Board of Trustees, regarding Plan provisions
5. Review and advise on recruitment efforts, job announcement templates, interview protocols, retention efforts, and other aspects of the hiring, retention, and promotion processes that impact the District's ability to attract and retain a diverse faculty and staff
6. Advise on implementing the District's obligation to hire faculty, staff, and administrators with a demonstrated sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students
7. Develop communication protocols and practices across departments to foster understanding of the Plan
8. Review the Plan and monitor its progress
9. Recommend changes to the Plan

## **Complaints**

The District established the following process permitting any person to file a complaint alleging that the requirements of the equal employment opportunity regulations, including hiring, discrimination or harassment, have been violated. Any person who believes that the equal employment opportunity regulations have been violated may file a complaint describing in detail the alleged violation.

The Plan complaint procedure is outlined below and detailed in Administrative Procedure (AP) 3435.

All complaints shall contain, to the best of the complainant's ability, the names of individuals involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation pursuant to AP 3435.

The complaint shall be filed with the Equal Employment Opportunity Officer. If the complaint involves the Equal Employment Opportunity Officer, the complaint may be filed with the Chief Executive Officer. At the discretion of the CEO, an outside investigator will be used when the responsible EEO Officer is named in the complaint or implicated by the allegations in the complaint.

Complaints involving current hiring processes must be filed within 180 days of the date of the alleged discriminatory, harassing, or retaliatory conduct, except that this period shall be extended by no more than 90 days following the expiration of the 180 days if the Complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

A complainant may appeal the District's determination pursuant to Title 5, section 53026 to the State Chancellor's Office and AP3435.

The District may return without action any complaints that are inadequate because they do not state clear violation of the EEO regulations. All returned complaints must include a District statement of the reason for returning the complaint without action.

## **District Notification**

The commitment of the Board of Trustees and the CEO to equal employment opportunity is emphasized through the broad dissemination of its Equal Employment Opportunity policy statement and Plan. The policy statement is printed in the college catalogs and class schedules. The Plan and subsequent revisions will be distributed to the District's Board of Trustees, the CEO, and all employees. The Plan and the complaint procedures will be available on the District's Website, and when appropriate, distributed by e-mail. The Office of Human Resources will provide all new employees with a copy of the Plan when they commence employment with the District. In addition, the Plan will be provided to individuals serving on screening/selection committees as well as to individuals taking anti-harassment / anti-discrimination training.

## **Training**

Any organization or individual, whether or not an employee of the District, who is involved in the recruitment and search/selection process of candidates for employment shall receive appropriate training on:

1. The requirements of the Title 5 regulations on equal employment opportunity (section 53003(c)(6) et seq.), which includes the new requirements of Section 53602 for Advancing Diversity, Equity, Inclusion and Accessibility in Evaluation and Tenure Review Processes.
2. The requirements of federal and state nondiscrimination laws,
3. The requirements of the District's Equal Employment Opportunity Plan,
4. The District's policies on nondiscrimination, recruitment, and hiring,
5. The educational benefits of workforce diversity,
6. The recognizing and eliminating bias in hiring decisions; and
7. Best practices for serving on a selection or screening committee.

Additional EEO training will be provided to Selection Committee Representatives (SCR). SCRs are non-voting members seated on selection committees who ensure compliance with District EEO policies and procedures.

The training is mandatory to serve on any Search/Selection Committee and must be completed prior to beginning service on any committee. Training is valid for 12 months post completion. Human Resources is responsible for developing and conducting the required training. Any individual, whether or not an employee of the District, who is acting on behalf of the District in regard to recruitment and screening of employees, is subject to the Equal Employment Opportunity requirements of Title 5 and the District's Equal Employment Opportunity Plan.

Per Title 5 Section 53024€, screening committees shall include a diverse membership whenever possible, to ensure a variety of perspectives are included in the assessment of applicants. Further information on the District's commitment to diverse hiring committees is evidenced in Administrative Procedure 7120 (Recruitment and Selection)

## **Annual Written Notice**

Per Title 5, Section 53003(c)(7), the Equal Employment Opportunity Officer will provide annual written notice to appropriate, diverse, community-based, and professional organizations concerning the EEO Plan:

- The notice will inform these organizations that they may obtain a copy of the Plan by contacting the Office of Human Resources
- The Plan shall solicit their assistance in identifying diverse qualified candidates.
- The notice will include a summary of the Plan.
- The notice will also include the website where the District advertises its job openings and the Office of Human Resources phone number to call in order to obtain employment information. “Written” notice may include mailings and/or electronic communications.
- The District will actively seek to reach those institutions, organization, and agencies that may be recruitment sources, especially for underrepresented populations

A list of organizations, which will receive this notice, is included in this Plan as appendix A. This list may be revised from time to time as necessary in order to remain current.

## **Plan Component 10: A Process for Gathering Information and Periodic Longitudinal Analysis of the District's Employees and Applicants**

### **a. Required**

Section 53003(c)(8) requires that district EEO Plans provide a process for gathering information and periodic, longitudinal analysis of the district's employees and applicants, broken down by number of persons from monitored group status in each job category to determine whether additional diversification measures are required, and to implement and evaluate the effectiveness of those measures. The EEO Plan must also reflect that the district will conduct a data review as part of its plan renewal.

This requirement ensures that EEO Plans memorialize how districts will comply with the requirements of Section 53006 to conduct longitudinal analyses of district employment trends and utilize this data to identify and mitigate the causes of any adverse impact.

### **b. Guidance**

Districts should have processes for gathering and analyzing data about the district's existing workforce and applicant pools. This includes, for example, data that allows a district to compare the composition of initial applicant pools, qualified pools, and applicants recommended for interview. It also includes data that allows districts to track the composition and diversity of who is hired and retained over time, disaggregated by college, discipline, job category and other measures relevant to your particular organization.

