# AFT College Staff Guild, Local 1521A

Executive Board Meeting Agenda
Hybrid: West Los Angeles College
Thursday, February 13, 2025 • 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. CPA Accountant – Mr. Raffi G. Kurkjian
        i. RGK Accountancy, P.C.
    b. CPA Accountant – Mr. Sahak Armenyan
        i. Arch Accounting, Inc
    c. CPA Accountant – Mr. Peter Lee
        i. Weaver Firm
    d. Bush Gotlieb, Legal Bill
    e. Elections Committee
    f. Emergency AFT 1521A Relief Fund(s)
    g. Chicago Labor Law & Labor Arbitration Conference
    **h. Closed Session Item(s)**
7. **New Business**
    a. Caliber Corporation Final Audit: FY22/23
    b. Chancellor's Update: National Day of Mourning
    c. CalPERS Compliance Review of Special Compensation
    d. AFT Cyber Insurance
    e. Profit & Loss Statement – December 2024
8. **Old Business** (8 minutes)
    a. CFT Convention – 2025
    b. Classified Rising: Unifying Campaign
    c. Accretion of Classifications – February 18, 2025
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. CCE Conference – December 6-8, 2024
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, March 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, January 9, 2025 • Zoom: Los Angeles Valley College

**Members Present:** A. Edwards; J. Saucedo; M. Cruz; J. Highley; M. Ung; T. Pierce; M. Polin; C. Ahorro; A. Paz; J. Haywood-Daley; E. Villavicencio; G. Moreno; L. Duffin; Y. Kim; J. Ramirez; L. Wood; C. Perez; S. Beccera; P. Williams; N. Muro; A. LaBrune; A. Alvarez; M. Griggs; C. Dagdagan; L. Murphy; V. Enriquez; S. McDonald; C. Flores; R. Nwaogu; D. Richarte; C. Walker; T. Anderson; L. Hunter; M. Castillo; K. Williams; C. Baugher; T. Dunham-Frost; A. Clardy; C. Laughlin; A. Campbell; C. Smith; M. Ingram; E. Pope Austin; D. Morrissette

**Retirees Present:** D. Santoianni; M. Romo

**Guests**: P. Jhang; J. Sargent; P. Lee; A. Budich

**Absent**: O. Hernandez; K. Davillier; R. Smith-Kersaint; A. De La Parra; J. Estrada; R. Villalobos; A. Ramirez; F. Ramirez; K. Ornelas; K. Roberts; J. Raines; J. Sovereign; A. Iniquez; M. Montanez; G. Mason; D. Porras; L. Narkevicius; R. Villanueva; S. Carter; J. Rosas; J. Nickerson; W. Madrigal; A. Vera; N. Shtromberg; R. Ventura; M. Medina; D. Douglas; D. Douglas; F. Reisner; P. Atkinson

1. Call to Order @ 3:14 p.m., with quorum established.
2. Flag Salute
3. Meeting Protocols
4. Motion to adopt Agenda
    a. A motion to amend and adopt the agenda was made by the chair, moving item 6C CFT Convention and replacing it with the Stipend Committee Recommendation. (M/S/P—M. Griggs; C. Walker)
5. Motion to appove Minute
    a. Motion to move Minutes (M/S/P—M. Polin; M. Griggs)
6. Action Items
    a. Motion to pay legal bills. (M/S/P—M. Griggs; A. Campbell)
    b. Stipend Committee Report: The stipend committee presented recommendations for the cure period and appeals. The committee reported on its findings and the decision process for stipend appeals. Some concerns were raised regarding communication and deadlines, but the chair assured that all concerns would be addressed in future communications.
        i. Motion to accept Stipend Committee "Cure Period" Recommendation. (M/S/P—M. Polin; M. Griggs)
7. New Business
    a. Caliber Audit Corporation Presentation: FY22/23
        i. **Audit Process and Findings:** Calibri CPA Group (Art Budich & Jesse Sargent) reported on the audit findings.
            1. **Audit Delays:** The audit was delayed due to turnover in the Guild's staff and challenges with obtaining necessary documentation. Despite this, the final audits were completed, and the reports were issued with an unmodified opinion.
            2. **Financial Position:** As of June 30, 2023, the Guild holds approximately $2.1 million in assets with annual expenses of $1.2 million, indicating a strong financial position.
            3. **Material Weaknesses & Recommendations:** Several improvements were recommended, including strengthening the accounting department, better segregation of duties, and the creation of an accounting procedures manual.
    b. CPA Account Firm: Weaver Presentation
        i. Peter Lee from Weaver CPA presented a proposal for streamlining the Guild's accounting practices. The proposal includes migrating to QuickBooks Online, integrating bill.com for bill payments, rebuilding lost data, and assisting with the year-end audit.

ii. Follow-up questions were raised regarding SOP creation and the cost-saving benefits of transitioning to QuickBooks Online, which were addressed by Mr. Lee.
iii. Estimated quote between $50,000 - $60,000 for January 1, 2021 to December 31, 2024 accounting. Broken down into three phases:
1. Phase I: Migration of accounting software to Quickbooks Online ("QBO"), and Accounts Payable process implementation Est. approximately 30-40 hours
2. Phase II: Rebuild of the financial statement data from 2021 through 2024 Est. approximately 200-220
3. Phase III: Federal and state tax compliance support Est. approximately 10-20 hours

c. National Day of Mourning & Work-from-Home Policy Discussion: Concerns were raised regarding the district's enforcement of work-from-home policies and its treatment of the National Day of Mourning.
i. A recommendation was made for the board to draft a letter to the Chancellor advocating for clearer policies.
ii. A letter to the Chancellor will be drafted regarding work-from-home enforcement and floating holiday use.

8. Old Business
a. Profit & Loss Statement
i. The Executive Director, D. Johnson, presented the profit and loss statement from May 2024 through November 2024. The report clarified that the union is only responsible for the six and a half months since taking office in May. The group discussed the need for more efficient profit and loss statements, as well as the need to aquire an accounting firm in the near future to ensure consistency and transparency.
b. Classified Rising: Unifiying Campaign
i. The ongoing effort to meet new people on campuses and engage with members was discussed. The importance of hosting meaningful professional development (PD) events was reiterated. The goal is to show members that their union involvement offers more than just dues—it's a support network that educates them about their rights.
c. Accretion of Classifications
i. The union is still working on integrating CMA members into the unit. Discussions are ongoing regarding five positions that are still under review. A meeting to welcome these new members and educate them about union benefits is planned for February. The group also discussed the need to create an agenda for this meeting, which will likely be a hybrid format.

9. Chapter Reports
a. Reports were submitted by City, District, East, Mission, Pierce, Southwest, Valley, West and Retiree.
b. Pierce
i. S. McDonald shared that the Pierce College chapter did not hold a meeting last month due to a conflict with their holiday party. Instead, they offered office hours throughout the week, allowing members to participate either in-person or via Zoom. This approach proved to be an effective alternative.
c. Trade Tech
i. L. Hunter confirmed her report was submitted but it wasn't check off in the packet. She expressed concerns about inconsistent communication regarding campus closures during fires, which caused confusion among staff. This topic will be addressed at the next consultation meeting with administrators.
d. Harbor
i. N. Muro confirmed that her report would be submitted by the end of the week. She raised a concern regarding water outages on campus during the break, which led to staff being allowed to work from home. She proposed that the district should better compensate staff for such operational issues.
e. Mission

i. Reported that three grievances were filed during the vacation period, with two moving to step two. There were concerns about the filing process, and clarification was requested on filing grievances against union members in administrative positions.

f. Retiree Meetings
   i. Update on the return of retiree meetings, set to start in February. These meetings will address health insurance, benefits, and other important topics for retirees.
   ii. CFT has requested a retiree representative for a new committee. We will share more details with the board in future meeting.

g. Discussion
   i. C.Smith & P.Jhang: highlighted concerns about outdated chapter report templates being used across campuses, with some using old formats while others used the new one. It was suggested that officers ensure all members receive the updated template. The Executive Director agreed to address this and ensure proper data management via Outlook and SharePoint.

