AFT College Staff Guild, Local 1521A

Executive Board Meeting Agenda

Hybrid:

Location: East Los Angeles College

Thursday, March 19, 2026 • 3:00 pm – 6:00 pm

1. **Call to Order** (2 minutes)
2. **Flag Salute** (2 minutes)
3. **Meeting Protocols** (2 minutes)
4. **Approval of Agenda** (5 minutes)
5. **Approval of Minutes** (5 minutes)
6. **Action Items** (15 minutes)
    a. Legal Bill (February & March)
    b. Approval of 26-27 Executive Board Schedule
    c. OPEIU Staff Backfill
    d. Negotiations Training
    e. Financial Oversight Committee Recommendation
    f. 2026 AFT Convention Delegates Election Results
7. **New Business**
    a. Profit & Loss Statement – February 2025
8. **Old Business** (8 minutes)
    a. Staffing Ratio Taskforce
    b. ISA Taskforce
    c. Negotiation Launch T-Shirt
    d. ADA Accommodations - Updates
    e. Tuition Reimbursement
    f. MOS Certification & Backpay
    g. Article 14 – CBA Compliance
    h. Grievance Manager Software
    i. Hiring Committee for Executive Director
9. **Chapter Report** (15 minutes)

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

10. **Affiliate Reports** (15 minutes)
    a. L.A. County Federation of Labor Delegate
    b. Activities Coordinator
    c. Health and Wellness Coordinator
    d. Employee Equal Opportunity (EEO)
    e. COPE Committee
    f. CFT Council Participation and Retiree Representation
11. **Committee Reports** (10 minutes)
    a. Elections Committee
    b. Negotiations Committee Report
    c. Financial Oversight Committee
    d. Communications Committee
12. **Officers' Reports** (30 minutes)
    a. President
    b. 1st Vice President
    c. 2nd Vice President
    d. Treasurer
    e. Recording Secretary
    f. Grievance Secretary
13. **Conference/Convention/Training Reports** (5 minutes)
14. **Adjournment**

Next Executive Board Meeting:
Thursday, April 16, 2026

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
First Vice President

Sergio Becerra
Second Vice President

Jonathon Hooker
Interim Treasurer

Melinda Ung
Recording Secretary

Kimberly Davillier
Grievance Secretary

Vacant
Executive Director

Minutes

AFT College Staff Guild, Local 1521A

Executive Board Meeting Minutes
Thursday, February 19, 2025 • Hybrid:

Members Present: J. Haywood; S. Becerra; J. Hooker; M. Ung; K. Davillier; M. Polin; J. Haywood-Daley; A. Paz; N. Embrey; K. Walker; Y. Kim; L. Duffin; B. Horowitz; R. Smith-Kersaint; J. Ramirez; K. Ornelas; L. Wood; A. Ramirez; V. Harris; B. Ramirez; C. Zaragoza; D. Ynostros; N. Muro; A. Labrune; K. Roberts; C. Contreras; L. Murphy; A. Horowitz; J. Sovereign; V. Enriquez; S. McDonald; M. Montanez; I. Tranner; K. Jovel; R. Nwaogu; C. Flores; L. Narkevicius; P. Jhang; R. Martinez; A. Chan ; J. Nickerson; M. Castillo; A. Campbell; J. Holladay-Collins; D. Fitzgerald; A. Clardy; T. Dunham-Frost; C. Baugher; I. Mah y Busch; C. Laughlin; M. Medina; D. Morrissette; C. Smith ; E. Pope Austin; M. Ingram; D. Douglas

Resource: I. Lopez

Retiree: D. Santonianni; M. Romo

Guests:

Absent: A. Edwards; C. Ahorro; K. Ryan-Rubio; G. Moreno; O. Hernandez; J. Estrada; R. Villalobos; A. De La Parra; A. Alvarez; D. Fa-amasino; J. Raines; A. Iniguez; K. Ayvazyan; R. Villanueva; H. Kelley; L. Hunter; K. Williams; B. Bell; C. Guerrero; W. Madrigal

