AFT College Staff Guild, Local 1521A

Executive Board Meeting Agenda
Hybrid: Los Angeles Valley College
Thursday, January 9, 20245 • 3:00 pm – 6:00 pm

1. **Call to Order** (2 minutes)
2. **Flag Salute** (2 minutes)
3. **Meeting Protocols** (2 minutes)
4. **Approval of Agenda** (5 minutes)
5. **Approval of Minutes** (5 minutes)
6. **Action Items** (15 minutes)
    a. Legal Bill
    b. CFT Convention – 2025
7. **New Business**
    a. CPA Account Firm: Weaver Presentation
        i. Pending RSVP
    b. Caliber Audit Corporation Presentation: FY22/23
        i. Pending RSVP
    c. CFT Convention – 2025
    d. National Day of Mourning
8. **Old Business** (8 minutes)
    a. Profit & Loss Statement
    b. Classified Rising: Unifying Campaign
    c. Accretion of Classifications
9. **Chapter Report** (15 minutes)

☒City	☒District	☒East	☐Harbor	☒Mission
☒Pierce	☒Southwest	☐Trade-Tech	☒Valley	☒West
☒Retiree				

10. **Executive Director Report** (10 minutes)
11. **Officers Reports** (30 minutes)
    a. President
    b. 1st Vice President
    c. 2nd Vice President
    d. Treasurer
    e. Recording Secretary
    f. Grievance Secretary
12. **Committee Reports** (15 minutes)
    a. Elections Committee
13. **Conference/Convention/Training Reports** (5 minutes)
    a. N/A
14. **Affiliate Reports** (15 minutes)
    a. L.A. County Federation Labor Delegate
    b. Activities Coordinator
    c. Health and Wellness Coordinator
    d. EEO – Cassaundra Walker
    e. COPE – Political Coordinator
    f. CFT Council Participation and Retiree Representation
15. **Adjournment**

Next Executive Board Meeting:
Thursday, February 13, 2025

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

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

3356 Barham Blvd
Los Angeles, CA 90068
(323) 851-1521

Staff Guild Officers

Andrea Edwards
President

Jesse Saucedo
First Vice President

Maira Cruz
Second Vice President

James “Phillip” Highley
Treasurer

Melinda Ung
Recording Secretary

Troy L. Pierce
Grievance Secretary

Dashiel Johnson
Executive Director

Minutes

AFT College Staff Guild, Local 1521A

Executive Board Meeting Minutes
Thursday, December 12, 2024 • Hybrid: Trade Tech • 3:00 p.m.

Members Present: D. Johnson; A. Edwards; J. Saucedo; M. Cruz; M. Ung; T. Pierce; M. Polin; C. Ahorro; J. Haywood-Daley; L. Duffin; O. Hernandez; Y. Kim; K. Davillier; R. Smith-Kersaint; L. Wood; R. Villalobos; C. Perez; A. Ramirez; K. Ornelas; P. Williams; N. Muro; A. LaBrune; M. Griggs; J. Sovereign; V. Enriquez; S. McDonald; C. Flores; R. Nwaogu; D. Richarte; R. Villanueva; L. Hunter; M. Castillo; J. Nickerson; C. Baugher; T. Dunham-Frost; C. Laughlin; A. Campbell; M. Medina; C. Smith; M. Ingram; E. Pope Austin; D. Morrissette;

Retirees: F. Reisner; D. Santoianni; M. Romo; P. Atkinson

Guests: M. Figueroa, S. Yufa

Excused Absence: J. Highley

Absent: A. Paz; E. Villavicencio; G. Moreno; J. Ramirez; A. De La Parra; J. Estrada; F. Ramirez; S. Beccera; K. Roberts; A. Alvarez; J. Raines; C. Dagdagan; A. Iniquez; L. Murphy; M. Montanez; G. Mason; D. Porras; L. Narkevicius; C. Walker; S. Carter; T. Anderson; J. Rosas; W. Madrigal; K. Williams; A. Vera; N. Shtromberg; A. Clardy; R. Ventura; D. Douglas

1. Call to Order @ 3:10 p.m.
2. Flag Salute
3. Meeting Protocols
4. Motion to adopt agenda
    a. Motion to amend by adding an interim treasure under action item (6c) via vote of acclimation. 19 nays; Motion Fails. (M/S/F— C. Baugher, M. Polin)
    b. Motion to approve agenda. (M/S/P— S. McDonald, T. Dunham-Frost)
5. Motion to approve minutes
    a. Motion to approve minutes (M/S/P— M. Grigg, M. Polin)
6. Action Items
    a. Legal Bill
        i. Motion to pay legal bills. (M/S/P—M. Grigg, C. Baugher)
    b. Donation for March in March
        i. Motion to donate $1000 to the march in march rally from GL: 5125. (M/S/P—C. Baugher, M. Griggs)
7. New Business
    a. CFT, Martha Figueroa
        i. Highlighted the importance of staying strong and to strengthen membership in our union as we go into a new presidential leadership.
    b. Bush Gottlieb, Attorney Sara Yufa
        i. Provided an overview of the fiduciary duties of union officers, including the importance of conducting regular audits to ensure transparency and compliance. Highlighted potential liabilities for breaches of fiduciary duties.
    c. CFT Account Firm Recommendations
        i. Three were presented to the executive board, however only two can be used because one of the companies that recommended it is currently in the process of auditing us so they are ineligible to work with us.
8. Old Business
    a. Profit & Loss Statement
        i. Updated profit & loss will be presented January 2025.
    b. Classified Rising: Unifying Campaign

i. Focus on increasing membership and ensure proper documentation of membership forms. Engage new members through events and outreach, aligning with the “Classified Rising” campaign.

c. Accretion of Classifications
   i. Initiatives to onboard 33 of the 55 potential CMA members into the unit are underway.
   ii. Schedule meetings with newly onboarded CMA members to provide contract information and reinforce union goals.

d. Election Hearing (June 2024) Follow-Up
   i. Missing from last month's packet, it was included in this month's packet for everyone to have a physical/digital copy of.

9. Chapter Reports
   a. R. Smith-Kersaint: (East LA College): Ms. Smith-Kersaint reported meeting with the new interim president and VP team to discuss remote work policies. It was decided that remote work will continue at East LA College until the end of June, addressing staff concerns.
   b. S. McDonald (Pierce College): N. Mork, was promoted to a higher position, creating a vacancy and S. McDonald will be stepping up as the new interim chapter chair at Pierce.
10. Executive Director Report: No Report at this time.
11. Officers Reports
   a. President
      i. Student Support Services: Ongoing discussions regarding compensation adjustments for student support service representatives. A proposal is under review to increase their pay by $11,000 due to their expanded roles.
      ii. Student Service Coordinator Role: Progress is being made on the student service coordinator role. Issues with qualifications and access to the role were raised and are being actively addressed.
      iii. Workload and Mental Health Issues: The district is reviewing workloads, particularly for staff involved in mental health and outreach, with an emphasis on improving working conditions.
   b. 1st Vice President
      i. Working closely with the 2nd Vice President. The Personnel Commission has been focusing on job specification changes for admissions and records office evaluation technicians. Concerns were raised about a proposed clause that would require staff to take on additional tasks during downtime, potentially impacting other areas like financial aid. The commission is ensuring that this change is carefully monitored and addressed.
   c. 2nd Vice President
   d. Treasurer
   e. Recording Secretary
      i. The Recording Secretary submitted a report and noted a change in how retiree communications are being handled from the Joint Labor-Management Benefits Committee (JLMBC). Instead of the usual 10-page PDF, the district is sending postcards with QR codes leading to digital versions. Some retirees have expressed concerns about this shift, preferring the traditional printed materials.
   f. Grievance Secretary
      i. Two arbitrations just finished, with the help of our legal team everything seems to look really good.
      ii. Ninety percent of this role is about listening. When we focus on that, our members will feel acknowledged, and they’ll see the impact of our service.
12. Committee Reports
   a. Elections Committee
      i. CFT Convention Timeline included in the packet for the executive board to review.
      ii. Requesting CFT to let the committee know how many slots/seats will be given to our union.

b. Stipend Committee
    i. Delay in Stipend Distribution: Due to missing time stamps on reports, with 20-30% of submissions unaccounted for. Some reports were not found in the designated folder, and the shift to new Microsoft accounts caused the loss of timestamps. Verification through email records is necessary to confirm timely submission.
    ii. Action Taken: After meeting yesterday, the committee requested all email submissions be reforwarded for review and will reconvene next week to review around 200 emails. The goal is to finalize recommendations by next Thursday for an Emergency Executive Board vote.
    iii. Concerns from Members: Members were frustrated with the delay in stipends, expected at the holiday event. Concerns were raised about the current stipend guidelines and late submission penalties. Reminder: W-9 forms must be submitted to process stipend payments once recommendations are made.
    iv. Current Stipend Guidelines: Stipend guidelines for the current term (July 1 - June 30) cannot be altered. Any changes will take effect in the following term.
    v. Concerns about the Process: Members raised concerns about the policy being burdensome and punitive, suggesting changes to the timestamp verification process. The committee clarified that the current guidelines were approved by the Executive Board, but flexibility may be considered for future terms.

13. Conference/Convention/Training Reports
    a. CCE Conference—Dec 6-8, 2024
        i. Great to see so many new members attending.
        ii. A member who attended the CCE conference reported a positive experience, particularly regarding the workshops on workplace violence and heat rules by Cal OSHA. The workshops were well-received, and some attendees suggested more time should have been allocated to the sessions.
        iii. Another member reported participating in various workshops, including active shooter training, membership benefits, and more. The conference was a success in building solidarity and empowering members through collective discussions and training.
14. Affiliate Reports
    a. L.A. County Federation Labor Delegate
        i. The delegate emphasized the importance of documenting and addressing duties outside regular job specifications, particularly for those performing additional tasks. The reminder is to reference C1121 for proper compensation if these duties continue for substantial periods.
    b. Activities Coordinator
    c. Health and Wellness Coordinator
    d. EEO – Cassaundra Walker
    e. COPE – Political Coordinator
    f. CFT Council Participation and Retiree Representation
15. Motion to adjourn (M/S/P— K. Ornelas; S. McDonald)
    a. Meeting Adjourned at 4:48 pm

Respectfully submitted by:
Melinda Ung, Recording Secretary

Action Items

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

December 16, 2024 | Invoice# 109821

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

Billed through November 30, 2024
Our file # 11521 00000 ED

Attn: Andrea Edwards, President, aedwards@aft-1521a.org
Philip Highley, Treasurer, jhighley@aft-1521a.org

Balance forward as of bill dated November 25, 2024	$39,288.40
Payment(s)--last payment deposited December 9, 2024	$39,288.40
Net balance forward	$0.00

BILLING SUMMARY

Total fees	$11,212.50
Total costs	$1,896.44
Total charges for this bill	**$13,108.94**
Total balance now due	**$13,108.94**

RE: GENERAL — Matter 00000

COSTS

11/30/2024	Postage	$9.64
	Total costs for this matter	$9.64

RE: RETAINER ($750.00/month) — Matter 01000

FEES

11/01/2024	SY	Draft demand letter re return of Union property	0.6 hrs.
11/04/2024	SY	Draft email to A. Edwards re contact information for demand letter to [redacted]	0.2 hrs.
11/05/2024	SY	Draft, finalize, and send demand letter to [redacted]	0.4 hrs.
11/05/2024	MLD	Finalize letter re demand For return of Union property and send to [redacted]	0.4 hrs.

Manuel L. del Valle	0.40 hrs	
Sara Yufa	1.20 hrs	
Total fees for this matter	1.60 hrs	$750.00

RE: [redacted] DLSE CLAIM Matter 29005

FEES

11/05/2024	VCW	Review email from C. Missakian; draft email to ED re response; draft email to C. Missakian re next steps	0.4	hrs.	$100.00
11/19/2024	VCW	Draft joint stipulation and proposed order to continue hearing to April 2025; review and revise based on feedback from ED; draft email to C. Missakian to convey joint stip and proposed order	1.7	hrs.	$425.00
11/19/2024	MLD	Retrieve minute order from LASC webiste and file in clients working file	0.3	hrs.	$37.50

Manuel L. del Valle	0.30 hrs	125.00/hr	$37.50
Vanessa C. Wright	2.10 hrs	250.00/hr	$525.00
Total fees for this matter	2.40 hrs		$562.50

RE: [redacted] GRIEVANCE Matter 34001

FEES

11/01/2024	SY	Review EEOC letter; research re EEOC and DOJ enforcement process; prepare arbitration plan for second day; draft email to A. Edwards and T. Pierce re testimony prep	0.8	hrs.	$200.00
11/05/2024	SY	Meeting - A. Edwards testimony prep; review/respond to email from T. Pierce re scheduling prep; plan arbitration strategy	1.7	hrs.	$425.00
11/07/2024	SY	Meeting - T.Pierce re testimony prep; draft direct exam	1.5	hrs.	$375.00
11/08/2024	SY	Meeting - A. Edwards and T. Pierce re arbitration strategy re Article 12	0.5	hrs.	$125.00
11/09/2024	SY	Draft email to T. Pierce re testimony prep and coordinate	0.2	hrs.	$50.00
11/11/2024	IG	Draft email to SY, ED and research	1.5	hrs.	$375.00
11/11/2024	SY	Email witnesses re Zoom information; review District's motion to exclude evidence and new exhibits; draft response; phone - Highley re new evidence	3.5	hrs.	$875.00
11/12/2024	IG	Draft emails to ED, SY re new violation	0.7	hrs.	$175.00
11/12/2024	ED	Appearance at arbitration, prepare for arbitration; discuss response to motion to exclude evidence with SY	8.4	hrs.	$2,100.00
11/12/2024	SY	Arbitration hearing and prep	12.0	hrs.	$3,000.00

Erica Deutsch	8.40 hrs	250.00/hr	$2,100.00
Ira L. Gottlieb	2.20 hrs	250.00/hr	$550.00
Sara Yufa	20.20 hrs	250.00/hr	$5,050.00
Total fees for this matter	30.80 hrs		$7,700.00

COSTS

11/05/2024	Transcription services - Coalition Court Reporters	$1,886.80
	Total costs for this matter	$1,886.80

RE: [redacted] GRIEVANCE RE TRAVEL TO SCHOOLS Matter 34002

FEES

11/19/2024	SY	Draft post-hearing brief	1.5 hrs.	$375.00
11/25/2024	SY	Draft post-hearing brief - statement of facts section	3.7 hrs.	$925.00
11/26/2024	SY	Draft post hearing brief - statement of facts section	3.6 hrs.	$900.00

Sara Yufa	8.80 hrs	250.00/hr	$2,200.00
Total fees for this matter	8.80 hrs		$2,200.00

New Business

December 23, 2024

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

RE: Proposal for Accounting Advisory Services

Dear Ms. Edwards:

Thank you for the opportunity to submit the enclosed proposal to provide accounting advisory services to AFT College Staff Guild, Local 1521A ("Company").