10. Executive Director
    a. The Elections Committee has been working on organizing the CFT delegates' election, with a timeline and written report shared in the meeting. They are awaiting the official call to convention from CFT to confirm delegate numbers.
    b. Upcoming General Membership Meeting scheduled for February 1st at 10 a.m. where members will vote on a proposed constitutional change to allow electronic voting. Political Action Report
    c. Inauguration Day Rally
       i. Informed the board about the upcoming inauguration day rally on January 20th, which will mobilize opposition to harmful political agendas regarding unions, public education, and diverse communities.
       ii. The rally will be a collective action aimed at building organizing capacity and preparing for future campaigns, including contract negotiations.
       iii. He encouraged participation and shared that RSVP details were available in an email.
11. Officers Reports
    a. President
       i. The president shared updates on ongoing audit preparations and the upcoming general membership meeting. Details on the audit findings will be shared, with expert assistance if needed, to ensure clarity.
       ii. Discussed filling an open executive board position with a CMA member who is already a dues-paying member. The importance of fostering community and involvement was emphasized.
       iii. Update on the salary study, mentioning that progress is being made in addressing discrepancies in student support service positions. There was an effort to clarify job qualifications and ensure fair compensation for those working in these roles. The Director emphasized that there have been challenges in obtaining timely data from the district and that members should be made aware of the ongoing efforts.
    b. 1st Vice President—Report submitted.
    c. 2nd Vice President—Report submitted.
    d. Recording Secretary—Report submitted.
       i. Remind everyone to sign up for union issued emails.
    e. Grievance Secretary—Report submitted.
       i. Past practice when campus is closed, employees still get paid for that day.
12. Committee Reports
    a. Elections Committee—Report submitted.
13. Conference/Convention/Training Reports
    a. N/A
14. Affiliate Reports
    a. L.A. County Federation Labor Delegate—Report Submitted
       i. D. Morrissette expressed her concerns about the current state of emergency management in the district, emphasizing the need for education of newer leadership

regarding emergency protocols.
   ii. She highlighted the importance of a well-established disaster plan and the challenges employees face when personal matters conflict with their work obligations.

b. Activities Coordinator—Report Submitted
   i. Ms. Campbell wished everyone a Happy New Year and expressed hopes for minimal impact from the ongoing disaster on union members.
   ii. She thanked the team for their contributions to a successful holiday party.
   iii. Her activities coordinator email is now up and running. She plans to reach out to chapter chairpersons to offer support with organizing e-board meetings, including food orders and logistics.
   iv. She encouraged members to share institutional knowledge to help rejuvenate union activities, particularly initiatives like "Shoes That Fit," and to bring back practices that engage and inspire members.
c. Health and Wellness Coordinator
   i. K. Walker is working on a presentation for a dual open enrollment event to inform members about health insurance options, particularly for adjunct faculty, and will offer vendor contacts for informed decision-making.
   ii. Additionally, she is willing to assist with professional development events focusing on mental health. She will be active in educating members prior to open health enrollment.
d. EEO – Cassaundra Walker
e. COPE – Political Coordinator
f. 2024 Labor Day Parade

15. Motion to adjourn (M/S/P—V. Enriquez; M. Griggs)
   a. Meeting Adjourned at 5:58 pm.

Respectfully submitted by:
Melinda Ung, Recording Secretary

# Action Items

RGK ACCOUNTANCY, P.C.

RGK Accountancy, P.C.
17727 ½ Chatsworth Street
Granada Hills, CA 91344
818.900.0914
raffi@rgkaccountancy.com
www.rgkaccountancy.com

AFT 1521A President, Andrea Edwards
3356 Barham Blvd, Los Angeles, CA 90068

Rebuild of the financial statement information in QuickBooks desktop from July 1, 2023, through December 31, 2024. This includes,

Review Local's chart of accounts and create new QB General Ledger accounts as necessary
Adjust the opening balances at 07/01/2023,
Import and categorizing the bank and credit card accounts
Reconcile bank and credit card accounts
Record and reconcile the payroll journal entries.

2. Address Calibre's audit recommendations, which include
a. Investigate old outstanding checks and uncleared reconciling items, specially those outstanding Deposit in Transit that we discussed
b. Remove terminated employees from the list of authorized checks
c. Develop an accounting procedure manual
d. Improve storage and security of records

3. Audit, Federal and State tax compliance support
a. Act as liaison between the Local and Calibre during the audit, allowing your staff to focus on their daily tasks and RGK handling the stress of the audit
b. Provide Calibre with the Prepared By Client ("PBC") list
c. Create fixed assets schedules, Prepaids, Accounts Receivable, and Accounts Payable work paper as necessary

Fees:

Our professional fee for the services outlined above will be based on a standard rate of $150.00 per hour. The work will be done hybrid at the Local and remotely. Therefore, I ask that you provide my firm with a remote access.

Future Services:

Once the above services have been completed, we will revisit and discuss the future monthly accounting services at a fixed monthly rate, which includes all the steps mentioned above in addition to the preparation of unaudited internal financial services for your board to review during the Board meetings and preparing flex report analyzing the changes income and expenses from month to month.

Please let me know if you have any questions.

Raffi G. Kurkjian, CPA
RGK ACCOUNTANCY, P.C.

RGK ACCOUNTANCY, P.C.

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# Meet Raffi Kurkjian, CPA

**RGK Accountancy, P.C.**



As a Certified Public Accountant and founder of RGK Accountancy, P.C., Raffi Kurkjian, has over a decade of experience providing consulting, accounting, and tax services to labor unions, non-profits, and small businesses. He has extensive professional experience in public accounting from top 100 CPA firms as well as small firms. Raffi specializes in labor union accounting and consulting services, financial audits, Employee Benefit Plan (ERISA) audits, and business management for small businesses. He is actively involved with the California Society of CPA (CalCPA), serving on its State Council, Board of Directors for the Los Angeles Chapter and is the incoming President for 2025-2026. He is also a member of the American Institute of Certified Public Accountants (AICPA) and was named one of LA's Top 100 Accountants by Los Angeles Business Journal for 2024.

A graduate of California State University, Northridge, Raffi holds a Bachelor's degree in Accountancy, graduating Cum Laude. He has worked primarily with labor unions, auditing and preparing their financial statements, and filing Federal & State returns and DOL Form LM-2. He brings the experience of large accounting firms with the service and responsiveness of a small firm.

Raffi has been giving back to the profession through his involvement with CalCPA, chairing the scholarship committee, being a keynote speaker at high schools and community colleges, and mentoring university students. He serves on CSUN David Nazarian College of Business and Economics Alumni Chapter and is a proud graduate of CalCPA Leadership Institute. Additionally, Raffi has been actively involved with the Armenian Apostolic Church as an ordained deacon for over 30 years and serves on the St. Mary’s Armenian Apostolic Church Board of Trustees.

**REFERENCES**

1) Robert “Bobby” James
   Business Manager/Financial Secretary Treasurer
   Plumbers & Steamfitters, Local 582
   1916 W. Chapman Avenue
   Orange, CA 92868
   Office: 714-978-0582
   Email: rjames@ualocal582.org

2) Jason Powell
   Treasurer
   United Firefighters of Los Angeles City IAFF Local 112
   1571 Beverly Blvd., Suite 201
   Los Angeles, CA 90026-5704
   Direct: 661-212-8252
   Email: jpowell@uflac.org

3) Jamie Paulos
   Office Manager
   Workers United Local 50
   527 Harbor Boulevard
   Anaheim, CA 92805
   Office:714-502-0220
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Arch Accounting, Inc.

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

## OVERVIEW

Arch Accounting, Inc is pleased to submit this proposal for services to support AFT College Staff Guild, Local 1521A in achieving its goal in providing accurate financial information on a timely basis.

We hope this letter finds you well. We are writing to formally propose our accounting and financial services to support your labor union's financial operations and long-term success. With over eight years of specialized experience working with labor unions, we understand the unique challenges and complexities these organizations face and am confident in my ability to provide value-driven solutions.

Here is a summary of our relevant experience working with labor unions:

• **Over 8 years of auditing experience**: Conducted comprehensive audits for labor unions to ensure compliance with financial regulations and internal governance standards.