Demographic data about your applicants and employees provides the information you need in order to conduct adverse impact analyses. Adverse impact exists where the selection rate for a monitored group is less than four-fifths (or 80%) of the selection rate for the group with the highest rate.

This data should be differentiated from the data districts are also required to gather and analyze pursuant to section 53003(c)(9) and 53006 (discussed below)—commonly referred to as “availability data”. Availability data provides the information needed to conduct underrepresentation analyses.

In addition to the required review as part of EEO Plan renewal, districts should consider conducting periodic data reviews more frequently based on district size, demographics, and other unique factors.

## **Plan Component 11: A Process for Utilizing Data to Determine Whether Monitored Groups Are Underrepresented Within District Job Categories**

### **a. Required**

Section 53003(c)(9) requires that District EEO Plans describe how they will utilize data available from reliable public and private sources to determine whether monitored groups are underrepresented within district job categories.

This requirement ensures that EEO Plans memorialize how districts will comply with the requirements of Section 53006 to conduct longitudinal analyses of district employment trends and utilize this data to identify the causes of any underrepresentation.

### **b. Guidance**

In contrast to the data described in Component 10, this data allows for comparison of the percent of a “monitored” group in a job category with their projected representation based on availability in the workforce. Representation below 80% constitutes underrepresentation. The Chancellor’s Office is developing further guidance, which will be made available through the Vision Resource Center, to assist districts identify, locate, and utilize existing external data sources.

## **Plan Component 12: Methods for Addressing Underrepresentation**

### **a. Required**

Section 53003(c)(10) requires that districts identify the methods they will employ to address any underrepresentation identified pursuant to section 53003(c)(9).

### **b. Guidance**

District strategies to mitigate any identified adverse impact are organized under Component 10. However, if a district sees significant overlap in its strategies to address adverse impact and its strategies to address underrepresentation, they may be addressed together in Component 12. However, district strategies should be clear as to whether they are designed to address adverse impact, underrepresentation or both; how the method is designed to address the identified problem(s); and how the effectiveness of the method will be evaluated.



## **Plan Component 13: Selection of Specific Pre-Hiring, Hiring, and Post- Hiring EEO Strategies and Schedule Identifying Timetables for Their Implementation (Multiple Methods Integration)**

### **a. Required**

Section 53003(c)(1) requires that district EEO Plans include specific pre-hiring, hiring, and post-hiring strategies that the district intends to implement each year over the life of the EEO Plan. Section 53003(c)(2) requires that district EEO Plans include a schedule identifying timetables for implementation of the identified strategies.

This requirement ensures that EEO Plans memorialize how districts will implement the strategies selected, including, but not limited to those listed in Section 53024.1.

### **b. Guidance**

A district's strategies may include options listed in section 53024.1 and/or other practices informed by the district's workforce and applicant analyses. To assist districts memorialize the strategies they intend to implement, and thus demonstrate compliance with this requirement, a template is attached to this Model Plan as Appendix A.

The template is organized by pre-hiring, hiring and post-hiring categories. We recognize that these terms, and related strategies, overlap. Thus, to facilitate uniform use of these terms, we summarize how they are understood and applied by the State Chancellor:

- “pre-hiring” strategies: strategies that support the equitable and inclusive environment that helps to attract and retain candidates from underrepresented groups and other nontraditional candidates.
- “hiring” strategies: strategies that promote development of diverse and qualified candidate pools and/or eliminate bias in hiring decisions.
- “post-hiring” strategies: strategies that gather and utilize hiring and workforce data, support new employees, or manage and respond to EEO complaints.

The template also includes space to identify the district's timetable for execution; and space to indicate who is responsible for carrying out the measure and how the district will evaluate its effectiveness.

## Implementtion of Additional Measures Necessary to Further Equal Employment Opportunity

- A. Districts shall review the information gathered pursuant to Title 5, section 53003, subdivision(c)(6) to identify and determine the cause of any underrepresentation of monitored groups across all phases of the employment process, including recruitment to applicant pools, hiring, retention, and promotion. Where a District determines that underrepresentation or adverse impact of one or more monitored groups in recruitment may be the result of non-job related factors, it shall implement additional strategies in its EEO Plan designed to mitigate promptly the underrepresentation or adverse impact. The information to be reviewed shall include, but need not be limited to:
  - a. Longitudinal analysis of data regarding job applicants, to identify whether over multiple job searches, a monitored group is disproportionately failing to move from the initial applicant pool, to the qualified applicant pool;
  - b. Analysis of data regarding potential job applicants, to the extent provided by the State Chancellor, which may indicate underrepresentation of a monitored group; and
  - c. Analysis to determine whether the group is underrepresented.
- B. Where the review described in subdivision (A) identifies that underrepresentation of a monitored group may be the result of non-job-related factors in the employment process, Districts shall implement additional measures designed to address the specific area of concern.

These additional measures shall include the following:

  - a. The District will request that the EEOAC, in conjunction with appropriate Human Resources staff, review the District's recruitment procedures and identify and make recommendations on modifications that would address the underrepresentation;

- b. The District will require that the responsible administrator for the division or department where the underrepresentation occurs, develop, in conjunction with the Equal Employment Opportunity Officer, a recruitment and hiring program to assist in addressing the underrepresentation. The program should include additional locations or resources to advertise positions that would likely attract candidates from the underrepresented groups; whatever changes in staffing, curricular offerings or department structure would assist in attracting candidates from underrepresented groups; additional training for current administrators, faculty and staff on the value of a diverse workforce; and recommended changes to the job descriptions and job announcements, that may reasonably be expected to attract candidates from the underrepresented group;
- c. The District will actively monitor the representation rate of each group, which was identified in Section XII as being underrepresented in one or more categories; and
  - i. Review each locally established “required,” “desired” or “preferred” qualification being used to screen applicants for positions in the job category to determine if it is job-related and consistent with:
    - 1. Any requirements of federal law; and
    - 2. Qualifications which the District has found to be job- related, including the requirement that applicants for academic and administrative positions demonstrate sensitivity to community college students.
  - ii. Discontinue the use of any locally established qualification that is not found to satisfy the requirements set forth in the previous paragraph and continue using qualification standards meeting the requirements in the previous paragraph only where no alternative qualification standard is reasonably available which would select for the same characteristics, meet the requirements of the previous paragraph, and be expected to have a less exclusionary effect.
  - iii. Consider the implementation of additional measures designed to promote diversity that are reasonably calculated to address the area of specific need.