With extensive resources within our outsourced services group, we are very well positioned to address your needs. We bring the industry and technical experience of a Big Four firm without the overhead — and fees. With this comes a more personal approach to service, a dedicated and stable team and a commitment to quality and timeliness.

Our Background

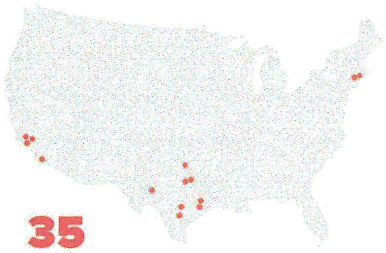
A nationwide, Top 35 CPA firm, Weaver understands the intricacies of companies like AFT College Staff Guild, Local 1521A: its operational challenges, a dynamic environment, and the demands of reporting and compliance requirements.

Services

Advisory Services
- Client advisory services
- Risk advisory services
- IT advisory services
- Transaction advisory services
- Forensic and litigation services

Assurance Services
- Audit, review and compilation
- Agreed-upon procedures
- Employee benefit plan audit
- SOC reporting
- Attestation services
- IFRS assessment and conversion

Tax Services
- Federal tax
- State and local tax
- International tax
- Private client services



35
Top 35 Firm nationwide

Best of the Best Firms (2021)
Inside Public Accounting

Allinial GLOBAL

AltCredit Fund Intelligence US Services Awards 2020 Shortlisted

TIAG
A Worldwide Alliance of Independent Accounting Firms

At Weaver, our philosophy has always been about doing more than expected. That's why we go beyond "check the box" compliance to provide a wide array of services designed to help our clients meet their broader operational, risk management, regulatory and strategic goals.

SCAN ME

Our goal is to balance both high development with high performance in order to meet the long-term goals of each individual, team and our firm, and every person plays a part. Our core values drive virtually everything we do here at Weaver — the way we work, the way we operate and the way we serve our clients.

Our Core Values

- Take initiative. Lead. Always think about how we can improve.
- Do work you're deeply proud of, as if Weaver were your business.
- Act with integrity, no matter what.
- Strive to transcend client expectations, always.
- Be adaptable and innovative in all that you do.
- Help each other succeed at work and in life.
- Respect everyone for who they are and what they contribute, no matter how different.
- Keep perspective: Be passionate and diligent, and have fun.

Weaver and Tidwell, L.L.P.
CPAs AND ADVISORS | WEAVER.COM

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Assurance · Tax · Advisory

Working with Weaver

In working with a range of corporations much like yours, we leverage not only industry-wide best practices, but also lessons learned by Weaver specifically. You don't have to spend time bringing a team up to speed. Instead, you'll work with professionals who already understand your industry, allowing you to focus on your core business, rather than on your financials.

We know how crucial meeting your reporting requirements can be, and getting to know your unique issues and establishing a mutually-achievable timetable is a vital element of our approach. Our commitment to client service means we work closely with you to meet our deadlines so that you can meet yours. Other key elements which set Weaver apart include:



The Weaver Way:

Relationship building is as important as technical knowledge and allows us to **address your questions and needs proactively**. Whenever you have questions — or you need help exploring an idea — we encourage you to reach out to us. We can talk through many questions quickly with you so you can make decisions and move forward.

Benefit: You remain informed, and will receive valuable technical guidance and interpretations as they happen, so you can make informed decisions about your organization and its future in real-time.



Thorough Engagement Planning:

Starting off right by getting to know you and your needs before we act **streamlines your engagement process**. In a world where professional accounting services are often commoditized, Weaver stands out by embracing a thoughtful, big-picture approach. We work alongside you to get to know the particulars of your operation — inquiring about your processes, learning about what's working and what's not.

Benefit: We help you avoid roadblocks and find places to improve efficiency, making sure you remain on track.



Depth of Experience:

An established team of knowledgeable, experienced professionals means you have a team that **understands your industry**.

Benefit: You won't be caught short. We can show you new and better approaches and small changes you can make now may save significant time later on.

Founded in Fort Worth in 1950, today Weaver has offices in seven Texas cities, as well as locations in California and New York. With more than 750 team members — including 100+ partners — Weaver is the largest independent accounting firm based in the Southwest. The firm is also consistently ranked as one of the fastest-growing firms in the country.

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weaver
Assurance • Tax • Advisory

Our Services

Accounting Advisory Services

Robust, efficient accounting and financial processes are the backbone of all successful businesses. At times, you may need specialized accounting knowledge and resources so that you can focus on your company's other critical priorities.

Weaver's scalable accounting and financial services professionals offer timely and accurate accounting and financial reporting advice and support for businesses at every stage. From managing the back-office accounting function to preparing detailed financial statements for an IPO, our professionals will enhance your existing accounting and finance capabilities when and where you need it most, providing strategic guidance and special project assistance on a temporary or ongoing basis. Our Accounting Advisory Services are structured to scale as you grow.



Outsourced Accounting

Private companies, start-ups, franchisees, and family offices turn to us to keep their businesses running.



Outsourced Controller

Tracking financial data, reporting KPIs and offering tactical support for your business.



Audit Readiness

Providing additional expertise to close the accounting gaps your business has to be audit ready.



Technical Accounting

Going deep into regulatory compliance to guide the growing needs of your business.



SEC Reporting / IPO Readiness

Reporting and compliance that prepares your business for the next level.

Technical Accounting

Changing accounting and reporting requirements takes technical skills and knowledge that not every business has or needs in-house. Our technical accounting professionals have the experience you need, when you need it, to conform to the requirements that affect your business.

Our technical accounting services include:



- On-call accounting advisory services
- Attest readiness (audit/review/compilation support)
- Complex accounting treatment analysis



- Accounting standards implementation
- Lease accounting services
- Accounting methodology conversion



- Pre- and post-merger and acquisition accounting assistance
- IFRS vs GAAP

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Assurance · Tax · Advisory

Proposed Fees

Weaver has long been known for its attention to controlling costs and providing outstanding value, offering the capabilities of a much larger firm without the expense. Our market presence, along with a dedicated group of industry-focused professionals, allows our firm to price our work very competitively.



Based on our current understanding of the scope of work and the assumptions reflected on the summary of the previous page, we estimate the fees to be as follows:

Accounting Advisory Services	Estimated Fees
Audit Readiness ***Phase I: Migration of accounting software to Quickbooks Online("QBO"), and Accounts Payable process implementation*** ***Est. approximately 30-40 hours*** Assist with migrating historical accounting data to Quickbooks Online and creating an accounts payable workflow process using Bill.com • Create a new QBO account and import historical information from Quickbooks Desktop • Perform a review of the Company's chart of accounts and revise as needed • Setup a new Bill.com account, sync to QBO, and connect banking information to automate payables • Create an accounts payable workflow process • Provide a general training to Management on how to use QBO and Bill.com ***Phase II: Rebuild of the financial statement data from 2021 through 2024*** ***Est. approximately 200-220 hours*** Assist with categorizing and recreating its books and records from January 1, 2021 through December 31, 2024 using bank transaction data • Import and categorize banking and credit card transaction data into QBO • Reconcile bank and credit card accounts, and other assets and liabilities • Record and reconcile payroll journal entries using third-party payroll service provider ***Phase III: Federal and state tax compliance support*** ***Est. approximately 10-20 hours*** Assist with communications regarding federal and state tax compliance and provide any requested reports as available • Prepare supporting data requested from notices as available	$50,000 - $60,000

Questions and Communications

We encourage you to contact us with routine questions throughout the engagement, and throughout the year.

For questions that require substantial research, or if it should become necessary to change the existing scope — either to supplement the services requested or to perform additional work as a result of the specific recommendations — we will discuss project details with you and agree upon a pricing structure before beginning work. Typically, additional work is negotiated based upon the timing of the services needed and skill level required.



Weaver's philosophy is centered on maintaining open communication all year long. We encourage you to contact us when you have a question regarding tax compliance or financial reporting.

Next Steps

Thank you for the opportunity to offer Weaver's services for AFT College Staff Guild, Local 1521A, and please don't hesitate to reach out with any questions concerning our proposal or any other matter.

Sincerely,

Peter Lee, CPA, CGMA | Partner, Accounting Advisory Services
800 S Figueroa Street, Suite 780 | Los Angeles, CA 90017
310.382.5390 | peter.lee@weaver.com

AMERICAN FEDERATION OF TEACHERS
COLLEGE STAFF GUILD, LOCAL 1521A

INTERNAL CONTROL AND OTHER
MATTERS IDENTIFIED IN AN AUDIT

YEAR ENDED JUNE 30, 2023

DRAFT - 12/19/2024

To the Executive Board of the
American Federation of Teachers
College Staff Guild, Local 1521A

In planning and performing our audit of the consolidated financial statements of the American Federation Teachers College Staff Guild, Local 1521A (the Guild) as of and for the years ended June 30, 2023 and 2022, in accordance with auditing standards generally accepted in the United States of America, we considered the Guild's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Guild's internal control. Accordingly, we do not express an opinion on the effectiveness of the Guild's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified deficiencies in internal control that we consider to be material weaknesses.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Guild's consolidated financial statements will not be prevented, or detected and corrected, on a timely basis.

This communication is intended solely for the information and use of the Executive Board, management and others within the Guild and is not intended to be, and should not be, used by anyone other than these specified parties.

Bethesda, MD
[DATE], 2024

DRAFT 12/16/24

AMERICAN FEDERATION OF TEACHERS
COLLEGE STAFF GUILD, LOCAL 1521A

INTERNAL CONTROL AND OTHER
MATTERS IDENTIFIED IN AN AUDIT

YEAR ENDED JUNE 30, 2023

DRAFT - 10/8/2024

MATERIAL WEAKNESSES

2023-001 – CONSIDER STRENGTHENING THE ACCOUNTING DEPARTMENT AT THE GUILD

During our audit, we proposed adjusting journal entries to correct beginning net assets and cash, and to record accounts receivable, accounts payable, COPE activity and depreciation expense as well as other reclassifications. Currently, the President and Treasurer are responsible for the day-to-day bookkeeping matters, however, neither is a trained accountant. The President and Treasurer have the ability to handle the day-to-day transactions, such as making deposits and paying invoices, but we believe the Guild would benefit from having someone else prepare month end financial statements, closing journal entries and reconciliation schedules. We recommend the Guild consider using an outsourced accounting function to assist with the month end and year end processes. In addition to ensuring the accuracy of reporting, it will also further segregated duties and allow for the President and Treasurer to focus on other duties and responsibilities of the Guild.

2023-002 – IMPROVE SEGREGATION OF DUTIES

Internal controls are designed to safeguard assets and help or detect losses from employee dishonesty or error. A fundamental concept in a good system of internal control is the segregation of duties. Although the size of the Guild's accounting staff prohibits complete adherence to this concept, we believe that the following practices could be implemented to improve existing internal control without impairing efficiency:

- Mail should be opened by an employee not responsible for accounting, such as the receptionist. Cash receipts could be recorded and the deposit prepared by this person. The cash receipts journal, supplemented by remittance advices, could be forwarded to the accounting staff for postings to the general ledger.

- Cash receipts should be deposited intact daily. Holding receipts for a weekly deposit, or longer, exposes the Guild to loss.

- Bank statements, canceled checks, and appropriate advices should be received by someone other than employees maintaining cash records. Such items could be periodically reviewed prior to turning them over for reconciliation. Unusual items noted during the review should be investigated promptly.

- Signed checks should also be mailed without allowing them to be returned to the employee responsible for accounts payable.

- Management should review supporting documents for normal recurring disbursements (not usually reviewed) on a spot-check basis. Nonroutine testing would aid in ensuring compliance with Guild policy for all disbursements.

- Journal entries should be approved by an employee other than the one who prepared the entry.

2023-003 – REMOVE TERMINATED EMPLOYEES FROM THE LIST OF AUTHORIZED CHECK SIGNERS

During our audit of the Guild's cash accounts, we noted that a person who had terminated employment was still listed in the bank's records as an authorized check signer. Such a situation is a security risk over the Guild's bank accounts. We recommend that the Guild periodically check the authorized check signing list and update it if necessary and that the bank be promptly and formally notified of the change. Also, a notation that the employee is an authorized signer could be included in the employee's personnel file so that if the person terminates, the name can be promptly removed from the authorization list and the bank informed of that fact. Or, the Guild's termination procedures checklist could include a step to determine whether the employee is an authorized signer and, if so, to remove the name from the authorization list and promptly and formally inform the bank of the removal.

2023-004 – INVESTIGATE OLD OUTSTANDING CHECKS AND OTHER OLD UNCLEARED RECONCILING ITEMS

We noted that many old outstanding checks and other old uncleared reconciling items, some over one year old, are being carried on monthly cash reconciliations. This causes additional time to be spent by personnel to reconcile the bank accounts each month. We recommend that checks and other uncleared reconciling items that are over one year old be investigated and removed from the bank reconciliation and that the original transaction be reversed. Research should be done periodically to eliminate large numbers of old items being carried from month to month.

2023-005 – DEVELOP AN ACCOUNTING PROCEDURES MANUAL

We noted that the Guild does not have an accounting procedures manual. There may be an assumption that because the Guild's accounting system is relatively simple there is no need for a manual. However, written procedures, instructions, and assignments of duties will prevent or reduce misunderstandings, errors, inefficient or wasted effort, duplicated or omitted procedures, and other situations that can result in inaccurate or untimely accounting records. A well-devised accounting manual can also help to ensure that all similar transactions are treated consistently, that accounting principles used are proper, and that records are produced in the form desired by management. A good accounting manual should aid in the training of new employees and possibly allow for delegation to other employees of some accounting functions management performs.

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It will take some time and effort for management to develop a manual; however, we believe this time will be more than offset by time saved later in training and supervising accounting personnel. Also, in the process of the comprehensive review of existing accounting procedures for the purpose of developing the manual, management might discover procedures that can be eliminated or improved to make the system more efficient and effective.

2023-006 – IMPROVE STORAGE AND SECURITY OF RECORDS

A significant volume of paper and records are processed, maintained, and stored at the Guild. We recommend that a careful review be made of record retention requirements and that a Guild-wide policy for record retention be adopted that maintains records for specified periods and provides for their destruction after the specified period. The retention dates should be appropriate for the various types of records. For instance, some records should be retained permanently, others for the tax statute of limitations, etc. A reasonable retention policy does the following:

- Provides for legal and tax protection.
- Affords convenience and aids in records retrieval.
- Maximizes the use of limited storage space.

To prevent the loss of accounting records, the Guild should adopt a policy of storing basic source documents (such as the general ledger, detail property records, detail accounts receivable records, etc.) in fireproof locations. Such a policy should be adhered to by all because the reconstruction of these records would be costly and time consuming.