• **Bookkeeping cleanup projects**: Organized and streamlined financial records to enhance accuracy, transparency, and reporting efficiency.

• **Serving as an "Outside CPA"**: Provided strategic financial oversight, prepared budgets, implemented financial strategies, and supported unions in achieving their long-term financial goals.

Our approach is rooted in collaboration, ensuring that our services align with the specific needs and objectives of your organization. Whether it's day-to-day bookkeeping, audit preparation, or financial planning, we are committed to delivering high-quality, reliable support to strengthen your union's financial foundation.

### The Objective

- **Need #1:** To have accurate accounting records prior to 6/30/2024 in order to prepare for the annual audit.
- **Recommendation:** Match our records with Calibre's records as of 6/30/2023(most recent audit).
- **Need #2:** Continue with the accurate recordkeeping after 6/30/2024.
- **Recommendation:** Review each transaction and make adjustments as needed.
- **Need #3:** Train staff in keeping proper daily records as we will review the work in a timely manner.
- **Recommendation:** Upon review of staff's work recommendations will be given and adjustments, if necessary, will be made.

- **Need #4** Improve on the audits and not have any “significant deficiencies” as stated by Calibre.
- **Recommendation:** We will be in contact with the auditors and make sure we no longer have those significant deficiencies. We will be the point person when it comes to the accounting records that the auditors request.

## PRICING

The following table details the pricing for delivery of the services outlined in this proposal. This pricing is valid for

| Services Cost #1 | Price |
|---|---|
| Fix account records from 7/1/2023 – January 31/2024 | $10,000 - $15,000 |

## CONCLUSION

We look forward to working with AFT College Staff Guild, Local 1521A. We are confident that we can meet the challenges ahead, and stand ready to partner with you and provide A-Z accounting services.

If you have questions on this proposal, feel free to contact Sahak at your convenience by email at sarmenyan@archcpas.com or by phone at (818) 640-1297. We will be in touch with you next week to arrange a follow-up conversation on the proposal.

Thank you for your consideration,

*Sahak Armenyan, CPA*

*www.archcpas.com*

*(818) 640-1297*

Arch Accounting, Inc.

# LABOR ARBITRATION INSTITUTE

# Labor Law and Labor Arbitration

**Friday, April 11, 2025**

## Chicago














register online laborarb.com

# The Chicago Conference on Labor Law and Labor Arbitration

## Friday, April 11, 2025

**The place to learn is where the teachers are among the top tier of labor arbitrators, the materials are complete, your questions are answered, and the instruction is practical so you can put the training to immediate use.**

**At this conference, you will learn the latest developments, refine your advocacy skills, and be prompted to think about strategy and arguments in your own work.**

**A complete agenda is reprinted below, plus information on the hotel, continuing education credits, tuition, and the registration form.**

**We welcome you to Chicago for training with a superb faculty.**

## *Agenda*

### 7:15-8:00 a.m.
**Registration Check-in and Continental Breakfast**

### 8:00-8:30 a.m.
■ **Rules of Evidence**

Whether you conduct a case investigation, prepare a grievance, or present at an arbitration hearing, you will want to know certain Rules of Evidence (based on the FRE). This is because the rules affect whether the evidence should be admitted into the record, and the weight it should be given. Learn about the rules on relevance, hearsay, and circumstantial evidence.

***Arb. Walt De Treux***

### 8:30-9:30 a.m.
■ **Evidentiary Issues**

As a sequel to the lecture, the panelists discuss actual cases. This is a fast-paced review of the case and the evidentiary issue. All new cases from the past year.

***Panel: Arbs. Steve Befort, Jeanne Charles, Walt De Treux, Joan Parker, & Mark Suardi***

### 9:30-10:00 a.m.
■ **Due Process**

The doctrine of fairness and due process is one of the most challenging in jurisprudence. The doctrine reflects hundreds of years of cases and changing societal standards. And in arbitration, the doctrine applies from the start of the disciplinary interview, and ends in what constitutes a reasonable penalty. Learn about disparate treatment, lax enforcement, notice of charges, and more.

***Arb. Mark Suardi***

### 10:00-10:15 a.m. Break

### 10:15 a.m.-11:30 a.m.
■ **Discipline & Discharge**

Hear the facts of actual cases and the arbitrators' analysis. The cases include these: harassment, off-duty misconduct, job performance, absenteeism, and workplace threats. After issuing their individual decision, the panelists discuss the legal/arbitral principles, the parties' arguments, and the evidence. This session is a highlight of the Conference because it covers the laws and arbitral principles in the context of actual cases.

***Panel: Arbs. Charles, De Treux, Parker, Suardi & Befort***

### 11:30 a.m.-12:00 Noon
■ **Effective Advocacy: 10 Points**

Presenting an arbitration case begins during case investigation and ends with closing arguments. Master these ten skills and your advocacy will be among the best.

***Arb. Joan Parker***

### 12:00-1:00 p.m. Lunch (on your own)

### 1:00-1:30 p.m.
■ **Alcohol, Drug & Last Chance Agreements**

Employees struggle with substance abuse off-duty and off-premises. And every positive test result or those cases where impairment is hard to prove can lead to a Last Chance Agreement. In fact, an LCA has saved many employees. This session will cover what must be in the LCA, who must sign, what is a reasonable duration, and what can be arbitrated after an LCA violation.

***Arb. Joan Parker***

### 1:30-2:00 p.m.
■ **Insubordination**

The elements are well-established, so the cases which go to arbitration are when the employer makes a consequential (but unintended) error. For example, the order is not clear enough, the supervisory authority is apparent rather than real, the refusal is really a delay or caused by supervisor provocation, or the health & safety exception (or even CBA exception) comes into play. An advanced lecture on this standard workplace problem.

***Arb. Steve Befort***

### 2:00-2:45 p.m.
■ **Contract Interpretation**

Whether you're a novice or an experienced practitioner, this lecture will give you an analytical structure for contract interpretation cases. And for the advanced advocate, many nuggets of wisdom. An understanding of contract law is key to working under the collective bargaining agreement.

***Arb. Mark Suardi***

**2:45-3:00 p.m. Break**

**3:00-3:30 p.m.**

■ **Contract Interpretation: Applying the Rules**

The panelists discuss actual cases from 2024. The cases are factually straightforward. Both sides have good arguments about bargaining history and contract law principles. An engaging and illuminating way to understand this area of law.

***Panel: Arbs. De Treux, Parker, Suardi, Befort & Charles***

**3:30-3:45 p.m.**

■ **When Arbitrators Differ**

Labor arbitrators who are considered in the mainstream can differ on many arbitral and legal issues. One of nation's top labor arbitrators will explain when and why arbitrators diverge in these areas: the Plain Meaning Rule, whether clear language overcomes a clear past practice, why arbitrators follow the reasonable arbitrary-capricious standard or the "reasonable under the circumstances" standard for just cause cases, how arbitrators view seniority as a mitigating factor, and when external law applies.

***Arb. Walt De Treux***

**3:45-4:30 p.m.**

■ **FMLA**

It is one of the most litigated areas of federal employment law. Learn more about the pitfalls, what causes problems for both sides, and what you can do to head off FMLA disputes.

***Arb. Steve Befort***

**4:30 p.m. Adjournment**

## Faculty

The arbitrators on the faculty have substantial experience as teachers and arbitrators. In alphabetical order, **Steve Befort** is a well-known labor arbitrator and law professor. He teaches at the University of Minnesota law school (as an emeritus professor) and serves as the permanent umpire or arbitrator under several high profile agreements. **Jeanne Charles** is a prominent labor arbitrator. She graduated from DePaul Univ College of Law, has been an adjunct professor, and worked in labor relations as a lawyer. Her panel appointments include the FLRA and many others. **Walt De Treux** graduated from Temple University law school, began his career as a labor attorney, and for the past few decades has been a distinguished labor arbitrator. **Joan Parker** is a nationally-known labor arbitrator. She is graduate of Cornell University, a former professor at Rutgers and has been the permanent umpire in numerous industries, including sports, telecommunications and broadcasting. **Mark Suardi** is a popular labor arbitrator. He is a graduate of St Louis University Law School and prior to arbitrating was labor attorney. His arbitrator appointments are in the full range of private and public sector employers. All of the faculty members enjoy teaching and answering audience questions.

