AFT College Staff Guild, Local 1521A

Executive Board Meeting Agenda
Hybrid: Southwest TBA
Thursday, October 16, 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. Bush Gotlieb, Legal Bill
    b. Elections Committee – Special Election
    c. Financial Oversight Committee: Policy Revisions

    Closed Session: Items
    a. AFT National Audit - Update
    b. AFT 1521a Internal Review - Vote
7. **New Business**
    a. Profit & Loss Statement – September 2025
    b. AFT 1521a Apparel – GL & Items up for consideration Jo-Ann
    c. Grievance Manager Software
    d. Staffing Ratio Mapping – Worksite
    e. November Executive Board Meeting – In Person (Trade Tech)
    f. Communication Committee
    g. Professional Development
8. **Old Business** (8 minutes)
    a. Officer Onboarding – Updates
    b. General Membership Meeting (Tentative Date: 11/01/25)
        i. Reminder needs to go out on Wednesday, October 15, 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. **Affiliate Reports** (15 minutes)
    a. L.A. County Federation of Labor Delegate
    b. Activities Coordinator
        i. Holiday Party December 6, 2025
        ii. 6 pm to 11 pm
    c. Health and Wellness Coordinator
    d. Employee Equal Opportunity (EEO)
    e. COPE – Political Coordinator
    f. CFT Council Participation and Retiree Representation
12. **Committee Reports** (15 minutes)
    a. Elections Committee
13. **Officers' Reports** (30 minutes)
    a. President
    b. 1st Vice President
    c. 2nd Vice President
    d. Treasurer
    e. Recording Secretary
    f. Grievance Secretary
14. **Conference/Convention/Training Reports** (5 minutes)
    a. CCE President Retreat -11/7-8/2025
    b. OSHA Training – Oct. 3-4, 2025; 9a – 3p (WLAC) 40 Seats
15. **Adjournment**

Next Executive Board Meeting:
Thursday, November 20, 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
(213) 341-1533

Staff Guild

Andrea Edwards
President

Jo-Ann Haywood
Interim First Vice President

Sergio Becerra
Interim Second Vice President

James "Phillip" Highley
Treasurer

Melinda Ung
Recording Secretary

Kimberly Davillier
Interim Grievance Secretary

Dashiel Johnson
Executive Director

Minutes

AFT College Staff Guild, Local 1521A

Executive Board Meeting Minutes
Thursday, September 18, 2025 • Hybrid: Pierce

Members Present: A. Alvarez; A. Campbell; A. Chan ; A. Clardy; A. De La Parra; A. Edwards; A. Horowitz; A. Labrune; A. Paz; A. Ramirez; B. Horowitz; B. Ramirez; C. Ahorro; C. Baugher; C. Contreras; C. Flores; C. Laughlin; C. Smith ; C. Zaragoza; D. Fa-amasino; D. Fitzgerald; D. Morrissette; E. Pope Austin; G. Moreno; I. Tranner; J. Estrada; J. Haywood-Daley; J. Haywood; J. Highley; J. Hooker; J. Ramirez; J. Sovereign; K. Ayvazyan; K. Davillier; K. Jovel; K. Ornelas; K. Roberts; K. Walker; L. Duffin; L. Hunter; L. Murphy; L. Narkevicius; L. Wood; M. Castillo; M. Medina; M. Montanez; M. Polin; M. Ung; N. Embrey; N. Muro; O. Hernandez; P. Jhang; R. Nwaogu; R. Smith-Kersaint; R. Villalobos; R. Villanueva; S. Becerra; S. McDonald; T. Dunham-Frost; T. Pierce; V. Harris; W. Madrigal; Y. Kim

Resource: D. Johnson

Guests: M. Bergquist; C. Dagdagan

Retiree: M. Romo; D. Santonianni;

Absent: A. Iniguez; B. Bell; C. Guerrero; D. Douglas; F. Reisner; H. Kelley; J. Holladay-Collins; J. Nickerson; J. Raines; K. Ryan-Rubio; K. Williams; P. Atkinson; R. Martinez; S. Jeter-Williams; V. Enriquez;

1. Call to Order @ 3:22 p.m.
2. Flag Salute led by T. Pierce
3. Meeting Protocols
4. Approval of Agenda
    a. (M/S/P—N. Embrey; S. McDonald): Motion to amend the agenda to add Action Item E to certify the runoff election results for the grievance representative position at LAVC.
    b. (M/S/P—I. Tranner; A. Horowitz): Motion to approve the amended agenda.
5. Minutes
    a. Not provided, will be included in October packet.
6. Action Items
    a. Swear in New Officers
        i. (M/S/P—R. Smith-Kersaint; L. Narkevicius): Motion to certify election resutls for LAVC and swear in grievance representative (C. Laughlin) and alternate delegate (C. Baugher).
    b. Bush Gotlieb, Legal Bill
        i. (M/S/P—S. Becerra; N. Embrey): Motion to pay $3,250 for July legal bills.
    c. Payout to the Estate of Scott Matsuda / Scott Matsuda Compassion Relief Fund
        i. (M/S/P— S. Becerra; A. Horowitz): Motion to pay $1,500 to Scott Matsuda's estate as a longevity incentive, increased from $1,250.
        ii. (M/S/P—C. Bauger; S. Becerra): Motion approved to rename the payout as the "Scott Matsuda Compassion Relief Fund."
        iii. Vote on Calling the Question
            1. (M/S/P— A. Horowitz; J. Highley): Vote on calling the question approved.
    d. General Membership Meeting (Tentative Date: November 1, 2025)
        i. (M/S/P—N. Embrey; L. Narkevicius): Motion to hold the general membership meeting on November 1, 2025, to vote on constitutional amendments regarding electronic voting.
    e. Certify Runoff Election Results for LAVC
        i. (M/S/P—R. Smith-Kersaint; L. Narkevicius): Motion to certify runoff election results for the grievance representative position.
    f. Closed Session
        i. (M/S/P—R. Smith-Kersaint; K. Ornelas): Motion to move into closed session
        ii. (M/S/P—R. Smith-Kersaint; A. Campbell): Motion to move out of closed session
7. New Business
    a. Profit & Loss Statement – August 2025

i. Accountant suggested for future reports a balance sheet will need to accompany P&L statement.

b. Endorse Sara Hernandez for CA State Senate
   i. (M/S/P— A. Horowitz; M. Polin): Motion to endorse Sara Hernandez in a written letter, with any monetary endorsements contingent upon her addressing the board regarding support for classified staff.

8. Old Business
   a. Executive Board Schedule FY 25/26:
      i. The accountant, Rafi, has implemented the FY 2025-2026 budget, approved back in June, into QuickBooks (QBO).
      ii. Moving forward, the Balance Sheet must be included with the Profit and Loss statement for the monthly review.
   b. Officer Onboarding Manuels:
      i. The onboarding process (July 29–31) was successful. New officer manuals were created. A comprehensive ADA-compliant "big manual" containing all policies and regulations is currently being developed.
   c. SharePoint Contractor:
      i. The optimization of SharePoint is led by M. Ung with collaboration from D. Fitzgerald. The goal is a "one-stop shop" hub containing an OPEIU staff HR dashboard, an accounting hub, and a Centralized Union Hub.
      ii. The system will integrate an automated form meshing the officer report and activity report into one submission, which automatically timestamps and inputs data into an Excel file for staff.
      iii. Development temporarily paused due to consultant's health; work to resume soon.
      iv. Future plans: include integrating Microsoft Teams and eliminating the use of Zoom to improve communication and reduce silos.
9. Chapter Reports
10. Executive Director
11. Officers Reports
   a. President
      i. SRP/Staffing Concerns: The pending SRP retirement program is expected to cause significant loss of classified staff, estimated 271 people. Officers must actively campus map their members to prevent involuntary transfers and improper hiring practices in violation of the CBA.
      ii. ADA Issues: ADA accommodations are a severe problem across the district; the union may partner with faculty on a potential class action lawsuit regarding unmet accommodations, as many members are suffering through long appeal processes.
   b. 1st Vice President
      i. OSHA Training: OSHA training, leading to certification, is scheduled for October 3rd and 4th at West Valley College, providing members with knowledge to flag violations like lack of air conditioning.
   c. 2nd Vice President
      i. Officer Training Manuals
   d. Recording Secretary
      i. SharePoint Status
   e. Grievance Secretary
12. Committee Reports
   a. Elections Committee: Discussed certification of runoff election results.
13. Conference/Convention/Training Reports
   a. CCE Presidential Retreat Nov. 7-8, 2025
   b. OSHA Traiing Oct. 3-4, 2025 9a-3p (WLAC)
14. Affiliate Reports
   a. L.A. County Federation Labor Delegate
   b. Activities Coordinator

c. Health and Wellness Coordinator
d. EEO
e. COPE
    i. M. Medina: Brought up the importance of informing our members the importance of Prop 50.
    ii. D. Johnson noted that there will be opportunities to phone bank and canvas in support of Prop 50, which the union is already involved in through its statewide affiliation with CFT. He mentioned that more information on Prop 50 would be shared at the upcoming COPE committee meeting. He also was acknowledged for showing up at a press conference for Gavin Newsom concerning propaganda and redistricting.

15. Meeting Adjourned at 6:25 PM

Respectfully submitted by:
Melinda Ung, Recording Secretary

AFT College Staff Guild, Local 1521A

Emergency Executive Board Meeting Minutes
Thursday, July 10, 2025 • Zoom: City

Members Present: A. Campbell; A. Chan ; A. Clardy; A. Edwards; A. Ramirez; B. Ramirez; C. Contreras; C. Smith ; C. Zaragoza; D. Douglas; D. Fitzgerald; G. Moreno; H. Kelley; I. Tranner; J. Haywood-Daley; J. Haywood; J. Highley; J. Holladay-Collins; J. Hooker; J. Ramirez; J. Sovereign; K. Davillier; K. Jovel; K. Ornelas; K. Roberts; K. Walker; L. Duffin; L. Murphy; L. Narkevicius; L. Wood; M. Castillo; M. Medina; M. Montanez; M. Polin; M. Ung; N. Embrey; N. Muro; P. Jhang; R. Martinez; R. Nwaogu; R. Villanueva; S. Becerra; S. McDonald; T. Dunham-Frost; V. Enriquez; Y. Kim

Resource: D. Johnson

Guests: M. Bergquist

Retiree: D. Santonianni

Absent: A. Alvarez; A. De La Parra; A. Horowitz; A. Iniguez; A. Labrune; A. Paz; B. Bell; C. Ahorro; C. Flores; C. Guerrero; D. Fa-amasino; D. Morrissette; E. Pope Austin; J. Estrada; J. Nickerson; J. Raines; K. Ayvazyan; K. Ryan-Rubio; K. Williams; L. Hunter; M. Ingram; O. Hernandez; R. Smith-Kersaint; R. Villalobos; T. Pierce; V. Harris; W. Madrigal

1. Call to Order @ 5:16 PM, with quorum established.
2. Flag Salute by M. Polin.
3. Meeting Protocols
4. Motion to adopt Agenda
    a. (M/S/P—K.Davillier; A.Campbell): Motion to approve agenda.
5. Action Items
    a. Certification of Elections Results (LAVC)
        i. (M/S/P— S. McDonald; L. Narkevicius): Motion to accept certification for LAVC Chapter Chair election results:
            1. Aleta Campbell – 49 votes (67.1%)
            2. Chad Bauer – 23 votes (31.5%)
            3. Results certified by majority vote (1 opposed).
            4. Action: Aleta Campbell sworn in as Valley College Chapter Chair.
    b. SharePoint Contractor
        i. (M/S/P—K. Davillar; S. Becerra): Motion to hire Christopher Beasley ASAP based on his availability to contract with AFT 151A on an at-will basis, pending review by legal counsel and approved by the board of a contract. No work shall exceed 60 days nor exceed GL 5000.
6. New Business
    a. Chancellor Roman - Golden Handshake
        i. SRP Confirmation: Dates: Scheduled for December 30, 2025, and a second, back-to-back offer on June 30, 2026.
        ii. Incentive Details: The offer involves 70% of the pension payout. Crucially, this 70% is a one-time windfall/bonus (e.g., 70% of a one-year salary) paid out over a period (e.g., up to age 70) or lump sum, not an additional 70% on the pension for life.
        iii. Eligibility: Must have 15 years and one day of service and be at retirement age, minimum retirement age is believed to be 52 with at least five years vested.
        iv. Risk Caution: Members must be informed that previous SRPs led to retirees unknowingly forfeiting health benefits (medical, dental, vision) if they did not meet the required service years under the Master Benefits Agreement. Taking a CalPERS lump sum also risks losing medical coverage.
        v. Educational Workshops: Workshops featuring Social Security and CalPERS representatives will be organized by Health and Wellness Coordinator Alita Katrella Walker to educate members on retirement steps and pensionable income, as the district

no longer provides this guidance. Members can review their estimates via CalPER's Website.

vi. (M/S/P—M. Pollin; J. Sovereign): Motion to extend the meeting by 15 mins, 6:45 pm.

b. Vice Chancellor Williams
   i. Announced departure with 60-day notice.
   ii. Potential impact on grievances and arbitrations noted.
c. Grievance Manager (Onboard Training)
   i. Officers instructed to set up multi-factor authentication for grievance software.
   ii. Access levels to be configured for chapter chairs and representatives.

7. Announcements
   a. Membership Drives scheduled for August 2 (10 AM) and August 13 (4 PM) via Zoom.
   b. Labor Day Parade & Rally (Sept 1): Coordinated by M. Romo and A. Campbell. M. Romo to draft report and organize volunteers for snow cone booth.
   c. COLA/Wage Increase: The anticipated COLA (2.3%) combined with a 1% base salary increase amounts to a 3.3% raise.
      i. The increase is effective July 1st and is expected to be paid out by August, with retro pay for July.
      ii. Comp Time accrued in the previous fiscal year will be paid out in August at the old rate.
8. Adjournment
   a. Meeting Adjourned at 6:47 PM.

Respectfully submitted by:
Melinda Ung, Recording Secretary

Action Items

A Union of Professionals
Staff Guild
Local 1521A

Elections Committee

October 16, 2025

To: AFT 1521A Staff Guild Executive Board

Re: Elections Committee Report for October 2025

* *

1. Special Election
The Elections Committee is awaiting developments regarding the Constitutional Amendment process which we hope will approve the use of electronic voting in Special Elections.

2. Up to this point, the Elections Committee members assumed that the Guild's Executive Board would like to proceed with a Special Election to fill certain vacancies among the District-wide Officers once the option to do so using Electronic Voting is added to the Guild's Constitution. We've made this assumption and made preparations given our understanding of the Guild Constitution.