We also noted the Guild's accounting records and related data are not maintained in an orderly filing manner. Orderly filing should be maintained to insure proper control over all supporting documentation and invoices evidencing revenues, expenditures, etc.

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Old Business

AFT College Staff Guild
Profit & Loss
January through November 2024

	Jan 24	Feb 24
Income		
4005 · Dues	109,117.66	108,768.00
4705 · Interest	0.00	3,157.66
49900 · Uncategorized Income	0.00	0.00
Total Income	109,117.66	111,925.66
Gross Profit	109,117.66	111,925.66
Expense		
AFT convention	0.00	0.00
General Membership Meeting		
5555.1 · Food & Dining Expense	0.00	0.00
5555.5 · Speakers	0.00	0.00
5555.6 · Mileage	0.00	0.00
Total General Membership Meeting	0.00	0.00
Operational		
5000 · Web expense	0.00	0.00
5005 · Equipment	339.92	540.52
5015 · Printing	0.00	0.00
5020 · Building Supplies	0.00	0.00
5021 · Office Supplies	0.00	229.25
5025 · Telephone	247.95	447.96
5030 · I.T. Expense	0.00	0.00
5035 · Accounting Consulting	0.00	0.00
5174 · Staff Equipment	0.00	0.00
Total Operational	587.87	1,217.73
Organizational		
5105 · Subtotal Chapters		
5105.10 · West	0.00	0.00
5105.2 · District	0.00	0.00
5105.3 · East	0.00	0.00
5105.4 · Harbor	0.00	0.00
5105.5 · Mission	0.00	564.92
5105.6 · Pierce	0.00	0.00
5105.7 · Southwest	0.00	0.00
Total 5105 · Subtotal Chapters	0.00	564.92
5106 · Holliday Chapter Meeting		
5106.10 · West	0.00	753.71
5106.6 · Pierce	2,574.99	0.00
5106.7 · Southwest	0.00	0.00
5106.8 · TradeTech	1,866.08	0.00
Total 5106 · Holliday Chapter Meeting	4,441.07	753.71
5110 · Conventions		
5110.1 · Flights	0.00	0.00
5110.2 · Taxi	0.00	0.00
5110.3 · Mileage	0.00	0.00
5110.4 · Lodging	0.00	0.00
5110.5 · Food Per Diem	0.00	0.00
5110 · Conventions - Other	1,067.67	0.00
Total 5110 · Conventions	1,067.67	0.00

AFT College Staff Guild
Profit & Loss
January through November 2024

	Jan 24	Feb 24
5111 · Conferences		
5111..3 · Mileage	0.00	0.00
5111.1 · Flights	0.00	0.00
5111.2 · Taxi	0.00	0.00
5111.4 · Lodging	0.00	0.00
5111.5 · Food Per Diem	0.00	0.00
5111.6 · Parking	0.00	0.00
5111.7 · Food	0.00	0.00
5111.8 · TRAIN	0.00	0.00
5111 · Conferences - Other	860.43	270.26
Total 5111 · Conferences	860.43	270.26
5112 · Internal Hiring		
5112.1 · Job Search Costs	0.00	0.00
5112.2 · Mileage	0.00	0.00
Total 5112 · Internal Hiring	0.00	0.00
5115 · Good & Welfare		
5115.1 · Flights	0.00	0.00
5115.2 · Taxi	0.00	0.00
5115.3 · Mileage	0.00	0.00
5115.5 · Food Per Diem	0.00	0.00
5115.6 · Parking	0.00	0.00
5115 · Good & Welfare - Other	0.00	0.00
Total 5115 · Good & Welfare	0.00	0.00
5125 · Meetings/Representation		
5125.1 · Flights	0.00	0.00
5125.2 · Taxi	0.00	0.00
5125.3 · Mileage	0.00	0.00
5125.4 · Lodging	0.00	0.00
5125.5 · Food Per Diem	0.00	0.00
5125.6 · Catering	0.00	0.00
5125.8 · Parking	0.00	0.00
5125 · Meetings/Representation - Other	1,222.08	1,926.60
Total 5125 · Meetings/Representation	1,222.08	1,926.60
5135 · Union Elections	0.00	0.00
5140 · Dues & Subs	81.00	81.00
5155 · Negotiations Fund	48.99	0.00
5172 · Leadership Training		
5172.1 · Lodging	0.00	0.00
5172.2 · Leadership Consultation	0.00	0.00
5172.3 · Flights	0.00	0.00
5172.4 · Food Per Diem	0.00	0.00
5172.5 · Taxi	0.00	0.00
5172.6 · Mileage	0.00	0.00
5172.7 · Parking	0.00	0.00
5172 · Leadership Training - Other	11,077.29	393.96
Total 5172 · Leadership Training	11,077.29	393.96
Organizational - Other	0.00	0.00
Total Organizational	18,798.53	3,990.45
Per Capitas		
5205 · AFT	0.00	48,300.69
5210 · CFL	0.00	3,297.70
5215 · CFT	0.00	116,227.46
5220 · LACFL	0.00	2,711.71
Total Per Capitas	0.00	170,537.56

AFT College Staff Guild
Profit & Loss
January through November 2024

	Jan 24	Feb 24
Personnel		
5305 · Salaries	27,465.90	14,899.18
5306 · Stipends	4,101.80	900.00
5355 · Payroll Taxes	11,081.90	4,023.34
5360 · Workers Compensation	672.54	325.00
5365 · Employee Benefits	6,960.00	14,700.00
5370 · Employee Expenses	0.00	0.00
5375 · Mileage	804.62	839.34
Total Personnel	51,086.76	35,686.86
Services		
5515 · Legal	16,100.00	22,196.34
5525 · Outside Audit	0.00	0.00
Total Services	16,100.00	22,196.34
5951 · Cope Expense	0.00	0.00
66000 · Payroll Expenses	668.50	354.00
69800 · Uncategorized Expenses	0.00	0.00
Total Expense	87,241.66	233,982.94
Net Income	**21,876.00**	**-122,057.28**

AFT College Staff Guild
Profit & Loss
January through November 2024

	Mar 24	Apr 24
Income		
4005 · Dues	56,550.94	0.00
4705 · Interest	0.00	0.00
49900 · Uncategorized Income	0.00	0.00
Total Income	56,550.94	0.00
Gross Profit	56,550.94	0.00
Expense		
AFT convention	0.00	0.00
General Membership Meeting		
5555.1 · Food & Dining Expense	0.00	0.00
5555.5 · Speakers	0.00	0.00
5555.6 · Mileage	0.00	0.00
Total General Membership Meeting	0.00	0.00
Operational		
5000 · Web expense	0.00	0.00
5005 · Equipment	337.50	337.50
5015 · Printing	0.00	0.00
5020 · Building Supplies	0.00	0.00
5021 · Office Supplies	26.17	3.27
5025 · Telephone	147.33	294.66
5030 · I.T. Expense	0.00	0.00
5035 · Accounting Consulting	0.00	0.00
5174 · Staff Equipment	0.00	0.00
Total Operational	511.00	635.43
Organizational		
5105 · Subtotal Chapters		
5105.10 · West	0.00	0.00
5105.2 · District	0.00	0.00
5105.3 · East	0.00	3,276.87
5105.4 · Harbor	0.00	910.55
5105.5 · Mission	0.00	0.00
5105.6 · Pierce	0.00	0.00
5105.7 · Southwest	0.00	0.00
Total 5105 · Subtotal Chapters	0.00	4,187.42
5106 · Holliday Chapter Meeting		
5106.10 · West	0.00	36.69
5106.6 · Pierce	0.00	0.00
5106.7 · Southwest	0.00	0.00
5106.8 · TradeTech	0.00	0.00
Total 5106 · Holliday Chapter Meeting	0.00	36.69
5110 · Conventions		
5110.1 · Flights	0.00	0.00
5110.2 · Taxi	0.00	0.00
5110.3 · Mileage	0.00	0.00
5110.4 · Lodging	0.00	0.00
5110.5 · Food Per Diem	0.00	0.00
5110 · Conventions - Other	1,461.19	785.90
Total 5110 · Conventions	1,461.19	785.90

AFT College Staff Guild
Profit & Loss
January through November 2024

	Mar 24	Apr 24
5111 · Conferences		
5111..3 · Mileage	0.00	0.00
5111.1 · Flights	0.00	0.00
5111.2 · Taxi	0.00	0.00
5111.4 · Lodging	0.00	0.00
5111.5 · Food Per Diem	0.00	0.00
5111.6 · Parking	0.00	0.00
5111.7 · Food	0.00	0.00
5111.8 · TRAIN	0.00	0.00
5111 · Conferences - Other	2,930.62	0.00
Total 5111 · Conferences	2,930.62	0.00
5112 · Internal Hiring		
5112.1 · Job Search Costs	0.00	0.00
5112.2 · Mileage	0.00	0.00
Total 5112 · Internal Hiring	0.00	0.00
5115 · Good & Welfare		
5115.1 · Flights	0.00	0.00
5115.2 · Taxi	0.00	0.00
5115.3 · Mileage	0.00	0.00
5115.5 · Food Per Diem	0.00	0.00
5115.6 · Parking	0.00	0.00
5115 · Good & Welfare - Other	3,716.36	7,258.96
Total 5115 · Good & Welfare	3,716.36	7,258.96
5125 · Meetings/Representation		
5125.1 · Flights	0.00	0.00
5125.2 · Taxi	0.00	0.00
5125.3 · Mileage	0.00	0.00
5125.4 · Lodging	0.00	0.00
5125.5 · Food Per Diem	0.00	0.00
5125.6 · Catering	0.00	0.00
5125.8 · Parking	0.00	0.00
5125 · Meetings/Representation - Other	0.00	4,915.19
Total 5125 · Meetings/Representation	0.00	4,915.19
5135 · Union Elections	0.00	99.34
5140 · Dues & Subs	81.00	386.65
5155 · Negotiations Fund	110.00	0.00
5172 · Leadership Training		
5172.1 · Lodging	0.00	0.00
5172.2 · Leadership Consultation	0.00	0.00
5172.3 · Flights	0.00	0.00
5172.4 · Food Per Diem	0.00	0.00
5172.5 · Taxi	0.00	0.00
5172.6 · Mileage	0.00	0.00
5172.7 · Parking	0.00	0.00
5172 · Leadership Training - Other	159.62	0.00
Total 5172 · Leadership Training	159.62	0.00
Organizational - Other	0.00	0.00
Total Organizational	8,458.79	17,670.15
Per Capitas		
5205 · AFT	64.92	12,154.37
5210 · CFL	0.00	828.80
5215 · CFT	0.00	29,246.01
5220 · LACFL	0.00	911.68
Total Per Capitas	64.92	43,140.86

AFT College Staff Guild
Profit & Loss
January through November 2024

	Mar 24	Apr 24
Personnel		
5305 · Salaries	14,676.49	13,296.50
5306 · Stipends	20.00	0.00
5355 · Payroll Taxes	4,277.17	4,970.08
5360 · Workers Compensation	335.46	319.09
5365 · Employee Benefits	8,100.00	0.00
5370 · Employee Expenses	0.00	0.00
5375 · Mileage	907.00	1,111.52
Total Personnel	28,316.12	19,697.19
Services		
5515 · Legal	6,930.90	0.00
5525 · Outside Audit	0.00	0.00
Total Services	6,930.90	0.00
5951 · Cope Expense	0.00	200.00
66000 · Payroll Expenses	354.00	354.00
69800 · Uncategorized Expenses	0.00	0.00
Total Expense	44,635.73	81,697.63
Net Income	**11,915.21**	**-81,697.63**

AFT College Staff Guild
Profit & Loss
January through November 2024

	May 24	Jun 24
Income		
4005 · Dues	350,573.51	0.00
4705 · Interest	0.00	0.00
49900 · Uncategorized Income	0.00	0.00
Total Income	350,573.51	0.00
Gross Profit	350,573.51	0.00
Expense		
AFT convention	0.00	0.00
General Membership Meeting		
5555.1 · Food & Dining Expense	0.00	800.00
5555.5 · Speakers	0.00	750.00
5555.6 · Mileage	0.00	0.00
Total General Membership Meeting	0.00	1,550.00
Operational		
5000 · Web expense	460.00	543.30
5005 · Equipment	529.85	0.00
5015 · Printing	0.00	14,840.43
5020 · Building Supplies	0.00	49.18
5021 · Office Supplies	1,851.42	0.00
5025 · Telephone	644.56	247.28
5030 · I.T. Expense	0.00	0.00
5035 · Accounting Consulting	0.00	0.00
5174 · Staff Equipment	0.00	65.69
Total Operational	3,485.83	15,745.88
Organizational		
5105 · Subtotal Chapters		
5105.10 · West	0.00	372.55
5105.2 · District	0.00	0.00
5105.3 · East	0.00	0.00
5105.4 · Harbor	0.00	0.00
5105.5 · Mission	0.00	0.00
5105.6 · Pierce	1,125.20	383.95
5105.7 · Southwest	32.02	160.54
Total 5105 · Subtotal Chapters	1,157.22	917.04
5106 · Holliday Chapter Meeting		
5106.10 · West	0.00	0.00
5106.6 · Pierce	0.00	0.00
5106.7 · Southwest	0.00	0.00
5106.8 · TradeTech	0.00	0.00
Total 5106 · Holliday Chapter Meeting	0.00	0.00
5110 · Conventions		
5110.1 · Flights	997.93	519.88
5110.2 · Taxi	300.76	127.54
5110.3 · Mileage	35.77	20.10
5110.4 · Lodging	0.00	0.00
5110.5 · Food Per Diem	350.00	140.00
5110 · Conventions - Other	0.00	0.00
Total 5110 · Conventions	1,684.46	807.52