1. Call to Order @ 3:16 p.m. by J. Haywood.
2. Flag Salute
3. Meeting Protocols
4. Approval of Agenda
    a. Motion to add Action Item 6.d "March in March": (M/S/Passes— S. Becerra; B. Horowitz).
    b. Motion to accept the agenda as amended: (M/S/Passes— A. Horowitz; M. Polin).
5. Approval of Minutes
    a. Motion to table the minutes for the next executive board meeting: (M/S/Passes— A. Horowitz; S. Becerra).
6. Action Items
    a. Negotiation Sunshine Notice: Informational update regarding the Sunshine Letter sent on January 21, 2026. The Guild will request member attendance at the April 1st Board of Trustees meeting.
    b. 2026 AFT Convention Delegates Election Results
        i. Motion to certify the 2026 AFT Convention Delegates Election Results: (M/S/Out of Order— A. Horowitz; D. Morrissette).
        ii. Ruling: Following a Point of Order raised by R. Nwaogu and M. Montantez, the Chair ruled this motion Out of Order as it was in violation of Article VI, Section 5 of the Constitution and Bylaws. The election results were declared null and void and will be tabled for next executive board meeting.
    c. 2026 Joint Legislative Conference & Lobby Day (March 16-18, 2026)
        i. Motion to send 4-6 delegates to the conference in Sacramento: (M/S/Passes— A. Horowitz; K. Davillier).
    d. March in March Event (March 12, 2026)
        i. Motion to donate $2,000 to the March in March event: (M/S/Passes— A. Horowitz; C. Baugher)
        ii. Motion to fund up to twelve (12) delegates for dinner per diem, mileage, and parking: (M/S/Passes— A. Horowitz; A. Campbell) . Note: Airfare is paid by AFT 1521 Faculty Guild, and the event provides bus transport, breakfast, and lunch.
7. New Business
    a. Negotiation T-shirt: The board reviewed the "No Class Without Classified" design. A second design will be presented later for a final vote.
    b. Staffing Ratio Task Force: A new task force was launched to analyze vacancy data from the last seven years to ensure proper staffing levels across the district.
8. Old Business

   a. MOS Certification Backpay: The Guild is collecting data via Microsoft Forms to ensure members whose MOS differential was incorrectly canceled receive appropriate backpay.
9. Reports Tabled until next meeting
10. Adjournment
   a. Motion to adjourn the meeting: (M/S/Passes— A. Horowitz; A. Campbell).
   b. Meeting Adjourned: 5:55 p.m.

Respectfully submitted by:
Melinda Ung, Recording Secretary

AFT College Staff Guild, Local 1521A

Executive Board Meeting Minutes
Thursday, January 15, 2026 • Hybrid: WLAC

Members Present: A. Edwards; J. Haywood; S. Becerra; J. Hooker; M. Ung; K. Davillier; M. Polin; N. Embrey; K. Walker; G. Moreno; Y. Kim; L. Duffin; B. Horowitz; R. Smith-Kersaint; J. Ramirez; K. Ornelas; L. Wood; A. Ramirez; A. De La Parra; B. Ramirez; C. Zaragoza; T. Pierce; N. Muro; A. Labrune; K. Roberts; C. Contreras; L. Murphy; A. Horowitz; V. Enriquez; M. Montanez; I. Tranner; K. Jovel; R. Nwaogu; C. Flores; R. Villanueva; P. Jhang; A. Chan ; L. Hunter; J. Nickerson; M. Castillo; C. Guerrero; W. Madrigal; A. Campbell; J. Holladay-Collins; D. Fitzgerald; A. Clardy; T. Dunham-Frost; C. Baugher; V. ; C. Laughlin; M. Medina; D. Morrissette; C. Smith ; E. Pope Austin; M. Ingram; D. Douglas

Resource: I. Lopez

Retiree: D. Santonianni; M. Romo

Guests: M. Bergquist (Elections), R. Kurkjian (CPA), S. Yufa (Lawyer)

Absent: J. Haywood-Daley; A. Paz; K. Ryan-Rubio; O. Hernandez; J. Estrada; R. Villalobos; V. Harris; A. Alvarez; D. Fa-amasino; J. Raines; J. Sovereign; A. Iniguez; S. McDonald; K. Ayvazyan; L. Narkevicius; H. Kelley; R. Martinez; K. Williams; B. Bell