Guild Constitution, Article III. Section 6. Other Elected Officers:
If any other elected office becomes vacant with six (6) or more months remaining in the term of office, there will be a call for a special election and majority vote to elect a member to serve for the remainder of the term. An appointee (appointed by the executive board) may be temporarily placed while the special elections are conducted. All voting on vacancies defined in this section shall be conducted by mailed secret ballot* with at least 15 days' advance notice. [* Section to be amended.]

3. Action Item: The Elections Committee requests guidance from the Executive Board.

Does the Guild's Executive Board desire to proceed with a Special Election for District-wide Officer Vacancies **?**

A. Will the Executive Board decide that a Special Election should be held as soon as possible and therefore request a **Special Executive Board meeting** to approve the mode of Election for a **Special District-wide Officer Election** to take place in 2025 – immediately following the Constitutional Amendment approval of the option for electronic voting in Special Elections ?

Or…

B. Will the Executive Board decide upon a different course of action ?

4. Elections in 2026
Following the recent Chapter Officers Election, the Elections Committee immediately shifted to preparing for upcoming elections in 2026. These preparations include reviewing and updating rules for the **2026 District-wide Officers Election**, and for the election of Staff Guild Delegates to attend the **2026 AFT National Convention.**

Sincerely,

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.

A Union of Professionals
Staff Guild
Local 1521A

Business Expense Reimbursement Policy

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Purpose and Requirements

This policy documents the allowable business expenses eligible for reimbursement. Also included is additional reference information that may be useful to AFT College Staff Guild officers and staff in submitting business expense reports for reimbursement. For assistance in clarifying a certain expense, contact the AFT College Staff Guild Executive ~~d~~Director.

Qualified Expense Categories

The qualified expense categories listed below appear on expense reports and are from the AFT College Staff Guild budget. Expense reports must be approved by two officers; and officers shall not approve their own reports.

Description	Submitted on
Equipment	AFT College Staff Guild requisition
IT Equipment	AFT College Staff Guild requisition
Telephone	AFT College Staff Guild requisition
Office Expense	AFT College Staff Guild requisition
Postage	AFT College Staff Guild requisition
Dues and subscriptions	AFT College Staff Guild requisition
Airfare	AFT College Staff Guild requisition
Lodging	AFT College Staff Guild requisition
Taxi/ Ride Share	Officer/ Staff/ Member reimbursement
Mileage/ other transportation	Officer/ Staff/ Member reimbursement
Meals – out of town	Officer/ Staff/ Member reimbursement
Meals – in town	Officer/ Staff/ Member reimbursement
Contractual expenses defined in collective bargaining agreement	Staff expense reimbursement

Documentation Requirements

All expenses must meet AFT College Staff Guild expense documentation standards (see page 7). Failure to provide such documentation will cause reimbursement to be denied.

General Requirements

The requirements for expense reports and approvals are as follows:

- Expense reports are due the first week of each month for the prior month to facilitate timely reimbursement. Officers, staff, and members' expense reports should be submitted electronically with a hard copy due before the end of the month after expenses were incurred.
- Voucher expense reports will be processed on the same schedule as other invoices submitted for payment to the AFT College Staff Guild.

- All expenses included on the expense report must be accompanied by a valid detailed receipt and a brief explanation of the expense, including who attended and the business discussed. Credit card statements will not be accepted in lieu of a receipt.
- Hard copy documentation (i.e. all receipts and activity/expense reports) must be submitted within 30 days (about 4 and a half weeks) of electronic submission. No further payments will be made until prior documents have been received.
- The AFT College Staff Guild reserves the right to withhold future reimbursements to officers or members on the value of specific expense items while it investigates those items.
- Expenses submitted more than 60 days after the end of the month in which the expenses were incurred will not be reimbursed.
- Expenses shall be reimbursed according to all IRS rates published at the time of submission

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Non-Reimbursable Expenses

The following are **not** reimbursable since they are primarily for personal use:

- Any alcohol, personal bar bills, and/or minibar charges
- Credit card interest charges
- Day-care for children
- Fees for upgrades of air, hotel, or auto
- Gas when mileage is reimbursed
- Golfing or green fees and cart rental
- Grooming, nail, or hair salon expenses
- Headphones on airlines
- Health club fees
- In-Town individual meals outside of approved travel
- Insurance deductibles, except as defined in a collective bargaining agreement
- Laundry
- Massage or spa
- Medicines
- Movies (either in-room or at a theater)
- Personal books, magazines, or other entertainment
- Personal clothing (Does not include Staff Guild gear)
- Personal travel portion during business trip
- Personal political or charitable contributions
- Pet hotel stays or pet transportation
- Spouse or personal guest expenses
- Toiletries
- Traffic citations (including parking and moving violations)
- Tips exceeding 20 percent of the total meal cost

In-Town Travel Authorization

In-town travel refers to anything within a 50-mile radius of the AFT College Staff Guild office. All officers and staff require the approval of the director for reimbursable in-town overnight travel. In the event that travel may affect the health or safety of officers or staff, an overnight will be allowed without prior approval provided documentation is received detailing a valid need.

Out-of-Town Travel Authorization

Authorization for attendance by AFT College Staff Guild officers, staff, or members at out-of-town meetings, conferences, or workshops shall be approved by the executive board. For attendance at AFT/CFT constituency conferences, attendance will generally include the president or their designee and the director. Designated persons shall make their hotel and airfare arrangements through the AFT College Staff Guild office.

Reimbursement Requirements

Travel expenses will be paid by the AFT College Staff Guild office whenever possible. Should an officer, member, or staff pay for their own travel expenses, they are required to submit the proper documentation for reimbursement according to the following categories and guidelines:

Airfare

Air travel should be planned as far in advance as possible to access reimbursement. Itineraries are not valid receipts. Supporting documentation such as boarding passes, hotel charges, or restaurant charges must be submitted as proof of travel. Airfare will be reimbursed at the cost of the advance purchase rate if not purchased by the AFT College Staff Guild office

Train Travel

Train travel will be reimbursed up to the cost of advance airfare purchase, whichever is less.

Car Rental

Except as otherwise approved by the director:

1. Compact/economy models must be rented; if more than two persons are traveling together a single upgrade is allowed. Additional upgrades are allowed if transporting materials and cargo space is a factor, or if three or more persons are traveling together.

2. The refueling option should be taken if extensive driving is planned. If the refueling option is declined, the car must be returned to the rental agency with a full tank of gas and the receipt for gas purchase submitted for reimbursement.
3. Upgrades not authorized by this policy are not reimbursable.

Mileage

Staff are entitled to claim round trip mileage for business purposes at published IRS rates, unless they receive a car allowance. Officers and members are entitled to claim roundtrip mileage for business purposes at the published IRS rates; except as to union meetings, round trip mileage is limited to/from worksite locations. Mileage must be claimed with an activity on the expense report. Tolls for business exclusive of commuting are reimbursable without receipt.

General Parking

Parking fees will be reimbursed with receipt when free parking is unavailable.
The self-parking option shall be taken unless prior approval is given.

Airport Parking

Mid-term/ Long-term parking or the lowest rate parking lot should be used for travel exceeding one overnight.

Permit Parking

Parking permits may be purchased for officers and staff if free parking is not available. These permits must be authorized by the director and should be expensed on an expense report.
Parking violations are not a reimbursable expense.

Tipping Policy

Tips are allowed up to 20% of the total, provided it is shown on the receipt. When receiving a per diem, tipping ~~for meals or travel t~~of any kind ~~meals~~ is not reimbursable.

Taxi/ Shuttle/ Public Transportation/ Rapid Transit/ Ride Share

Officers and staff should select the safest, most economical alternative when traveling to and from all destinations. Taxi, shuttle, public transportation, and ride share expenses should be itemized on the expense report and must be accompanied by a receipt.

Lodging

Room rates that shall not exceed $150 per night for a single, standard room are to be used in all non-metropolitan areas. In major metropolitan areas (i.e. Sacramento, San Francisco, San Diego, New York, Los Angeles, Washington, DC) travelers should stay in safe, secure accommodations available at the lowest rate not to exceed $250 per night, if located in the metropolitan area. For members, rooms shall be based on double

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occupancy unless the member elects a single room and then pay half of the cost of the room. For staff, rooms shall be based on single occupancy. Union hotels should be used whenever possible. Exceptions will be made for conventions and conferences where a rate has been negotiated for the event. Exceptions due to hotel prices and availability may be made by the executive board.

Meals

When traveling overnight, staff will be reimbursed for business meals. Total daily meal expenses should not exceed the following (*breakfast*-$20; *lunch*-$30; *dinner*-$50) for the staff traveling. Exceptions due to meal prices in conference or training locations may be made by the executive board.

When traveling for approved union business, officers and members will receive a daily $100 per diem for meals upon submission of documentation (i.e. the conference/convention report form) except when meals are provided by the host. When meals are provided, per diem will be reduced per the following: Breakfast-$20; Lunch-$30; Dinner-$50 (for example, if dinner is provided, per diem will be reduced by $50). An email explaining the per diem amounts that will be allowed shall be sent out before each conference/convention, etc.~~.~~ When receiving a per diem, tips and travel fees incurred during meals are not reimbursable.

Hospitality

Hospitality expenses for approved purposes detailed in the collective bargaining agreement require the director's approval. Group meal documentation standards (as detailed in the *Meals* section) apply to all entertainment expenses.

Clubs and Memberships

Clubs and memberships fees or dues are not reimbursable. Under specific circumstances, as determined by the executive board, fees may be approved as a budgeted item that must be processed as a standard requisition.

Child Care

Child care costs are not reimbursable.

Personal Losses

Personal losses while on AFT College Staff Guild business are not reimbursable.

Gifts and Events

Gifts purchased for members may be reimbursable if there is documentation to who was given a gift and what it was. A log sheet with their name, item, and signature is required. Events must include a sign-in sheet, flyer, and a photograph of the event.

AFT College Staff Guild Expense Documentation Standards

Meal Receipts

Individual

- Itemized receipt including date, time, and location

Group (more than one)

- Itemized receipt including date, time, and location
- First name, last name, and title of each person attending
- Business purpose

  Unacceptable – "local issues"

  Acceptable – "discuss negotiations strategy"

Lodging receipts

- Lodging folio receipt
- A detailed receipt for any meals appearing on lodging folio must be provided. *See meal receipts (above) for requirements.*

Travel receipts

- Detailed itinerary receipts and all boarding passes

  Receipt must include origin, destination of flights, and amount paid
- Business purpose must be listed

  Unacceptable – "AFT assignment"

  Acceptable – "AFT organizing campaign – Dallas"

Business Mileage

- Report business miles on activity sheet

  Out of town travel

  In town, after first business stop of the day until last business stop
- Map to be included if going to a non-worksite location

Gifts/Events

- Sign-In sheet
- Agenda/Flyer/Minutes
- A log sheet of any gifts handed out showing the recipient and the gift
- A photograph of the event for large campus events

  Chapter meetings are excluded from the photograph requirement

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AFT College Staff Guild

Business Reimbursement Expense Form

Name: **Date:** Click or tap to enter a date.

Location: AFT Office

Category: Chapter Expense

Receipt #	Purpose of Expenditure	Amount

TOTAL:

Please staple all original receipts to the back of this form, include any flyers, minutes or sign-in sheets of the event. Thank You.

By signing and submitting this document, you are agreeing that this form is true and accurate and adheres to the rules and regulations laid down by the Business Expense Reimbursement Policy and the Financial Control Policy.

Treasurer or designee:	**President or designee**:
Signature:	**Signature**:

Member Signature

A Union of Professionals
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Local 1521A

Staff Guild AFT 1521A Cell Phone Reimbursement Policy

AFT 1521A will reimburse its President, Executive Director, Grievance Secretary, Grievance Representatives, and Chapter Chairs up to $50 per month for the use of personal cellphones for union business.

Each individual mentioned above, who use their personal cell phones for union business, after verification, will need to submit a request for reimbursement for each month they use their cell phone for union business. The reimbursement request should happen, as long as, the President, Grievance Secretary, Executive Director, Grievance Representatives, and Chapter Chairs continue to serve in their respective capacities.

VERIFICATION

Each individual mentioned above, requesting reimbursement for cell phone use for union business, will provide a copy of the bill with their name and phone number being reimbursed monthly.

UNDERSTANDING

Individuals who use their personal cell phone for union business and receive the cell phone reimbursement from the union, AFT 1521A, shall give access to their phones should the union have need to conduct an investigation or a search.

ACKNOWLEDGEMENT AND AGREEMENT

By signing below, you acknowledge that you have read, understood, and agree to comply with all the policies, terms, and requirements outlined in this cell phone reimbursement policy.

X _____

Signature and Date

A Union of Professionals
Staff Guild
Local 1521A

CONFERENCE/CONVENTION REPORT FORM

Name: **Campus/Worksite:**

Conference/Convention Attended:

Date: **Location:**

Please also submit/attach any handouts, PowerPoint, etc. That you received at the conference/convention.

1. ***What was your least and favorite part of the conference/convention?***
   -
2. ***Please list the workshops you attended and describe. For each plenary/workshop list a couple of key learning points that you want to share.***
   -
3. ***How was the overall experience of being a delegate/attendee at the conference/convention? What changes would you suggest for us (1521A) and/or CFT?***
   -
4. ***If you attended a convention, what committee were you on and how was your experience?***
   -

A Union of Professionals
Staff Guild
Local 1521A

AFT College Staff Guild Credit Card Expense Report Policy

AFT College Staff Guild Local 1521A credit cards will be issued to the following positions with an option to opt-out of receiving a card: President, First Vice President, and the Director.

Each person issued a credit card will sign the Staff Guild Credit Card agreement paperwork and adhere to the rules set fourth it that document.

Each card holder will prepare monthly purchase log with receipts and the credit card statement attached. Each log will then be sent to the Director no later than the 1st Friday of the month.

In the event of a lost or missing receipt, the cardholder will fill out and submit the Lost Receipt form along with their monthly purchase log.

The Director will send each packet (purchase log, receipts, and credit card statement) to the Chair and Co-Chair of the Guild's Financial Oversight Committee. The Chair and Co-Chair will have 10 business days to review each log and either approve the packet or request more information from the credit card holder.

The card holder will have 5 business days to respond to an inquiry from the committee about a specific credit card purchase.

Once the packet from the cardholder is approved, the Director will send approved packets to the Staff Guild Treasurer for reconciliation and input into QuickBooks.

After the treasurer has processed all the cardholder packets, the Director will put together a file on the shared drive that includes the entire packet for each cardholder.

I _____ agree to this policy regarding monthly expense reports. I understand that failure to provide the expense report log, monthly statements, and documentation may result in purchases being questioned and/or denied.