AFT College Staff Guild
Profit & Loss
January through November 2024

	May 24		Jun 24	
5111 · Conferences				
5111..3 · Mileage	0.00		107.90	
5111.1 · Flights	0.00		167.95	
5111.2 · Taxi	0.00		126.62	
5111.4 · Lodging	0.00		0.00	
5111.5 · Food Per Diem	0.00		200.00	
5111.6 · Parking	0.00		25.00	
5111.7 · Food	0.00		0.00	
5111.8 · TRAIN	0.00		0.00	
5111 · Conferences - Other	0.00		0.00	
Total 5111 · Conferences		0.00		627.47
5112 · Internal Hiring				
5112.1 · Job Search Costs	0.00		300.00	
5112.2 · Mileage	0.00		0.00	
Total 5112 · Internal Hiring		0.00		300.00
5115 · Good & Welfare				
5115.1 · Flights	0.00		0.00	
5115.2 · Taxi	0.00		26.00	
5115.3 · Mileage	0.00		42.67	
5115.5 · Food Per Diem	0.00		0.00	
5115.6 · Parking	0.00		0.00	
5115 · Good & Welfare - Other	296.30		4.04	
Total 5115 · Good & Welfare		296.30		72.71
5125 · Meetings/Representation				
5125.1 · Flights	0.00		260.23	
5125.2 · Taxi	0.00		29.21	
5125.3 · Mileage	0.00		160.37	
5125.4 · Lodging	0.00		718.74	
5125.5 · Food Per Diem	0.00		220.00	
5125.6 · Catering	0.00		0.00	
5125.8 · Parking	0.00		0.00	
5125 · Meetings/Representation - Other	488.57		0.00	
Total 5125 · Meetings/Representation		488.57		1,388.55
5135 · Union Elections		0.00		11,430.33
5140 · Dues & Subs		110.00		110.00
5155 · Negotiations Fund		0.00		0.00
5172 · Leadership Training				
5172.1 · Lodging	0.00		6,000.00	
5172.2 · Leadership Consultation	0.00		750.00	
5172.3 · Flights	0.00		0.00	
5172.4 · Food Per Diem	0.00		0.00	
5172.5 · Taxi	0.00		0.00	
5172.6 · Mileage	0.00		0.00	
5172.7 · Parking	0.00		0.00	
5172 · Leadership Training - Other	0.00		0.00	
Total 5172 · Leadership Training		0.00		6,750.00
Organizational - Other		0.00		0.00
Total Organizational		3,736.55		22,403.62
Per Capitas				
5205 · AFT	12,315.81		24,428.82	
5210 · CFL	834.40		1,657.60	
5215 · CFT	29,634.41		58,782.27	
5220 · LACFL	917.84		0.00	
Total Per Capitas		43,702.46		84,868.69

AFT College Staff Guild
Profit & Loss
January through November 2024

	May 24	Jun 24
Personnel		
5305 · Salaries	19,942.91	13,500.33
5306 · Stipends	0.00	19,793.06
5355 · Payroll Taxes	6,967.06	5,324.53
5360 · Workers Compensation	0.00	0.00
5365 · Employee Benefits	7,350.00	7,350.00
5370 · Employee Expenses	0.00	0.00
5375 · Mileage	984.64	55.87
Total Personnel	35,244.61	46,023.79
Services		
5515 · Legal	20,568.75	45,423.65
5525 · Outside Audit	9,000.00	0.00
Total Services	29,568.75	45,423.65
5951 · Cope Expense	0.00	0.00
66000 · Payroll Expenses	1,045.47	522.24
69800 · Uncategorized Expenses	0.00	714.63
Total Expense	116,783.67	217,252.50
Net Income	**233,789.84**	**-217,252.50**

AFT College Staff Guild
Profit & Loss
January through November 2024

	Jul 24	Aug 24
Income		
4005 · Dues	0.00	0.00
4705 · Interest	0.00	0.00
49900 · Uncategorized Income	0.00	291,762.28
Total Income	0.00	291,762.28
Gross Profit	0.00	291,762.28
Expense		
AFT convention	0.00	0.00
General Membership Meeting		
5555.1 · Food & Dining Expense	0.00	0.00
5555.5 · Speakers	0.00	0.00
5555.6 · Mileage	22.37	0.00
Total General Membership Meeting	22.37	0.00
Operational		
5000 · Web expense	0.00	0.00
5005 · Equipment	912.91	362.50
5015 · Printing	0.00	0.00
5020 · Building Supplies	0.00	0.00
5021 · Office Supplies	553.61	0.00
5025 · Telephone	197.28	3,872.79
5030 · I.T. Expense	3,693.28	0.00
5035 · Accounting Consulting	0.00	0.00
5174 · Staff Equipment	3,451.40	44.45
Total Operational	8,808.48	4,279.74
Organizational		
5105 · Subtotal Chapters		
5105.10 · West	0.00	570.80
5105.2 · District	0.00	0.00
5105.3 · East	0.00	0.00
5105.4 · Harbor	0.00	0.00
5105.5 · Mission	0.00	0.00
5105.6 · Pierce	0.00	0.00
5105.7 · Southwest	0.00	122.23
Total 5105 · Subtotal Chapters	0.00	693.03
5106 · Holliday Chapter Meeting		
5106.10 · West	0.00	0.00
5106.6 · Pierce	0.00	0.00
5106.7 · Southwest	0.00	0.00
5106.8 · TradeTech	0.00	0.00
Total 5106 · Holliday Chapter Meeting	0.00	0.00
5110 · Conventions		
5110.1 · Flights	0.00	2,121.84
5110.2 · Taxi	0.00	326.76
5110.3 · Mileage	166.42	228.33
5110.4 · Lodging	1,237.44	2,852.53
5110.5 · Food Per Diem	170.00	1,660.00
5110 · Conventions - Other	0.00	0.00
Total 5110 · Conventions	1,573.86	7,189.46

AFT College Staff Guild
Profit & Loss
January through November 2024

	Jul 24		Aug 24	
5111 · Conferences				
5111..3 · Mileage	188.27		292.86	
5111.1 · Flights	0.00		0.00	
5111.2 · Taxi	67.97		163.60	
5111.4 · Lodging	0.00		672.42	
5111.5 · Food Per Diem	270.00		100.00	
5111.6 · Parking	9.00		221.86	
5111.7 · Food	615.00		0.00	
5111.8 · TRAIN	0.00		60.00	
5111 · Conferences - Other	0.00		0.00	
Total 5111 · Conferences		1,150.24		1,510.74
5112 · Internal Hiring				
5112.1 · Job Search Costs	0.00		0.00	
5112.2 · Mileage	0.00		234.84	
Total 5112 · Internal Hiring		0.00		234.84
5115 · Good & Welfare				
5115.1 · Flights	129.96		0.00	
5115.2 · Taxi	36.96		0.00	
5115.3 · Mileage	244.41		0.00	
5115.5 · Food Per Diem	0.00		0.00	
5115.6 · Parking	0.00		0.00	
5115 · Good & Welfare - Other	0.00		0.00	
Total 5115 · Good & Welfare		411.33		0.00
5125 · Meetings/Representation				
5125.1 · Flights	0.00		0.00	
5125.2 · Taxi	0.00		0.00	
5125.3 · Mileage	7.10		218.14	
5125.4 · Lodging	0.00		0.00	
5125.5 · Food Per Diem	0.00		0.00	
5125.6 · Catering	0.00		196.02	
5125.8 · Parking	0.00		0.00	
5125 · Meetings/Representation - Other	0.00		0.00	
Total 5125 · Meetings/Representation		7.10		414.16
5135 · Union Elections		0.00		0.00
5140 · Dues & Subs		110.00		110.00
5155 · Negotiations Fund		0.00		0.00
5172 · Leadership Training				
5172.1 · Lodging	599.35		822.36	
5172.2 · Leadership Consultation	0.00		0.00	
5172.3 · Flights	773.42		72.00	
5172.4 · Food Per Diem	600.00		70.00	
5172.5 · Taxi	81.00		54.94	
5172.6 · Mileage	1,261.94		0.00	
5172.7 · Parking	0.00		120.00	
5172 · Leadership Training - Other	0.00		0.00	
Total 5172 · Leadership Training		3,315.71		1,139.30
Organizational - Other		0.00		4,000.00
Total Organizational		6,568.24		15,291.53
Per Capitas				
5205 · AFT	12,536.79		0.00	
5210 · CFL	840.00		0.00	
5215 · CFT	30,167.44		0.00	
5220 · LACFL	0.00		862.40	
Total Per Capitas		43,544.23		862.40

AFT College Staff Guild
Profit & Loss
January through November 2024

	Jul 24	Aug 24
Personnel		
5305 · Salaries	13,434.33	14,804.02
5306 · Stipends	0.00	0.00
5355 · Payroll Taxes	4,524.95	4,125.16
5360 · Workers Compensation	0.00	0.00
5365 · Employee Benefits	7,350.00	15,450.00
5370 · Employee Expenses	0.00	0.00
5375 · Mileage	63.90	0.00
Total Personnel	25,373.18	34,379.18
Services		
5515 · Legal	0.00	0.00
5525 · Outside Audit	0.00	0.00
Total Services	0.00	0.00
5951 · Cope Expense	0.00	0.00
66000 · Payroll Expenses	1,030.74	1,092.54
69800 · Uncategorized Expenses	116.18	0.00
Total Expense	85,463.42	55,905.39
Net Income	**-85,463.42**	**235,856.89**

AFT College Staff Guild
Profit & Loss
January through November 2024

	Sep 24	Oct 24
Income		
4005 · Dues	125,721.34	118,441.61
4705 · Interest	0.00	0.00
49900 · Uncategorized Income	0.00	0.00
Total Income	125,721.34	118,441.61
Gross Profit	125,721.34	118,441.61
Expense		
AFT convention	0.00	1,539.83
General Membership Meeting		
5555.1 · Food & Dining Expense	0.00	0.00
5555.5 · Speakers	0.00	0.00
5555.6 · Mileage	0.00	0.00
Total General Membership Meeting	0.00	0.00
Operational		
5000 · Web expense	3,624.49	16,044.67
5005 · Equipment	362.50	0.00
5015 · Printing	0.00	0.00
5020 · Building Supplies	0.00	0.00
5021 · Office Supplies	185.73	1,481.00
5025 · Telephone	344.86	354.90
5030 · I.T. Expense	0.00	0.00
5035 · Accounting Consulting	0.00	100.00
5174 · Staff Equipment	0.00	0.00
Total Operational	4,517.58	17,980.57
Organizational		
5105 · Subtotal Chapters		
5105.10 · West	0.00	0.00
5105.2 · District	0.00	0.00
5105.3 · East	0.00	0.00
5105.4 · Harbor	0.00	0.00
5105.5 · Mission	0.00	1,215.57
5105.6 · Pierce	554.79	0.00
5105.7 · Southwest	122.23	0.00
Total 5105 · Subtotal Chapters	677.02	1,215.57
5106 · Holliday Chapter Meeting		
5106.10 · West	0.00	0.00
5106.6 · Pierce	0.00	0.00
5106.7 · Southwest	85.00	0.00
5106.8 · TradeTech	0.00	0.00
Total 5106 · Holliday Chapter Meeting	85.00	0.00
5110 · Conventions		
5110.1 · Flights	491.94	0.00
5110.2 · Taxi	236.12	0.00
5110.3 · Mileage	0.00	0.00
5110.4 · Lodging	509.14	1,245.75
5110.5 · Food Per Diem	410.00	0.00
5110 · Conventions - Other	0.00	0.00
Total 5110 · Conventions	1,647.20	1,245.75

AFT College Staff Guild
Profit & Loss
January through November 2024

	Sep 24	Oct 24
5111 · Conferences		
5111..3 · Mileage	0.00	0.00
5111.1 · Flights	1,044.92	0.00
5111.2 · Taxi	47.70	0.00
5111.4 · Lodging	1,565.31	-213.44
5111.5 · Food Per Diem	770.00	0.00
5111.6 · Parking	135.00	0.00
5111.7 · Food	0.00	0.00
5111.8 · TRAIN	0.00	0.00
5111 · Conferences - Other	0.00	0.00
Total 5111 · Conferences	3,562.93	-213.44
5112 · Internal Hiring		
5112.1 · Job Search Costs	0.00	0.00
5112.2 · Mileage	0.00	0.00
Total 5112 · Internal Hiring	0.00	0.00
5115 · Good & Welfare		
5115.1 · Flights	0.00	0.00
5115.2 · Taxi	0.00	0.00
5115.3 · Mileage	0.00	0.00
5115.5 · Food Per Diem	0.00	0.00
5115.6 · Parking	0.00	0.00
5115 · Good & Welfare - Other	0.00	0.00
Total 5115 · Good & Welfare	0.00	0.00
5125 · Meetings/Representation		
5125.1 · Flights	0.00	0.00
5125.2 · Taxi	0.00	0.00
5125.3 · Mileage	36.59	197.36
5125.4 · Lodging	0.00	0.00
5125.5 · Food Per Diem	0.00	0.00
5125.6 · Catering	0.00	86.80
5125.8 · Parking	0.00	28.60
5125 · Meetings/Representation - Other	0.00	0.00
Total 5125 · Meetings/Representation	36.59	312.76
5135 · Union Elections	0.00	0.00
5140 · Dues & Subs	119.00	0.00
5155 · Negotiations Fund	0.00	0.00
5172 · Leadership Training		
5172.1 · Lodging	0.00	0.00
5172.2 · Leadership Consultation	0.00	0.00
5172.3 · Flights	0.00	0.00
5172.4 · Food Per Diem	0.00	0.00
5172.5 · Taxi	0.00	2,770.00
5172.6 · Mileage	0.00	198.32
5172.7 · Parking	0.00	0.00
5172 · Leadership Training - Other	0.00	0.00
Total 5172 · Leadership Training	0.00	2,968.32
Organizational - Other	5,777.14	0.00
Total Organizational	11,904.88	5,528.96
Per Capitas		
5205 · AFT	12,617.51	0.00
5210 · CFL	842.10	0.00
5215 · CFT	31,137.45	0.00
5220 · LACFL	0.00	0.00
Total Per Capitas	44,597.06	0.00

AFT College Staff Guild
Profit & Loss
January through November 2024

	Sep 24	Oct 24
Personnel		
5305 · Salaries	15,858.81	18,586.38
5306 · Stipends	0.00	0.00
5355 · Payroll Taxes	6,653.05	8,094.02
5360 · Workers Compensation	-2,485.00	0.00
5365 · Employee Benefits	8,106.05	9,030.40
5370 · Employee Expenses	0.00	0.00
5375 · Mileage	0.00	28.13
Total Personnel	28,132.91	35,738.93
Services		
5515 · Legal	15,992.70	0.00
5525 · Outside Audit	0.00	0.00
Total Services	15,992.70	0.00
5951 · Cope Expense	0.00	0.00
66000 · Payroll Expenses	759.89	1,299.42
69800 · Uncategorized Expenses	0.00	47,584.73
Total Expense	105,905.02	109,672.44
Net Income	**19,816.32**	**8,769.17**