- iv. Meet with the administrator for the division or department where the underrepresentation persists, a subcommittee of the EEOAC chosen by its members, and the Human Resources Director over recruitment to review the effectiveness of the recruitment and hiring program described above. This group will provide recommendations to modify the recruitment and hiring program to better address the underrepresentation.
- v. Engage external stakeholders and organizations representing monitored groups to provide input to addressing cultural barriers to hiring and retaining individuals from underrepresented groups.
- vi. Attend job fairs and develop other localized recruitment events which include invitations to individuals from monitored groups and organizations serving monitored group.
- vii. Utilize information and resources from participation in groups that support underrepresented and/or diverse group of students or professionals in higher education to revise and create better business practices at the District as well as promote the Colleges employment opportunities to those groups. Review information received annually and plan strategically to attend key meetings and conferences based on subjects covered.

| Implementation   | Who                       | What/When   | Effectiveness Metrics & Review   |
|--|---------------------------|---|--|
| <p><b>Class and Comp Study for Executive Management and Counselor Classifications</b></p>                            | <p><b>CHRO Office</b></p> | <p><b>During FY 2023-24 the District plans to engage in a comp and class study for Executive Management and Counselor classifications</b></p>                       | <p><b>Should the District engage in a class and comp study, the District will then review the analysis of the study to determine appropriate next steps. It may require a stepped plan to address any market or equity gaps.</b></p>   |
| <p><b>Consistent and ongoing training for hiring committees. (53024.1(c))</b></p>                                    | <p><b>CHRO Office</b></p> | <p><b>Better Infusion of DEIA Principles, reducing bias in decision making, and more clearly defining the roles of committee members in choosing candidates</b></p> | <p><b>Revamp and update current selection committee and EEO Representative trainings and survey committee members at the end of each search to acquire feedback on how the training influenced their decision-making processes throughout the recruitment.</b></p>   |
| <p><b>Attendance at association conferences that support underrepresented groups in our adverse impact areas</b></p> | <p><b>CHRO Office</b></p> | <p><b>Maintain memberships within diverse associations and organizations to further participation in Statewide initiatives and conferences</b></p>                  | <p><b>Utilize information and resources from participation in associations and organizations supported underrepresented and/or diverse group of students or professionals in higher education to revise and create better business practices at the District as well as promote the Colleges employment opportunities to those groups. Review information received annually and plan strategically to attend key meetings and conferences based on subjects covered.</b></p> |

|  |  |   |   |
|--|--|---|---|
| <b>Including DEIA in the evaluation process and tenure process for Administrators, Full-Time Faculty, and Campus Safety.</b> | <b>CHRO Office, COCFA, CSEA and other Administrator stakeholders</b> | <b>In FY24-25 revise the evaluation process for Administrators, Faculty and Staff to reflect the LACCD Equity and Justice Framework and CCCCC directives.</b> | <b>Review changes annually to ensure that revisions are effective in developing staff, faculty and administrators that are ODEIA focused.</b> |
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## **Appendix A - Underrepresentation**





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Equal Opportunity Plan  
for  
Los Angeles Community College District

770 Wilshire Boulevard  
Los Angeles, CA 90017



## TABLE OF CONTENTS

|   |    |
|---|----|
| Introduction.....   | 1  |
| District Plan Requirements .....  | 1  |
| Definitions .....   | 2  |
| District Policy Statement .....   | 5  |
| Delegation of Responsibility .....  | 6  |
| EEO Advisory Committee .....  | 8  |
| Complaints .....  | 9  |
| District Notification .....   | 10 |
| Training.....   | 11 |
| Annual Written Notice.....  | 12 |
| Analysis of District Workforce and Applicant Pool .....   |    |
| Analysis of degree of Underrepresentation .....   |    |
| Methods for Addressing Underrepresentation .....  |    |
| Implementation of Additional Measures Necessary to Further Equal<br>Employment Opportunity..... |    |
| Persons with Disabilities.....  |    |
| Appendix A: Annual Notice .....   |    |
| Appendix B: Employee Demographics .....   |    |
| Appendix C: Applicant Data.....   |    |
| Appendix D: Adverse Impact Analysis .....   |    |
| Appendix E: Underrepresentation Analysis .....  |    |
| Appendix F: Historical Data .....   |    |



# Equal Employment Opportunity Plan

## **Introduction**

The Los Angeles Community College District (LACCD or the District) is the largest community college district in California and among the largest in the nation. Currently, the Los Angeles Community College District enrolls around 205,000 full and part-time students at its nine college campuses. The Los Angeles Community College District is a leading educator in California for Latinx and African-American students, including DACA students. The District's 9 college campuses combined educate more Latinx and African-American students than the University of California system and all nine college campuses are designated as Hispanic Serving Institutions.

The Los Angeles Community College District is firmly committed to achieving excellence through teaching, scholarship, active learning and diversity. Our values include a respect for all people, and we strive to build alliances with the community and to encourage innovation, experimentation and creativity. Our policies and programs seek to affirm the worth and personal dignity of every member of the University community in order to contribute to a campus climate of civility, collegiality, tolerance and reasoned debate.