## Registration & Tuition

The cost is $525, but if you register before February 28, 2025, the cost is $450. This fee covers admission to all sessions, course materials, and all breaks.

This Conference is one of the best values in continuing education. The tuition is among the lowest of CLE and CE programs in the field of labor and employment law. Chicago is also reasonably-priced for airfares, with many choices of airlines and flight times into O'Hare and Midway. The group rate at the Fairmont is a very good value, not just for Chicago and other hotels in the top tier, but also in comparison to other major U.S. cities.

## Stay at the Fairmont!

We have a contract for a block of sleeping rooms at the Fairmont. The Fairmont has offered an attractive group rate in conjunction with this Conference. Conference attendees who stay at other hotels matter to us. Please call or email us before you decide to stay elsewhere. We appreciate your support of the Conference at the Fairmont.



## Earn CLE or CEU credits

This program has been approved for Continuing Legal Education (CLE) credit. Most often, it is 7.0 credits. The Labor Arbitration Institute is an accredited provider in the state of Illinois, as well as other states. Please let us know on the registration form which state(s) you need credits.

SHRM SHRM-CP | SHRM-SCP RECERTIFICATION PROVIDER

This program is valid for 7.0 PDCs for the SHRM-CPsm or SHRM-SCPsm. For more information about certification or recertification, please visit www.shrmcertification.org

This program has also been approved for 7 recertification credit hours through the HR Certification Institute. For more information about certification or recertification, please visit the HR Certification Institute homepage at www.hrci.org.

RECERTIFICATION PROVIDER HRCI 2024 HRCI.ORG

The use of this seal is not an endorsement by HR Certification Institute of the quality of the program. It means that this program has met HR Certification Institute's criteria to be pre-approved for recertification credit.



## Registration Options

**1.** Register Online at **www.laborarb.com**

**2.** Complete this form and mail to the Labor Arbitration Institute

# Friday, April 11, 2025

## Fairmont Hotel (International Ballroom)

**200 N Columbus Drive, Chicago IL 60601 • 312-565-8000 • fairmont.com/chicago/**

***For additional registrants, please photocopy this form.***

Name _____

Title _____

Email _____

Organization_____

Address _____

City, _____ State,_____ Zip _____

Telephone (include area code) _____

**Privacy Policy:** The email address you provide is only used by the Labor Arbitration Institute (LAI). LAI does not sell or share its email lists, or any customer lists.

### TUITION:

$525.00 per registrant (if registering after February 28, 2025)
$450.00 per registrant (if registering before February 28, 2025)

### PAYMENT

Check Enclosed $_____.
Payment must accompany registration, unless other arrangements are made ahead. If you register online, there is an option to pay by check or credit card. Checks may be made payable to Labor Arbitration Institute.

**HOTEL INFORMATION:** Please call the Fairmont at 312-565-8000 or the Fairmont's Global Reservations Centre at 1-800-441-1414. Please let the agent know that you are attending the Labor Arbitration Institute in order to receive the group rate of $249.00 single or double occupancy. Please make your reservation as early as possible. The hotel releases the sleeping room block for general sale to the public on March 20, 2025 and often, the block has sold-out several weeks before that date. There is also a link on our website (laborarb.com, under Chicago Conference, and Facility Description) that will take you to the hotel's website for making sleeping room reservations online.

❑ **CLE CREDITS:** I am an attorney and request CLE credits for the state of _____.
The Labor Arbitration Institute is an accredited provider in California and Pennsylvania. CLE credit is available in other states, as well.

**This form can be mailed to:** Labor Arbitration Institute, 205 South Water Street, Northfield, MN 55057

For more information, call 507-663-1220 or FAX number 507-645-2474

A Union of Professionals
Staff Guild
Local 1521A

Andrea Edwards, *President*

3356 Barham Blvd • Los Angeles, CA 90068
T: 213-341-1533 • F: 323/851-8572

January 10, 2025

Chancellor Alberto J. Roman
Los Angeles Community College District
770 Wilshire Blvd,
Los Angeles, CA 90017

Dear Chancellor Alberto J. Roman,

During this state of emergency, as CalFire continues to devastate parts of Los Angeles County, the District issued a directive to "close the campuses." However, the directive states that classified Unit 1 employees may "work from home," subject to their individual supervisors' approval.

We recognize the purpose of the campus closures; however, the inequitable enforcement of the "work from home" directive during emergencies is deeply concerning. There is no negotiated provision to "work from home," bargained and mutually agreed upon on LACCD campus closures. In addition, there has been no negotiated language addressing using a quota that was previously bargained for.

The "work from home" edict has caused frustration and discontent among members. Addressing these inequities is critical to restoring confidence and morale across the workforce. The inconsistent application of telework policies across the District to employees outside of emergencies contrasts sharply with the many administrators who quickly shifted to remote work during the crisis.

We respectfully urge your office to issue a uniform letter to all district employees that:

1. Reaffirms the District’s commitment to equitable treatment for all staff.
2. Remove suggestive language on which leave quota can be used by members on their ACR, yet incorporate language that leaves it to members' discretion.

The Guild demands that the effects of these arbitrary directives for Unit I Employees be bargained. In addition, we request unified communication, which would demonstrate the District's dedication to fairness and transparency, fostering a stronger and more trusting environment for all employees regardless of their designated LACCD campus sites. Thank you for your attention to this matter.

I look forward to your leadership in addressing these concerns.

Sincerely,

Andrea A. Edwards
Unit 1 Classified President
AFT College Staff Guild, Local AFT 1521A
*Andrea Edwards*

A Union of Professionals

# AFT Cyber Insurance Plan

The **AFT Cyber Insurance Plan** covers unions for costs related to certain types of cyber events which cause a disruption to your computer network's operation, a loss of personally identifiable information held by you, and certain types of direct financial loss which are often related to a cyber breach. The cost of this plan is paid for entirely by the AFT.

The policy includes coverage for:

| **Third Party Liability Limits** | **Coverage Description** |
|---|---|
| Network Security & Privacy Liability | Claims against you because of a network security or privacy breach. This may arise from a denial of service attack, malicious code, a stolen laptop, or any type of data breach. |
| Media Liability | Claims against you arising from the release or display of your media material. This includes claims alleging copyright infringement, slander, libel, defamation, and other media perils. |
| Regulatory Defense & Costs | Defense and civil fines and penalties imposed by a governmental agency as a result of a breach of privacy regulations. |
| PCI Assessment | Forensic investigation costs, fines and penalties for which you are liable due to actual or alleged non-compliance with Payment Card Industry Data Security Standards. |
| **Breach Response Costs Coverage** | **Coverage Description** |
| Network Extortion | Your expenses or payments to respond to a cyber extortion demand or ransomware attack. |
| Data Asset Protection | Costs to restore digital assets lost as a result of a security breach, privacy breach, or administrative error. |
| Bricking | Covers replacement of hardware when a cyber incident renders computer hardware inoperable. |
| Breach Response, Notification & Monitoring | An insured's first line of defense that provides event response services to investigate and remediate a breach. Covered costs include:<br>- Legal Consultations<br>- Forensic Expenses<br>- Notification Expenses<br>- Credit Monitoring and Remediation<br>- Public Relations<br>- Consumer Call Centers |

| First Party Limits - Business interruption | Coverage Description |
|---|---|
| Business Interruption | Business income loss and extra expenses you incur during a computer network outage, including certain outsourced service providers. |
| Voluntary Shutdown | A voluntary shutdown of the Insured's computer systems to the extent necessary to limit Loss during an ongoing unauthorized access or use. |
| **First Party Coverages - Cyber Crime** | **Coverage Description** |
| Social Engineering / eCrime | Financial fraud, phishing attack loss, and telecommunications fraud loss resulting from a social engineering event or impersonation attempt. |
| Invoice Manipulation | Covers loss resulting from your inability to collect payment for goods or services after they have been transferred to a third party due to Invoice Manipulation. |

*Please Note: A Policy Deductible may apply in some cases

The policy provides up to $100,000 each loss and annual aggregate for most types of events, which is automatically increased to $250,000 if your organization has Multifactor Authentication and Endpoint Protection tools in use across your network. Sublimits apply for various kinds of ancillary loss, notably financial loss from Social Engineering Fraud at $50,000. This coverage is provided automatically to AFT affiliate organizations including state federations, AFT locals, and regional councils, with a $5,000,000 annual aggregate limit of coverage.