AFT College Staff Guild
Profit & Loss
January through November 2024

	Nov 24	TOTAL
Income		
4005 · Dues	0.00	869,173.06
4705 · Interest	0.00	3,157.66
49900 · Uncategorized Income	0.00	291,762.28
Total Income	0.00	1,164,093.00
Gross Profit	0.00	1,164,093.00
Expense		
AFT convention	241.93	1,781.76
General Membership Meeting		
5555.1 · Food & Dining Expense	0.00	800.00
5555.5 · Speakers	0.00	750.00
5555.6 · Mileage	0.00	22.37
Total General Membership Meeting	0.00	1,572.37
Operational		
5000 · Web expense	0.00	20,672.46
5005 · Equipment	0.00	3,723.20
5015 · Printing	0.00	14,840.43
5020 · Building Supplies	0.00	49.18
5021 · Office Supplies	72.74	4,403.19
5025 · Telephone	150.00	6,949.57
5030 · I.T. Expense	0.00	3,693.28
5035 · Accounting Consulting	0.00	100.00
5174 · Staff Equipment	0.00	3,561.54
Total Operational	222.74	57,992.85
Organizational		
5105 · Subtotal Chapters		
5105.10 · West	0.00	943.35
5105.2 · District	681.88	681.88
5105.3 · East	0.00	3,276.87
5105.4 · Harbor	0.00	910.55
5105.5 · Mission	0.00	1,780.49
5105.6 · Pierce	0.00	2,063.94
5105.7 · Southwest	0.00	437.02
Total 5105 · Subtotal Chapters	681.88	10,094.10
5106 · Holliday Chapter Meeting		
5106.10 · West	0.00	790.40
5106.6 · Pierce	0.00	2,574.99
5106.7 · Southwest	0.00	85.00
5106.8 · TradeTech	0.00	1,866.08
Total 5106 · Holliday Chapter Meeting	0.00	5,316.47
5110 · Conventions		
5110.1 · Flights	0.00	4,131.59
5110.2 · Taxi	0.00	991.18
5110.3 · Mileage	2.01	452.63
5110.4 · Lodging	0.00	5,844.86
5110.5 · Food Per Diem	0.00	2,730.00
5110 · Conventions - Other	0.00	3,314.76
Total 5110 · Conventions	2.01	17,465.02

AFT College Staff Guild
Profit & Loss
January through November 2024

	Nov 24	TOTAL
5111 · Conferences		
5111..3 · Mileage	0.00	589.03
5111.1 · Flights	0.00	1,212.87
5111.2 · Taxi	0.00	405.89
5111.4 · Lodging	0.00	2,024.29
5111.5 · Food Per Diem	0.00	1,340.00
5111.6 · Parking	0.00	390.86
5111.7 · Food	0.00	615.00
5111.8 · TRAIN	0.00	60.00
5111 · Conferences - Other	0.00	4,061.31
Total 5111 · Conferences	0.00	10,699.25
5112 · Internal Hiring		
5112.1 · Job Search Costs	0.00	300.00
5112.2 · Mileage	0.00	234.84
Total 5112 · Internal Hiring	0.00	534.84
5115 · Good & Welfare		
5115.1 · Flights	171.96	301.92
5115.2 · Taxi	72.35	135.31
5115.3 · Mileage	27.20	314.28
5115.5 · Food Per Diem	70.00	70.00
5115.6 · Parking	27.00	27.00
5115 · Good & Welfare - Other	0.00	11,275.66
Total 5115 · Good & Welfare	368.51	12,124.17
5125 · Meetings/Representation		
5125.1 · Flights	0.00	260.23
5125.2 · Taxi	0.00	29.21
5125.3 · Mileage	85.77	705.33
5125.4 · Lodging	0.00	718.74
5125.5 · Food Per Diem	117.25	337.25
5125.6 · Catering	0.00	282.82
5125.8 · Parking	0.00	28.60
5125 · Meetings/Representation - Other	1,063.76	9,616.20
Total 5125 · Meetings/Representation	1,266.78	11,978.38
5135 · Union Elections	0.00	11,529.67
5140 · Dues & Subs	0.00	1,188.65
5155 · Negotiations Fund	0.00	158.99
5172 · Leadership Training		
5172.1 · Lodging	0.00	7,421.71
5172.2 · Leadership Consultation	0.00	750.00
5172.3 · Flights	0.00	845.42
5172.4 · Food Per Diem	489.00	1,159.00
5172.5 · Taxi	0.00	2,905.94
5172.6 · Mileage	0.00	1,460.26
5172.7 · Parking	0.00	120.00
5172 · Leadership Training - Other	0.00	11,630.87
Total 5172 · Leadership Training	489.00	26,293.20
Organizational - Other	1,500.00	11,277.14
Total Organizational	4,308.18	118,659.88
Per Capitas		
5205 · AFT	0.00	122,418.91
5210 · CFL	0.00	8,300.60
5215 · CFT	0.00	295,195.04
5220 · LACFL	0.00	5,403.63
Total Per Capitas	0.00	431,318.18

AFT College Staff Guild
Profit & Loss
January through November 2024

	Nov 24	TOTAL
Personnel		
5305 · Salaries	0.00	166,464.85
5306 · Stipends	0.00	24,814.86
5355 · Payroll Taxes	0.00	60,041.26
5360 · Workers Compensation	0.00	-832.91
5365 · Employee Benefits	930.40	85,326.85
5370 · Employee Expenses	196.44	196.44
5375 · Mileage	6.17	4,801.19
Total Personnel	1,133.01	340,812.54
Services		
5515 · Legal	0.00	127,212.34
5525 · Outside Audit	0.00	9,000.00
Total Services	0.00	136,212.34
5951 · Cope Expense	0.00	200.00
66000 · Payroll Expenses	0.00	7,480.80
69800 · Uncategorized Expenses	0.00	48,415.54
Total Expense	5,905.86	1,144,446.26
Net Income	**-5,905.86**	**19,646.74**

Campus Worksite Reports

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: December 2024 Chapter Report

Campus: Los Angeles City College

Campus E-Board:

No Chapter E-Board Meeting; Campus E-Board exchanged consultation ideas and items and planned for Chapter Meeting via Teams and emails.

Chapter Meeting:

No meeting held.

Consultation:

Consultation with President, Dr. Amanuel Gebru for December 2024 postponed due to Holiday Schedule; next Consultation scheduled for Monday, January 27 from 3 pm to 4 pm.

Unit member issues/updates:

12/04/2024: Inquiry from member in Sci Tech Building regarding possible removal of Letter of Reprimand from record.

12/11/2024: Meeting with member from Financial Aid Department regarding denial of their bereavement request by department supervisor.

12/17/2024: Meeting with member from Office of Special Services regarding B-shifter being asked to work A-shift hours.

Shared Governance /Other Committees:

12/02/2024: College Council Meeting included: 1) Report of incident on campus on November 27 involving skateboarders, cyclists and staff member, 2) Approval of Strategic Task Force Membership, and 3) Approval of Tech Steering Committee Operating Agreement.

12/04/2024: EPPIC Meeting included: 1) Voted to approve Viability Study Report on Administrative Asst. Degree and 2) Approved new Intro to Hospitality Tourism program.

12/17/2024: Selection of committee members finalized for upcoming hiring committee for Dean of Counseling and Guided Pathways position.

Classified Hiring Committee

12/032024: Hiring committee for Custodian in Operations Department.

12/09/2024: Hiring committee for SFP Program Technician in EDWE Department.

Classified Hiring:

None reported.

Other:

12/06/2024 through 12/08/2024: CCE Conference at Orange County Hilton in Costa Mesa included: 1) Workshop on new state laws regarding workplace violence and heat protections.

12/12/2024: Executive Board Meeting at LA Trade Tech College included: 1) Approval of legal bill for October 2024 and 2) Approved $1,000 for March in March.

12/14/2024: General Membership Meeting on Zoom discussion included: 1) Proposal for constitutional amendment to allow electronic voting starting with 2025 elections.

12/19/2024: Emergency E-Board Meeting on Zoom approved: 1) Stipend Committee recommendations and 2) Holiday bonuses for three OPEIU staffers.

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

Chapter Report
December 2024

Chapter Executive Board

Chapter Executive Board Team Meeting – No meeting in December 2024

- Met with Chapter Executive Board Members as needed.

Chapter Meeting

No Chapter Meeting this month

Executive Board

Executive Board Meeting – Thursday, 12/12/2024

Consultations

- **DO HR Consultation Meeting – No Meeting in December 2024**

Unit Member Issues/Inquiries

Shared Governance/Other Committees

- **WEC** – no committee meetings have been scheduled.
  - Work environment issues are discussed during the HR Consultation meetings.
- **TPPC** – Meeting Thursday, 12/05/2024 – notes submitted by DO AFT 1521A Rep.

Interviews/Hiring Committees

1. Applications Developer/Programmer – Interviews scheduled for Fri. 12/06/2024
2. HVAC (VDK) – interviews scheduled Mon. 12/02/2024
3. Sr. Accountant (Accounting Dept.) – Interviews scheduled Mon. 12/23/2024 (No AFT 1521A available)
4. Payroll Systems Coordinator – Interviews scheduled Thurs. 12/26/2024

Upcoming Interviews

1. Sr. Research Analyst (EPIE) – pending interview schedule
2. Administrative Intern (HR) – interviews scheduled Thurs. 01/02/2025
3. Associate Vice Chancellor of Capital Construction (Facilities & Development) – pending interview schedule

Other Chapter Chair activities:

- Finalized and submitted Activity and Chapter Reports for November 2024 – Wed. 12/04/2024.
- Hiring Committee – Thurs. 12/26/2024

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: DECEMBER 2025

Campus: ESC

Campus E-Board:

E-Board Meeting 12/12/2025 prior to Holiday Party

Chapter Meeting:

Consultation:

ESC HR Consultation Meeting 12/19 Cancelled again.

Unit member issues/updates:

Review various miscellaneous emails sent globally to multiple union members

Shared Governance /Other Committees:

.

Classified Hiring Committee

Hiring committee request for 12/23/2024, unable to confirm due to PTO.

Classified Hiring:

Other:

CCE Conference Costa Mesa California 12/6-12/8

AFT 1521 a Holiday Celebration

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: 1/7/2024 December 2024 Chapter Report

Campus: ELAC/South East/Corporate Center

Campus E-Board:

Rowena Smith Chair

1st Delegate Josue Ramirez

Grievance Rep Promise Williams

Lynn Wood, Alejandro De La Parra,Jennifer Estrada, Delegates, & Alt Delegates Rosalba Villalobos, Christina Perez Francelia Ramirez, Sergio Becerra

Chapter Meeting:

We had our December Chapter meeting President Perez joined us, he shared that he would continue the Remote work through till June 2025

Consultation:

THad Insightful Consultation with new Prez

Unit member issues/updates:

Shared Governance /Other Committees:

All Shared Gov committees have classified rep on board.

Classified Hiring Committee

Classified Hiring:

Other:

WE had a great Holiday Party this year with almost 100 folks attending also Dr. Perez attended as well

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: 1/7/2025

Campus: ELAC

Campus E-Board:

Promise – Williams Grievance Rep

Chapter Meeting:

Union Party – December 13, 2024

Consultation:

Unit member issues/updates:

Shared Governance /Other Committees:

Classified Hiring Committee

Classified Hiring:

Other:

Happy holidays everyone! They closed off 2024 has been very interesting at La Mission College we have seen a 4% growth of our enrollment numbers the non credit department is continuing to see greater numbers than ever before. We have created a new pathway for Justice involved individuals and our Pacoima site is helping to serve our community in exciting new ways! Even with all the great things that are happening on our campus some of the struggles we are facing is Administration failing to respect our

contract and forcing us to file grievances and also the practice of Administration of satisfying vacancies and classified dedicated positions with non-classified individuals money saving measure. In the new year we plan to have our chapter meeting centered around important articles of our contract to to allow each member to feel personally empowered when speaking with Administration. We are also hoping to claim a dedicated space for classified professional development opportunities were members can come and take career advancement opportunities. We

are all aware of the uncertain times

facing education with the coming Global changes but as always I am confident that we will be able deal with any challenge that comes our way as long as we do it with a shared voice and United. I wish you all a Happy start to the year 2025 and I look forward to working with you to help reclaim our power because we are classified and we will rise together! Thank you

Michael J Griggs
Los Angeles Mission College
chapter chair

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: December 2024

Campus: LAMC – Grievance Rep Verónica Enriquez

Campus E-Board:

Michael Griggs – Chapter Chair, Jena Sovereign – 1st Delegate, Susan Ghirardelli – 2nd Delegate, Christine Dagdagan – 1st Alt. Delegate, Ana Íñiguez – 2nd Alt. Delegate, Verónica Enriquez – Grievance Rep

Chapter Meeting:

Was not present as I was on vacation

Consultation:

f.

Consultation was canceled due to holidays. Next consultation will be January 2025

Unit member issues/updates:

. Filed 2 grievances on behalf of 2 members on Appendix R.

Shared Governance /Other Committees:

No reports

Classified Hiring Committee

None

Classified Hiring:

Seem to be using Trainer presenters and ISA's to supplant classified staff.

Other:

Nothing at this time

A Union of Professionals
Staff Guild
Local 1521A
Pierce Chapter

Sean McDonald,
Interim *Chapter Chair*

Pierce Chapter Report
December 2024

Chapter Meeting

- Office Hours were scheduled in lieu of a scheduled meeting to encourage attendance to the All Member Holiday party. Steve's hours were scheduled between 12 and two during the week of December 9-13.

Consultation

- My first one as interim chapter chair is scheduled in the month of January.

Unit Member Issues/Updates

- Vet Tech: Followed up regarding an investigation.
- Was updated as to status of Lifeguards

Shared Governance/Other Committees

- Tech Committee: Meeting was cancelled due to conflicts, finals and Holidays
- PCC: Meeting was cancelled due to conflicts, finals and Holidays
- Workforce Environment Meeting: Meeting was cancelled due to conflicts, finals and Holidays
- Facilities Committee meeting: Missed meeting due to conflict

Hiring Committees

- Student Services Assistant: EOPS Member placed on committee

Other

- E-Board Meeting 12/12/24
- Membership Meeting/ Party 12/12/24
- Emergency Chapter Meeting 12/19/24

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: December 2024

Campus: Lupita - GR- LAPC

Campus E-Board: Attended EBrd Mtg on 12/14

Chapter Meeting:

Consultation

Unit member issues/updates:

Shared Governance /Other Committees:

Classified Hiring:

Other: attended CCE Conference on 12/6-12/8/2024. Loved the OSHA workshop. I thought the conference was great and I learned a lot.

AFT Staff Guild Officers
President Andrea Edwards | First Vice President: Jesse Saucedo | Second Vice President: Maira Cruz
Recording Secretary: Melinda Ung | Treasurer: James Highley
Grievance Secretary: Troy Pierce

Cassaundra Walker, *Chapter Chair*

Chapter Report
December 2024

Chapter Meeting
None

Executive Board
Emails

Consultations
December consultation was canceled due to Winter vacations

Unit Member Issues/Updates

1. Retaliation complaint for reporting office misconduct
2. Employee reported harassment and hostile work environment to supervisor and HR Officer. Waiting on employee decision on Appendix P complaint.
3. Probationary Employee eval and given by chair, and not acting dean. Eval was redone by acting dean/VP, but employee was still evaluated on duties they are assigned to another classification. Employee working on response to eval. The VP has said duties will be given to correct classification, which also works in the department.
4. Employee told the supervisor they are using vacation time for their illness, so no documents are needed. I responded to the notification email the employee sent to their supervisor explaining that leave documents were necessary, along with the documents, and instructions. Leave documents have not been received.