## **District Plan Requirements**

The following section outlines the Equal Employment Opportunity plan requirements per Title V section 53003.0

- A. The governing board of each community college district shall adopt a district-wide, written EEO plan to implement its equal employment opportunity program. Such plans shall:
1. be developed in collaboration with the district's Equal Employment Opportunity Advisory Committee established pursuant to section 53005;
  2. be reviewed and adopted at a regular meeting of the governing board where it is included as a separate action item, and not part of the consent agenda;
  3. cover a period of 3 years, after which a new or revised plan shall be adopted; and
  4. be submitted to the Chancellor at least 90 days prior to its adoption. Comments received from the Chancellor's Office on the proposed plan must be presented to the governing board prior to adoption.
- B. Districts shall annually review their EEO plans and assess progress toward meeting EEO program goals. This annual review shall occur during regular meetings of District governing boards. In the event a District has not met the program goals described in the EEO plan, the District shall adopt a revised EEO plan that specifies the efforts it will employ to meet those goals.
- C. EEO plans shall include all of the following elements:
1. specific pre-hiring, hiring, and post-hiring EEO strategies the District intends to implement

each year over the life of the plan. A District's strategies may include options listed in section 53024.1, and other practices informed by the District's workforce and applicant analyses.

2. a schedule identifying the timetables for implementation of the identified EEO strategies.
  3. identification of the District EEO officer, with delegated responsibility and authority for implementing the EEO plan and assuring compliance with the requirements of this subchapter pursuant to section 53020;
  4. the procedure for filing complaints pursuant to section 53026;
  5. a process for notifying all District employees of the provisions of the EEO plan and the policy statement required under section 53002;
  6. a process for ensuring that all individuals directly participating in the screening and selection process receive training prior to their participation. Training shall include, but need not be limited to:
    - a. the requirements of this subchapter and of state and federal nondiscrimination laws;
    - b. the educational benefits of workforce diversity;
    - c. the elimination of bias in hiring decisions; and
    - d. best practices in serving on a selection or screening committee;
  7. a process for providing annual written notice to appropriate community-based and professional organizations concerning the District's plan and the need for assistance from the community and such organizations in identifying a qualified, diverse pools of applicants. "Written" notice may include mailings and electronic communications;
  8. a process for gathering information and periodic, longitudinal analysis of the District's employees and applicants, broken down by 8 number of persons from monitored groups, in each job category to determine whether additional diversification measures are required and to implement and evaluate the effectiveness of those measures. Each District, shall conduct a data review as part of its plan renewal, and may conduct periodic data reviews more frequently based on District size, demographics, and other unique factors; and
  9. community college districts shall utilize data available from reliable public and private sources to determine, whether monitored groups are underrepresented within District job categories.
  10. strategies for addressing any underrepresentation identified pursuant to paragraph (9) of this subdivision.
- D. Community college districts shall post a copy of their EEO plan on the District's website.
- E. Community college districts shall make continuous, good-faith efforts to implement their plans, achieve employee diversity, and avoid disparate impacts, consistent with state and federal law.

## **Definitions**

1. Adverse Impact: means a disproportionate negative impact to a group protected from discrimination pursuant to Government Code section 12940, arising from the effects of an employment practice as determined according to a valid statistical measure (such as those outlined in the Equal Employment Opportunity Commission's "Uniform Guidelines on Employee Selection Procedures").
2. Chief Human Resources Officer (CHRO): The CHRO for the Los Angeles Community College District is the Vice Chancellor for Human Resources.
3. Equal Employment Opportunity Officer (EEOO): This individual is responsible for administering the District's EEO Plan as well as ensuring the investigation of EEO complaints. The EEOO for the Los Angeles Community College District is the Director for the Office of Diversity, Equity, Inclusion & Accessibility.
4. Diversity: means a condition of broad inclusion in an employment environment that offers equal employment opportunity for all persons. The achievement of diversity within a workforce requires the presence, respectful treatment, and inclusion of individuals from a wide range of ethnic, racial, age, national origin, religious, gender, gender identity, sexual orientation, disability

and socio-economic backgrounds, in all aspects of the workplace.

5. Equal Employment Opportunity (EEO): means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels, in all job categories. Equal employment opportunity also involves: • identifying and eliminating barriers to employment that are not job related, such as reliance on preferred job qualifications that do not reasonably predict job performance; • updating job descriptions and/or job announcements to reflect accurately the knowledge, skills and abilities of the position; and • creating an environment which fosters cooperation, acceptance, democracy, and free expression of ideas, and is welcoming to all persons free from discrimination related to the categories protected by Government Code section 12940.
6. Equal Employment Opportunity Plan: means a written document that describes a District's EEO program. A District's EEO plan shall include: 1) analysis of the District's workforce; and 2) descriptions of the District's program and strategies, informed by the District's work force analysis, that it is implementing or will implement, to promote equal employment opportunity.
7. Equal Employment Opportunity Programs: refers to the combination of District strategies implemented to promote equal employment opportunity. Such programs should be informed by a District's longitudinal workforce and applicant analyses.
8. Equity: the "state, quality or ideal of being just, impartial and fair." The concept of equity is synonymous with fairness and justice. Equity centers on providing individuals the tools they need to be successful. Because individuals face disparate barriers based on their identities and experiences, these tools are personalized and can differ from one member of the community to the next.
9. Inclusion: the deliberate act of welcoming diversity, valuing all individuals, and exerting a conscious effort to create a warm and accepting environment that involves all in the fabric and mission of the District.
10. In-house or Promotional Only Hiring: means that only existing District employees are eligible for a position.
11. Job categories: means executive/administrative/managerial, faculty and other instructional staff, professional non-faculty, secretarial/ clerical, technical and paraprofessional, skilled crafts, and service and maintenance.
12. Monitored Group: means the groups for which Districts must provide demographic data pursuant to section 53004.
13. Person with a Disability: means any person who (1) has a physical or mental impairment as defined in California Government Code, section 12926 which limits one or more of such person's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.
14. Reasonable Accommodation: means the efforts made by the District in compliance with Government Code section 12926.
15. Screening or Selection Procedures: means any measure, combination of measures, or procedures used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including performance tests, physical, educational, and work experience requirements, interviews, application reviews, reference checks, and similar techniques. Screening and selection procedures shall also include consideration of equivalencies pursuant to section 53430.
16. Underrepresented Group: means any monitored group for which the percentage of persons from that group employed by the District in any job category listed in Section 53004(a) is below eighty percent (80%) of the projected representation for that group in the job category in question.