This coverage is stated to be primary of any other available coverage for covered loss. If your organization has other similar insurance coverage in place, please consult with your broker as to how this policy may interact with your other coverage; in most cases it should result in savings for the policy you purchase independently.

This summary provides a brief description of coverage available under the AFT Officials' Cyber Insurance Policy. A complete description of such coverage including exclusions, limitations, and conditions is set forth in the policy issued to the AFT Trust.

For more information, call **800-238-1133, ext 4520**.

**Policy Underwriters**

The AFT Cyber Insurance Plan is underwritten by Beazley Syndicate at Lloyd's of London.

For claims service, call 1-800-238-1133, ext 4520

*January 2025*

# AFT College Staff Guild
## Profit & Loss
### July through December 2024

| | | TOTAL |
|---|---|---|
| **Income** | | |
| **4005 · Dues** | | 300,928.91 |
| **49900 · Uncategorized Income** | | 291,762.28 |
| **Total Income** | | 592,691.19 |
| **Gross Profit** | | 592,691.19 |
| **Expense** | | |
| **AFT convention** | | 2,147.22 |
| **Building Expense** | | |
| **5430 · Repairs** | 500.00 | |
| **5445 · Utilities** | 326.13 | |
| **Total Building Expense** | | 826.13 |
| **General Membership Meeting** | | |
| **5555.1 · Food & Dining Expense** | 60.60 | |
| **5555.6 · Mileage** | 22.37 | |
| **Total General Membership Meeting** | | 82.97 |
| **Operational** | | |
| **5000 · Web expense** | 24,471.36 | |
| **5005 · Equipment** | 5,991.93 | |
| **5020 · Building Supplies** | 387.83 | |
| **5021 · Office Supplies** | 1,399.60 | |
| **5025 · Telephone** | 1,650.61 | |
| **5030 · I.T. Expense** | 3,693.28 | |
| **5035 · Accounting Consulting** | 100.00 | |
| **5174 · Staff Equipment** | 3,495.85 | |
| **Total Operational** | | 41,190.46 |
| **Organizational** | | |
| **5105 · Subtotal Chapters** | | |
| **5105.10 · West** | 1,207.77 | |
| **5105.2 · District** | 681.88 | |
| **5105.3 · East** | 750.00 | |
| **5105.5 · Mission** | 1,215.57 | |
| **5105.6 · Pierce** | 554.79 | |
| **5105.7 · Southwest** | 244.46 | |
| **Total 5105 · Subtotal Chapters** | | 4,654.47 |
| **5106 · Holliday Chapter Meeting** | | |
| **5106.3 · East** | 667.43 | |
| **5106.7 · Southwest** | 85.00 | |
| **5106.8 · TradeTech** | 1,995.18 | |
| **Total 5106 · Holliday Chapter Meeting** | | 2,747.61 |
| **5110 · Conventions** | | |
| **5110.1 · Flights** | 2,613.78 | |
| **5110.2 · Taxi** | 562.88 | |
| **5110.3 · Mileage** | 396.76 | |
| **5110.4 · Lodging** | 5,844.86 | |
| **5110.5 · Food Per Diem** | 2,400.00 | |
| **Total 5110 · Conventions** | | 11,818.28 |

# AFT College Staff Guild
## Profit & Loss
### July through December 2024

| | TOTAL | |
|---|---|---|
| 5111 · Conferences | | |
| 5111..3 · Mileage | 805.16 | |
| 5111.1 · Flights | 1,044.92 | |
| 5111.2 · Taxi | 279.27 | |
| 5111.4 · Lodging | 7,143.56 | |
| 5111.5 · Food Per Diem | 1,848.68 | |
| 5111.6 · Parking | 505.86 | |
| 5111.7 · Food | 615.00 | |
| 5111.8 · TRAIN | 60.00 | |
| Total 5111 · Conferences | | 12,302.45 |
| 5112 · Internal Hiring | | |
| 5112.2 · Mileage | 234.84 | |
| Total 5112 · Internal Hiring | | 234.84 |
| 5115 · Good & Welfare | | |
| 5115.1 · Flights | 301.92 | |
| 5115.2 · Taxi | 109.31 | |
| 5115.3 · Mileage | 271.61 | |
| 5115.4 · Lodging | 1,306.51 | |
| 5115.5 · Food Per Diem | 6,215.00 | |
| 5115.6 · Parking | 27.00 | |
| 5115 · Good & Welfare - Other | 18,321.08 | |
| Total 5115 · Good & Welfare | | 26,552.43 |
| 5125 · Meetings/Representation | | |
| 5125.3 · Mileage | 544.96 | |
| 5125.5 · Food Per Diem | 687.96 | |
| 5125.6 · Catering | 282.82 | |
| 5125.8 · Parking | 28.60 | |
| 5125 · Meetings/Representation - Other | 1,123.76 | |
| Total 5125 · Meetings/Representation | | 2,668.10 |
| 5140 · Dues & Subs | | 339.00 |
| 5172 · Leadership Training | | |
| 5172.1 · Lodging | 12,996.80 | |
| 5172.3 · Flights | 845.42 | |
| 5172.4 · Food Per Diem | 1,159.00 | |
| 5172.5 · Taxi | 2,905.94 | |
| 5172.6 · Mileage | 1,460.26 | |
| 5172.7 · Parking | 120.00 | |
| 5172 · Leadership Training - Other | 948.39 | |
| Total 5172 · Leadership Training | | 20,435.81 |
| Organizational - Other | | 0.00 |
| Total Organizational | | 81,752.99 |
| Per Capitas | | |
| 5205 · AFT | 25,154.30 | |
| 5210 · CFL | 1,682.10 | |
| 5215 · CFT | 61,304.89 | |
| 5220 · LACFL | 862.40 | |
| Total Per Capitas | | 89,003.69 |

# AFT College Staff Guild
## Profit & Loss
### July through December 2024

| | TOTAL | |
|---|---|---|
| Personnel | | |
| 5305 · Salaries | 102,117.31 | |
| 5306 · Stipends | 21,948.87 | |
| 5355 · Payroll Taxes | 41,997.20 | |
| 5360 · Workers Compensation | -1,693.97 | |
| 5365 · Employee Benefits | 45,574.71 | |
| 5370 · Employee Expenses | 196.44 | |
| 5375 · Mileage | 414.46 | |
| Total Personnel | | 210,555.02 |
| Service Charge | | 448.00 |
| Services | | |
| 5505 · Accounting | 600.00 | |
| 5515 · Legal | 55,281.10 | |
| Total Services | | 55,881.10 |
| 66000 · Payroll Expenses | | 6,806.72 |
| 69800 · Uncategorized Expenses | | 49,549.52 |
| Total Expense | | 538,243.82 |
| Net Income | | **54,447.37** |

# Campus Worksite Reports

# AFT Staff Guild Executive Board

## AFT Staff Guild, Local 1521A Chapter Report

**Date:** January 2025 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:

01/27/2025: Consultation with President, Dr. Amanuel Gebru and VPs Joe Dominguez, Olga Diaz and Carmen Dones. Items included: 1) Regarding members having their correct assignment, Dr. Gebru said Carol Lin is in process of checking roster for funding and funding sources, 2) In terms of projected 2.43% COLA for 2025-26, he says it still has to meet 10% reserve and he claims he is "protecting our jobs," 3) VP Dones pointed out that there is still a Dean of OSS position on the books and that the dean, who left for medical reasons, lives out of state and still needs sign departure paperwork, $) Dr Gebru said safety is still No. 1 priority for members despite slew of recent incidents near campus.