1. Call to Order @ 3:18 p.m. by President A. Edwards.
2. Flag Salute
3. Meeting Protocols
4. Approval of Agenda
    a. Motion to amend the agenda to include Action Item 6A: "Certify special election results and swear in officers." (M/S/Passes— N. Embrey; A. Horowitz).
    b. Motion to approve the agenda as amended. (M/S/Passes—M. Polin; A. Hortwitz).
5. Approval of Minutes
    a. Motion to approve the minutes for November and December 2025. (M/S/Passes—A. Hortwitz; B. Hortwitz.
6. Action Items
    a. Certification of Special Election Results: Natalie Embrey reported no challenges to the election.
        i. The winners are: JoAnn Haywood (1st VP), Sergio Becerra (2nd VP), and Kimberly Davillier (Grievance Secretary)
        ii. Motion to certify special election results. (M/S/Passes—C. Baugher; A. Campbell)
        iii. Oath of Office: President Edwards officially swore in the newly elected officers
    b. Bush Gotlieb Legal Bill: Redacted bill for December totaling $4,179
        i. Motion to approve payment of the Bush Gotlieb bill. (M/S/Passes—A. Horowitz; M. Polin)
    c. Mileage Tabulation Chart: Discussion regarding compliance with Labor Code 2802 and IRS standards, which require reimbursement based on actual routes taken rather than a standardized chart.
        i. Motion to table the mileage chart until legal and accounting input is received. (M/S/Passes—A. Horowitz; K. Walker).
    d. Governor's Forum and AFT Conference: Scheduled for January 23-24
        i. Motion to send a maximum of 20 members to the conference, prioritizing Executive Board members, with costs for mileage, parking, and one per diem covered. (M/S/Passes—C. Laughlin; A. Campbell).
    e. Financial Oversight Committee Recommendation: Tabled for a future special emergency meeting to review all five policy updates in one dedicated session
7. New Business
    a. ADA Accommodations: President Edwards highlighted rampant abuse in the ADA process and ineffective coordination by the district . The Guild is considering joining a class action lawsuit with the Faculty Guild regarding unreasonable denials
    b. Tuition Reimbursement: A new process is launching in Spring 2026 to ensure the committee has direct access to applications and account balances, bypassing previous delays

   c. MOS Certification & Backpay: The Guild is filing for backpay for certifications since 2019, as the district has failed to provide accurate data or maintain current versions of the certification
   d. CalPERS MOU: Differentials (including longevity) are confirmed as pensionable income . Retroactive checks will be issued to retirees back to 2020 .
8. Old Business
   a. Grievance Manager Software: Implementation is ongoing; the board is working on resolving jargon discrepancies before a full launch
   b. Staffing Ratio Mapping: Several campuses (City, West, Mission) are near completion of mapping to counter district data on understaffing
9. Affiliate and Committee Reports
   a. Elections Committee: Nominations for AFT Delegates open January 19-22 . Notice for the 2026 District-wide officer elections will be posted March 2, 2026
   b. Communications Committee: Melinda Ung and Kimberly Jovel presented the new ADA-compliant newsletter, which includes information on student debt relief clinics and
10. Adjournment
   a. Motion to adjourn the meeting: (M/S/Passes—C. Laughlin; J. Haywood)
   b. Meeting Adjourned: 6:00 p.m.

Respectfully submitted by:
Melinda Ung, Recording Secretary

AFT College Staff Guild, Local 1521A

Executive Board Meeting Minutes
Thursday, December 18, 2025 • In-Person: Trade Tech

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

Resource: D. Johnson; I. Lopez

Guests: M. Bergquist; S. Okeefe; E. Solval

Retiree: M. Romo; D. Santonianni

Absent: A. Alvarez; A. Iniguez; A. Labrune; B. Bell; C. Guerrero; C. Walker; H. Kelley; I. Tranner; J. Estrada; J. Raines; K. Ayvazyan; K. Ryan-Rubio; K. Williams; L. Hunter; M. Medina; M. Polin; M. Ung; O. Hernandez; V. Harris