_____

Signature Date

A Union of Professionals
Staff Guild
Local 1521A

~~AFT College Staff Guild, Local 1521A, AFL-CIO~~

Financial Control Policy

~~of~~

~~December 4, 2019 (updated XXXX 2021)~~ ~~March 10, 2025~~

Budgeting

A. Fiscal Year

The fiscal year, July 1 through June 30, is the accounting year for the local.

~~A.~~ B. Responsibility

The treasurer, in collaboration with the Financial Oversight Committee, is responsible for preparing the next fiscal year's budget starting March of the current year.

The Chair of the Financial Oversight Committee recommends the budget to the Executive Board for approval by the May meeting~~.~~

~~B. A. Fiscal Year~~

~~The fiscal year, July 1 through June 30, is the accounting year for the local.~~

~~C.~~ C. Adoption

Executive Board will approve the budget to present to the membership at the June membership meeting.

~~Note: The district wide officers have the authority to spend money within the parameters of the budget.~~

~~Expenditures that exceed $1,000 must be approved by the body that adopts the budget.~~

~~D.~~ D. Amending

~~The treasurer shall submit monthly financial reports to the Executive Board reflecting line-item receipts and disbursements.. These reports shall show the budgeted amount for each category.~~

~~The Executive Board shall approve budget transfers in excess of $2,000.~~

The Executive Board shall have the authority to amend the budget as needed based upon the monthly Treasurer reports.

~~IV.~~ I. Financial Control Procedures

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A. Reporting

The treasurer shall provide a written Profit/Loss Statement report and current bank balances on the finances at every Executive Board meeting, as well as the quarterly membership meeting. This report shall detail all budget items.

B. Audit and Review – An annual audit will be conducted by an independent CPA firm according to the AFT Constitution and Bylaws.

AFT affiliates with 1,000 but fewer than 2,500 members, excluding retirees, are required to submit to the AFT annually, and within six months of the close of the affiliate's fiscal year, an audit of its financial statements—in accordance with generally accepted auditing standards—by an independent CPA whose firm does not have responsibility for the affiliate's regular bookkeeping or for preparation of its routine financial statements.

The audit or the review must be prepared in accordance with generally accepted accounting principles. Appended to the audit or the review submission must be a letter signed by the

The Finance Oversight Committee, shall review all expenditures/reimbursements of the local every six (6) months. ~~Review~~ Access of the local's financial documents shall be available for review by any member in good standing at the local's office. Members who wish to review financial documents, may do so with an appointment and ~~a~~ notice of which documents they wish to review. Request for appointments should be at least 5 business days in advance. ~~–~~The availability of appointments ~~will~~ shall be at the discretion of the officers and shall not hinder the regular operations of the local.

C. Cash Control

All checks disbursed by the local must have two signatures. All checks shall be signed manually and/or automatically after the check has been issued. All bank accounts, including savings, money market accounts and certificates of deposit, shall be dual signature accounts.

All bank transactions must be reconciled monthly to the bank statements and any discrepancies resolved. The bank statement must be sent directly to the local office. The local president shall review the statement and cancelled checks.

All blank checks shall be secured with access limited to those who are the signatories to the account.

All checks ~~will~~shall be Void after 180 days if uncashed.

The local shall not maintain petty cash.

Checks shall always be made payable to an individual or vendor. Never write checks to "Cash".

D. Invoices and Reimbursements Requests

~~Satisfactory d~~Documentation is necessary before the payment of any bills. No checks shall be prepared based on verbal authority. Documentation shall be in the form of invoices or reimbursement request. Some expenses, such as rent, will not be billed monthly. There is, however, documentation for this type of expense in the form of leases and other agreements. (See Reimbursement Policy for needed documentation for reimbursements.)

All reimbursement requests and invoices must be properly authorized by 2 parties. The president and treasurer shall have the responsibility for approving the requests for payment. In the absence of either the President or Treasurer, the ~~Executive Director~~Executive Director shall be one of the 2 approvers.

Reimbursement requests and invoices shall be checked for mathematical accuracy by the requesting and approving parties. Payment shall not be made until after merchandise has been received, whenever possible.

Only original invoices shall be used to support disbursements. Once paid, the invoices and supporting documents shall be attached to a photocopy of the check indicating payment has been made in order to avoid duplicate payments.

E. Cash Receipts

Deposits of cash and checks shall be~~.~~ made ~~as frequently~~ as ~~possible~~ needed by the signatories or office staff. The receipt of checks or cash shall be entered in the (ledger) cash receipts journal by the office staff. If cash is received, a receipt for documentation shall be issued by the office staff. All checks received shall be marked "For Deposit Only".

F. Records Retention Policy

Financial documents should be kept for ~~five~~seven (~~7~~5) years after an Audit of that fiscal year and then shredded. Because they may at some time be subject to review by the federal government, financial records should be maintained indefinitely. These records shall be physically kept in the local office and scanned monthly to be saved on the cloud server.

E. Spending limitations

The district wide officers have the authority to spend money within the parameters of the budget. Expenditures that exceed $1,000 must be approved by the body that adopts the budget. The Executive Board shall approve budget transfers in excess of $2,000.~~.~~

~~V.~~II. Checking Account

A. Maintaining the Checkbook

The use of cash shall be discouraged. All other payments shall be made by check, or Credit Card, and checks shall not be made payable to "Cash". Since the local maintains more than one account, payments shall not be made directly to or from other accounts but shall go through the checking account. This provides a detailed record of all transactions from a single source - the checkbook.

No single person shall have control of or responsibility for the local's finances. All of the local's accounts shall require two signatures for transactions. The president and treasurer shall be authorized to sign checks. The third (3rd) signer on the accounts shall be the ~~Executive Director~~Executive Director. ~~or one of the other officers, as selected by the vote of the officers. .~~

B. Balancing the Checkbook

The checkbook shall be reconciled each month by the treasurer in the local's office shortly after the statement is received. This activity gives the opportunity to quickly correct any errors that may have been made and to find any errors that the bank may have made. As many checks as possible shall be written at the beginning of the month so that most checks will have cleared the bank and will be recorded on the statement.

An outside CPA Firm or accountant that the Union has will conduct a 2nd and Final reconciliation every month.

C. Petty Cash

The local shall not maintain petty cash

D. Bonding of Local Officers

All of the officers and/or office staff of the local who have any responsibility for handling money shall be bonded. AFT's fidelity bond will cover all officers and/or office staff. The fee shall be paid with the October per capita.

~~VI.~~III. Accounting

The primary accounting record of the local is QuickBooks and the documents that supports the information in QuickBooks, to keep~~s~~ track of deposits and disbursements. Adequate remarks shall be noted on the supporting documents~~.~~, by the treasurer, to clearly identify and describe each transaction. These documents are to be filed by the office staff bi-weekly, by date and in the order received or disbursed. Expense categories used in QuickBooks are to be the same as those used in the budget.

A. Receipts

1. Funds received by the local are to be deposited as ~~soon as possible~~needed by the signatories or office staff with written deposit receipts given to the Treasurer.

2. Receipts are to be classified to the appropriate category by the treasurer. Questions about account classification are to be referred to the president and/or the ~~Executive Director~~Executive Director.

3. There may be more than one account assigned to an individual receipt. Therefore, if more than one account is used, the total of all such categories must be equal to the total received.

4. Each receipt should be listed in order by date, from whom received, the total amount received and categorized across the page.

5. Adjustments to Cash Receipts. All adjustments to the Cash Receipts shall be made by the treasurer when reconciling the bank statement in the local's office with notification in writing being given to all other signatories and the E~~e~~xecutive Director of any such adjustments.

6. If a check that has been received and deposited is returned by the bank for insufficient funds, or for some other reason, make adjusting entries into the accounting records.

7. Interest on accounts shall be listed at the bottom of the Cash Receipts and included in the monthly totals.

B. Disbursements

1. Disbursements are to be made in a timely manner but no more than 20 business days in order to avoid additional charges for late fees and/or penalties. Checks for routine operations shall be approved by the president and treasurer or designee. The treasurer shall approve requests for payment and sign checks on a biweekly basis in the local's office.

2. Disbursements are to be classified to the appropriate category by the treasurer. Questions about account classification are to be referred to the president and/or ~~Executive Director~~Executive Director.

3. There may be more than one account assigned to an individual disbursement. Therefore, if more than one account is used, the total of all such categories must be equal to the total received.

4. Each disbursement should be listed in order by date, to whom paid, the total amount paid and categorized across the page. Post all disbursements through the last day of the month.

C. Adjustment to Disbursements

~~1.~~ All adjustments to the Disbursements shall be made by the treasurer or designee when reconciling the bank account(s) in the local's office with notification in writing being given to all other signatories and the ~~e~~Executive ~~secretary~~ Director of any such adjustments.

~~2.~~ If a check is voided while being written, indicate "void" on the face of the check, and make all needed adjustments and notations in QuickBooks. Voided checks shall be kept and not thrown away.

3. Bank charges or other service charges are to be documented.

~~VII.~~IV. Financial Statements

In accordance with the Constitution, Bylaws, and Policy Handbook, the treasurer shall prepare appropriate financial reports and present them to the executive board and the membership at ~~regularly~~ all regularly scheduled meetings.

The policy outlined above shall be consistent with the Bylaws, to provide mutual assistance to the treasurer and office staff to assure compliance with the local's mandates as stated in the Constitution, Bylaws. Should there be an inconsistency, the Bylaws will be used until the policy is updated.

Approved by Finance Oversight Committee 10~~5~~/~~5~~/2025

Approved by Executive Board_____

Revised: 10/2025

A Union of Professionals
Staff Guild
Local 1521A

Stipend Policy Effective June 2025

Every stiped recipient must turn in **both the Activity Report and the E-Board Report monthly** to receive the entire stiped. All relevant reports should be filled out describing the work that was done that month.

(Exception: The President may submit their E-Board report as both reports if the Activities are labeled and described on the monthly E-Board report.)

In order to get your full stipend, both reports are due every month, or at least by the last call (Date to be determined by the Stipend Committee)

Stipends may be broken done by month if not all reports are submitted:

- Monthly Breakdown:
    - $5,000 annual is $213/month
    - $4,000 annual is $167/month
    - $1,200 annual is $50/month

Both Reports must be submitted by the Tuesday before the monthly scheduled E-Board meeting. (If the meeting is cancelled reports are still due the Tuesday before the scheduled meeting.)

Distribution of Stipends:

- Jan-June (June)
- July-Dec (Dec)

The Stipend Committee will present the proposed stipend payments to the financial oversight committee who will then report the recommendations to the E-Board.

The Stipend Committee is made up of members that do not receive stipends. Officers, Chapter Chairs, and Grievance Reps are not able to sit on the Stipend Committee. The Stipend Committee will meet every 6 months to determine stipends and will report to the Financial Oversight Committee.

New Business

AFT College Staff Guild
Balance Sheet
As of September 30, 2025

	Sep 30, 25	
ASSETS		
Current Assets		
Checking/Savings		
1000 · AFT - Cope		15,024.97
1005 · General Checking		346,368.45
1007 · Escrow		3,072.00
1010 · Matadors Commnty Crdt Union -S0		542.88
1090 · Petty Cash		75.00
1091 · United Business Bank		24,036.98
1092 · US Bank Savings- 6170		1,737,155.23
Total Checking/Savings		2,126,275.51
Accounts Receivable		
1111 · Accounts Receivable		29,655.12
1112 · Dues Receivable		60,000.00
Total Accounts Receivable		89,655.12
Total Current Assets		2,215,930.63
Fixed Assets		
1715 · Furniture and Equipment		83,852.03
1717 · Leasehold Improvements		17,552.78
1719 · Website		4,388.00
1815 · Accumulated Depreciation		-87,540.33
1817 · A D - Leaseholds		-12,950.42
Total Fixed Assets		5,302.06
Other Assets		
1820 · Investment in BBC		112,003.96
Total Other Assets		112,003.96
TOTAL ASSETS		**2,333,236.65**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Credit Cards		
US Bank Credit Card - 2185 (DJ)		347.50
US Bank Credit Card - 5542 (AE)		10,734.88
Total Credit Cards		11,082.38
Other Current Liabilities		
2100 · Payroll Liabilities		
2001 · Union Dues Liability	-128.50	
2002 · Dependent Care Liab.	1,350.00	
2105 · Vacation Pay	12,791.54	
Total 2100 · Payroll Liabilities		14,013.04
Total Other Current Liabilities		14,013.04
Total Current Liabilities		25,095.42
Total Liabilities		25,095.42
Equity		
3001 · Net Assets with Donor Restric.		46,228.00
3005 · Opening Balance Equity		296,214.93
32000 · Unrestricted Net Assets		1,998,314.90
Net Income		-32,616.60
Total Equity		2,308,141.23
TOTAL LIABILITIES & EQUITY		**2,333,236.65**

These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them.
Substantially all note disclosures and statements of cash flows omitted.