### Unit member issues/updates:

01/16/2025: Meeting with member regarding staffing and work concerns in Outreach and Recruiting Department

01/21/2025: Iniitial inquiry from member regarding issue about Voluntary Reduction Hours.

01/28/2025: Meeting with member from Kinesiology and Athletics Department regarding possibility of hostile work environment.

### Shared Governance /Other Committees:

01/15/2025 Committee members start to review candidates for Dean of Counseling and Guided Pathways position.

01/22/2025: Committee members select 10 candidates to interview for Dean of Counseling and Guided Pathways position.

College Council and EPPIC meetings not held in January 2025. Next meeting dates scheduled for February 2025.

### Classified Hiring Committee

01/16/2025: Hiring committee for College HR Officer in Human Resources.

01/17/2025: Hiring committee for Student Services Specialist for FYE.

01/29/2025: Hiring committee for Instructional Media Technician (Provisional).

### Classified Hiring:

None reported.

### *Other:*

01/09/2025: Executive Board Meeting from 3 pm to 6 pm on Zoom: Topics included: 1) Presentations by CPA firms for upcoming audit, 2) Approved Stipend Committee recommendation.

01/17/2025: Emergency E-Board Meeting on Zoom approved: 1) Approved at least 15 funded members to attend CFT Convention March 14-16 in San DIego, 2) Motion tabled to create relief fund for fire disaster until officers have opportunity to discuss legal options with 1521A legal team.

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

# Chapter Report
# January 2025

## Chapter Executive Board

**Chapter Executive Board Team Meeting – No meeting in January 2025**

- Met with Chapter Executive Board Members as needed.

## Chapter Meeting

**In lieu of Chapter Meeting this month – Updated AFT 1521A Boards at ESC Building**

- Placed flyer with Union Information and upcoming dates for elections and events.

## Executive Board

**Executive Board Meeting – Thursday, 01/09/2025**

- ESC Executive Board in attendance: Gloria-Chapter Chair, La Shawn–1st Delegate, Yung–Alt. Delegate

**Emergency Executive Board Meeting – Friday, 01/17/2025**

- ESC Executive Board in attendance: Gloria-Chapter Chair, Yung–Alt. Delegate, Kimberly-Grievance Rep

## Consultations

- **DO HR Consultation Meeting – No Meeting in January 2025**

## Unit Member Issues/Inquiries

- Vacation Denial (Vacation vs Illness)
- Hiring Committee process
- OT/Comp Time

## Shared Governance/Other Committees

- **WEC** – no committee meetings have been scheduled.
  - Work environment issues are discussed during the HR Consultation meetings.
- **TPPC** – Meeting Thursday, 01/09/2025 – meeting was canceled.

## Interviews/Hiring Committees

1. Administrative Intern (HR) – interviews scheduled Thurs. 01/02/2025 (postponed to a later date)

## Upcoming Interviews

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

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

## Other Chapter Chair activities:

- Finalized and submitted Activity and Chapter Reports for December 2024 – Mon. 01/06/2025.
- Wed. 01/15/2025 - Employee phone call regarding employee inquiry – OT/Comp. time
- Tues. 01/21/2025 Meeting with Employee regarding inquiry – Vacation/Illness
- Wed. 01/22/2025 – Campus Support Meeting
  In attendance – Gloria, ESC Chapter Chair
- Tues. 01/21/2025 – Meeting w/employee
  In attendance: Gloria, ESC Chapter Chair, employee

# AFT Staff Guild Executive Board

## AFT Staff Guild, Local 1521A Chapter Report

**Date:** 1/28/2025 Jan 2025 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 will be having our official member meeting in Feb 2025, we had an impromptu last week

### Consultation:

Will have consultation next week

### Unit member issues/updates:

Issues with conditions at SG

### Shared Governance /Other Committees:

All Shared Gov committees have classified rep on board.

### Classified Hiring Committee

### Classified Hiring:

Hired 3 new classified staff

### *Other:*

After sending out a PD survey to all classified 75% want to have training in the AFT1521A Contract. I will be reaching out to you all to ask for this training from the Guild

# AFT Staff Guild Executive Board

## AFT Staff Guild, Local 1521A Chapter Report

**Date:** January 2025

Campus: ELAC

**Campus E-Board:**

**Promise Williams, Grievance Rep**

**Chapter Meeting:**

none

**Consultation:**

**Unit member issues/updates**:

**Shared Governance /Other Committees**:

**Classified Hiring Committee**

**Classified Hiring:**

***Other:***

Good afternoon everyone, I hope that you all had a safe start to your New Year even with all the devastation and uncertainty roaring around us. Los Angeles Mission College is still trying to convince Administration how being more transparent will increase overall morale. In the New Year we plan to hold getting to know your contract events during our chapter meetings so that members can feel armed with the knowledge and the backing of the contract when they face difficult discussions with their supervisors. At our last chapter meeting we welcome the appearance of Mr Pierce who

facilitated a wonderful discussion on crucial aspects of our contract, we look forward to having him growing as during our February chapter meeting to help kick I know your contract series:-) we are still questioning the rational over having isas in what seem to be classified r o l e s as well as Administration movement of classified staff two other departments and insurance at the move Falls in line with their scope of work. My grievance representative and I have conducted several meetings leading to step three grievances and we hope that these grievances demonstrate to our members that they are valued

and deserve to be treated as such. We are also continuing to ask for a classified professional development space. Where classified staff can come and engage in opportunities to advance their career, this request came because many of the professional development exams such as the Microsoft certification are conducted online and during working hours and many of our staff are in high traffic areas making it almost impossible to clearly Focus on the exam thereby making a quiet place is what we feel would be a crucial win! We are excited to have our members take part in the February 1st General membership

meeting where is my personal hope that we are able to pass the amendment to the Constitution and bylaws allowing for online voting during all of our elections allowing for more member participation which strengthens our Collective voice. I am so proud that even through all this uncertainty we continue to stay La strong and Mission continues to be on the move!

# AFT Staff Guild Executive Board

## AFT Staff Guild, Local 1521A Chapter Report

**Date:** January 2025

Campus: LAMC – Veronica Enríquez Grievance Rep

**Campus E-Board:**

Discussed chapter meeting agenda and President's Consultation Agenda

**Chapter Meeting:**

Met with members on January 23rd. provided information on different types of leaves available to our members. Aldo had our Grievance Secretary answer questions from members.

**Consultation:**

Consultation has been canceled for the last 3-months, Chapter Chair did send an email to LAMC President did reply. We have a few classified-on leaves from their current roles, this leaves offices understaffed and not able to hire permanently.

**Unit member issues/updates:**

Having ISA's as functional supervisors, reassigned/relocated to other offices, duties being taken away to be added to another classified staff, We have 3 grievances

**Shared Governance /Other Committees:**

No reports at this time

**Classified Hiring Committee**

None at this time.

**Classified Hiring:**

None at this time

***Other:***

A Union of Professionals
Staff Guild
Local 1521A
Pierce Chapter

Sean McDonald,
Interim *Chapter Chair*

Pierce Chapter Report
January 2025

## Chapter Meeting

- Semi Planning on January10
- Campus chapter leaders met on friday the 31st to plan things.

## Consultation

- Met with College President January 01/22/25. Topics include Fire response and support for members.

## Unit Member Issues/Updates

- Consulted with member regarding Layoff Notice (Lifeguard).
- Consulted with Member regarding the Fire response and directives.

## Shared Governance/Other Committees

- Tech Committee: Meeting cancelled due to late announcement. As co-chair met with other co-chair regarding committee goals.
- Pierce College Council (PCC): Exec meeting held 01/16/25
- PCC: Meeting Held 01/23/25
- Workforce Environment Meeting: Meeting not held in January
- Facilities Committee meeting: Cancelled

## Hiring Committees

- CDC Assistant: Member placed on committee.