1. Call to Order @ 3:12 p.m.
2. Flag Salute
3. Meeting Protocols
4. Approval of Agenda
    a. (M/S/P— J. Haywood; S. Becerra): Motion to approve the agenda.
5. Minutes
    a. No minutes attached in December report, will be included in January packet.
6. Action Items
    a. Bush Gotlieb, Legal Bill
        i. (M/S/P— A. Horowitz; K. Ornelas): Motion to pay legal bills.
    b. Stipend Committee Report and Recommendations
        i. Stipend Committee Report and Recommendations: The committee presented the stipend breakdown for July through December. Discussion ensued regarding missing reports for several new officers who were unaware of the requirement for two separate documents: monthly chapter reports and activity logs.
        ii. (M/S/P— A. Horowitz; B. Horowitz): Motion to accept the Stipend Committee report and recommendations, and to grant A. Chan, K. Walker, A. Campbell, and C. Laughlin a 48-hour extension to submit their missing reports.
    c. March in March
        i. (M/S/P— A. Horowitz; B. Horowitz): Motion to table the March in March decision until the January 2026 Executive Board meeting to allow for a full cost assessment.
    d. Appointment of Interim Executive Director
        i. Current Executive Director Dash announced his last day would be January 9th. The legal firm Bush Gottlieb recommended Stephanie O'Keefe, President of AFM Local 47, for the interim role. Ms. O'Keefe addressed the board, highlighting her extensive experience in contract negotiations and union administration
        ii. (M/S/P— S. Becerra; S. McDonald): Motion to appoint Stephanie O'Keefe as Interim Executive Director on a temporary contractual basis until a permanent Executive Director is hired.
    e. OPEIU Holiday Employee Appreciation Bonus
        i. (M/S/P— A. Horowitz; R. Nwaogu): Motion to give OPEIU Holiday Employee Appreciation Bonus $500.00

ii. (M/S/P— P. Jhang; C. Baugher): Amended motion to increase the OPEIU Holiday Employee Appreciation Bonus to $1,000 each for this fiscal year, pending an accountant's review of the GL line.

f. Closed Session
   i. (M/S/P— C. Baugher; A. Horowitz): Motion to go into closed session.
   ii. (M/S/P— J. Haywood; S. McDonald): Motion to exit closed session and present to the membership the results of the roll call vote appointing Jonathan Hooker as Interim Treasurer.

7. (M/S/P— A. Horowitz; B. Horowitz): Motion to extend meeting until we are done with agenda.
8. Officers, Chapters, Committee Reports
   a. President's Report: Edwards reported that 2019 MOS certification back pay is being processed, and the education differential will remain pensionable income.
   b. Chapter Updates: City College reported two approved hires in admissions and financial aid. Mission College reported a successful holiday party and active engagement in negotiation preparations.
   c. Elections Committee: Natalie Embry reported a 45% voter turnout for the special election, the highest recorded for such an election. Results were expected to be posted December 19th.
9. Meeting Adjourned at 6:24 PM
   a. (M/S/P— A. Horowitz; M. Polin): Motion to adjourn.

Respectfully submitted by:
Melinda Ung, Recording Secretary

Action Items

A Union of Professionals
Staff Guild
Local 1521A

August 2026 – July 2027

Executive Board Meeting Schedule

August-December 2026

August – Blackout		
Thursday, September 17th	3:00 p.m.	Southwest
Thursday, October 15th	3:00 p.m.	Trade-Tech
Thursday, November 19th	3:00 p.m.	Valley
Thursday, December 17th	3:00 p.m.	West

January-July 2027

Thursday, January 21st	3:00 p.m.	City
Thursday, February 18th	3:00 p.m.	East
Thursday, March 18th	3:00 p.m.	Harbor
Thursday, April 15th	3:00 p.m.	Mission
Thursday, May 20th	3:00 p.m.	Pierce
Thursday, June 17th	3:00 p.m.	Southwest
July – Blackout		Trade-Tech

DRAFT

View Calendar on website @ https://collegestaffguild.ca.aft.org/

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

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

Financial Control Policy

Budgeting

A. Fiscal Year

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

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

C. Adoption

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

D. Amending

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

I. Financial Control Procedures

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 affiliate's principal officer and at least

one other elected general officer certifying that the audit or the review has been presented at a specified regular or special meeting of the affiliate's governing body and published and made available to the members.

The Finance Oversight Committee, shall review all expenditures/reimbursements of the local every six (6) months. 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 notice of which documents they wish to review. Request for appointments should be at least 5 business days in advance. The availability of appointments 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 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

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 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 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 seven (7) 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 Executive Board. The Executive Board shall approve budget transfers in excess of $2,000.

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 or the First Vice-President.

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.

III. Accounting

The primary accounting record of the local is QuickBooks and the documents that supports the information in QuickBooks, to keep 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 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.

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 Executive 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.

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 Executive 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.

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 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 ___2/2026

Approved by Executive Board _____

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, or Hyperlinks 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?***
   -

If you need additonal space, please use a separate sheet of paper.