Shared Governance/Other Committees
Budget
College Council

Interviews & Hiring

- Student Services Specialist, Career Center, interviews held. Candidates forwarded to Vice President for final interview
- A & R Assistant - waiting on final interviews with Vice President
- Bookstore Buyer - waiting on final interviews with acting Vice President/President
- Patient Simulation Tech – - waiting on final interviews with Vice President

Other
December Holiday Party changed to *Welcome Back Luncheon on January 15, 2025*

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: Month of December 2024

Campus: Valley

Campus E-Board:
Canceled due to winter break.

Chapter Meeting:
Canceled due to winter break.

Consultation with President:
On FMLA.

Unit Member Issues/Updates:
On FMLA December 10 -17 and Vacation December 23-Jan 2, 2025.

Shared Governance/Other Committees:
None.

Classified Hiring Committees:
None.

Certificated Hiring Committees:
None.

Other:
December 2: Holiday Party planning via phone and internet
December 4: Holiday Party venue walk-through at LATTC
December 11: Holiday Party Prep at Staff Guild Office
December 12: Holiday Party Set-up and Break-down at LATTC

Respectfully submitted,
Aleta Campbell,
Activities Coordinator
January 7, 2025

AFT Staff Guild Officers
President: Andrea Edwards/ First Vice President: Jesse Saucedo
Second Vice President: Maira Cruz/ Recording Secretary: Melinda Ung
Treasurer: Phillip Highley/ Grievance Secretary: Troy Pierce

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: December 2024

Campus: WLAC

Campus E-Board:

Attended a Campus E-Board Meeting to go over issues pending and upcoming. We met again before most of u vacation to discuss our January 2025 agenda.

Chapter Meeting:

I attended the Saturday E-Board Meeting. I attended the Emergency E-Board Meeting.

Consultation:

I sat in on the President Consultation with the Chapter Chair.

Unit member issues/updates:

No issues in the month of December 2024.

Shared Governance /Other Committees:

Classified Hiring Committee

Classified Hiring:

Hiring is being done in Student Services: Admission & Records Office.

Other:

I attended the CCE from midday Friday to Sunday afternoon. I attended workshops to learn about benefits available to AFT 1521A Members. I also attended a workshop, and received a certification for "active shooter" training. I shared this information with the President of the College in hopes of having a training at WLAC campus. I really enjoyed interacting with members statewide.

A Union of Professionals
Staff Guild
Local 1521A
Retiree Chapter

Retiree Newsletter

www.local1521a.org January 7, 2025

Dear 1521A Retirees,

Happy New Year 2025. Best wishes for a happy, healthy and peaceful new year.

Here are some things that you should be aware of for the calendar year 2025:

1. *For those retirees who formerly had the Anthem Blue Cross Supplemental to Medicare Insurance, effective 1/1/2025 we have been switched over to Blue Shield. You should have received your new Blue Shield ID cards in the mail by now for yourself and your eligible spouse/and or domestic partner.*

2. *By now, Social Security should have sent you a document outlining your new amount of Social Security Benefits for the calendar year 2025.*

   Please note, even though we have received a 2.5% raise, our Part B Medicare Premium has also been increased. Please make sure that you save this document to apply for Medicare Part B Premium reimbursement next year.

3. *You may now apply for Medicare Part B Premium reimbursement for the calendar year 2024.*

Respectfully submitted,

Fern Reisner
AFT1521A Retiree Chapter President

Officer's Report

A Union of Professionals
Staff Guild
Local 1521A

Andrea Edwards, *President*

3356 Barham Blvd • Los Angeles, CA 90068
T: 323/851-1521 • F: 323/851-8572

Executive Board Report – President December 2024

AFT Internal Meetings:
~~Campus Support Meeting- December 16, 2024~~
Officers Meeting – Monday, December 17, 2024
Executive Board Meeting – Thursday, December 12, 2024
Deputy Chancellor Hiring Committee -December 09, 2024,
CMA Position Accretion - Pending
Position Audit Analysis –December 11, 2024

Campus Meetings| Campus Support:

Emergency Executive Board Meeting

Profit & Loss Statement – Access to QuickBooks | Pending
CCE Conference Attendees December 6-8, 2024 – Attended
AFT1521A 1099 – Contract w/ Accountant – Weaver
AFT1521A Committees Convening – Pending January 2025

Retiree Meeting – N/A

- Rescheduled TBD – Pending January 2025

District Shared Governance Meetings

- Management Consultation – Tuesday, December 03, 2024
  - Agenda Available Upon Request-N/A
- Board of Trustees – Wednesday, December 18, 2024
  - N/A
- PC Consolation – Monday, December 9, 2024
  - Agenda Available Upon Request-N/A
- District Budget Committee (DBC) – Wednesday, December 11, 2024
- District Budget Committee (EXDBC) – Tuesday, December 23, 2024
- JLMBC Agenda Planning Meeting – Tuesday, December 03, 2024
- JLMBC Meeting – Tuesday December 10, 2024

Internal Items:

- Phone Lines Established – Pending, - Provisioning the landlines-December 16, 2024, Scheduled
- QuickBooks Account Recovery – Pending | Legal Letter | Pending
- AFT 1521A Holiday Event - December 12, 2024
- 2X Arbitration Cases – Pending Results | Legal Follow Up – December 2024 – Pending
- Velma Butler Settlement – Pending Finalization and Payment
- AFT 1521A Accountant Contracting – Pending | Account CPA Firm Quotes
- CA Form 410 – Audit Pending the State of California

- CA form 497 – BOT Trustee Endrosments Filing
- SharePoint Contract – Pending Competitive Quotes

CMA Members:

- CMA Positions Accrétion MOU- Follow up December 11, 2024 |ELR
- Schedule a time to meet with incoming CMA's
    - Topics: Understanding our CBA & What it Affords You
    - Membership / COPE Committee

Membership Rate (Percentage)

- Track Membership Percentage Per Campus
- Ask Chapter Chairs in October/November – To Create Events Open to All Classified
    - Events Focused on Membership Recruitment
    - Membership Concerns/Issues & Reporting
    - Membership Benefits
    - COPE
    - Trainings
    - How To Get Involved

Sincerely,
Andrea Edwards
AFT 1521A, President

If you have any questions or concerns, please email me ataedwards@aft-1521a.org. Sincerely,

A Union of Professionals
College Staff Guild
AFT Local 1521A

Jesse Saucedo, *1st Vice President*

3356 Barham Blvd • Los Angeles, CA 90068
T: 323/471-1541 • F: 323/851-8572
jsaucedo@aft-1521a.org

January 3, 2025

Executive Board Report – First Vice President December 2024

Esteemed Guild Members,

As we close December 2024, I am pleased to present an overview of my activities for the month:

- Participation in the monthly consultation meetings with the Personnel Commission Director and LACCD Management.
- Representation at the Board of Trustees Student Affairs Committee Meeting.
- Attendance at the Staff Guild Steering Committee Meeting.
- Ongoing collaboration with Vice-President Cruz on Personnel Commission matters, including the review of job specifications for Admissions and Records Evaluation Technicians, a key issue affecting our members.
- Active participation in the December General Membership Meeting, where the Constitution and Bylaws Committee presented an amendment proposal to permit electronic voting.

As we prepare to embrace 2025, I am filled with optimism for the opportunities ahead. Together, we will continue to build on the progress we've made, fostering stronger support for our members and advancing our collective mission.

This brief summary outlines the primary activities and initiatives for December 2024. For inquiries or additional clarification, please feel free to reach out to me at jsaucedo@aft-1521a.org.

In service and with warm regards,

Jesse Saucedo

A Union of Professionals
Staff Guild
Local 1521A

Maira Cruz, 2nd Vice President

3356 Barham Boulevard • Los Angeles, CA 90068
T: 323/851-1521 • F: 323/851-8572
mcruz@aft1521a.org

Executive Board Report – 2nd Vice President December 2024

AFT1521A Standing Meetings:

- ***Officers Meeting***
  - Tuesday, December 17, 2024
- ***Executive Board Meeting***
  - Thursday, December 12, 2024
- **Emergency Executive Board Meeting:**
  - Nothing to report
- ***Tuition Reimbursements***
  - Continuous review and approval of tuition reimbursements. Please contact me if you have any questions.
  - Article 17 Professional Development
  - HR R-501
  - Tuition Reimbursement Form
- **Membership Meetings:**
  - Saturday, December 14, 2024

Campus Site Visits/Member Representation

- Answered emails and queries from members at East regarding bilingual differential.
- Supporting A&R Evaluation Techs with Job Spec Review
- Assisting members with tuition reimbursement inquiries.

District Shared Governance Meetings

- ***Management Consultation***
  - Tuesday, December 3, 2024
- ***Personnel Commission Consultation***
  - Monday, December 9, 2024
- ***Board of Trustees***
  - Wednesday, December 18, 2024
- ***Institutional Effectiveness Committee***
  - No Meeting
- ***Facilities Master Planning Committee***
  - No Meeting
- ***Student Affairs Committee Meeting***
  - Friday, December 13, 2024
- ***Personnel Commission Meeting***
  - Wednesday, December 18, 2024

Conference/Training/Convention

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

Sincerely,

Maira Cruz
2nd Vice President

A Union of Professionals
Staff Guild
AFT Local 1521A

Melinda Ung, *Recording Secretary*

3356 Barham Boulevard • Los Angeles, CA 90068
T: 323/851-1521 • F: 323/851-8572

January 7, 2025

Executive Board Report – AFT 1521A, Recording Secretary December 2024

Hello everyone,

AFT1521A Standing Meetings

- Executive Board Meeting (Thursday, December 12, 2024)
- General Membership Meeting (Saturday, December 14, 2024)
- Emergency Executive Board Meeting (Thursday, December 19, 2024) Excused Absence
- Officers Meeting

Campus Site Visits

- Office Hours

District Shared Governance Meetings

- Joint Labor Management Benefits Committee (JLMBC) – Thursday, December 10, 2024
  - Actives Newsletter
  - Retirees Newsletter
- Institutional Effectiveness/Student Success Committee
  - No December Meeting
- PC Consultation (All Officers)
- District Management Consultation (All Officers)

Conference/Training

- Nothing to report

Other

- Emails have been distributed to all chairs, grievance reps and coordinators. If you haven't filled out the online form yet please do so: Executive Board Microsoft 365 Account Request Form
  - If you have not received your new emails yet, please reach out to Irene after you've filled out the Request Form.

Sincerely,

Melinda Ung
Recording Secretary

Executive Board Report – Grievance Secretary

Greetings, Since my last report, have been actively working with 1521A Stewards to address complaints and grievances, as well as working with legal team on two (2) arbitrations.

Member Representation

- As we go into 2025, we have to stay vigilant in the addressing of Unit I Employees doing the work of several positions. This over-working of employees is increasing.
- Discuss arbitration with legal team (brief)
- TWOC Issues
- Working with Chapter Chairs and Grievance Representatives on issues
- Meet with member and college president on Permanent Reassignment

Committees/Meetings

- Attend Special Executive Board Meeting (virtual)
- Attend Executive Board Meeting LATTC
- Steering Committee (virtual)
- Attend CCE Conference (Costa Mesa)
- Attend Chapter Holiday (ELAC)
- Travel campuses individual meets

Miscellaneous

- Review PC Rules
- Review LACCD Board Policies
- Review CBA

This is a very brief summation for the month of December 2024. If you would like to contact me, you may do so at anytime at – Tpierce@aft-1521a.org or (425) 435-9722 cellular.

Fraternally,

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

Committees Reports

A Union of Professionals
Staff Guild
Local 1521A

3356 Barham Boulevard • Los Angeles, CA 90068
T: 323/851-1521

January 6, 2025

To : AFT 1521A Staff Guild Executive Board

Re : Elections Committee Report

Hello Executive Board Members and Guild Officers,
Here are the latest updates from the Elections Committee.
We thank Dashiel for reporting on behalf of the Committee so we may conserve release time.

1) **2025 CFT Convention Delegate Election**
We're waiting for the CFT to issue the **"Call to Convention."**
If we learn how many delegates are permitted to attend BEFORE January 9th, then we can move to request the action item for a vote by the E-board to fund "X" number of convention delegates at this January meeting.

   If the CFT issues the Call to Convention AFTER January 9th, then either we have a special E-board meeting to vote, - or we push the vote to the February 13th E-board meeting.

2) The Notice of Nomination & Elections for the CFT Delegate Election is scheduled to go out to Guild members January 15th by mail and email.

3) **2025 Chapter Election Updates**
The **Second All-Guild Meeting of the Constitutional Amendment process** - to discuss and vote on adopting the Electronic vote option is scheduled for Saturday, February 1st at 10:00am.

   Please announce and remind members. We'll want plenty of attendees so we can make quorum for the discussion.

4) Provided the Electronic Vote option is approved by our Guild membership and the Guild Constitution is updated, then at the February 2025 E-board meeting the Elections Committee will request **E-Board approval of the Mode of Election** to be Electronic for the upcoming 2025 Chapter Elections.

AFT 1521A, Staff Guild Elections Committee
Grisel Garcia
Robin King
Ana Maria Saray Olivares-Diaz
Natalie Embrey, Co-chair
Mark Bergquist, Co-chair

Dashiel Johnson, Executive Director.

Affiliate Reports

A Union of Professionals
Staff Guild
AFT Local 1521A

Dionne M. Morrissette, *LACFL Delegate*

3356 Barham Boulevard • Los Angeles, CA 90068
T: 323/851-1521 • F: 323/851-8572

LA County Federation of Labor, AFL-CIO
Representative to the House of Labor
Monday, December 16, 2024 @ 7:00 p.m.

Called to Order/Pledge of Allegiance, AND "**Code of Conduct**" Posted on Projector for All to Read.
- Sworn in New Delegates; "Representative Oath of Obligation" List of New Delegates to be sworn in @ the next E-Board Meeting, displayed on projector. **M/S/P**.

- **E-Board Minutes** for December 12th **M/S/P**, **Delegate Minutes** November 18th **M/S/P**.

- **Michelle, Financial Report; November 2024** AND **October 2024** REFER to Attachments **M/S/P**.

- **Devin, COPE Report;** George Whiteside, and Heather Hutt; Countywide Measure. State Legislature, 8 Labor Representatives (Union Friendly, and Diverse), Example, Marc Gonzalez, Rodriguez, and Laura Richardson, Etc.

-Crystal on Behalf of Rosie; MLK, Jr. Celebration Event has Tables still open with a WONDERFUL Line-Up of Speakers; Bass, Kamaleger, Elena Durazo, Etc.

-Tatiana, Communications; "On the Move, COMM", Blue Sky is our new Twitter formerly X as opposed to supporting Elon Musk.