AFT College Staff Guild
Profit & Loss
July through September 2025

	Jul - Sep 25	
Income		
4005 · Dues		361,277.07
4006 · Dues - COPE		1,657.50
4105 · Affiliate Funding		29,655.12
4301 · Voluntary Contributions		1,000.00
4705 · Interest		9,945.42
49900 · Uncategorized Income		0.00
Total Income		403,535.11
Gross Profit		403,535.11
Expense		
General Membership Meeting		
5555.2 · Location Rental	300.00	
Total General Membership Meeting		300.00
Operational		
5000 · Web expense	17,363.12	
5005 · Equipment	884.14	
5021 · Office Supplies	997.31	
5022 · Bank Charges	119.00	
5023 · Dues and Subscriptions	5,700.00	
5025 · Telephone	2,111.65	
5030 · I.T. Expense	5,000.00	
5035 · Accounting Consulting	3,000.00	
Total Operational		35,175.22
Organizational		
5105 · Subtotal Chapters		
5105.1 · City	-91.32	
5105.10 · West	91.32	
5105.3 · East	2,760.57	
5105.4 · Harbor	279.44	
5105.5 · Mission	622.68	
5105.6 · Pierce	0.00	
5105.8 · TradeTech	199.92	
5105.9 · Valley	59.59	
Total 5105 · Subtotal Chapters		3,922.20
5106 · Holliday Chapter Meeting		
5106.7 · Southwest	0.00	
Total 5106 · Holliday Chapter Meeting		0.00
5110 · Conventions		
5110.2 · Taxi	117.44	
5110.3 · Mileage	61.60	
5110.4 · Lodging	1,527.43	
5110.6 · Parking	144.40	
Total 5110 · Conventions		1,850.87
5111 · Conferences		
5111.1 · Flights	256.60	
5111.2 · Taxi	728.32	
5111.3 · Mileage	80.50	
5111.5 · Food Per Diem	110.00	
Total 5111 · Conferences		1,175.42

	Jul - Sep 25	
5125 · Meetings/Representation		
5125.1 · Flights	-150.00	
5125.10 · Cell Phone Reimbursements	-31.74	
5125.3 · Mileage	13.02	
5125.6 · Business Meals	897.21	
5125.8 · Parking	11.00	
5125 · Meetings/Representation - Other	281.74	
Total 5125 · Meetings/Representation		1,021.23
5172 · Leadership Training		
5172.10 · Workshops	1,222.32	
5172.5 · Taxi	28.91	
5172.6 · Mileage	304.77	
5172.9 · Meals	3,573.67	
5172 · Leadership Training - Other	955.66	
Total 5172 · Leadership Training		6,085.33
Total Organizational		14,055.05
Per Capitas		
5205 · AFT		67,479.26
5210 · CFL		4,384.80
5215 · CFT		166,121.35
5220 · LACFL		9,502.57
Total Per Capitas		247,487.98
Personnel		
5305 · Salaries		59,544.19
5355 · Payroll Taxes		4,530.65
5360 · Workers Compensation		1,400.18
5365 · Employee Benefits		35,145.77
5375 · Mileage		1,067.92
Total Personnel		101,688.71
Services		
5505 · Accounting		4,260.00
5515 · Legal		14,100.00
5525 · Outside Audit		0.00
Total Services		18,360.00
5115 · Membership Activities		
5115.10 · Event Expenses		669.38
5115.12 · Hall & Venue Rental		7,766.62
5115.7 · Catering		6,368.17
5115 · Membership Activities - Other		2,400.00
Total 5115 · Membership Activities		17,204.17
5605 · Good and Welfare		107.18
66000 · Payroll Expenses		1,723.40
66100 · Misc. Expense		50.00
69800 · Uncategorized Expenses		0.00
Total Expense		436,151.71
Net Income		**-32,616.60**

Campus Worksite Reports

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: September 2025 Chapter Report

Campus: Los Angeles City College

Campus E-Board:

09/16/2025: LACC Campus E-Board Meeting held for September. Discussion included: 1) Developing topics for upcoming Consultation with President and Vice Presidents for meeting on 09/22/2025, 2) Deciding on next meeting date of 10/21/2025 for next Chapter meeting and discussions about meeting topics, as well as time and location of the meeting.

Chapter Meeting:

No LACC Chapter meeting held. Plans under way for next Chapter meeting scheduled for 12 pm to 1 pm on 10/21/2025 at MPR on third floor of Student Union.

Consultation:

09/03/2025: Consultation with President Gebru included discussion about 1) Members concern about possible exposure to asbestos and other harrmful impact from demolition of EWD building. 2) Suggestion to create a Classified Hiring Priority Committee taken under advisement by President and VPs, and 3) Concerns about remote work at LACC.

09/22/2025: Consultation with President Gebru and VPs included 1) Follow-up discussion about formation of Classified Hiring Priority Committee tied to upcoming SRP, and 2) Follow-up discussion about the benefits for both employers and Classified Staff regarding access to Fitness Center.

Unit member issues/updates:

09/10/2025: Meeting with member in Administration Building regarding ongoing issue with supervisor.

Shared Governance /Other Committees:

09/03/2025: EPPIC meeting topics: 1) Update regarding completion of viability study for Journalism Department, and 2) Creation of timeline for Program Review with 10/21/2025 deadline.

09/17/2025: EPPIC meeting discussed: 1) Discussion about creating more intentional Program Reviews and 2) Update on Prerequisite Challenge forms and process.

09/25/2025: WEC meeting included 1) A special thank you to Kelly Ryan-Rubio for her outstanding work in confirming and ensuring that 1521A has two votes on the committee.

09/29/2025: College Council meeting included: 1) Discussion about Student Equity Allocation budget, including 31 classified salaries, for next two fiscal years.

Classified Hiring Committee

09/09/2025: Hiring committee for Administrative Analyst in Procurement/Payroll held in AD 213.

Classified Hiring:

None reported.

Other:

09/09/2025: Participation in Founder's Day ceremony on steps in front of Student Union.

09/18/2025: Executive Board Meeting from 3 pm to 6:30 pm Thursday, September 18 at Pierce College. Topics included: 1) Certify run-off election for grievance rep at Valley College and swearing in of two e-board members, 2) Vote to approve increased benefit package for family of late 1521A staff member Scott Matsuda, and 3) Closed session to discuss internal matters regarding AFT review.

Benjamin Horowitz - ESC Chapter Grievance Rep

ESC Chapter Report
September 2025

Chapter Meeting

Executive Board

Consultations

Unit Member Issues/Updates
Conversation with member regarding dues

Shared Governance/Other Committees

Hirings
Hiring Committee for Technical Project Manager
Other
CFT member webinar

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: September 24,2025

Campus: ELAC

Campus E-Board:

Our Board met we discussed our campus and our plans for Fall

Chapter Meeting:

We had our monthly membership meeting

Consultation:

We had our consultation with our President

Unit member issues/updates:

N/A

Shared Governance /Other Committees:

. All committees were attended by AFT 1521A

Classified Hiring Committee

N/A

Classified Hiring:

Other:

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: September 2025

Campus: LAMC – Veronica Enríquez Grievance Rep

Campus E-Board:

Was not able to meet with the Executive board as I was out.

Chapter Meeting:

Met with members in September and had some fun activities for them to participate in. Cesar created a fund interactive way to get their feedback. Meting was in-person and on ZOOM.

Consultation:

This month consultation was cancelled.

Unit member issues/updates:

Some members questioned why they were asked to use their personal hot spot while at work during the outage. Clear communication from supervisors is requested.

Shared Governance /Other Committees:

Attended the Budget and Finance Committee where we ranked items for various departments to be funded. The SRP came up and we were informed that they would not hire back for roles 12-18 months.

Classified Hiring Committee

None that I was aware of.

Classified Hiring:

No hirings.

Other:

A Union of Professionals
Staff Guild
Local 1521A
Pierce Chapter

Sean McDonald,
Interim *Chapter Chair*

Pierce Chapter Report
September 2025

Chapter Meeting

- Held Virtually, on zoom, that week was slammed as the E-Board was hosted on our campus

Office Hours

- None in September (Please note we are available on demand for members anytime, all they need to do is reach out to make an appointment).

Consultation

- Meetings
    - September 29 LAPC President Aguiar
        - Discussed 09/25/25 Notifications regarding Power Outage before Campus was open.
        - Discussed a closure statement regarding an investigation of a member that found no fault. Also mentioned a flip comment made by a department chair in regards to said comments.
        - Discussed partial leave of absence for member finishing up a Masters' Degree
        - Discussed over all morale and stress levels
        - Discussed SRP

Unit Member Issues/Updates

- Consulted with a member regarding work from home being stopped in a members unit.
- Consulted with a member regarding schedule change
- Reached out to Shared Governance committee members to see if they still want to be on the committees.
-
- Emails
    - Various issues

Shared Governance/Other Committees

- Tech Committee: 09/18
- Pierce College Council: 09/25/24 Attended
- Workforce Environment Meeting: 09/16 Missed meeting
- Facilities Committee meeting: 09/16 Attended

Sean McDonald,
Interim *Chapter Chair*

Hiring Committees

- Appointed a member to hiring committee Registrar

Other

- Hosted the E-Board Meeting 09/18/25

A Union of Professionals
Staff Guild
Local 1521A
Pierce Chapter

Sean McDonald,
Interim *Chapter Chair*

Pierce Chapter Report
August 2025

Chapter Meeting

- Held in person/ and on Zoom August 20, 2025

Office Hours

- None in August
- Moved Chapter Office to new location.

Consultation

- Three Meetings
    - August 22 LAPC President
        - Discussed Layoffs
        - Power Outage and communication errors regarding an ask for members to work from home or use quota time
    - August 26 2025 Leadership Retreat with Senior staff, Deans and others
        - Discussed Budget
        - Discussed scheduling of classes
    - August 28 LAPC Opening Day events

Unit Member Issues/Updates

- Met with members and supervisors regarding schedule changes (Kinesiology)
- Consulted with members regarding schedule changes (Kinesiology)
- Consulted with many members regarding SRP.
- Attended a meal with members. Became informed about an issue regarding an educational leave of absence.
- Emails
    - Many regarding SRP

Shared Governance/Other Committees

- Tech Committee: Cancelled Schedule conflict
- Pierce College Council (PCC) Exec: 08/21/25
- Workforce Environment Meeting: Not held Summer
- Facilities Committee meeting: 08/19/25

Hiring Committees

- Appointed a member for Registrar

Sean McDonald,
Interim *Chapter Chair*

Other

- E-Board Meeting: none in August.

A Union of Professionals
Staff Guild
Local 1521A
Pierce Chapter

Sean McDonald,
Interim *Chapter Chair*

Pierce Chapter Report
July 2025

Chapter Meeting

- Not held due to availability issues

Office Hours

- None in July

Consultation

- One Meeting
    - July 14 LAPC President
        - Discussed Enrolment issues related to common course numbering
        - Discussed temporary work schedules for the summer

Unit Member Issues/Updates

- Consulted with a member regarding power outage from June
- Consulted with a member regarding PCC job changes 07/31/25
-
-
- Emails
    - Many regarding vacation schedules

Shared Governance/Other Committees

- Tech Committee: Not held-Summer
- Pierce College Council (PCC): Unable to attend vacation (Isabelle Tranner made proxy).
- Workforce Environment Meeting: Not held-Summer
- Facilities Committee meeting: Cancelled

Hiring Committees

- Appointed a member for Academic Scheduler
- Appointed a member for Child Development Center Assistant

Other

- Emergency E-Board Meeting 07/10/25

A Union of Professionals
Staff Guild
Local 1521A

Pierce
Chapter

Sean McDonald,
Interim *Chapter Chair*

A Union of Professionals
Staff Guild
Local 1521A
Pierce Chapter

Sean McDonald,
Interim *Chapter Chair*

Pierce Chapter Report
June 2025

Chapter Meeting

- End of School Year Luncheon held with local chapter members

Office Hours

- None in May

Consultation

- Three Meetings
    - June 16 LAPC President (Also VP SS & VP SS)
        - Discussed Layoffs
        - Power Outage Issue affecting Student Services Building (SSB) on that day

Unit Member Issues/Updates

- Phone calls discussion with 1521a local chapter leaders regarding Luncheon for June.
- Phone Calls regarding power outage in SSB for three days week of June 16-20
- Member meetings following up regarding power issue.
- Emails
    - Planning for Luncheon
    - Placement for Hiring Committee
    - Union general business

Shared Governance/Other Committees

- Tech Committee: Cancelled due to Juneteenth Holiday
- Pierce College Council (PCC): Unable to attend due to CFT Summer School
- Workforce Environment Meeting: No Meeting
- Facilities Committee meeting: Cancelled

Hiring Committees

- None at this time

Training

- Attended CFT Summer School

Sean McDonald,
Interim *Chapter Chair*

Other

- E-Board Meeting 06/12/25

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: 10.08.25

Campus: ~~Lupita Narkevicius, GR, LAPC~~

Campus E-Board:

Discussed campus issues, voted on several issues and had a closed session. Productive meeting.

Chapter Meeting:

Consultation:

Talked with a couple of staff regarding issues in their area, but they didn't want to file a complaint just yet.

Unit member issues/updates:

Monitored emails from member for issues/questions

Shared Governance /Other Committees:

ASC meeting-discussed moving forward and still in planning stages on how to move forward and keep to the timeline.

Classified Hiring Committee

Classified Hiring:

Other:

Finance Oversight Committee- discussed and worked on language improvement and clarity for the Cell phone policy and started on the Financial Control Guidelines

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: September 2025

Campus: LASC

Campus E-Board:

9/15/25: We met via Zoom to discuss the topics for the consultation with the president and the monthly members meeting.

Chapter Meeting:

9/24/25: The chapter meeting was held via Zoom and recorded and the recording shared with all members. Updates from the September e-board meeting were presented as well as updates from shared governance meetings such the latest findings from the budget committee and college council. Questions were asked by members about instituting a free Metro card program for staff that take public transport to work similar to the free transport program offered to students. Also, clarification was sought by members on the Microsoft Office certification differential in regard to how the exam is proctored online and why LASC does not directly proctor the exam.

Consultation:

9/19/25: The new LASC Chapter AFT 1521a e-board met for the first time with the president for consultation. Among the topics discussed with president included was a member was asked to join the consultation to speak with the president about her application appeal for the bilingual differential after taking the certification exam. The president suggested we grieve the PC's denial of the member's application and agreed to assist the member in advocating for her in getting the differential and reimbursement for the exam. Other topics included a formal introduction of the new e-board to the president as well as the request to move the LASC chapter AFT 1521a office as it is currently in the administration annex and members have expressed the uneasiness of walking by many admin offices to reach the local's office. Campus updates from the president included the estimated completion date of Spring 2026 for the new student union and the campus's $5 million-dollar deficit. The president is proactively reaching out to the state chancellor's office to release funds to hire vacant classified positions.

Unit member issues/updates:

The member that spoke to the president about her bilingual differential at the consultation has successfully appealed her application with the PC and now will receive the differential and reimbursement for the exam. Met with member regarding heavy workload and the influx of micromanaging harassing emails. The member was served a "written warning" from supervisors. This is a long-standing issue for member. Planning to meet with supervisors again. Met with another member that is having long-standing issue of working in hostile work environment. Member wishes to transfer and applied for in-service transaction but was denied. Working with member to file incident reports to document working conditions and the member will reapply for transfer. Another member asked CC to attend a meeting with supervisor to discuss job duties and office operations. The meeting was held on Zoom and recorded as part of an agreement between the supervisor and member in an effort to improve the professional relationship between each other among other conditions to the agreement. Issue stems from member's last evaluation that was thrown out.

Shared Governance /Other Committees:

From budget committee: the campus has a $5 million deficit from the last fiscal year. Measures are being taken to chip away at the deficit and make sure the campus can balance its budget for this fiscal year. Layoffs are off the table in terms of cost-saving measures. There was immense discussion over a new funding request form introduced by the campus financial analyst. This new form would used in place of program review which may be placed on hiatus by the academic senate.

From WEC: The new college emergency plan is ready for printing and distribution after being approved by college council in June. Homeless encampments are forming around the Maintenance &Operations Building as well as the West Campus bungalows. The campus continues to remain historically safest in LACCD due to the tall fencing enclosing the campus. Coyote sightings are growing around the Child Development Center. CDC director asks that shrubbery between the CDC and parking structure 8 be cut to minimize hiding spots for the coyotes.