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 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

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 of any kind 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~~ single

Occupancy. If the member elects to bring a guest, then they will be expected to 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

  2 or more Cost Comparisons required
- Business purpose must be listed

  Unacceptable – "AFT assignment"`

Group Rideshare (all riders must be documented)
-Itemized receipt including date, time, and location
-First name, last name of each person ridesharing

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 and signatures.
- A photograph of the event for large campus events

  Chapter meetings are excluded from the photograph requirement

Updated and Approved by the Financial Oversight Committee 2/2026

A Union of Professionals
Staff Guild
Local 1521A

AFT College Staff Guild

Business Reimbursement Expense Form

Name: Click or tap here to enter text.	**Date:** Click or tap to enter a date.
Mail Check To:	
Location: ☐ELAC; ☐LACC; ☐LAMC; ☐LAPC; ☐LASC ; ☐LATTC; ☐LAVC; ☐WLAC; ☐ DISTRICT OFFICE	**Category: ☐Chapter ☐Expense; ☐Conference; ☐ Convention; ☐Employee Expenses; ☐Good & Welfare; ☐Leadership Training; ☐Meetings; ☐Negotiations; ☐ Printing; ☐Staff Equipment; ☐Supplies; ☐Other**

Receipt #	Purpose of Expenditure	Amount

TOTAL: Click or tap here to enter text.

Please number and 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.

Member Signature

Treasurer or designee: Click or tap here to enter text.	**President or designee**: Click or tap here to enter text.
Signature: Click or tap here to enter text.	**Signature**: Click or tap here to enter text.

New Business

AMERICAN FEDERATION OF TEACHERS COLLEGE STAFF GUILD, LOCAL 1521A

FINANCIAL STATEMENTS

FOR THE EIGHT MONTHS PERIOD ENDED

FEBRUARY 28, 2026

Balance Sheet

AFT College Staff Guild Local 1521a

As of February 28, 2026

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
1000 AFT - Cope	21,586.72
1005 General Checking	385,953.46
1007 Escrow	3,072.00
1010 Matadors Commnty Crdt Union -S0	543.03
1090 Petty Cash	75.00
1091 United Business Bank	24,036.98
1092 US Bank Savings- 6170	1,744,590.04
Total for Bank Accounts	**$2,179,857.23**
Accounts Receivable	
1111 Accounts Receivable	36,650.00
1112 Dues Receivable	122,789.96
Total for Accounts Receivable	**$159,439.96**
Total for Current Assets	**$2,339,297.19**
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 for Fixed Assets	**$5,302.06**
Other Assets	
1820 Investment in BBC	112,003.96
Total for Other Assets	**$112,003.96**
Total for Assets	**$2,456,603.21**
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
2005 Accounts Payable	2,873.26
Total for Accounts Payable	**$2,873.26**
Credit Cards	
Ramp Card	5,296.07
Total for Credit Cards	**$5,296.07**
Other Current Liabilities	
2100 Payroll Liabilities	
2001 Union Dues Liability	-2.30
2002 Dependent Care Liab.	1,350.00
2003 Stipends Payable	700.00
2105 Vacation Pay	12,791.54
Total for 2100 Payroll Liabilities	**$14,839.24**

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.

Balance Sheet

AFT College Staff Guild Local 1521a

As of February 28, 2026

DISTRIBUTION ACCOUNT	TOTAL
Total for Other Current Liabilities	**$14,839.24**
Total for Current Liabilities	**$23,008.57**
Total for Liabilities	**$23,008.57**
Equity	
3001 Net Assets with Donor Restric.	46,228.00
3005 Opening Balance Equity	296,214.93
32000 Unrestricted Net Assets	1,907,007.97
Net Income	184,143.74
Total for Equity	**$2,433,594.64**
Total for Liabilities and Equity	**$2,456,603.21**