## **Policy Statement**

The Los Angeles Community College District is committed to the principles of equal employment opportunity. District Board Policies 3410 (Nondiscrimination), 3420 (Equal Employment Opportunity) and 3435 (Discrimination and Harassment Complaints & Investigations) illustrate this commitment and provide guidance for ensuring that these principals are put into practice.

The District is committed to providing a workplace that is welcoming to all individuals and to working to ensure that all can work in an environment that is respectful and promotes cooperation, mutual understanding and embraces a diverse, inclusive and equitable mindset.

It is the policy of The Los Angeles Community College District, pursuant to federal and state laws, to prohibit harassment and discrimination against any employee or person seeking employment on the basis of race, color, national origin, religion, religious preference, sex, gender identity, gender expression, physical or mental disability, marital status, age, sexual orientation, genetic information, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), and military or veteran status. This policy applies to all employment practices, including recruitment, screening, evaluation, selection, promotion, transfer, merit pay increase in salary, training, demotion or separation, and all other conditions and privileges of employment.

## **Delegation of Responsibility**

As part of its efforts to ensure equal employment opportunity to all individuals, LACCD has designated specific responsibilities to various staff to ensure the EEO Plan focuses on all components of the employment system. To that end, the Chancellor, Vice Chancellor for Human Resources, Presidents, Director for the Office of Diversity, Equity, Inclusion & Accessibility, have undertaken the responsibilities described below.

### **Board of Trustees**

The Governing Board is ultimately responsible for the proper implementation of the District's EEO Plan at all levels of District and College operation, ensuring equal employment opportunity as described in the Plan, and for making measurable progress toward equal employment opportunity by the strategies described in the District's EEO Plan. The Governing Board is responsible for adopting a plan that is in compliance with the provision of the California Code of Regulations. Further the Board of Trustees will oversee the Chancellor's responsibility to ensure that the EEO Plan shall:

1. Be developed in collaboration with the District's Equal Employment Advisory Committee;
2. Be reviewed and adopted at a regular meeting of the Board of Trustees where it is agendized as a separate action item and not part of the consent agenda;
3. Cover a period of 3 years, after which a new or revised plan shall be adopted; and
4. Be submitted to the State Chancellor's Office at least 90 days prior to its adoption. Comments received from the Chancellor's Office on the proposed plan must be presented to the governing board prior to adoption.

### **Chancellor (CEO)**

The Board of Trustees delegates to the Chief Executive Officer the responsibility for ongoing implementation of the plan and for providing leadership in supporting the District's equal employment opportunity policies and procedures. The CEO shall advise the Governing Board concerning statewide policy emanating from the Board of Governors of the California Community Colleges and direct the publication of an annual report on Plan implementation and effectiveness. The CEO shall evaluate the performance of all administrative direct reports on their ability to effectively follow and implement the Plan. The role of the CEO also includes, but is not limited to, the following duties:

1. Designate appropriate personnel with the responsibility for overseeing, administering, implementing, and monitoring LACCD's EEO Plan. Ensure that these personnel are identified in writing by name and job title.
2. Ensure that those designated personnel responsible for all EEO Plan components are given the necessary authority and top management support and staffing to successfully implement their assigned responsibilities.

### **Vice Chancellor for Human Resources (CHRO)**

The Chancellor has delegated authority to the Vice Chancellor for Human Resources, for overall supervision of the EEO Plan. The Vice Chancellor for Human Resources, in conjunction with the Director

of the Office for Diversity, Equity, Inclusion & Accessibility, College Presidents and other administrators, ensures that all relevant policies and procedures are adhered to.

1. Impart the personal direction that insures total involvement and commitment to equal employment opportunity programs through LACCD's EEO Plan.
2. Presenting needed recommendations and procedural changes to the CEO and/or Board of Trustees concerning equal employment opportunity and affirmative action and ensuring the administration is kept informed of its compliance status.
3. Informing LACCD administration of the latest developments in the equal employment opportunity environment.

#### Director of the Office for Diversity, Equity, Inclusion & Accessibility (EEOO)

The Equal Employment Opportunity Officer is responsible for administering, implementing and monitoring the Plan and for ensuring compliance with Title 5, section 53000 requirements are met and also include the following:

1. Assisting in the modification and development of LACCD's policies as necessary to ensure the enhancement of equal employment opportunity for all employees and potential employees within current equal employment opportunity guidelines.
2. Reviewing results of audit and reporting systems to assess the effectiveness of the LACCD's EEO programs and recommend corrective actions where necessary.
3. Ensuring the EEO Plan is updated as required by law.
4. Providing guidance, such as individual and group consultation and training, in taking proper action to prevent employees from being discriminated against and harassed on the basis of a protected status.
5. Providing District-wide guidance, as necessary, to conduct all actions required to meet LACCD's equal employment opportunity commitments.
6. Identifying problem areas and developing procedures, goals and objectives to resolve such problems.
7. Consulting with the Office of Human Resources and Personnel Commission on advertising strategies, media and electronic venues through which to best attract qualified applicants including women and minorities, individuals with disabilities and military veterans.