## Other

- E-Board Meeting 01/09/25
- Emergency Board Meeting 01/17/25
- Represented the district on a hiring committee in neighboring district specific to my IA Photography position. (Santa Monic College)

# AFT Staff Guild Executive Board

## AFT Staff Guild, Local 1521A Chapter Report

**Date:** 2.12.25

**Campus: Lupita Narkevicius, GR, LAPC**

**Campus E-Board:**

Discussed issues on campus and the next president consultation

**Chapter Meeting:**

**Consultation:**

**Unit member issues/updates**:

Had an email discussion with Troy regarding an ongoing issue with a staff member in the IT dept and also discussed with Dash.

**Shared Governance /Other Committees**:

.

**Classified Hiring Committee**

**Classified Hiring:**

***Other:***

Attended the AFT 1521A Financial Oversight Comm meeting

Cassaundra Walker, *Chapter Chair*

Chapter Report
January 2025

**Chapter Meeting**
Winter Welcome Back Holiday Party: January 15, 2025

**Executive Board**
Emails, Zoom, Phone

**Consultations**
No Consultation due to Fire

**Unit Member Issues/Updates**

1. Several employees asked to use their Day of Mourning for the school closure due to the wild fires.
2. Employees asked to submit illness, vacation, or work from home due to a power outage at campus.
3. Several CDC employees have asked about the bilingual differential. The positions are not designated as bilingual, but daily they speak and translate to the kids, parents, and staff.
4. 2 new members

**Shared Governance/Other Committees**
No meetings during Winter Intercession

**Hirings**

- A & R Assistant – waiting for clearance
- Bookstore Buyer final interview 01/13/25
- Patient Simulation Tech (Nursing) waiting for clearance
- Custodian – January 17, 2025 interviews

**LATTC CAMPUS REPORT – FEBRUARY 2025**
**LATTC E-Board members:**
**Lori Hunter, Chapter Chair, Kookie Williams, Grievance Rep., Monica Castillo, 1st Delegate,**
**William Madrigal, Delegate, Joyce Nickerson, Delegate**

**President's Consultation:** Will be held on Monday, February 10th at 2:00pm with President Mc Quarters and VPs. Agenda items: Current Unit I vacancies (obligation to notify Staff Guild), WEC items: constant issue of campus elevators out of order, campus hostile work environment issues – specifically in Administrative Services, old/new items, items from the floor.

**Campus Activities and Events:**

- **100th Campus Anniversary events: Alumni basketball game held week of Feb. 7th**
- **Staff Appreciation – Unit 1 members given flower bouquets to commemorate our contribution to our students over our 100th year celebration**
- **February 10th – Black History drum circle event**

**Member Concerns:**

- **F.A. Tech 'directing the work' of other classified staff members; resulting in unclassified workers delayed assignment and pay; matter was discussed with V.P. of Student Services for resolution**
- **Classified staff experiencing hostile work environment issues:**
    - **IT Dept. – not having clear work direction from A & B shift supervisors**
    - **Improper performance evaluation of Business Office member**
    - **Improper re-org and placing employees under a new supervisor without contractual process**
    - **Clarification on District policy on serving jury duty (Art. 19 Leaves, Jury Duty)**

**Classified Hirings:**

- Student Services Aide – VPSS and Gen. Counseling
- Child Dev. Assistant (Part time)
- Special Services Assistant in DSPS
- SSSR in Bridges to Success/Welcome Center
- Sr. Office Assistant in Copy Center/Mailroom

# AFT Staff Guild Executive Board

## AFT Staff Guild, Local 1521A Chapter Report

**Date:** Month of January 2025

**Campus:** Valley

**Campus E-Board:** Canceled.

**Chapter Meeting:** Canceled.

**Consultation with President:** Canceled.

**Unit Member Issues/Updates:**

***January 6: Meeting with 1 member about***

***January 23: Meeting with 1 member about an ongoing issue of supervisor denying remote work 1 day per week.***

***Due to the los Angeles area wildfires, I fielded many questions about members being asked to use PTO or NDOM on January 9th and 10th. I met with 6 members on this issue and emailed their respective supervisors. I also sent advisory emails to members about theirs rights under our CBA about PTO and urging them to take the AFT 1521A Classified Survey. Below are the dates of my meetings with members:***

***January 23: Meeting with 1 member***

***January 27: Meeting with 1 member***

***January 28: Meeting with 2 members***

***January 29: Meeting with 1 member***

***January 30: Meeting with 1 member***

***January 30: Email to members about LA Fire resources, AFT Survey use of PTO or NDOM on January 9th and 10th.***

**Shared Governance/Other Committees:**

***None.***

**Classified Hiring Committees:**

***None.***

**Certificated Hiring Committees:**

***None.***

**Other:**

***January 24:*** Email to 1 supervisor about ***use of PTO or NDOM on January 9th and 10th.***

***January 29:*** Email to 2 supervisors about ***use of PTO or NDOM on January 9th and 10th.***

***January 30:*** Email to 1 supervisor about ***use of PTO or NDOM on January 9th and 10th.***

Respectfully submitted,

Aleta Campbell
Valley Grievance Representative
February 10, 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

A Union of Professionals
College Staff Guild
Local 1521A, AFT, AFL -CIO

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

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

3356 Barham Blvd.
Los Angeles, CA
90068
323-851-1521
www.aft1521a.org

CHAD BAUGHER
LAVC CHAPTER CHAIR
818-947-2620
lavcgrievancerep@
aft1521a.org

# EXECUTIVE BOARD REPORT
## LAVC – CHAPTER CHAIR
January 2025

Guild Members,

Since my last report, I have been working and consulting with our LAVC Chapter Chair, LAVC Delegates, LAVC Alt Delegates as well as individual Unit 1 members to address complaints, issues of concern and grievances.

Immediate issues at hand

Member Representation

- Contract Consultation with Campus Administration.
- Work with Grievance Rep on pending issues.
- New Employee Union Onboarding
- Consulted with Grievance Rep on Members having to use Day of Mourning during State of Emergency
- Consulted with several Supervisors on Members having to use Day of Mourning during State of Emergency
- Consulted with VP on Members having to use Day of Mourning during State of Emergency

Committees/Meetings

- Executive Board Meeting
- Emergency Executive Board Meeting
- Board of Trustees Committees.
- Campus Committees
    - Team Leadership (CANCELED)
    - President Consultation (CANCELED)
- Hiring Committee
    - General Foreman (Successful)
    - Student Service Assistant (Successful)

This is a very brief snapshot for this month. If you would like to contact me, you may do so at any time valley1521a@gmail.com or (818) 947-2620 (office)

Fraternally
Chad Baugher, LAVC Grievance Representative

Maritza Medina, *Chapter Chair*

**Chapter Report**
**January 2025**

**Chapter Meeting**
West hosted its annual Welcome Back event at Shakey's in Culver City in which our chapter meeting was held, along with some great district union leaders, games and fun. A total of 23 participants attended.

**Chapter Executives**
No report

**Consultations**
The college president monthly consultation meeting occurred Monday January, 27 2025 @4:00pm.

**Unit Member Issues/Updates**
- Continue to field member objections to online working modalities e.g., ConexEd- "Live Chat".
- Fielding member inquiries regarding micromanaging styles from some supervisors.
- Fielding members inquiries regarding additional duties stemming from short staffing.
- Fielding member inquiry regarding language differentials.

**Shared Governance/Other Committees**
Work Environment- - No report
College Council- Will meet in Feb 2025
Budget- No Report
PD- AI initiatives and training importance was addressed.
CCP-FIG (Classified Career Pathway-Focus Inquiry Group)- No Report.

**Hirings**
- Student Services Asst- EOP
- Child Development Assistant
- Admissions & Records Asst

**Other**
-One classified (unit 1) position was lost this month, due to a worksite transfer.

# AFT Staff Guild Executive Board

## AFT Staff Guild, Local 1521A Chapter Report

**Date:** February 3, 2025

Campus: WLAC

**Campus E-Board:**

1/23/25 WLAC AFT 1521A Board held a campus support meeting via zoom.

**Chapter Meeting:**

1/9/25 I attended the E-Board meeting via zoom.

**Consultation:**

1/27/25 I sat with the Chapter Chair in the President Consultation and took copious notes.