Profit and Loss

AFT College Staff Guild Local 1521a

July 1, 2025-February 28, 2026

DISTRIBUTION ACCOUNT	TOTAL
Income	
4005 Dues	985,147.74
4006 Dues - COPE	8,219.25
4105 Affiliate Funding	82,064.98
4301 Voluntary Contributions	1,000.00
4350 Other Income	846.94
4705 Interest	17,405.38
Total for Income	**$1,094,684.29**
Gross Profit	**$1,094,684.29**
Expenses	
5115 Membership Activities	$2,200.00
5115.10 Event Expenses	8,066.06
5115.12 Hall & Venue Rental	16,697.94
5115.7 Catering	11,568.81
5115.8 Sponsorship	1,000.00
5115.9 Merchandise	109.09
Total for 5115 Membership Activities	**$39,641.90**
5605 Good and Welfare	3,607.18
66000 Payroll Expenses	7,698.80
66100 Misc. Expense	50.00
General Membership Meeting	
5555.2 Location Rental	300.00
Total for General Membership Meeting	**$300.00**
Operational	
5000 Web expense	3,036.06
5005 Equipment	819.03
5015 Printing	4,610.03
5020 Building Supplies	724.52
5021 Office Supplies	3,634.85
5022 Bank Charges	762.00
5023 Dues and Subscriptions	11,584.89
5025 Telephone	3,567.35
5030 I.T. Expense	23,870.52
5035 Accounting Consulting	25,260.00
Total for Operational	**$77,869.25**
Organizational	
5105 Subtotal Chapters	
5105.10 West	911.75
5105.1 City	-91.32
5105.3 East	4,410.08
5105.4 Harbor	279.44
5105.5 Mission	622.68
5105.8 TradeTech	402.85
5105.9 Valley	59.59
Total for 5105 Subtotal Chapters	**$6,595.07**

Profit and Loss

AFT College Staff Guild Local 1521a

July 1, 2025-February 28, 2026

DISTRIBUTION ACCOUNT	TOTAL
5106 Holliday Chapter Meeting	
5106.10 West	1,183.64
5106.2 District	566.51
5106.3 East	3,787.08
5106.5 Mission	524.99
5106.6 Pierce	224.93
5106.7 Southwest	669.63
5106.8 TradeTech	2,190.00
Total for 5106 Holliday Chapter Meeting	**$9,146.78**
5110 Conventions	
5110.2 Taxi	132.32
5110.3 Mileage	132.68
5110.4 Lodging	1,527.43
5110.5 Food Per Diem	30.00
5110.6 Parking	208.10
Total for 5110 Conventions	**$2,030.53**
5111 Conferences	
5111.10 Registration Fees	390.00
5111.1 Flights	1,261.02
5111.2 Taxi	954.08
5111.3 Mileage	312.69
5111.4 Lodging	1,763.89
5111.5 Food Per Diem	391.56
5111.6 Parking	473.65
Total for 5111 Conferences	**$5,546.89**
5125 Meetings/Representation	$637.09
5125.10 Cell Phone Reimbursements	400.02
5125.11 Other Services	680.00
5125.1 Flights	-150.00
5125.3 Mileage	239.48
5125.5 Food Per Diem	40.39
5125.6 Business Meals	3,948.52
5125.8 Parking	11.00
Total for 5125 Meetings/Representation	**$5,806.50**
5135 Union Elections	1,232.00
5155 Negotiations Fund	2,610.14
5172 Leadership Training	$1,120.86
5172.10 Workshops	1,622.32
5172.5 Taxi	28.91
5172.6 Mileage	304.77
5172.9 Meals	5,665.33
Total for 5172 Leadership Training	**$8,742.19**
Total for Organizational	**$41,710.10**

Profit and Loss

AFT College Staff Guild Local 1521a

July 1, 2025-February 28, 2026

DISTRIBUTION ACCOUNT	TOTAL
Per Capitas	
5205 AFT	110,530.19
5210 CFL	7,075.60
5215 CFT	270,320.40
5220 LACFL	15,357.65
Total for Per Capitas	**$403,283.84**
Personnel	
5305 Salaries	167,200.86
5306 Stipends	10,950.00
5310 Cellphone Reimbursement - Personnel	650.00
5355 Payroll Taxes	15,711.23
5360 Workers Compensation	3,938.57
5365 Employee Benefits	70,076.69
5375 Mileage	3,153.24
Total for Personnel	**$271,680.59**
Services {110}	
5515 Legal	64,698.89
Total for Services {110}	**$64,698.89**
Total for Expenses	**$910,540.55**
Net Operating Income	**$184,143.74**
Net Other Income	
Net Income	**$184,143.74**