#### Equal Employment Opportunity Advisory Committee

The Los Angeles Community College District has established an Equal Employment Opportunity Advisory Committee to act as an advisory body to the Equal Employment Opportunity Officer and the District as a whole to promote understanding and support equal employment opportunity policies and procedures. The EEOAC assists in the development and implementation of the EEO Plan in conformance with state and federal regulations and guidelines. The EEOAC also monitors equal employment opportunity progress and provided suggestions for the EEO Plan as appropriate.

## **EEO Advisory Committee**

The District Equal Employment Opportunity Advisory Committee (EEOAC) is established as an advisory body to the Equal Employment Opportunity Officer and the District to promote awareness and understanding of and support for equal employment policies and procedures. The Committee shall assist the EEO Officer in development, revising and implementing the Plan and its compliance with state and federal statutes, regulations and guidelines. The Committee will also be responsible for monitoring equal employment opportunity outcomes, and providing suggestions to the Plan as needed and appropriate. The EEO Officer shall ensure that the EEOAC receives annual training in all of the following:

1. applicable Title 5 regulations and state and federal nondiscrimination laws
2. the educational benefits of workforce diversity
3. the identification and elimination of bias in hiring
4. the role of the Committee in drafting and implementing the District's Plan

The EEOAC shall include a diverse membership and include members from District stakeholder groups. A substantial good faith effort to maintain a diverse membership is expected. If the District has been unable to meet this requirement, it will document that efforts were made to recruit EEOAC members who are members of monitored groups. The EEOAC shall be composed of:

1. Four faculty members
2. One to two adjunct faculty members
3. Four classified members
4. Four administrators
5. Two students, if available
6. Ex officio members may include Administrators and other employees involved in EEO processes

The EEOAC shall:

1. Be chaired by the Equal Employment Opportunity Officer
2. Hold a minimum of two (2) meetings per fiscal year
3. Hold additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress
4. Make recommendations, when appropriate, to the Equal Employment Opportunity Officer, the CEO, and the Board of Trustees, regarding Plan provisions
5. Review and advise on recruitment efforts, job announcement templates, interview protocols, retention efforts, and other aspects of the hiring, retention, and promotion processes that impact the District's ability to attract and retain a diverse faculty and staff
6. Advise on implementing the District's obligation to hire faculty, staff, and administrators with a demonstrated sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students
7. Develop communication protocols and practices across departments to foster understanding of the Plan
8. Review the Plan and monitor its progress
9. Recommend changes to the Plan



## **Complaints**

The District established the following process permitting any person to file a complaint alleging that the requirements of the equal employment opportunity regulations, including hiring, discrimination or harassment, have been violated. Any person who believes that the equal employment opportunity regulations have been violated may file a complaint describing in detail the alleged violation.

The Plan complaint procedure is outlined below and detailed in Administrative Procedure (AP) 3435.

All complaints shall contain, to the best of the complainant's ability, the names of individuals involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation pursuant to AP 3435.

The complaint shall be filed with the Equal Employment Opportunity Officer. If the complaint involves the Equal Employment Opportunity Officer, the complaint may be filed with the Chief Executive Officer. At the discretion of the CEO, an outside investigator will be used when the responsible EEO Officer is named in the complaint or implicated by the allegations in the complaint.

Complaints involving current hiring processes must be filed within 180 days of the date of the alleged discriminatory, harassing, or retaliatory conduct, except that this period shall be extended by no more than 90 days following the expiration of the 180 days if the Complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

A complainant may appeal the District's determination pursuant to Title 5, section 53026 to the State Chancellor's Office and AP3435.

The District may return without action any complaints that are inadequate because they do not state clear violation of the EEO regulations. All returned complaints must include a District statement of the reason for returning the complaint without action.

## **District Notification**

The commitment of the Board of Trustees and the CEO to equal employment opportunity is emphasized through the broad dissemination of its Equal Employment Opportunity policy statement and Plan. The policy statement is printed in the college catalogs and class schedules. The Plan and subsequent revisions will be distributed to the District's Board of Trustees, the CEO, and all employees. The Plan and the complaint procedures will be available on the District's Website, and when appropriate, distributed by e-mail. The Office of Human Resources will provide all new employees with a copy of the Plan when they commence employment with the District. In addition, the Plan will be provided to individuals serving on screening/selection committees as well as to individuals taking anti-harassment / anti-discrimination training.

## **Training**

Any organization or individual, whether or not an employee of the District, who is involved in the recruitment and search/selection process of candidates for employment shall receive appropriate training on:

1. The requirements of the Title 5 regulations on equal employment opportunity (section 53003(c)(6) et seq.), which includes the new requirements of Section 53602 for Advancing Diversity, Equity, Inclusion and Accessibility in Evaluation and Tenure Review Processes.
2. The requirements of federal and state nondiscrimination laws,
3. The requirements of the District's Equal Employment Opportunity Plan,
4. The District's policies on nondiscrimination, recruitment, and hiring,
5. The educational benefits of workforce diversity,
6. The recognizing and eliminating bias in hiring decisions; and
7. Best practices for serving on a selection or screening committee.

Additional EEO training will be provided to Selection Committee Representatives (SCR). SCRs are non-voting members seated on selection committees who ensure compliance with District EEO policies and procedures.

The training is mandatory to serve on any Search/Selection Committee and must be completed prior to beginning service on any committee. Training is valid for 12 months post completion. Human Resources is responsible for developing and conducting the required training. Any individual, whether or not an employee of the District, who is acting on behalf of the District in regard to recruitment and screening of employees, is subject to the Equal Employment Opportunity requirements of Title 5 and the District's Equal Employment Opportunity Plan.