Classified Hiring Committee

N/A

Classified Hiring:

N/A

Other:

It was announced at the consultation with the president, that the campus HR officer has been appointed to coordinate professional development for classified and administration. Some members voiced disagreement with this announcement.

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: October 10, 2025

Campus: WLAC

Campus E-Board:

Attended the campus executive board meeting.

Chapter Meeting:

Consultation:

Cancelled due to other obligations of the President.

Unit member issues/updates:

Received an incident report from one of our members. Follow up meeting with member (9/30/25)

Shared Governance /Other Committees:

Classified Hiring Committee

Classified Hiring:

Other:

I have been out ill throughout this month due to illness and hospital visits.

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

A Union of Professionals
Staff Guild
Local 1521A
Retiree Chapter

Retiree Newsletter

https://collegestaffguild.ca.aft.org/ October 16, 2025

Retiree Report to Executive Board, October 16, 2025

Dear Retirees,

Effective January 1, 2026, the District's pharmacy benefits will be managed by CVS Caremark in place of OptumRX, PERS Platinum. Your pharmacy needs will be managed by them until December 31st, 2025. This should be a seamless transition, and you won't have to do anything. HOWEVER, in the coming weeks, please watch your mail from CVS Caremark for additional information. You can continue to use your same pharmacy for pickup. ONLY those wishing to receive their medications by mail need to have new prescriptions written.

Again, please let me remind you all that it is imperative that the Union Office has your correct contact information. If the Union cannot reach you, you will miss out on some of our terrific retiree healthcare benefits. District management watches the usage of our benefits. If they see that we are not using certain benefits, they will take them away. So, use them or lose them.

If you know of any retirees that have not joined the Retiree Chapter, please urge them to join. It's FREE. Have them contact Irene @ ilopez@aft-1521a.org or Glen @ gheidenreich@aft-1521a.org at the Union Office with their current contact information.

Respectfully submitted,

Fern Reisner, AFT Staff Guild
1521A Retiree Chapter President

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, September 15, 2025 @ 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 September, **M/S/P** Delegate Minutes for August, **M/S/P.**

- **Michelle, Financial Report;** See Attachments for August.

- **Rosie Cruz;** Refer to MLK, Jr. Breakfast, Postcard (Green)

-Patricia; Union Peace Keeper Training, Call for Members to Become More Involved. More training to Come. "**One Big & Bad Labor Movement**" @ Labor Day Parade. ***Photo/Slides Shown.** Speaker on Starbucks "**Building Worker Power**", month long strike During the Holiday is the Plan.

- **Devin, COPE Report;** Pathways; High Schoolers, Apprenticeship/s, and "**Labor in the Pulpit**, Visits.

- Rob N., Strategic Campaign; Revitalizing LA Convention Center, **Creates Skills to Great Union Careers.** Marqueece Dawson, and Others, **Press Conference, Friday, 9.19 @ 8:00 a.m.** Rent Stabilization being addressed.

- Michael Contreras; Vote in 50-Day, Kick-Off, September 6th Knocking on Doors, **"Labor Power/People Power" Yes, Prop.50**.

-Krystal Romero on behalf of Tatianna, Communications; Actions, Rallies, and Local Events send to "**On The Move**".

-**Norma, Labor Community Services**; 5th Annual Dolores Huerta Spirit Awards was Amazing. Volunteers needed to prepare, For "**Turkeys & Toys**, cleaning/sanitizing Warehouse in September/October.

-**Sister Saba Waheed**; Collective Bargaining being dismissed, Nurses in VA, FEMA, Etc. Union Busting, 1.2 Missing Immigrants as of January. More Detention Centers being built. "**Don't Stop, Don't Normalize, STAY ENGAGED**."

-**President Wheeler Report**; WAR PowerPoint: **W**e **A**re **R**ectifying, **W**e **A**re **R**eady… Lost Mary Gutierrez Hunter to cancer, donated $5,000.00 to Her GoFundMe, and left a 9-Month Old Daughter. Retreat in Selma, Alabama encouraged to go by Kent Wong who is currently recovering from a stroke. WMBA-Sparks Game was FUN! "Union Night for Sparks" upcoming future. Harbor Coalition showed up, Largest in History, turn out, not about elected officials, it's about LABOR and it showed. Seat 43 UAW, OPEN, and Seat 28, Gus Gorona-Open: **Serves as Notice of Agency** made by President Wheeler.

Affiliates Report Check AB715 – tinyurl/veto715. La Phil Harmonic, Only Full-Time in Field of Musicians, received 4-Year Contract with Largest Win in their Field across America, other roles are more Freelance**. *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**

Committees Reports

A Union of Professionals
Staff Guild
Local 1521A

Elections Committee

October 16, 2025

To: AFT 1521A Staff Guild Executive Board

Re: Elections Committee Report for October 2025

* *

1. Special Election
The Elections Committee is awaiting developments regarding the Constitutional Amendment process which we hope will approve the use of electronic voting in Special Elections.

2. Up to this point, the Elections Committee members assumed that the Guild's Executive Board would like to proceed with a Special Election to fill certain vacancies among the District-wide Officers once the option to do so using Electronic Voting is added to the Guild's Constitution. We've made this assumption and made preparations given our understanding of the Guild Constitution.

Guild Constitution, Article III. Section 6. Other Elected Officers:
If any other elected office becomes vacant with six (6) or more months remaining in the term of office, there will be a call for a special election and majority vote to elect a member to serve for the remainder of the term. An appointee (appointed by the executive board) may be temporarily placed while the special elections are conducted. All voting on vacancies defined in this section shall be conducted by mailed secret ballot* with at least 15 days' advance notice. [* Section to be amended.]

3. Action Item: The Elections Committee requests guidance from the Executive Board.

Does the Guild's Executive Board desire to proceed with a Special Election for District-wide Officer Vacancies **?**

A. Will the Executive Board decide that a Special Election should be held as soon as possible and therefore request a **Special Executive Board meeting** to approve the mode of Election for a **Special District-wide Officer Election** to take place in 2025 – immediately following the Constitutional Amendment approval of the option for electronic voting in Special Elections ?

Or…

B. Will the Executive Board decide upon a different course of action ?

4. Elections in 2026
Following the recent Chapter Officers Election, the Elections Committee immediately shifted to preparing for upcoming elections in 2026. These preparations include reviewing and updating rules for the **2026 District-wide Officers Election**, and for the election of Staff Guild Delegates to attend the **2026 AFT National Convention.**

Sincerely,

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.

Officers' Reports

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

Jo-Ann Haywood, Interim First Vice President
3356 Barham Blvd • Los Angeles, CA 90068
O: (213) 341-1533 • C (323) 807-2945
jhaywood@aft-1521a.org

e-Board Date: October 16, 2025

Executive Board Report, Interim First Vice President – September 2025 & October 2025

Standing	September	October
Officers Meetings	September 24, 2025	October 13, 2025
Worksite Support Meeting		October 10, 2025
Executive Board		October 16, 2025
Constitution & By Laws	September 19, 2025	
District Shared Governance		
District Management Consultation		Meeting Cancelled
Chancellor Consultation		October 7, 2025
PC Consultation		October 6, 2025
Other		
OSHA Training		October 3, 2025 October 4, 2025
Member Representation		October 9, 2025

October 8, 2025
Board of Trustees
See link below for meeting details.
https://go.boarddocs.com/ca/laccd/Board.nsf/Public#

September 17, 2025
LACCD Legislative & Public Affairs - *Cancelled*

LACCD Budget & Finance Committee:
Items that may be of interest to you:

- 22/23 & 23/24 Annual General Obligation Bond Audit
- Re-authorized Chancellor's Tax offset Program (COTOP)
  See link below for details and other and other agenda items.
  https://go.boarddocs.com/ca/laccd/Board.nsf/goto?open&id=C4ETR9786A5C#

Facilities Master Planning & Oversight Committee: See link below for details.
Items that may be of interest to you:

- Bond Budget Follow Up – Seaside Colleges
- Measure Active Construction Project Status Report
- Active Design Projects Status Report
- See link below for details and other and other agenda items.
  https://go.boarddocs.com/ca/laccd/Board.nsf/goto?open&id=C4ETR9786A5C

And other duties as assigned.

Jo-Ann Haywood
Interim 1st VP

A Union of Professionals
Staff Guild
AFT Local 1521A

Phillip Highley, *Treasurer*

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

Treasurer's Report September 2025

Meetings

- Executive Board Meeting – 9/18/25
- Officer's Meeting 9/8/25
- Officer's Meeting 9/24/25

Office Hours

- 9/3/25 -3:45-7pm
- 9/5/25 -1:00-5pm
- 9/8/25 -12:00-7pm
- 9/10/25 -3:45-7pm
- 9/12/25 -1:00-5pm
- 9/15/25 -12:00-7pm
- 9/17/25 -3:45-7pm
- 9/19/25 -1:00-5pm
- 9/22/25 -12:00-7pm
- 9/24/25 -3:45-7pm
- 9/26/25 -1:00-5pm
- 9/29/25 -12:00-7pm

Special Projects

- Working with Accountant - Tax year 2024
- Attending Labor Day Parade Long Beach

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

October 6, 2025

Executive Board Report
AFT 1521A, Recording Secretary September 2025

Hello everyone,

Officers' Meetings
- September 15 (Mon)
- September 24 (Wed)

Executive Board
- September 18 (Thu)

Campus Site Visits
- September 29 (Mon)

District and Governance Meetings
- District Management Consultation: *Canceled* – September 2 (Tue)
- Chancellor Consultation: September 2 (Tue)
- PC Consultation: September 15 (Mon)
- JLMBC: September 9 (Tue)
- LAPC Budget Committee: *Canceled* – September 2 (Tue)

Conference/Training
- None scheduled

Contractor
- SharePoint/Proxify
    - Igor: September 22 (Mon) and September 29 (Mon)
    - Christopher: Did not meet

Labor Relations / Member Representation
- September 2 (Tue)

Sincerely,
Melinda Ung
Recording Secretary

AFT 1521A EXECUTIVE BOARD REPORT
OFFICER REPORT

A Union of Professionals Staff Guild Local 1521A

GRIEVANCE SECRETARY REPORT

FILED BY: KIMBERLY DAVILLIER

REPORT MONTH		
SEPTEMBER 2025		

CONSULTATIONS HELD:

DATE	EVENT	LOCATION	DESCRIPTION	NOTES
9/15/2025	PC Consultation	ZOOM	A&R address to Board, other matters	

MEETINGS ATTENDED:

DATE	EVENT	LOCATION	DISCRIPTION	NOTES
9/11/2025	Meeting w/LAMC Chapter Chair	ZOOM	Chapter Matters	
9/15/2025	1521A Officer's Meeting	ZOOM	Officer's Meeting	
9/17/2025	Budget & Finance Committee	ZOOM	Districtwide	

TRAININGS:

TRAINING TOPIC	LOCATION	DATE

OTHER ACTIVITIES

9/11/2025	WLAC Site visit	
9/23/2025	LASC Site visit	Met w/Chapter Chair
On going	Other Grievance related matters and consults	Various

Affiliate Announcements & Flyers

UNITED FARM WORKERS

National Headquarters: La Paz • PO Box 62 • Keene, California 93531



Dear friend:

Please join us for the United Farm Workers' 2025 Gala entitled **"Celebrating Farm Worker Families & Honoring the Heroic Firefighters"** on the evening of Thursday, December 11, 2025, at the historic Biltmore Hotel in Downtown Los Angeles.

This year we are dedicated to helping keep farm worker families together by combatting the terrifying daily reality our people face. The UFW is among those leading resistance to this oppression of essential workers tearing at the very heart of decency and humanity. The UFW is mobilizing with labor in support of immigrant workers in California. On Monday March 31st, the official state holiday honoring Cesar Chavez's birthday, farm workers helped organize a march in Delano where thousands of people from throughout California marched past orchards and vineyards to the "Forty Acres," our movement's historic headquarters.

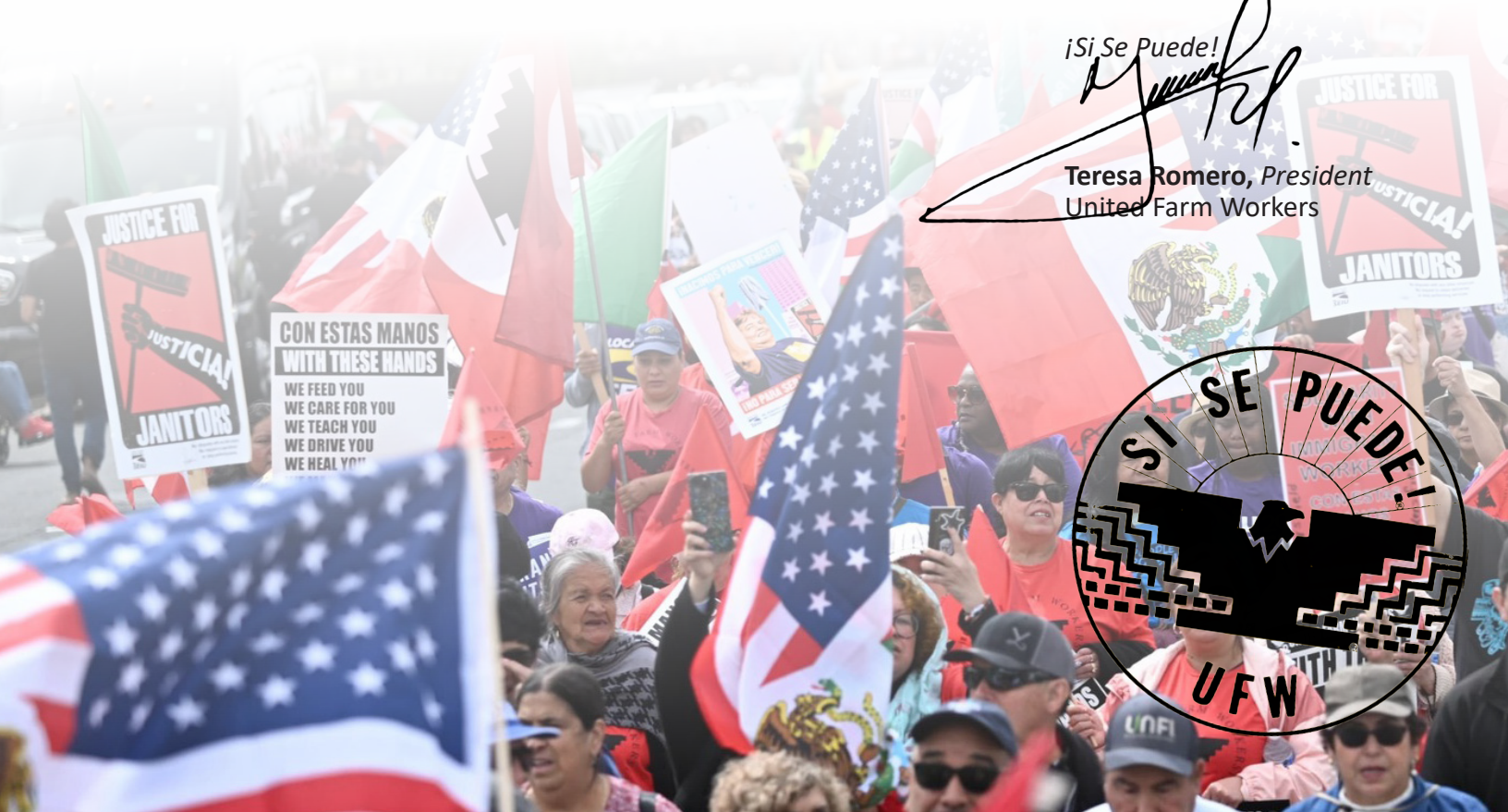
Even as farmworkers are being threatened, detained and removed from the country, the UFW continues to organize successfully under the 2022 state law letting them vote in a union the same way nearly all California political voters vote—from the safety and security of their homes by sending in their ballots. We always insisted that given the chance to vote safely, farm workers would choose the union. The UFW has recently been certified by the state of California as bargaining representative at five companies representing 2000 workers—with more victories to come. Two of the growers have already negotiated union contracts.