AFT College Staff Guild Local 1521a

Budget vs. Actuals

July 2025 - February 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4005 Dues	985,147.74	1,000,000.00	-14,852.26	98.51 %
4006 Dues - COPE	8,219.25		8,219.25	
4105 Affiliate Funding	82,064.98	72,000.00	10,064.98	113.98 %
4301 Voluntary Contributions	1,000.00		1,000.00	
4350 Other Income	846.94		846.94	
4705 Interest	17,405.38	13,333.36	4,072.02	130.54 %
4755 Retiree Dues		666.64	-666.64	
49900 Uncategorized Income {148}		0.00	0.00	
Total Income	**$1,094,684.29**	**$1,086,000.00**	**$8,684.29**	**100.80 %**
GROSS PROFIT	**$1,094,684.29**	**$1,086,000.00**	**$8,684.29**	**100.80 %**
Expenses				
5115 Membership Activities	2,200.00	0.00	2,200.00	
5115.10 Event Expenses	8,066.06		8,066.06	
5115.12 Hall & Venue Rental	16,697.94		16,697.94	
5115.2 Taxi		0.00	0.00	
5115.3 Mileage		0.00	0.00	
5115.7 Catering	11,568.81		11,568.81	
5115.8 Sponsorship	1,000.00		1,000.00	
5115.9 Merchandise	109.09		109.09	
Total 5115 Membership Activities	**39,641.90**	**0.00**	**39,641.90**	
5605 Good and Welfare	3,607.18	31,640.00	-28,032.82	11.40 %
5951 Cope Expense		0.00	0.00	
66000 Payroll Expenses	7,698.80	3,333.36	4,365.44	230.96 %
66100 Misc. Expense	50.00		50.00	
66900 Reconciliation Discrepancies		0.00	0.00	
69800 Uncategorized Expenses		0.00	0.00	
Building Expense				
5405 Custodial		3,333.36	-3,333.36	
5415 Prop Insurance		2,700.00	-2,700.00	
5430 Repairs		1,200.00	-1,200.00	
5435 Security		1,066.64	-1,066.64	
5440 Trash Collection		1,066.64	-1,066.64	
5445 Utilities		1,666.64	-1,666.64	
5446 gardening		266.64	-266.64	
5447 Pest Control		266.64	-266.64	
5448 Occupancy		6,000.00	-6,000.00	
Total Building Expense		**17,566.56**	**-17,566.56**	
General Membership Meeting				
5555.1 Food & Dining Expense		0.00	0.00	
5555.2 Location Rental	300.00		300.00	
5555.5 Speakers		0.00	0.00	

AFT College Staff Guild Local 1521a

Budget vs. Actuals

July 2025 - February 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total General Membership Meeting	**300.00**	**0.00**	**300.00**	
Operational				
5000 Web expense	3,036.06	20,000.00	-16,963.94	15.18 %
5005 Equipment	819.03	4,000.00	-3,180.97	20.48 %
5010 Postage		733.28	-733.28	
5015 Printing	4,610.03	3,333.28	1,276.75	138.30 %
5020 Building Supplies	724.52	4,000.00	-3,275.48	18.11 %
5021 Office Supplies	3,634.85	5,666.64	-2,031.79	64.14 %
5022 Bank Charges	762.00		762.00	
5023 Dues and Subscriptions	11,584.89		11,584.89	
5025 Telephone	3,567.35	2,000.00	1,567.35	178.37 %
5030 I.T. Expense	23,870.52		23,870.52	
5035 Accounting Consulting	25,260.00	24,000.00	1,260.00	105.25 %
5174 Staff Equipment		4,000.00	-4,000.00	
Total Operational	**77,869.25**	**67,733.20**	**10,136.05**	**114.96 %**
Organizational				
5105 Subtotal Chapters		0.00	0.00	
5105.1 City	-91.32	3,325.00	-3,416.32	-2.75 %
5105.10 West	911.75	2,200.00	-1,288.25	41.44 %
5105.2 District		2,325.00	-2,325.00	
5105.3 East	4,410.08	5,300.00	-889.92	83.21 %
5105.4 Harbor	279.44	1,625.00	-1,345.56	17.20 %
5105.5 Mission	622.68	1,875.00	-1,252.32	33.21 %
5105.6 Pierce	0.00	3,025.00	-3,025.00	0.00 %
5105.7 Southwest		1,350.00	-1,350.00	
5105.8 TradeTech	402.85	2,975.00	-2,572.15	13.54 %
5105.9 Valley	59.59	2,725.00	-2,665.41	2.19 %
Total 5105 Subtotal Chapters	**6,595.07**	**26,725.00**	**-20,129.93**	**24.68 %**
5106 Holliday Chapter Meeting		0.00	0.00	
5106.1 City		2,495.00	-2,495.00	
5106.10 West	1,183.64	1,820.00	-636.36	65.04 %
5106.2 District	566.51	1,895.00	-1,328.49	29.89 %
5106.3 East	3,787.08	3,680.00	107.08	102.91 %
5106.4 Harbor		1,475.00	-1,475.00	
5106.5 Mission	524.99	1,625.00	-1,100.01	32.31 %
5106.6 Pierce	224.93	2,315.00	-2,090.07	9.72 %
5106.7 Southwest	669.63	1,310.00	-640.37	51.12 %
5106.8 TradeTech	2,190.00	2,285.00	-95.00	95.84 %
5106.9 Valley		2,135.00	-2,135.00	
Total 5106 Holliday Chapter Meeting	**9,146.78**	**21,035.00**	**-11,888.22**	**43.48 %**
5110 Conventions		30,000.00	-30,000.00	
5110.1 Flights		0.00	0.00	
5110.2 Taxi	132.32	0.00	132.32	