Per Title 5 Section 53024€, screening committees shall include a diverse membership whenever possible, to ensure a variety of perspectives are included in the assessment of applicants. Further information on the District's commitment to diverse hiring committees is evidenced in Administrative Procedure 7120 (Recruitment and Selection)

## **Annual Written Notice**

Per Title 5, Section 53003(c)(7), the Equal Employment Opportunity Officer will provide annual written notice to appropriate, diverse, community-based, and professional organizations concerning the EEO Plan:

- The notice will inform these organizations that they may obtain a copy of the Plan by contacting the Office of Human Resources
- The Plan shall solicit their assistance in identifying diverse qualified candidates.
- The notice will include a summary of the Plan.
- The notice will also include the website where the District advertises its job openings and the Office of Human Resources phone number to call in order to obtain employment information. “Written” notice may include mailings and/or electronic communications.
- The District will actively seek to reach those institutions, organization, and agencies that may be recruitment sources, especially for underrepresented populations

A list of organizations, which will receive this notice, is included in this Plan as appendix A. This list may be revised from time to time as necessary in order to remain current.

## **Plan Component 10: A Process for Gathering Information and Periodic Longitudinal Analysis of the District's Employees and Applicants**

### **a. Required**

Section 53003(c)(8) requires that district EEO Plans provide a process for gathering information and periodic, longitudinal analysis of the district's employees and applicants, broken down by number of persons from monitored group status in each job category to determine whether additional diversification measures are required, and to implement and evaluate the effectiveness of those measures. The EEO Plan must also reflect that the district will conduct a data review as part of its plan renewal.

This requirement ensures that EEO Plans memorialize how districts will comply with the requirements of Section 53006 to conduct longitudinal analyses of district employment trends and utilize this data to identify and mitigate the causes of any adverse impact.

### **b. Guidance**

Districts should have processes for gathering and analyzing data about the district's existing workforce and applicant pools. This includes, for example, data that allows a district to compare the composition of initial applicant pools, qualified pools, and applicants recommended for interview. It also includes data that allows districts to track the composition and diversity of who is hired and retained over time, disaggregated by college, discipline, job category and other measures relevant to your particular organization.

Demographic data about your applicants and employees provides the information you need in order to conduct adverse impact analyses. Adverse impact exists where the selection rate for a monitored group is less than four-fifths (or 80%) of the selection rate for the group with the highest rate.

This data should be differentiated from the data districts are also required to gather and analyze pursuant to section 53003(c)(9) and 53006 (discussed below)—commonly referred to as “availability data”. Availability data provides the information needed to conduct underrepresentation analyses.

In addition to the required review as part of EEO Plan renewal, districts should consider conducting periodic data reviews more frequently based on district size, demographics, and other unique factors.

## **Plan Component 11: A Process for Utilizing Data to Determine Whether Monitored Groups Are Underrepresented Within District Job Categories**

### **a. Required**

Section 53003(c)(9) requires that District EEO Plans describe how they will utilize data available from reliable public and private sources to determine whether monitored groups are underrepresented within district job categories.

This requirement ensures that EEO Plans memorialize how districts will comply with the requirements of Section 53006 to conduct longitudinal analyses of district employment trends and utilize this data to identify the causes of any underrepresentation.

### **b. Guidance**

In contrast to the data described in Component 10, this data allows for comparison of the percent of a “monitored” group in a job category with their projected representation based on availability in the workforce. Representation below 80% constitutes underrepresentation. The Chancellor’s Office is developing further guidance, which will be made available through the Vision Resource Center, to assist districts identify, locate, and utilize existing external data sources.

## **Plan Component 12: Methods for Addressing Underrepresentation**

### **a. Required**

Section 53003(c)(10) requires that districts identify the methods they will employ to address any underrepresentation identified pursuant to section 53003(c)(9).

### **b. Guidance**

District strategies to mitigate any identified adverse impact are organized under Component 10. However, if a district sees significant overlap in its strategies to address adverse impact and its strategies to address underrepresentation, they may be addressed together in Component 12. However, district strategies should be clear as to whether they are designed to address adverse impact, underrepresentation or both; how the method is designed to address the identified problem(s); and how the effectiveness of the method will be evaluated.

## **Plan Component 13: Selection of Specific Pre-Hiring, Hiring, and Post- Hiring EEO Strategies and Schedule Identifying Timetables for Their Implementation (Multiple Methods Integration)**

### **a. Required**

Section 53003(c)(1) requires that district EEO Plans include specific pre-hiring, hiring, and post-hiring strategies that the district intends to implement each year over the life of the EEO Plan. Section 53003(c)(2) requires that district EEO Plans include a schedule identifying timetables for implementation of the identified strategies.

This requirement ensures that EEO Plans memorialize how districts will implement the strategies selected, including, but not limited to those listed in Section 53024.1.

### **b. Guidance**

A district's strategies may include options listed in section 53024.1 and/or other practices informed by the district's workforce and applicant analyses. To assist districts memorialize the strategies they intend to implement, and thus demonstrate compliance with this requirement, a template is attached to this Model Plan as Appendix A.

The template is organized by pre-hiring, hiring and post-hiring categories. We recognize that these terms, and related strategies, overlap. Thus, to facilitate uniform use of these terms, we summarize how they are understood and applied by the State Chancellor:

- “pre-hiring” strategies: strategies that support the equitable and inclusive environment that helps to attract and retain candidates from underrepresented groups and other nontraditional candidates.
- “hiring” strategies: strategies that promote development of diverse and qualified candidate pools and/or eliminate bias in hiring decisions.
- “post-hiring” strategies: strategies that gather and utilize hiring and workforce data, support new employees, or manage and respond to EEO complaints.

The template also includes space to identify the district's timetable for execution; and space to indicate who is responsible for carrying out the measure and how the district will evaluate its effectiveness.