-**Rob N., Strategic Program**; Measure A, Big WIN. Measure G, Being Restructured, affects our Builders, Etc. Voting 2028, Census 2030 and Electing New Folks 2032. ***Video Presentation**, Increase minimum wage for Tourism; $30 Per/Hr. by 2028. USWW and Hotel workers, increase in Health Insurance. Workers had a 3-5 Day Fast, Unite Here Local 11 and others spoke of their striking experience to prevail, and 1 Airline to get a Pension!

-**Patricia C., Organizer**; UFW Local has 1,200 Sweet Potato Workers, NHW still on Strike for 8-weeks, now, "Kaiser Don't Deny". ***Refer to Attached Flyer**
Amazon, Local 396 Teamsters, Jocelyn with LA Fed, has information for Friday Strike. Kroger, 1.22.25 will March/Demonstration in Studio City, Save The Universal Studios Area.
.
-**Norma, Labor Community Services**; 120 Volunteers for distributing Turkeys with 2,000 Families Served. Toy/Food Distribution, Saturday, 12.21.24 ***See Attached Flyer**

-**Devin on Behalf of Steve Neal, Civic Engagement**; Contreras Foundation continues to Train for Employment.

-**Doreen Esters on Behalf of Armando, Miguel Contreras Foundation**; New Employee on Board, Ms. Florence introduced. Kudos to many, especially Tourism will remember the 3 that voted no against the Yes to $30.00 Minimum Wage. Seat 17 Vacancy Jane Austin **RECOMMEND** Serena Conn from SAG-Aftra **ACCEPTED**

-**President Wheeler Report**; Wheeler Passed Some of Her Time for Above Report (Esters). And, Wheeler encourages "International Migrant Day" Call for Repeal of Social Security taken if You have Job Pension @ 202.224.3841.

Affiliates Report *Refer to attached flyers

Respectfully Submitted,
Dionne M. Morrissette,
AFT1521A **West. Delegate**
LA County Fed. Of Labor, AFL-CIO
Representative to the House of Labor, **Delegate**

Los Angeles County Federation of Labor
Executive Board Minutes
December 12, 2024

The meeting was called to order by Chair Thom Davis at 10:08 a.m.

Members Present: Abogado, Aguilar, Brown, Cobarruvias, R. Corona, Davis, Harkey, Hsieh, Huerta, Jiménez, Medrano, Morales, Nakamura, Orozco, Palombi, Rascon, Thomas, Van Winkle, Vasquez, Waddell, Wheeler
Members Excused: Marley, Minato, Mineros, O'Keefe,
Members Absent: Arias, Austin, Cobos, G. Corona, De La Cruz, Dougherty, Gillotte, Green, Griswold, Hernandez, Hinson, Le, Liang, Lima, Moreno, Rivera, Robles, Straeter, Villalvazo

FINANCIAL REPORT

It was moved, seconded, and carried to approve the Financial Report for October 2024, as presented by Brother Devon Vann. He also presented the Fed's 2025 Proposed Budget.

CHIEF OF STAFF REPORT

Brother Devin Osiri thanked everyone for their continued support. He congratulated our COPE-endorsed candidates who won their races and have been and/or are continuing to be sworn in post-election. He recapped our events at the Fed with Mayor Karen Bass and State Senator Lola Smallwood-Cuevas. Brother Rob Nothoff reported on the LA City "Olympic wage" ordinance vote and 'bubble zone' policy. Sister Patricia Recinos updated the Executive Board on the NUHW-Kaiser strike, SEIU 721 shared a support letter regarding the 12,000 vacant jobs at the County and debriefed the Vice Presidents on the next steps post-inauguration, including "Know Your Rights" workshops. Brother Steve Neal reported on the Fed's outreach and the upcoming events surrounding MLK events, including the annual parade on January 18th. Sister Kristal Romero reminded Vice Presidents about our forthcoming Breakfast MLK at the Convention Center on January 11, 2025, and highlighted speakers and honored guests. Sister Tatiana Martinez announced increased engagement on social media and discussed a need to shift off X and focus on Instagram and Bluesky. The On the Move newsletter has been doing well, and we asked Vice Presidents to make sure they sign up and share with their members.

Sister Norma Lopez reported on the annual turkey giveaway and the upcoming toy giveaway, updated them on support being provided to workers, and announced an expungement event and the Hunger Walk on October 17, 2025. Brother Armando Loza updated the Board on MCF's career pathway/readiness and workforce development program work, including partnerships with UPS and Teamsters 396.

PRESIDENT REPORT

President Wheeler reported her live experience from the LA City "Olympic wage" ordinance vote that took place on December 11th. She discussed MLK 2025 and the exciting invitations that went out to speakers. A discussion was held on recommendations for nomination for Seat No. 17. She asked the Vice Presidents to join us on December 18th for the Migrant National Day of Action. She wished everyone a Merry Christmas/Happy Holidays and thanked everyone for their participation this year.

NEW BUSINESS

The following Vice Presidents gave reports as follows:

- Sister Lisa Palombi ASCFME 3299 invited Vice Presidents to the Social Justice Museum's exhibit of UFW in the '60s, which includes photos of Dolores Huerta

It was moved, seconded, and carried to adjourn the meeting at 10:59 a.m.

Los Angeles County Federation of Labor, AFL-CIO
Representative to the House of Labor Meeting Minutes
November 18, 2024

Chair Thom Davis called the meeting to order at 7:02 p.m.

Representatives rose and pledged allegiance to the American Flag.

CREDENTIALS

Chair Thom Davis announced the names of the representatives who will be sworn in at the next meeting. The list of representatives is attached for your reference. As announced, a motion was made, seconded, and carried to approve the new representatives.

Chair Thom Davis announced the vacancy in Seat No. 17. Nominations will be taken at the next meeting.

MINUTES OF PREVIOUS MEETING

Chair Thom Davis proposed a motion to approve the October 2024 House of Labor gathering meeting minutes. The approval of the October 2024 House of Labor meeting minutes was moved, seconded, and carried.

EXECUTIVE BOARD MINUTES

Chair Thom Davis called for a motion to approve the October 2024 minutes as revised and November 2024 Executive Board meeting minutes and actions. It was moved, seconded, and carried to approve the October 2024 as revised and November 2024 Executive Board meeting minutes and actions.

FINANCIAL REPORT

Chair Thom Davis called for a motion to approve the October 2024 Financial Report. It was moved, seconded, and carried to approve the Financial Report for October 2024, as reported.

DEPARTMENT REPORTS

Brother Devin Osiri thanked Brother Michael Contreras and Sister Nikki Perez for their hard work and leadership. He celebrated wins in LA County, specifically Measure A, CD 27, and measures the Fed and our locals have supported. Brother Devin showed his immense gratitude to the staff of the LA Fed and President Wheeler for her lead on this big win. Sister Rosie Cruz and the MLK 2025 team asked affiliates to support and attend the upcoming MLK Day 2025. Sister Alexandra Pineda, a former DWC participant and current DWC trainer spoke to Representatives to raise awareness about their program to help support women of Skid Row. The event will take place on January 11, 2025, at the Los Angeles Convention Center. Brother Rob Nothoff celebrated Measure A's success at 57.5% and reminded Representatives of the pending 'bubble zone' policy. Sister Patricia Recinos thanked affiliates for their continued support and discussed active negotiations and settlements, with workers from UFCW 770 and NUHW.

Sister Norma Lopez expressed her solidarity with workers on strike. She informed Representatives about the upcoming 2024 Turkeys and Toys, updated them on-strike support being provided to workers, and announced they needed to spend down grants for people in need of utility, rent, eviction, and mortgage assistance—Union Perks will be supplying food for their volunteers. Brother Armando Loza announced new employees and updated affiliates on MCF's career pathway/readiness and workforce development program work, including partnerships with UPS and Teamsters 396.

PRESIDENT'S REPORT

President Wheeler expressed support for workers on strike. She announced a fundraiser on December 5th at the LA Fed for May Karen Bass. She spoke on Project 2025, "Schedule F," which strips all federal employees of their civil service rights, elimination of departments, the appointment of loyalists, especially attacks on working people and union members. She asked Brother Miguel Cruz to introduce Sister Angelica Salas, Executive Director of CHRILA, to report on threats to immigrants in a post-Trump election world. She thanked the leadership for yielding their time to her to talk about the important work ahead of us. She asked for support for our immigrant community when it comes to worksite enforcement and mass deportation and what our plan is. There are over 12 million undocumented or falsely documented persons who are workers and almost 7 million persons with temporary legal status (i.e., DACA, TPS, authorized-to-work permits). Persons with outstanding orders of deportation (or deported in absentia) will also be targeted with law enforcement's support to track said persons to be turned over to ICE. She cautions that Los Angeles has the largest population of undocumented and temporary status folks; 30% of people are immigrants, and 50% of children have an immigrant parent. I-9 audits will be mandatory, as well as worksite raids, which have happened in the past. According to California legislation, law enforcement cannot collaborate with

Financial Report for Nov, 2024

MST

	Fed General	The People's Project (TPP)	Solidarity Fund	Building Association	Trust Fund	POLITICAL ACCOUNTS: COPE	POLITICAL ACCOUNTS: Member Communications	POLITICAL ACCOUNTS: Issues & Initiatives
REVENUE								
Per Capita/Affiliate Fees	388,894.42	-	-	-		9,348.91		
Fundraising/Contributions	10300.00	-	-		5,010.00		100,000.00	-
Grant Revenue		-	-	-	-		-	-
Interest/Dividend	-		1,061.84			-	-	-
Rental Income	-	-	-		-	-	-	-
Other Income/Market Value Change			-					-
Total Revenue	**399,194.42**	**-**	**1,061.84**	**-**	**5,010.00**	**9,348.91**	**100,000.00**	**-**
EXPENSES								
Salaries	159,782.75		-	-	-	-	-	-
Salary Related Expenses	14,171.86		-	-	-	-	-	-
Conferences, Conventions, Meetings	1,742.35		-	-	-	-	-	-
Annual Events	6,600.00		-	-	1,841.13	-	-	-
Office & Administrative Expenses	10,237.98			746.32		9,853.26	48.00	
Professional Fees	31,085.00		-	-		2,725.10		-
Program Expenses:								
The Peoples Project	-	-	-	-	-	-	-	-
Organizing	-	-	-	-	-	-	-	-
Strategic Campaigns	-	-	-	-	-			-
Communications		-	-	-	-	-		-
Contributions	61,588.67		-	-		6,500.00	-	-
Consultants	66,105.68	-	-	-		-	-	-
Per Capita/Membership Fess	9,348.91		-	-	-	-	-	-
Total Expenses	**360,663.20**	**-**	**-**	**746.32**	**1,841.13**	**19,078.36**	**48.00**	**-**
Net Increase / (Decrease)	**$ 38,531.22**	**$ -**	**$ 1,061.84**	**$ (746.32)**	**$ 3,168.87**	**$ (9,729.45)**	**$ 99,952.00**	**$ -**
CASH FLOW								
Balance as of 10/31/2024	3,663,910.22	180,581.82	944,568.01	198,768.52	94,898.55	464,287.14	305,187.11	(0.00)
Net Increase/Decrease	38,531.22	-	1,061.84	(746.32)	3,168.87	(9,729.45)	99,952.00	-
Transfer to/fromCOPE Restricted								
WaFdBank/Luther Burbank	297,578.51							
United Business CD			258,594.75	-	-	-	-	-
City National Bank				624,225.72				
Columbia Threadneedle Scholarship F					70,681.48			
BlockRock Mont Scholarship			-	-	-		-	-
Preferred COPE Restricted						548,922.68		
A/R								
Cash Balance 11/30/24	**$ 4,000,019.95**	**$ 180,581.82**	**$ 1,204,224.60**	**$ 822,247.92**	**$ 168,748.90**	**$ 1,003,480.37**	**$ 405,139.11**	**$ (0.00)**

Updated 12/10/2024, 12:16 PM

Financial Report for Oct, 2024

MSP

	Fed General	The People's Project (TPP)	Solidarity Fund	Building Association	Trust Fund	POLITICAL ACCOUNTS: COPE	POLITICAL ACCOUNTS: Member Communications	POLITICAL ACCOUNTS: Issues & Initiatives
REVENUE								
Per Capita/Affiliate Fees	484,968.20	-	-	-		25,798.20		
Fundraising/Contributions		-	-			349,150.52	-	-
Grant Revenue		-	-	-	-		-	-
Interest/Dividend	-		1,158.64	6.30		-	-	-
Rental Income	-	-	-	62,996.40	-	-	-	-
Other Income/Market Value Change			-		50.00			-
Total Revenue	**484,968.20**	**-**	**1,158.64**	**63,002.70**	**50.00**	**374,948.72**	**-**	**-**
EXPENSES								
Salaries	156,930.70		-	-	-	-	-	-
Salary Related Expenses	57,890.38		-	-	-	-	-	-
Conferences, Conventions, Meetings	1,521.29		-	-	-	-	-	-
Annual Events	49,707.19		-	-		-	-	-
Office & Administrative Expenses	107,729.68	196.41		766.32	322.00	10,140.48		
Professional Fees	64,295.00		-	-				-
Program Expenses:								
The Peoples Project		-	-	-	-	-	-	-
Organizing	-	-	-	-	-	-	-	-
Strategic Campaigns	-	-	-	-	-			-
Communications	152,631.33	-	-	-	-	-		-
Contributions	-	246,000.00	-	-		78,500.00	-	-
Consultants	24,400.00	-	-	-		-	-	-
Per Capita/Membership Fess	25,798.20		-	-	-	-	-	-
Total Expenses	**640,903.77**	**246,196.41**	**-**	**766.32**	**322.00**	**88,640.48**	**-**	**-**
Net Increase / (Decrease)	**$ (155,935.57)**	**$ (246,196.41)**	**$ 1,158.64**	**$ 62,236.38**	**$ (272.00)**	**$ 286,308.24**	**$ -**	**$ -**
CASH FLOW								
Balance as of 09/30/2024	3,663,910.22	403,794.95	943,409.37	136,478.44	95,170.55	477,129.42	231,699.79	(0.00)
Net Increase / (Decrease)	(155,935.57)	(246,196.41)	1,158.64	62,236.38	(272.00)	286,308.24	-	-
Transfer to/fromCOPE Restricted								
WaFdBank/Luther Burbank	297,578.51							
United Business CD			258,334.88	-	-	-	-	-
City National Bank				624,260.76				
Columbia Threadneedle Scholarship F					65,397.81			
BlockRock Mont Scholarship			-	-	-		-	-
Preferred COPE Restricted						360,772.16		
A/R								
Cash Balance 9/30/24	**$ 3,805,553.16**	**$ 157,598.54**	**$ 1,202,902.89**	**$ 822,975.58**	**$ 160,296.36**	**$ 1,124,209.82**	**$ 231,699.79**	**$ (0.00)**

Updated 11/13/2024, 4:35 PM

KAISERDONTDENY.ORG

Los Angeles Times

Kaiser to pay $200 million in fines after failing to provide timely mental health care

October 13, 2023

CAPITAL & MAIN

Still Waiting for Kaiser's Plan to Fix Its Mental Health Care Shortfalls

September 6, 2023

San Francisco Chronicle

Kaiser made $8 billion in profits last year. So why are patients struggling to get mental health care?