**Unit member issues/updates:**

There are no known issues to report for January 2025.

**Shared Governance /Other Committees:**

**Classified Hiring Committee**

**Classified Hiring:**

***Other:***

1/23/25 **WLAC Board held a welcome back get-together at Shakey's Pizza. I was only able to attend the last 30 minutes of the meeting.**

# Officer & Staff Reports

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 January 2025

**AFT Internal Meetings:**
Campus Support Meeting – January 22, 2025
Officers Meeting – Wednesday, January 22,2025
Executive Board Meeting – Thursday, January 09, 2025

**Campus Meetings| Campus Support:**

- LASC Winter Welcome Back – Wednesday, January 15, 2025
- LAMC Campus Assistance – Wednesday, January 15, 2025
    - Meeting w/ VP. Velasco
- WLAC Welcome Back Event – Thursday, January 23, 2025
    - N/A Unable to attend

**Emergency Executive Board Meeting** – January 17, 2025
Action Items:

- CFT Convention Delegate Approval Request
    - 15 Paid Member Attendees | 5 Alternates
- AFT 1521A Emergency Relief LA Fire Funds
    - Motion Tabled

**Retiree Meeting – N/A**

- Rescheduled – February 2025

**District Shared Governance Meetings**

- Management Consultation – Tuesday, January 07, 2025
    - Agenda Available Upon Request-N/A
- Board of Trustees – Wednesday, January 08, 2028
    - Spoke to Classified Issues/Concerns * Recorded
- PC Consolation – Monday, January 13, 2025 - Cancelled
    - Agenda Available Upon Request-N/A
- District Budget Committee (DBC) – Wednesday, January 2025
- District Budget Committee (EXDBC) – Tuesday, January 28, 2025
- JLMBC Agenda Planning Meeting – Tuesday, January 07, 2025
- JLMBC Meeting – Tuesday January 14, 2025

**Internal Items:**

- Small Claims Court -Y.C _Rescheduled February 19, 2025
- Long Beach, Union United Bank – Wednesday, January 15, 2025
- QuickBooks Account Recovery – Admin Access Established-January 2025
- AFT | CFT State of Emergency Leadership Meeting – Tuesday, January 16, 2025
- Inauguration Day Resistance March – DTLA City Hall – Monday, January 20,2025
- CPA Account Firm Interviews – Thursday, January 15, 2025
- CPA Account Firm Interviews - Thursday, January 23, 2025
- Velma Butler Settlement Finalization and Payment - Pending
- AFT 1521A Accountant Contracting – Pending | Account CPA Firm Quotes
- CA Form 410 – Audit Pending the State of California
- CA form 497 – BOT Trustee Endorsements Filing

**CMA Members:**

- CMA Welcome To AFT 1521A Meeting - Pending
- Schedule a time to meet with incoming CMA's -TBD

Membership Rate (Percentage)

- Track Membership Percentage Per Campus
- Ask Chapter Chairs _ 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*

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jsaucedo@aft-1521a.org

January 31, 2025

Executive Board Report – First Vice President January 2025

Esteemed Members,

I am pleased to report on my activities for the month of January 2025.

While the monthly Personnel Commission Director Consultation meeting was unfortunately canceled, I attended a meeting with the District's Human Resources department. During this meeting, we discussed the Day of Mourning for the late 39th President, Jimmy Carter, and addressed issues regarding language differentials.

In addition, I participated in various Steering (Officer) Committee meetings, engaging in essential discussions to support the union's work. I also took part in both regular and Emergency Executive Board meetings. The Emergency meeting focused on finalizing approval for our upcoming participation in the CFT Convention.

I continued my involvement with the Personnel Commission, attending all of their scheduled meetings this month.

Additionally, I participated in a good faith meeting with the new interim Chancellor, Dr. Alberto Roman. We discussed concerns regarding inequities in telework approvals and the Chancellor's approach to decision-making during emergencies, particularly how health and safety were prioritized. This discussion provided insight into the rationale behind recent decisions.

Finally, I attended the Southwest Chapter's Winter Festivities, where I had the opportunity to engage with members and their leadership. This event provided a valuable space to connect with new and familiar members in a more informal setting, strengthening our relationships and reinforcing our collective commitment to the union's mission.

This report highlights the key activities and initiatives undertaken in January 2025. For inquiries or additional clarification, please feel free to reach out to me at jsaucedo@aft-1521a.org.

In Solidarity,
Jesse Saucedo

A Union of Professionals
College Staff Guild
Local 1521A, AFT, AFL-CIO

Maira Cruz, *2nd Vice President*

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## Executive Board Report – 2nd Vice President January 2025

**AFT1521A Standing Meetings:**

- ***Officers Meeting***
  - Monday, January 13, 2025
  - Wednesday, January 22, 2025
- ***Campus Support Meeting***
  - Wednesday, January 22, 2025
- ***Executive Board Meeting***
  - Thursday, January 9, 2025
- **Emergency Executive Board Meeting:**
  - January 17, 2025
- ***Tuition Reimbursements***
  - Article 17 Professional Development
  - HR R-501
  - Tuition Reimbursement Form

**Campus Site Visits/Member Representation**

- Attended Skelly hearing with member.
- Attended Southwest College Holiday Celebration
- Meeting with LACC Grievance Representative Edith Villavicencio

**District Shared Governance Meetings**

- ***Management Consultation***
  - Tuesday, January 7, 2025
- ***Personnel Commission Consultation***
  - January 13, 2025 **CANCELLED**
- ***Board of Trustees***
  - Wednesday, January 8, 2025
- ***Institutional Effectiveness Committee***
  - Wednesday, January 22, 2025
  - Schedule conflict did not attend
- ***Facilities Master Planning Committee***
  - Wednesday, January 22, 2025
  - Schedule conflict did not attend
- ***Student Affairs Committee Meeting***
  - January 13, 2025 **CANCELLED**
- ***Personnel Commission Meeting***
  - Wednesday, January 15, 2025
  - Wednesday, January 29, 2025
- ***Safety and Security Oversight Committee***
  - January 17, 2025 **CANCELLED**

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

Sincerely,

**Maira Cruz**, Second Vice President

A Union of Professionals
Staff Guild
AFT Local 1521A

Melinda Ung, *Recording Secretary*

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T: 323/851-1521 • F: 323/851-8572

February 10, 2025

**Executive Board Report – AFT 1521A, Recording Secretary January 2025**

Hello everyone,

**AFT1521A Standing Meetings**

- Executive Board Meeting (Thursday, January 9, 2025)
- Officers Meeting

**Campus Site Visits**

- Office Hours

**District Shared Governance Meetings**

- Joint Labor Management Benefits Committee (JLMBC) – Thursday, January 14, 2025
  - Actives Newsletter
  - Retirees Newsletter
- Institutional Effectiveness/Student Success Committee
  - Agenda
  - Health Program Presentation
  - LAVC CTE
  - IESS Common Course Numbering
  - Spring 2025-2024 LACCD Enrollment Update Infographic
  - Spring 2025: Credit Enrollment Comparison
  - Winter 2025 -2024 LACCD Enrollment Update Infographic
  - Winter 2025: Credit Enrollment Comparison
- 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.

**Member Representation**

- Oversee Skelly Hearing for a member (disciplinary issue) 2nd VP represents
- Prep Step III Grievance
- Meet LACC issue – 2nd VP travels with
- LAMC issue hours within shift change
- Prep Member discipline (BOT)
- Working with Chapter Chairs and Grievance Representatives on issues

**Committees/Meetings**

- District Consultation
- Consult HR Director CBA issue (perfect attendance incentive)
- Speak at Board of Trustees Meeting (Bilingual Differential)
- Attend Virtually Executive Board Meeting
- Personnel Commission Consultation
- Steering Committee (Officers)
- Legislative & Public Affairs Committee (BOT) in person
- Travel campuses individual meets

**Miscellaneous**

- Attend Chapter Function (WLAC)
- Attend Chapter Meeting (LAMC)
- Review PC Rules
- Review LACCD Board Policies
- Review CBA

This is a very brief summation for the month of January 2025. 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

# Affiliate Reports