## Implementtion of Additional Measures Necessary to Further Equal Employment Opportunity

- A. Districts shall review the information gathered pursuant to Title 5, section 53003, subdivision(c)(6) to identify and determine the cause of any underrepresentation of monitored groups across all phases of the employment process, including recruitment to applicant pools, hiring, retention, and promotion. Where a District determines that underrepresentation or adverse impact of one or more monitored groups in recruitment may be the result of non-job related factors, it shall implement additional strategies in its EEO Plan designed to mitigate promptly the underrepresentation or adverse impact. The information to be reviewed shall include, but need not be limited to:
- a. Longitudinal analysis of data regarding job applicants, to identify whether over multiple job searches, a monitored group is disproportionately failing to move from the initial applicant pool, to the qualified applicant pool;
  - b. Analysis of data regarding potential job applicants, to the extent provided by the State Chancellor, which may indicate underrepresentation of a monitored group; and
  - c. Analysis to determine whether the group is underrepresented.
- B. Where the review described in subdivision (A) identifies that underrepresentation of a monitored group may be the result of non-job-related factors in the employment process, Districts shall implement additional measures designed to address the specific area of concern.
- These additional measures shall include the following:
- a. The District will request that the EEOAC, in conjunction with appropriate Human Resources staff, review the District's recruitment procedures and identify and make recommendations on modifications that would address the underrepresentation;

- b. The District will require that the responsible administrator for the division or department where the underrepresentation occurs, develop, in conjunction with the Equal Employment Opportunity Officer, a recruitment and hiring program to assist in addressing the underrepresentation. The program should include additional locations or resources to advertise positions that would likely attract candidates from the underrepresented groups; whatever changes in staffing, curricular offerings or department structure would assist in attracting candidates from underrepresented groups; additional training for current administrators, faculty and staff on the value of a diverse workforce; and recommended changes to the job descriptions and job announcements, that may reasonably be expected to attract candidates from the underrepresented group;
- c. The District will actively monitor the representation rate of each group, which was identified in Section XII as being underrepresented in one or more categories; and
  - i. Review each locally established “required,” “desired” or “preferred” qualification being used to screen applicants for positions in the job category to determine if it is job-related and consistent with:
    - 1. Any requirements of federal law; and
    - 2. Qualifications which the District has found to be job- related, including the requirement that applicants for academic and administrative positions demonstrate sensitivity to community college students.
  - ii. Discontinue the use of any locally established qualification that is not found to satisfy the requirements set forth in the previous paragraph and continue using qualification standards meeting the requirements in the previous paragraph only where no alternative qualification standard is reasonably available which would select for the same characteristics, meet the requirements of the previous paragraph, and be expected to have a less exclusionary effect.
  - iii. Consider the implementation of additional measures designed to promote diversity that are reasonably calculated to address the area of specific need.

- iv. Meet with the administrator for the division or department where the underrepresentation persists, a subcommittee of the EEOAC chosen by its members, and the Human Resources Director over recruitment to review the effectiveness of the recruitment and hiring program described above. This group will provide recommendations to modify the recruitment and hiring program to better address the underrepresentation.
- v. Engage external stakeholders and organizations representing monitored groups to provide input to addressing cultural barriers to hiring and retaining individuals from underrepresented groups.
- vi. Attend job fairs and develop other localized recruitment events which include invitations to individuals from monitored groups and organizations serving monitored group.
- vii. Utilize information and resources from participation in groups that support underrepresented and/or diverse group of students or professionals in higher education to revise and create better business practices at the District as well as promote the Colleges employment opportunities to those groups. Review information received annually and plan strategically to attend key meetings and conferences based on subjects covered.

| Implementation   | Who                       | What/When   | Effectiveness Metrics & Review   |
|--|---------------------------|---|--|
| <p><b>Class and Comp Study for Executive Management and Counselor Classifications</b></p>                            | <p><b>CHRO Office</b></p> | <p><b>During FY 2023-24 the District plans to engage in a comp and class study for Executive Management and Counselor classifications</b></p>                       | <p><b>Should the District engage in a class and comp study, the District will then review the analysis of the study to determine appropriate next steps. It may require a stepped plan to address any market or equity gaps.</b></p>   |
| <p><b>Consistent and ongoing training for hiring committees. (53024.1(c))</b></p>                                    | <p><b>CHRO Office</b></p> | <p><b>Better Infusion of DEIA Principles, reducing bias in decision making, and more clearly defining the roles of committee members in choosing candidates</b></p> | <p><b>Revamp and update current selection committee and EEO Representative trainings and survey committee members at the end of each search to acquire feedback on how the training influenced their decision-making processes throughout the recruitment.</b></p>   |
| <p><b>Attendance at association conferences that support underrepresented groups in our adverse impact areas</b></p> | <p><b>CHRO Office</b></p> | <p><b>Maintain memberships within diverse associations and organizations to further participation in Statewide initiatives and conferences</b></p>                  | <p><b>Utilize information and resources from participation in associations and organizations supported underrepresented and/or diverse group of students or professionals in higher education to revise and create better business practices at the District as well as promote the Colleges employment opportunities to those groups. Review information received annually and plan strategically to attend key meetings and conferences based on subjects covered.</b></p> |

|  |  |   |   |
|--|--|---|---|
| <b>Including DEIA in the evaluation process and tenure process for Administrators, Full-Time Faculty, and Campus Safety.</b> | <b>CHRO Office, COCFA, CSEA and other Administrator stakeholders</b> | <b>In FY24-25 revise the evaluation process for Administrators, Faculty and Staff to reflect the LACCD Equity and Justice Framework and CCCCC directives.</b> | <b>Review changes annually to ensure that revisions are effective in developing staff, faculty and administrators that are ODEIA focused.</b> |
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## **Appendix A - Underrepresentation**