The UFW has also scored impressive victories 3,000 miles away—in New York State, which passed a similar farm worker voting rights law in 2019. Now farm workers at eight New York companies have recently voted from home for the union. Farm workers just won their first union contract in New York State history!

Our mission remains unchanged: Despite these challenging times, we will continue building a union of farmworkers, the UFW's legendary slogan has never been more true !It Can Be Done!

¡Si Se Puede!

Teresa Romero, *President*
United Farm Workers





Sponsorship Opportunities

Thursday, December 11, 2025
Registration Begins **5:00pm**
Millennium Biltmore Hotel
506 S Grand Ave.
Los Angeles, CA 90071

Premier Sponsor $100,000

- Time to speak during presentation.
- Prominent placement of company/organization logo an all marketing materials produced for Gala Dinner.
- Full page, color ad in Gala Program Book.
- Company/Organization name/logo on UFW website with a link to company website.
- Company/Organization name/logo in all e-marketing blasts.
- Inclusion in press materials.
- Verbal recognition at UFW Gala Dinner.
- Company/Organization provided social media message to be included on UFW social media pages and promation as a Premier Sponsor.
- (2) eight-person tables with prominent placement at UFW Gala Dinner.
- Listing in Premier Section in the Commemorative Journal.

Diamond Sponsor $50,000

- Time to speak during presentation.
- Company /Organization logo on select marketing materials produced for Gala Dinner.
- Full page, color ad in Gala Program Book.
- Company/Organization name/logo on UFW website with a link to company website.
- Company/Organization name/logo in all e-marketing blasts.
- Inclusion in select press materials.
- Verbal recognition at UFW Gala Dinner.
- Social media promotion as Diamond Sponsor.
- (2) eight-person tables at UFW Gala Dinner.
- Listing in Diamond Section in the Commemorative Journal.

Platinum Sponsor $25,000

- Company /Organization logo on select marketing materials produced for Gala Dinner.
- Full page, color ad in Gala Program Book.
- Company/Organization name/logo on UFW website with a link to company website.
- Company/Organization name/logo in all e-marketing blasts.
- Inclusion in select press materials.
- Verbal recognition at UFW Gala Dinner.
- Social media promotion as a Platinum Sponsor.
- Eight-person table at UFW Gala Dinner.
- Listing in Platinum Section in the Commemorative Journal.

For questions please call Diana Martinez at 661-823-6105

Please return this form to indicate your sponsorship level.

☐ Yes, please count on me to support the UFW Gala in honor of the continuing struggle with a sponsorship gift.

☐ Payment enclosed (Please make check payable to):
United Farm Workers
Attn: Teresa Romero, Gala Dinner Chair
P.O. Box 62
Keene, CA 93531

Please indicate your sponsorship level:

- ○ Premier Sponsor $100,000
- ○ Diamond Sponsor $50,000
- ○ Platinum Sponsor $25,000
- ○ I am unable to attend, but wish to make a contribution in the amount of $_____

Sponsor Name: _____

Contact Name: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____ Ext: _____

e-mail: _____

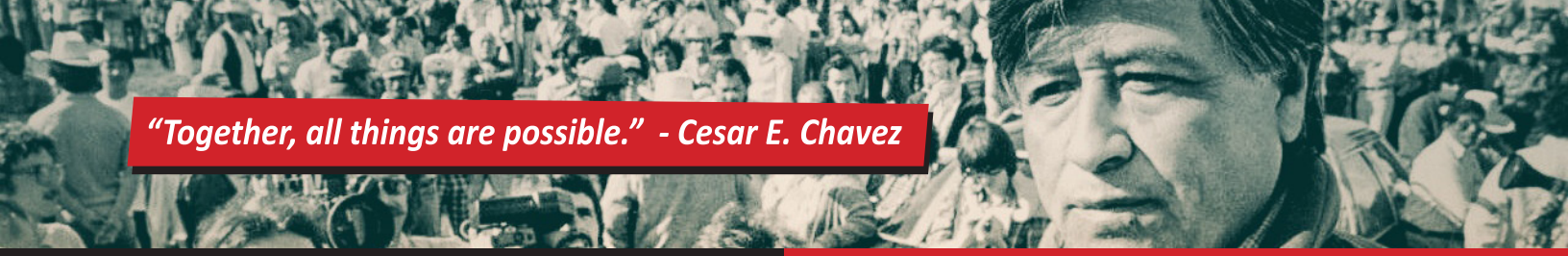
Visa ☐ Mastercard ☐ AMEX ☐ Discover ☐

Credit Card Number: _____

Expiration Date: _____ Security Code: _____

Signature: _____

Date: _____



Sponsorship Opportunities

Thursday, December 11, 2025
Registration Begins **5:00pm**
Millennium Biltmore Hotel
506 S Grand Ave.
Los Angeles, CA 90071

Gold Eagle Sponsor $15,000

- Full page, color ad in Gala Program Book.
- Company/Organization name/logo on UFW website.
- Verbal recognition at UFW Gala Dinner.
- Eight-person table at UFW Gala Dinner.
- Social media promotion as Gold Eagle Sponsor.
- Listing in Gold Sponsor Section in the Commemorative Journal.

Silver Eagle Sponsor $10,000

- Full page, color ad in Commemorative Journal.
- Company/Organization name/logo on UFW website.
- Eight-person table at UFW Gala Dinner.
- Social media promotion as Silver Eagle Sponsor.
- Listing in Silver Sponsor Section in the Commemorative Journal.

Black Eagle Sponsor $5,000

- Full page, color ad in Commemorative Journal.
- Eight-person table at UFW Gala Dinner.
- Social media promotion as Black Eagle Sponsor.
- Listing in Black Sponsor Section in the Commenorative Journal.

Bronze Eagle Sponsor $1,000 *(per seat)*

- Business Card, color ad in Commemorative Journal.
- 1 invite to UFW Gala Dinner.
- Listing in Bronze Sponsor Section in the Commemorative Journal.

For questions please call Diana Martinez at 661-823-6105

Please return this form to indicate your sponsorship level.

☐ Yes, please count on me to support the UFW Gala in honor of the continuing struggle with a sponsorship gift.

☐ Payment enclosed (Please make check payable to):
United Farm Workers
Attn: Teresa Romero, Gala Dinner Chair
P.O. Box 62
Keene, CA 93531

Please indicate your sponsorship level:

- ○ Gold Eagle Sponsor $15,000
- ○ Silver Eagle Sponsor $10,000
- ○ Black Eagle Sponsor $5,000
- ○ Bronze Eagle Sponsor $1,000
- ○ I am unable to attend, but wish to make a contribution in the amount of $_____

Sponsor Name: _____

Contact Name: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____ Ext: _____

e-mail: _____

Visa ☐ Mastercard ☐ AMEX ☐ Discover ☐

Credit Card Number: _____

Expiration Date: _____ Security Code: _____

Signature: _____

Date: _____

Sponsorships at the **Premier, Diamond, Platinum, Gold Eagle, Silver Eagle** and **Black Eagle** levels all include a Full Page Ad space, in addition to each level's benefits.

Bronze Eagle sponsorships include a Business Card Ad space, in addition to the benefits at that level.

Business Card Ad

Max. Image Area =
3.688 x 2.374 inches
$1,000

1/4 Page Vertical Ad

Max. Image Area =
3.688 x 4.943 inches
$1,500

Full Page Ad

Max. Image Area = 7.5 x 10 inches
$5,000

1/2 Page Horizontal Ad

Max. Image Area = 7.5 x 4.938 inches
$2,500

All Ad Artwork Needed by **NOVEMBER 21st** 2025

1) Make checks payable to United Farm Workers

2) Please indicate the ad you want and send a copy to:

United Farm Workers
Attn: Teresa Romero, Gala Dinner Chair
P.O. Box 62
Keene, CA 93531-0062

Please send the art for your ad to Justin Watkins at jwatkins@ufw.org

LACCD BOARD OF TRUSTEES

Kelsey Iino, President
Sara Hernandez, First Vice President
Andra Hoffman, Second Vice President
Gabriel Buelna
David Vela
Steven F. Veres
Nichelle Henderson
Ambyr Cynthia Baham, Student Trustee

District Administration

Alberto J. Roman, Ph.D., Interim Chancellor

LATTC College Administration

Alfred McQuarters, College President
Abigail Patton Garcia, Vice President-Instruction
Felicito Cajayon, Dean of Instruction
Kathleen Yasuda, Labor Center Director
Kimberly Wicker, Pathway Counselor

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

FALL 2025
CLASS SCHEDULE

LOS ANGELES TRADE TECH COLLEGE
LABOR CENTER

FALL 2025

LABOR STUDIES CLASSES

Semester Starts: Sep 1, 2025

Semester Ends: Dec 21, 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

WEEKEND CLASSES (1 unit) 8:30am-5:20pm

Held at Trade Tech in F5-room 221

Labor Studies weekend classes only
Free Parking

LS 113 Union Leadership Skills- Basic leadership skills for building influence and advancing in your union. Includes public speaking, parliamentary procedure, running meetings, effective communications and mobilizing your members. **Class #25932**
Instructor: Susan Minato
September 6 & 13

LS 126 Issues in Labor Arbitration – an overview of the two major issues in arbitration: discipline/discharge & contract interpretation cases. Includes just cause, absenteeism, insubordination, substance abuse, theft/dishonesty, and standards for interpreting contract language. **Class #25336**
Instructor: Lou Zigman
September 20 & 27

LS 106 Labor & Disaster Relief - Learn the laws and how to combat sexual harassment and job discrimination, including the criteria for claims, agencies, policies and procedures for prevention. **Class #25224**
Instructor: Armando Olivas
October 4 & 11

LS 122 Framing the Message for Labor- Students examine the language of labor and progressive action and learn to sharpen the message to broaden public support, build power, and gain political results. **Class#25199**
Instructor: Kristal Romero & Tatiana Ramirez
October 18 & 25

LS 118 – Employee Benefit Plans- Explores employee health and retirement benefits: how they work and how they are funded; labor's role in bargaining and preserving benefits, and the issues and political forces driving the debate.
Class#25200
Instructor: S. Hendricks & K. Rallings
December 6 & 13

ONLINE CLASSES (3 unit)

Conducted completely Online

LS 5 Grievance & Arbitration- How to identify, investigate, write and present grievances, and handle arbitrations. Emphasis on participants' own contracts, grievance procedures and experiences. **Class #17739**
Instructors: Tanya Akel & Jody Klipple

LS 20 Workers' Rights- Basic legal rights for workers, including: wage and hour laws, overtime, leaves, workplace privacy including e-mail and computers, accommodating disabilities, including pregnancy, and combating employment discrimination.
Class #19278 *Instructor: Josh Young*

LS 21 Working Class in Cinema-Examines film portrayals of the working class and labor unions. Students learn to evaluate popular culture, dramatization of workers' rights struggles, and analyze how the movies help shape public perception and values.
Class#17777
Instructor(s): Ericka Wills & Josh Young

LS 12 Building Strong Unions – How to manage and build a strong union: including strategic planning and goal setting, effective communications, time management, team building, increasing member participation and leading organizational change. **Class #26276**
Instructor: Tanya Akel & Jody Klipple

OFF SITE/EVENING CLASSES (3 unit)

6:00pm - 9:10pm
Off campus classes in union halls, free parking

TUESDAYS

LS 20 Workers' Rights- Basic legal rights for workers, including: wage and hour laws, overtime, leaves, workplace privacy including e-mail and computers, accommodating disabilities, including pregnancy, and combating employment discrimination.
Class #25308 *Instructor: Matt Hart*

Team 1428 - 705 W. Arrow Hwy, Claremont, CA

THURSDAYS

LS 4 Labor in America- The role of unions in creating and maintaining the middle class standard of living for all workers. Labor's impact on issues such as wages, benefits and job security, and economic justice issues such as public education and social security.
Class#25307
Instructors: Matt Hart & Derek Smith

UFCW 324 - 8530 Stanton Ave., Buena Park

DAY CLASSES AT TRADE TECH (3 unit)

Mon/Wed 11:45am-1:10pm
LS 21-Working Class in Cinema- See online class description. **Class #25348**
Instructor: Mindy Chen
F5 room 315

Tue/Thurs 10:10am-11:35am
LS 4 – Labor in America - See eve class description. **Class #25378**
Instructor: Jennifer Galvez
F5 room 111

FALL 2025

LABOR STUDIES CLASSES

Semester September 1 - December 21

All Labor Studies classes - CSU transferable

Must Pre-Enroll Online at least a week before class starts:

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

Max Mont Scholarships:
for Labor Studies classes only

LOS ANGELES TRADE TECH COLLEGE
LABOR CENTER


THE LOS ANGELES COUNTY FEDERATION OF LABOR PROUDLY PRESENTS
LOS ANGELES COUNTY FEDERATION OF LABOR AFL-CIO
MLK DAY 2026
BACK TO OUR ROOTS
SATURDAY, JANUARY 17, 2026
LOS ANGELES CONVENTION CENTER | CONCOURSE HALL
1201 S. FIGUEROA ST, LOS ANGELES, CA 90015
VIP RECEPTION 8:00 AM
BREAKFAST 9:00 AM
SPECIAL GUESTS:
REV. EVERETT B. KELLEY
President of the American Federation of Government Employees (AFGE)
CAPTAIN ROBERT HAWKINS
LAFD Fire Captain & President of the Los Angeles City Stentorians

UNION YES

ON PROP. 50

PHONEBANK

MON. 09.22.25 | 09.29.25 | 10.06.25 | 10.13.25 | 10.27.25 | WED. 10.29.25

5:30 PM - 7:30 PM

2130 JAMES M. WOOD BLVD.
LOS ANGELES, CA 90006

PLEASE SCAN QR CODE TO SIGN UP

ADDITIONAL QUESTIONS?