September 29, 2022

We're striking to make Kaiser fix its mental healthcare system

Kaiser Permanente was forced to pay $200 million last October for violating the rights of its patients to mental health care that met their needs. But one year later, Kaiser has no state-approved plan to fix its system and the core problems remain unsolved:

- We're still severely understaffed, which leaves patients unable to get timely, appropriate care within the Kaiser system.
- We don't get enough time for important patient care duties that can't be done during appointments, like returning phone calls and devising individual treatment plans. This causes burnout and worsens understaffing.
- As mental health professionals, we're singled out for much lower salaries and poorer benefits than other Kaiser caregivers, which forces many of us to leave Kaiser, disrupting patient care.

We want Kaiser to offer mental health care that is as good as its medical care. And we're sick of Kaiser paying fines instead of fixing its mental healthcare system while patients suffer.

Join us on the picket line!

See the schedule on the reverse side of this leaflet and sign up with Astrid Campos (L.A. and Kern counties) at acampos@nuhw.org or 714-396-8242, or Izeah Chairez (Orange County, Inland Empire, San Diego) at ichairez@nuhw.org or 714-363-7056.

Learn more about our struggle and sign our petition:

Help us make Kaiser end the inequities and get serious about mental health care.

KAISERDONTDENY.ORG

NUHW NATIONAL UNION OF HEALTHCARE WORKERS

ALLIED PRINTING TRADES UNION LABEL COUNCIL SOUTHERN CALIF 260

INTERNATIONAL DAY OF MIGRANT ACTION & SOLIDARITY

WEDNESDAY, 12.18.24

PART 1: PROTEST & MARCH

TIME: 10:00 AM

LOCATION:

PLACITA OLVERA
421 N. MAIN ST.,
LOS ANGELES, CA 90012

PART 2: MARCH & CHANT DOWN THE WALLS

TIME: 4:00 PM

LOCATION:

LA CITY HALL
200 N. SPRING ST.,
LOS ANGELES, CA 90012

PART 3: CHANT DOWN THE WALLS

TIME: 6:00 PM

LOCATION:

DTLA DETENTION CENTER
180 N. LOS ANGELES ST.,
LOS ANGELES, CA 90012

Join us for a day of action and solidarity with the migrant community.

¡Un dia para sIzar la voz y marchar por el pueblo migrante, trabajador!

LOS ANGELES TRADE TECH COLLEGE
LABOR CENTER

PLEASE POST

SPRING 2025 from February 10 – June 9, 2025

3-UNIT ONLINE CLASSES - 16 weeks (3 hours. & 10 minutes/week)

Class	Instructor	Class#
LS 1 – U.S. Labor History	Ericka Wills	15766
LS 2 – Collective Bargaining	Akel & Klipple	15778
LS 3 - Labor Relations Law	Josh Young	15773
LS 24 – Enforcing Workers' Rights	Joceyln Lopez	24996

1-UNIT WEEKEND ON CAMPUS CLASSES (8:30 AM — 5:20 PM)

Classes meet in building F5, Room 221. **Free Parking**: Olive St. parking lot for Labor Studies weekend classes – during class hours only. ** Must display Guest Parking Permit issued in class **

Class	Dates	Instructor	Class #
LS 126 – Issues in Labor Arbitration	Feb 22 & March 1	L. Zigman	25075
LS 102 – Contract Negotiations Skills	March 22 & 29	M. Hatcher	25344
LS 109 – Union Building Strategies	April 19 & 26	S. Minato	25345
LS 127 – Workers' Compensation	May 3 & 10	Ford & Wallach	25346
LS 114 – Worker's Legal Rights	May 31 & June 7	J. Young	25349

3-UNIT OFF CAMPUS EVENING CLASSES (6:00 PM – 9:10 PM)

LS 12 – Building Strong Unions	Thursdays	M. Hart & D. Smith	25343

Location: UFCW 324, 8530 Stanton Avenue, Buena Park, CA

ENROLLMENT FEES:
CA Residents $46/unit
ASO Rep fee $2/sem.
ASO membership $7/sem., **optional may opt out**
Health Fee $19 per sem.
Off-Campus Labor Studies classes exempt

Max Mont Scholarship
Only for Labor Studies classes.

NOTE: This updated schedule supersedes listing in Trade-Tech's class schedule.

NEW STUDENTS: Must pre-enroll online at least one week before class starts at:

https://www.opencccapply.net/gateway/apply?cccMisCode=746

For further information contact LATTC Labor Center at (213) 763-7129 or email laborcenter@lattc.edu

*Kathleen Yasuda, Director * Olga Garcia, Support Staff*

Develop Union Leadership Skills * Network w/Union Activists & Leaders
* Earn AA Degree or Certificate in Labor Studies

400 W. Washington Boulevard • Los Angeles, California 90015 • (213) 763-7129 • Fax (213) 763-5397 • Email: laborcenter@lattc.edu

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Felicito Cajayon, Dean of Instruction
Kathleen Yasuda, Labor Center Director
Kimberly Wicker, Pathway Counselor
Olga Garcia, Labor Center Support Staff

NEW Students must pre-enroll ONLINE at least a week before class start:
https://www.opencccapply.net/gateway/apply?cccMisCode=746

FEES $46/unit for CA residents
ASO Rep Fee $2/semester
ASO Membership Fee $7/semester Optional: must opt out via student portal before start of semester
Health Fee $19/semester
Checks Payable to LATTC

For further information contact:
Labor Center (213) 763-7129
Email: Laborcenter@lattc.edu
http://college.lattc.edu/laborcenter
Kathleen Yasuda, Director
Olga Garcia, Support Staff

Max Mont Scholarships:
for Labor Studies classes only

LABOR STUDIES PROGRAM

(3 unit courses)

LABR ST 1	U.S. Labor History
LABR ST 2	Collective Bargaining
LABR ST 3	Labor Relations Law
LABR ST 4	Labor in America
LABR ST 5	Grievance and Arbitration
LABR ST 6	Labor and Community Services
LABR ST 7	Labor and Political Action
LABR ST 8	Labor in the Global Economy
LABR ST 9	Union Organizing Strategies
LABR ST 10	Gender & Race Issues
LABR ST 11	Labor in the Public Sector
LABR ST 12	Building Strong Unions
LABR ST 13	Union Leadership
LABR ST 15	Health & Safety in the Workplace
LABR ST 20	Workers' Rights
LABR ST 21	The Working Class and Cinema
LABR ST 24	Enforcing Workers' Rights

(1 unit courses)

LABR ST 101	Introduction to Unions
LABR ST 102	Contract Negotiations Skills
LABR ST 103	Labor Law Update
LABR ST 104	Current Issues for Labor
LABR ST 105	Grievance Handling Skills
LABR ST 106	Labor & Disaster Relief
LABR ST 107	Political Action Skills
LABR ST 108	Labor and Globalization
LABR ST 109	Union Building Strategies
LABR ST 113	Union Leadership Skills
LABR ST 114	Workers' Legal Rights
LABR ST 115	Workplace Health & Safety
LABR ST 118	Employee Benefit Plans
LABR ST 119	Union Organizing
LABR ST 121	New Media for Unions
LABR ST 122	Framing the Message for Labor
LABR ST 123	Steward Training
LABR ST 125	Labor Arbitration
LABR ST 126	Issues in Labor Arbitration
LABR ST 127	Workers' Compensation
LABR ST 128	Sexual Harassment/Discrimination
LABR ST 132	Strategic Bargaining
LABR ST 134	California Workers' Rights
LABR ST 136	When the Paycheck Stops

LOS ANGELES TRADE TECH COLLEGE
LABOR CENTER

SPRING 2025
CLASS SCHEDULE

LOS ANGELES TRADE TECH COLLEGE
LABOR CENTER

SPRING 2025

LABOR STUDIES CLASSES

Semester Starts: Feb 10, 2025

Semester Ends: June 9, 2025

The Labor Center

400 W. Washington Blvd.
Los Angeles, CA 90015
The Hub: Bldg. D3-room 05

(213) 763-7129
http://college.lattc.edu/laborcenter

SAVE THE DATE!

LABOR 411 FOUNDATION'S
SIXTH ANNUAL BLUE TIE GALA



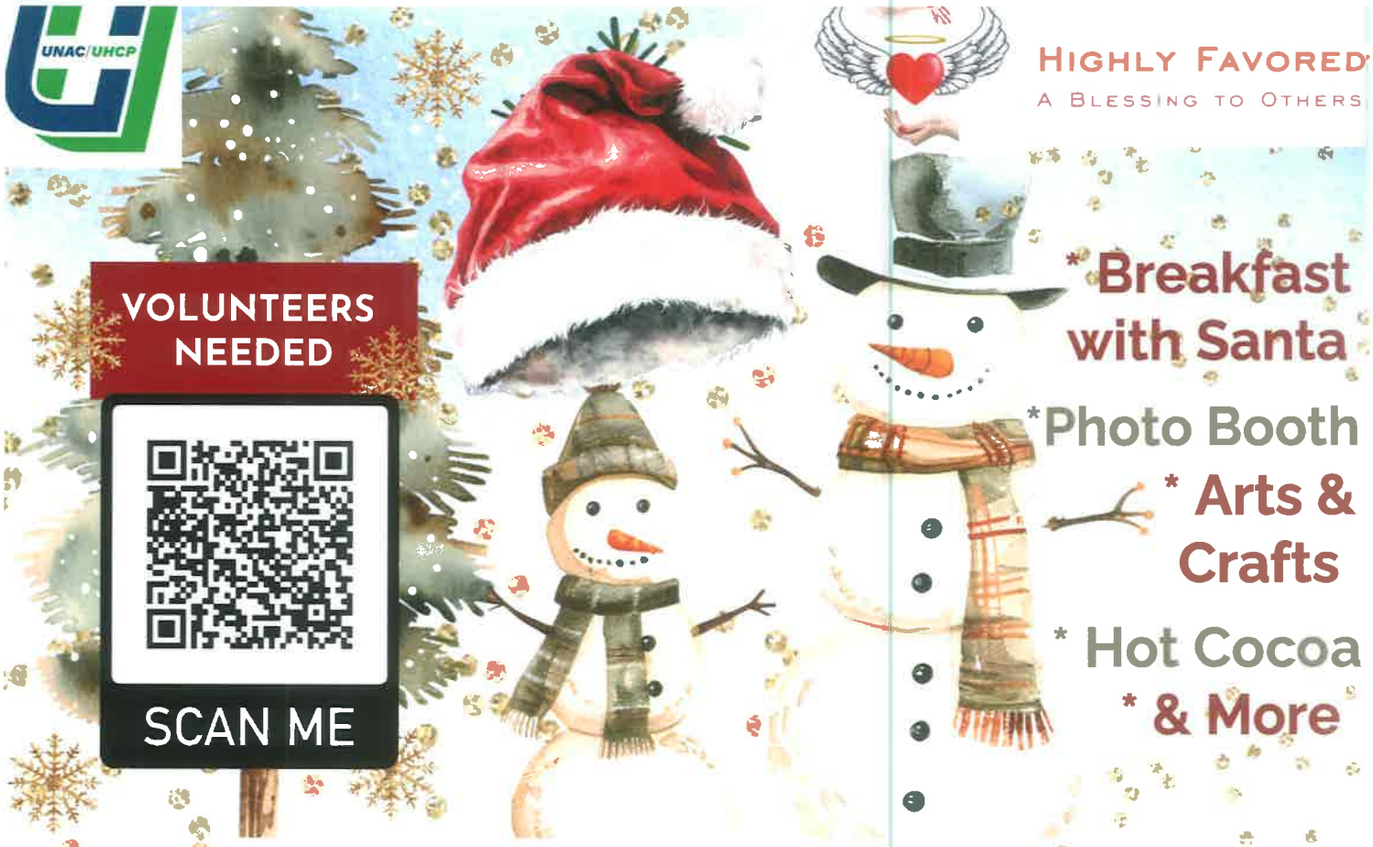
HONORING TRAILBLAZERS
IN AMERICA'S BURGEONING
ETHICAL CONSUMER MOVEMENT

THURSDAY
MARCH 20, 2020
6PM
ANDAZ HOTEL, WEST HOLLYWOOD

GET YOUR TICKETS LINK ***COMING SOON***

UNAC/UHCP

HIGHLY FAVORED
A BLESSING TO OTHERS



VOLUNTEERS NEEDED

SCAN ME

* Breakfast with Santa
* Photo Booth
* Arts & Crafts
* Hot Cocoa
* & More

4th Annual Christmas Toy & Jacket Drive

Holiday Blessings 2024

OH WHAT FUN!

Suggested Donation $25

Benefiting

Good Sheperd Center

Shelter for homeless women and children

WEDNESDAY DECEMBER 18 11AM-2PM

Help provide New Jackets & Wishlist Toys for Children living at the GSC

Highly Favored
@HighlyFavored-ABlessingtoOther

venmo

ZELLE (909) 815-5241 Email: info@ablessingtoothers.org

INTERNATIONAL MIGRANTS DAY

December 18th, 2024

GATHERING 10AM | MARCH 10:30AM



NATIONAL DAY OF ACTION

PLACITA OLVERA
401 N MAIN ST, LOS ANGELES, CA

Labor Community Services
LOS ANGELES
Lifting Workers Back Up

LOS ANGELES COUNTY FEDERATION OF LABOR AFL-CIO

L.A UNIONS FOOD AND TOY DISTRIBUTION



Saturday, December 21
9:00 am - 12:00 pm



The LA Fed
2130 W. James Wood Blvd
Los Angeles, CA 90006

Walk Up Distribution

Following All Social Distancing Safety Protocols

Cart For Food Recommended

Child must be present to receive toy

LCS-LA.ORG

LCS_LOSANGELES | LABORCOMMUNITYSERVICES | LCS_LOSANGELES

2025 MEETING SCHEDULE

Executive Board (10AM) via Zoom	House of Labor (7PM) In-Person Location: NetZero Plus Electrical Training Institute - IBEW 11
JANUARY 23	JANUARY 27
FEBRUARY 20	FEBRUARY 24
MARCH 13	MARCH 17
APRIL 17	APRIL 21
MAY 15	MAY 19
JUNE 12	JUNE 16
~~JULY~~	~~JULY~~
AUGUST 14	AUGUST 18
SEPTEMBER 11	SEPTEMBER 15
OCTOBER 16	OCTOBER 20
NOVEMBER 13	NOVEMBER 17
DECEMBER 11	DECEMBER 15

Subject to change
Updated as of 11/13/2024
YW/mg