CONTACT MICHAEL CONTRERAS AT MICHAEL@THELAFED.ORG

260

UNION YES
ON PROP. 50
CANVASS

SAT. 9.20.25 | 10.11.25 | 10.18.25 | 10.25.25

9:30 AM - 1:30 PM

2130 JAMES M. WOOD BLVD.
LOS ANGELES, CA 90006

PLEASE SCAN THE QR CODE TO SIGN UP

ADDITIONAL QUESTIONS?

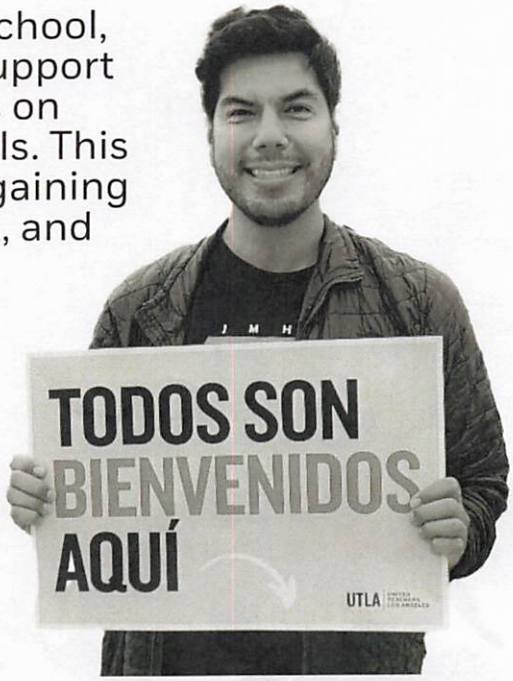
CONTACT MICHAEL CONTRERAS AT MICHAEL@THELAFED.ORG

LOS ANGELES COUNTY FEDERATION OF LABOR AFL-CIO

$4.9 BILLION UNSPENT WHILE STUDENTS NEED SUPPORT NOW

UNITED TEACHERS UTLA LOS ANGELES

We are excited to welcome students back to school, but our classrooms continue to lack critical support while the district sits on $4.9 billion and stalls on making meaningful investments in our schools. This school year, educators are fighting at the bargaining table and beyond for the resources, programs, and stability our students need to thrive.



What we're fighting for:

- ✓ More staff and resources for students' well-being and social emotional health
- ✓ Smaller class sizes for more individualized attention
- ✓ Building repairs, updates, and more green spaces
- ✓ Access to clean drinking water
- ✓ Competitive salaries to fill vacant positions and retain educators
- ✓ Support for immigrant students and families
- ✓ Support for LGBTQIA+ students and educators
- ✓ Protection and expansion of Community Schools, BSAP and Ethnic Studies
- ✓ Housing assitance for families and students to combat homelessness

UNITED FOR LA SCHOOLS

Tuesday
Sept 16
Join a picket around 30 minutes before school starts.

SCAN QR CODE FOR MORE INFORMATION

The 50th CHICANO MORATORIUM COMMITTEE demands a ceasefire in Palestine, and a complete halt to the Gaza genocide and occupation

We, the 50th Chicano Moratorium Committee, as a community based anti-war voice, declare that we stand against war! "World Peace & Dialogue is the Answer", as we have declared since 1969-70 during the Vietnam war, and, the recent Ukraine/Russia conflict, we reiterate our position that violence is inefficient and must stop!

We oppose the attacks on civilian populations, hostage takings, and irresponsible attempts to draw others into a larger conflict at the risk of regional destructive strategies of violence. We oppose the genocidal policies of a racist/hateful Zionist government that administers a territory in contravention of international law, using apartheid systems to surround the Palestinian population, denying and/or controlling all the resources to enable a functioning community.

We oppose the Israeli government plot to remove Palestinians from their historic lands, as a continuation of WWII policy to secure territory & resources for the imperialist world order, and which is financed by the U.S. neoliberal elite with our tax dollars for corporate profits. The root cause of these violent politics is with the defense of the institutions of racist capitalism, and the extension of colonial rule by the aging elite of the "old world order". This same system is responsible for the genocide of indigenous cultures, the slave trade, and, is the same "order" based on "Manifest Destiny" in the western hemisphere to consolidate those institutions of violence.

Historically, Chicanos have identified with the plight of the Palestinian struggle living in occupied territory, consistent with our point of unity to be "In solidarity with all the oppressed nations in the world". Also, we view the right to self-determination as fundamental to the oppressed populations, and a human right for peaceful coexistence.

We do not recognize the many attempts to claim antisemitism as the reason for opposition to war & occupation. In fact, we stand with the Jews in the world who call for the end of the violence, and who respect the Palestinian peoples' right to live in peace.

The Zionist Israeli government, and U.S. corporate media, are trying to fool the world by saying they are on a mission to eliminate "Hamas", a group that they financed to remove the PLO (Palestine Liberation Organization) from Gaza, and in affect have plotted to remove Palestinian people from Gaza, to control the recent finds of oil reserves & natural gas within that jurisdiction. This strip called Gaza would allow the Palestinian people to be self-efficient and sovereign, united with the "West Bank", and a recognized nation-state in the world as a free Palestine!

We call for political leaders, labor leaders, and community-based organizations to demand an end to genocide and the occupation of Gaza, an **immediate ceasefire & moratorium**, and recognition for a free Palestine. **December 2023 Declaration**



PEACE NOW!!



The 50th CMC Declaration & Call for unity against ICE & U.S. federal policy of terrorism towards the Mexican/Chicano/Latino community

The 50th Chicano Moratorium Committee, formalized in 2020 to continue the struggle against war and injustices since the 1970 police attacks on August 29, 1970, declares the right to reject and resist the new U.S. war against our communities. We **call for unity against ICE & U.S. federal policy of domestic terrorism**.

These attacks are not new to our people. From the 19th century war to occupy our lands with a false promise in treaty to accept our legal right to live in these lands, to the 20th century federal policies of the "Repatriation Movement", "Bracero Program", "Operation Wetback", and various deportation laws, **we are again the target of racist & terroristic demonization and attack**.

The new U.S. policy of mass deportations, criminalization, and ethnic cleansing repeats the old fear of an "invasion" force that will upset the order of privilege in colonial America. The blame game for crime, economic recession, loss of jobs, etc. is on-going with media duplicity, and directed by a political machine controlled by the capitalist billionaire cabal.

We are the workers that produce the wealth. However, it's the capitalist class that controls this economy, who is hired, the import & export of goods, the media outlets, and the financing of the political selection of legislators. Through this system they operate with control of working-class taxes and finance war, state police/military forces, and the narrative to protect the "rule of law" used to enforce power over the people.

We reject the violation of constitutional protections to redress grievances, free speech and association, and the right to live in peace. We denounce the use of military force, invasion of our communities, illegal arrest of working people and their leaders, and, the presence of the illegally dispatched National Guard forces against the objection of an elected governor and local leaders.

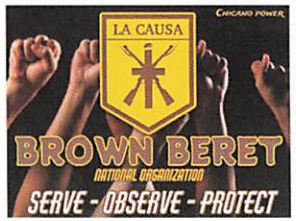
We call on all progressive forces, including political parties, labor organizations, and community groups to unite against the neo-liberal & right-wing fascist in the U.S. dressed as "representatives", and defend the constitutional right to protest, free speech, and assembly. We seek peace & justice for all!

In Appreciation & Solidarity,
The 50th Chicano Moratorium Committee (50th CMC)



50TH CHICANO MORATORIUM SPONSORS IN UNITY

California State Retirees – Chapter 9
Committee for Autonomous Social Action (C.A.S.A.)
ELAC & ELAC Foundation
ELAC - MEChA
L.A. County Federation of Labor AFL-CIO
Labor CounciL for Latin American Advancement (LCLAA)
Latino/a Roundtable San Gabriel/Pomona (LRT)
Latino Theatre Center – L.A. (LTC)
Operation Street Kidz
SEIU Local 721 – L.A.
SFV Cesar Chavez Commoration Committee
So. Calif. Teamster Retirees Assoc. (SCTRA – JC 42)
Teamsters Local 630 – L.A.
Teamsters Local 572 – Carson
Teamsters Local 1932 – San Bernardino
The Brown Beret National Organization
UAW Region 6 – Western States
UFCW Local 770 – L.A.



The 50TH CMC Scholarship Fund – ELAC Foundation

The 50th Chicano Moratorium Committee is a group dedicated to educating people about the Chicano Moratorium of August 29, 1970.

The growth and transformation of students encompasses education derived from real life experiences as well as academics. Students with participation in civic and/or community activities are preferable when giving consideration for these scholarships.

DONATE HERE:
https://secure.qgiv.com/for/50thchicanomoratoriumscholarship/

East Los Angeles College Foundation is a 501 (c) (3) non-profit organization. Federal Tax ID# 33-0034221

50TH CHICANO MORATORIUM COMMITTEE – P.O. BOX 32614 LOS ANGELES, CA. 90032

MARINE PRINTING
PRINTING SECTOR
UNION CWA LABEL 15
WILMINGTON, CA.
(310) 518-2727

50TH CHICANO MORATORIUM COMMITTEE

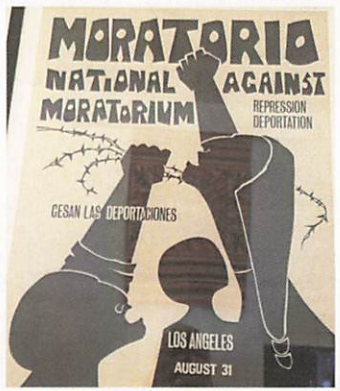
www.50thchicanomoratorium.org

55th Anniversary & Commemoration of August 29, 1970
Against U.S. War & Genocide in the World!

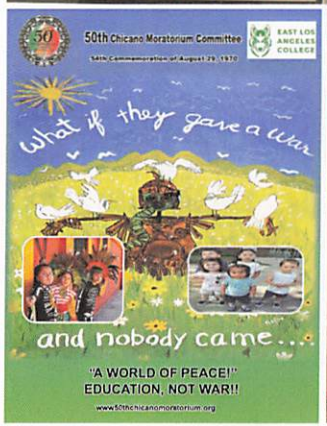
- STOP TERRORIST ICE ATTACKS IN OUR COMMUNITIES!
- STOP DEPORTATIONS & FAMILY SEPARATIONS, NOW!
- STOP U.S. FUNDING OF PROXY WARS IN UKRAINE & PALESTINE WITH OUR TAX DOLLARS!
- STOP U.S. FUNDING & SUPPORT OF ISRAEL'S GENOCIDE OF THE PALESTINAIAN PEOPLE & WAR IN THE MIDDLE EAST!

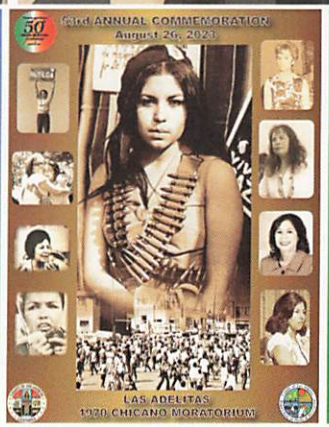










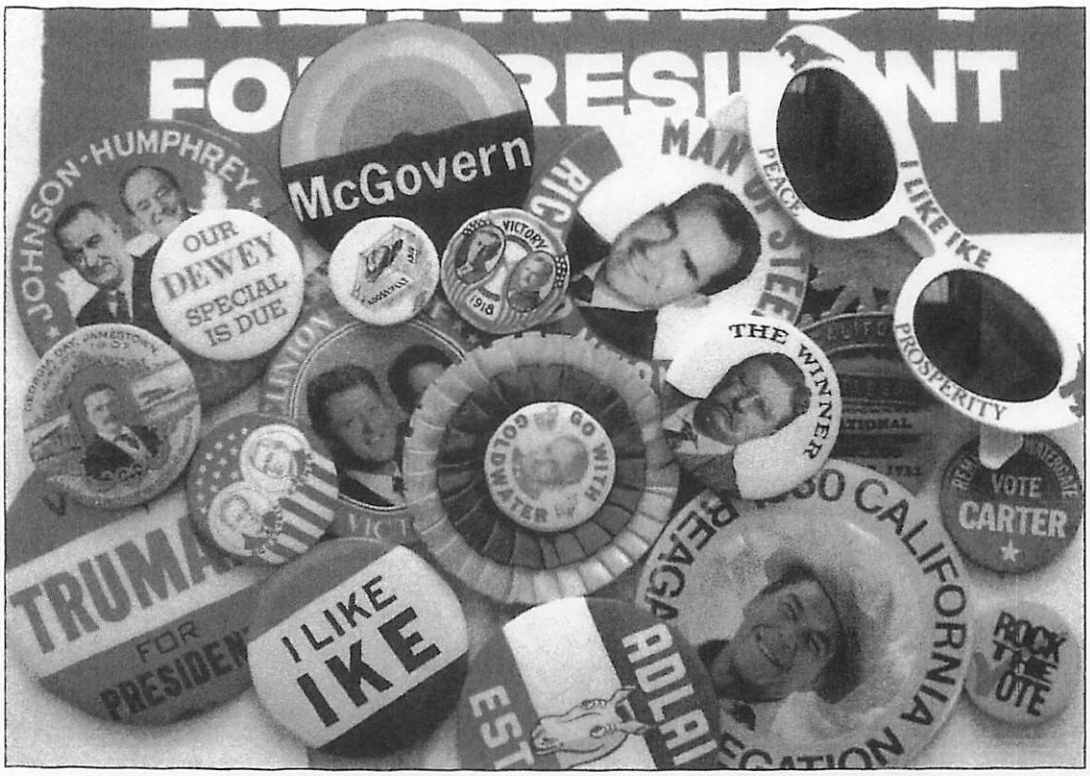




Political Collectibles Show & Sale

Saturday November 8, 2025

10 AM - 2 PM



Historic Rancho San Antonio
21000 Plummer Street
Chatsworth, CA 91311

Hosted by the Southern California chapter of the American Political Items Collectors (APIC), this annual show is an opportunity to discover the value of your political treasures, buy campaign buttons, posters, and political memorabilia, and view displays of vintage Americana. The public is invited to bring in their political items for FREE APPRAISALS.

- Thousands and Thousands of political buttons, badges, ribbons, posters, books, etc. for sale
- Exhibits of American political collectibles from the 1800's to the present
- FREE campaign buttons to new collectors and FREE admission to children under 13 and students

Admission donation: $ 3 (children under 13 and students are free).
For more information or to join the APIC, contact Tom Morton 818-644-9231.

Financial Report for Aug, 2025

		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		436,799.83	-	-	-	204.77	46,978.41		
Fundraising/Contributions			-	-				-	-
Grant Revenue			-	-	-	-		-	-
Interest		5,633.10		1,827.82		394.60	-	-	-
Rental Income		-	-	-		-	-	-	-
Other Income/Market Value Change		30,200.00		-					-
Total Revenue		**472,632.93**	-	**1,827.82**	-	**599.37**	**46,978.41**	-	-
EXPENSES									
Salaries		248,090.41		-	-	-	-	-	-
Salary Related Expenses		34,674.01		-	-	-	-	-	-
Conferences, Conventions, Meetings		8,073.43		-	-	-	-	-	-
Annual Events		3,092.00		-	-		-	-	-
Office & Administrative Expenses		3,403.93			2,750.85		1,095.48	2,185.00	
Professional Fees		19,635.17		-	-				-
Program Expenses:									
The Peoples Project				-	-	-	-	-	-
Organizing			-	-	-	-	-	-	-
Strategic Campaigns			-	-	-	-			-
Communications			-	-	-	-	-	-	-
Contributions			-		-			-	-
Per Capita, Membership Fees		22,075.31	-	-	-			-	-
Office Upgrades/Improvements		-		-	-	-	-	-	-
Total Expenses		**339,044.26**	-	-	**2,750.85**	-	**1,095.48**	**2,185.00**	-
Net Increase / (Decrease)		**133,588.67**	**$ -**	**$ 1,827.82**	**$ (2,750.85)**	**$ 599.37**	**$ 45,882.93**	**$ (2,185.00)**	**$ -**
CASH FLOW									
Balance as of 08/01/2025		2,739,758.53	45,504.92	953,120.04	183,423.01	96,630.70	476,215.19	430,418.66	(0.00)
Net Increase / (Decrease)		133,588.67	-	1,827.82	(2,750.85)	599.37	45,882.93	(2,185.00)	-
WAFD Balance as of	8/31/2025	299,070.32		-	-	-	-	-	-
Preferred Bank, Restricted							658,236.17		
City National Bank				623,987.44					
United Business Bank				264,917.41					
Columbia Thread						73,415.21			
Other Interfund (Receivable) / Payable					-	-		-	-
Cash Balance: as of 08/31/2025		**$ 3,172,417.52**	**$ 45,504.92**	**$ 1,843,852.71**	**$ 180,672.16**	**$ 170,645.28**	**$ 1,180,334.29**	**$ 428,233.66**	**$ (0.00)**

Updated 9/10/2025, 12:44 AM

- Request to support Mary Gutierrez-Hunter's memorial fund with a contribution of $5,000

It was moved, seconded, and carried to adjourn the meeting in memory of Mary Gutierrez-Hunter at 10:54 a.m.

Los Angeles County Federation of Labor
Executive Board Minutes
September 11, 2025

The meeting was called to order by Chair Thom Davis at 10:06 a.m.

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

CHIEF OF STAFF REPORT

Sister Rosie Cruz shared the MLK 2026 invitation for our annual event on January 17, 2026, at the Los Angeles Convention Center. Sister Patricia Recinos thanked the affiliates for their participation on Labor Day and explained the process for requesting a strike sanction. She asked Vice Presidents to join the upcoming solidarity meeting on September 17, 2026, with our immigrant community groups at the Fed. Brother Devin Ablard provided updates on Labor in the Pulpit. Brother Rob Nothoff discussed ULA, RSO, and the Los Angeles Convention Center. Brother Devin Osiri celebrated the successful Prop 50 rally on September 6, 2025, and requested financial contributions for redistricting, as well as the upcoming COPE schedule. He thanked Maria Rivera and Workers United for their support in providing overflow parking at the Fed and said we could not host successful events there without this invaluable support. Sister Kristal Romero updated the Vice Presidents on the status of Sister Tatiana Ramirez's maternity leave and reminded them to send her any updates for "*On the Move*."

Brother Armando Loza shared updates on upcoming campaigns in response to a student from the MCLC who was detained and sent back to her home country. Meanwhile, we learned that her mother had passed away, and they are requesting donations to support her future security and stability. He invited members to join the birthday celebration for former LA Fed President Miguel Contreras at the MCLC. Sister Norma Lopez updated the Board on the Dolores Huerta Spirit Awards and expressed gratitude to Dolores for her constant energy and participation.

PRESIDENT REPORT

Vice President Xochitl Cobarruvias delivered a report on behalf of President Wheeler. She emphasized the importance of participating in the upcoming get-out-the-vote efforts for Prop 50. She announced the expansion of the Board to include Seat 43 and noted the vacancy in Seat 28, thanking Vice President Gus Corona for his service. Nominations will take place at the October meeting. Additionally, she celebrated the success of the Dolores Huerta Spirit Awards and congratulated Executive Director Norma Lopez for her hard work and dedication to LCS.

NEW BUSINESS

It was moved, seconded, and carried to approve the following contributions as one:

- Request to support the Los Angeles Sparks with a contribution of $5,000 to their HBCU Night & College Fair on August 31, 2025
- Request to support the Los Angeles/Long Beach Harbor Labor Coalition with a contribution of $5,000 to their 46th Annual Solidarity Parade and Picnic Rally on September 1, 2025
- Request to support Teamsters Local 396 Women's Caucus with a contribution of $1,000 to their 2025 Luncheon on September 13, 2025
- Request to support Capital & Main with a contribution of $2,500 to their 11th Anniversary Exposes on September 18, 2025
- Request to support InnerCity Struggle with a contribution of $1,000 to their Adelante Awards & Celebration on September 25, 2025
- Request to support United Farm Workers with a contribution of $5,000 to their 2025 Gala entitled "Celebrating Farm Worker Families & Honoring the Heroic Firefighters" on December 11, 2025
- Request to support the World Agape Mission Church for providing the Fed with overflow parking with an annual contribution of $5,000



Labor Law and Labor Arbitration

TWO CITIES TO CHOOSE FROM:

Los Angeles
Wednesday, January 14, 2026

Oakland
Friday, January 16, 2026

LABOR ARBITRATION INSTITUTE

laborarb.com

Labor Law & Labor Arbitration

There are many ways to learn and stay up-to-date. But learning from arbitrators is the most direct route. They face the issues every day and hear the arguments from both sides.

There are two cities to choose from, with the same agenda in each city (with some variation in faculty).

The Conference features:

- **up-to-date coverage on discipline/discharge and contract interpretation issues**
- **all new case studies**
- **variety of formats that make the material come alive.**

More information about the program is provided below. Please email us at customerservice@laborarb.com, with any question.

We welcome you to Los Angeles or Oakland for a first-rate education and training.

Faculty

All of the faculty members are in the top tier of labor arbitrators. They are student-focused so you learn the material in a practical and dynamic way. They enjoy teaching and are committed to making this a genuine learning experience. In alphabetical order: **Steve Befort** (LA and Oakland) is professor emeritus at the University of Minnesota Law School and a prominent labor arbitrator. He is also former editor of the ABA Journal of Labor and Employment Law. **Christopher Cameron** (LA only) is a law professor (at Southwestern Law School, Los Angeles). He is on numerous panels and a highly regarded labor arbitrator. **Andrea Dooley** (LA and Oakland) is a popular labor arbitrator based in San Francisco. She was previously a labor attorney at a large law firm and for a major corporation. **John Kagel** (LA & Oakland) Is nationally known labor arbitrator. A graduate of the University of California Berkeley law school, he serves on several panels. He is a past president of the National Academy of Arbitrators. **Mark Suardi** (LA & Oakland) is an attorney and prominent labor arbitrator, After graduation from St Louis University Law School, he practiced law. He serves on several panels in the public and private sector.

Agenda

7:15-8:00 a.m.
Registration & Continental Breakfast

8:00-8:30 a.m.
■ Rules of Evidence

When you investigate or process a grievance, the Rules of Evidence come into play. And there are two aspects: whether the evidence will be admitted and what weight it will be given by the arbitrator. Learn about the rules on relevance, hearsay, expert opinion, privileged communications and circumstantial evidence.

Arb. Andrea Dooley

8:30-9:30 a.m.
■ Evidentiary Issues

As a sequel to the lecture, the panelists discuss actual cases. The arbitrators rule as if they were the arbitrator in the actual case. The educational value is listening to their rationale and how the parties could have presented the evidence.

Panel (Los Angeles): Arbs. Steve Befort, Chris Cameron, Andrea Dooley, John Kagel, & Mark Suardi

Panel (Oakland): Arbs. Steve Befort, Andrea Dooley, John Kagel, & Mark Suardi

9:30-10:15 a.m.
■ Due Process

This doctrine is also referred to as fundamental fairness. Like judges, arbitrators ensure that the process is fair. And they both draw on constitutional law and common law. Foremost are that discipline must be timely, investigations more than perfunctory, that there not be lax enforcement or disparate treatment and that the penalty imposed is within the range of reasonableness. The material covered will be valuable to all involved in labor-management relations.

Arb. Mark Suardi

10:15-10:30 a.m. Break

10:30 a.m.-12:00 Noon
■ Discipline & Discharge: Cases from 2024 & 2025

The arbitrators discuss the latest cases in these hot areas: harassment, job performance, workplace threats, absenteeism, marijuana, off-duty misconduct, and more. The arbitrators give a bench ruling and then discuss their rationale — an excellent way to learn how arbitrators apply the just cause provision.

Panel (Los Angeles): Arbs. Befort, Cameron, Dooley, Kagel, & Suardi

Panel: (Oakland): Arbs. Befort, Dooley, Kagel, & Suardi

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

1:00-1:45 p.m.

■ **Contract Interpretation**

This presentation provides a structure to understand contract law, plus practical advice on the maxims, the role of bargaining history and case strategy.

Arb. Chris Cameron (Los Angeles)

Arb. Mark Suardi (Oakland)

1:45-2:45 p.m.

■ **Contract Interpretation: Recent Cases**

Building on the previous lecture, the panelists discuss actual cases. The cases are factually straightforward, and both sides have good arguments about the application of contract law principles. An engaging way to understand this area of law.

Panel (Los Angeles): Arbs. Befort, Cameron, Dooley, Kagel & Suardi

Panel (Oakland): Arb. Befort, Dooley, Kagel, & Suardi

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

3:00-3:30 p.m.

■ **Past Practice**

The speaker explains both how powerful and limiting the past practice doctrine is. For example, it applies only to employee benefits, but what about quasi-benefits? When can a supervisor bind upper management or a local steward bind union leadership? How much do the business circumstances have to change, in order for the employer to get out from underneath a binding past practice? And when can a past practice prevail over clear language in the contract? This lecture will be eye-opening, and followed by short examples to illustrate the doctrine.

Arb. Andrea Dooley

3:30-4:30 p.m.

■ **Family and Medical Leave Act**

This federal law has spawned more regulations and cases than any other. This lecture will help you navigate the toughest issues. The speaker is both a law professor and labor arbitrator so understands the legal and practical implications of FMLA in the workplace..

Arb. Steve Befort

4:30 p.m. Adjournment

Register Early & Save

The cost is $550, but if you register before October 31, 2025 the cost is $475. This fee covers admission to all sessions, the workbook, and all breaks.

Earn CLE or Continuing Education Credits

Attorneys and HR professionals can earn credit toward their licenses and certification. The number of credits for attorneys depends on the state. Please let us know on the registration form where you hold a license. (Most often, it is 7.0 CLE credits.)

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Two Locations to Choose From

LOS ANGELES: This program is at the Los Angeles Convention Center in downtown Los Angeles. The meeting room is Room 408 which is easily reached from the West Hall and West Hall Parking garage. The LA Convention Center is in the heart of downtown Los Angeles's legal, financial, government and retail district. It is just 15 miles from Los Angeles International Airport (LAX), 18 miles from Burbank Airport, and a short drive to major entertainment, sporting venues and cultural attractions, theme parks and Southern California beaches. In addition to easy highway access, the Center is within walking distance of the MetroStation and is serviced by DASH, downtown's commuter express. The convention center's website is www.lacclink.com.

OAKLAND: This program is in downtown Oakland at the modern 21-story Oakland Marriott City Center. The Marriott is located above the 12th Street BART station. Hop off the BART and you are at the conference. If you fly-in, it is 8 miles from the Oakland International Airport and 25 miles from San Francisco's airport. Via BART, downtown San Francisco is just 12 minutes away (you can take BART all the way to SFO). The hotel is also a good location for exploring Napa and Sonoma wine country, the East Bay and Berkeley. Closer to home are historic Old Oakland, City Center plaza, Chinatown, and Jack London Square on the waterfront. The hotel's website is www.marriott.com. For conference attendees and guests, there is a group rate ($199). For a link, see the registration form below. Please make your reservation as early as possible.

Registration Options

1. Register Online at www.laborarb.com
2. Complete this form and scan to registrar@laborarb.com OR fax to 507-645-2474

Labor Law & Labor Arbitration

Wednesday, January 14, 2026
Los Angeles Convention Center (Room 408)
1201 S. Figueroa Street, Los Angeles, CA 90015
www.lacclink.com

Friday, January 16, 2026
Marriott Oakland City Center Hotel (Grand Ballroom)
1001 Broadway, Oakland, CA 94607
www.marriott.com

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☐ **Wednesday, January 14, 2026 Los Angeles**

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$475.00 per registrant (if registering before October 31, 2025)

PAYMENT
Credit card payment is available by registering through our website, laborarb.com

❑ Check Enclosed $_____

Payment must accompany registration, unless other arrangements are made ahead. Please call the conference registrar at 507-663-1220 for details. Checks may be made payable to Labor Arbitration Institute.

HOTEL ACCOMMODATIONS
There are several hotels within a block of the Los Angeles Convention Center. Parking is available in the West Hall Parking garage at the Convention Center, so it is easy to drive in and out.

For the Oakland program at the Oakland Marriott City Center, please use the hotel's reservation link which can be found on our website, laborarb.com. Go to Conferences, choose Oakland and scroll down to Facility Description and click on the hotel link that is highlighted. The group rate is $199. Please make your reservation as early as possible, as the hotel can sell out. The cut-off date for the group rate is December 24, 2025.

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❑ I am an attorney and request CLE credits for the state of _____.

The Labor Arbitration Institute certifies that this activity has been approved for MCLE credit by the State Bar of California in the amount of 7.0 hours. This activity is also approved in other states. Please let us know in which state(s) you hold a license.

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