AFT College Staff Guild Local 1521a

Budget vs. Actuals

July 2025 - February 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5110.3 Mileage	132.68	0.00	132.68	
5110.4 Lodging	1,527.43		1,527.43	
5110.5 Food Per Diem	30.00	0.00	30.00	
5110.6 Parking	208.10		208.10	
Total 5110 Conventions	**2,030.53**	**30,000.00**	**-27,969.47**	**6.77 %**
5111 Conferences		30,000.00	-30,000.00	
5111.1 Flights	1,261.02	0.00	1,261.02	
5111.10 Registration Fees	390.00		390.00	
5111.2 Taxi	954.08	0.00	954.08	
5111.3 Mileage	312.69	0.00	312.69	
5111.4 Lodging	1,763.89		1,763.89	
5111.5 Food Per Diem	391.56	0.00	391.56	
5111.6 Parking	473.65	0.00	473.65	
Total 5111 Conferences	**5,546.89**	**30,000.00**	**-24,453.11**	**18.49 %**
5112 Internal Hiring				
5112.1 Job Search Costs		0.00	0.00	
Total 5112 Internal Hiring		**0.00**	**0.00**	
5125 Meetings/Representation	637.09	15,000.00	-14,362.91	4.25 %
5125.1 Flights	-150.00	0.00	-150.00	
5125.10 Cell Phone Reimbursements	400.02		400.02	
5125.11 Other Services	680.00		680.00	
5125.2 Taxi		0.00	0.00	
5125.3 Mileage	239.48	0.00	239.48	
5125.4 Lodging		0.00	0.00	
5125.5 Food Per Diem	40.39	0.00	40.39	
5125.6 Business Meals	3,948.52		3,948.52	
5125.8 Parking	11.00		11.00	
Total 5125 Meetings/Representation	**5,806.50**	**15,000.00**	**-9,193.50**	**38.71 %**
5135 Union Elections	1,232.00	15,000.00	-13,768.00	8.21 %
5140 Dues & Subs		1,500.00	-1,500.00	
5155 Negotiations Fund	2,610.14	1,000.00	1,610.14	261.01 %
5172 Leadership Training	1,120.86	40,000.00	-38,879.14	2.80 %
5172.1 Lodging		0.00	0.00	
5172.10 Workshops	1,622.32		1,622.32	
5172.2 Leadership Consultation		0.00	0.00	
5172.5 Taxi	28.91		28.91	
5172.6 Mileage	304.77		304.77	
5172.9 Meals	5,665.33		5,665.33	
Total 5172 Leadership Training	**8,742.19**	**40,000.00**	**-31,257.81**	**21.86 %**
5223 Retiree Organizational		3,000.00	-3,000.00	
Total Organizational	**41,710.10**	**183,260.00**	**-141,549.90**	**22.76 %**
Per Capitas				

AFT College Staff Guild Local 1521a

Budget vs. Actuals

July 2025 - February 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5205 AFT	110,530.19	101,333.36	9,196.83	109.08 %
5210 CFL	7,075.60	8,333.28	-1,257.68	84.91 %
5215 CFT	270,320.40	276,666.64	-6,346.24	97.71 %
5220 LACFL	15,357.65	8,333.28	7,024.37	184.29 %
Total Per Capitas	**403,283.84**	**394,666.56**	**8,617.28**	**102.18 %**
Personnel				
5305 Salaries	167,200.86	236,666.64	-69,465.78	70.65 %
5306 Stipends	10,950.00	33,333.36	-22,383.36	32.85 %
5310 Cellphone Reimbursement - Personnel	650.00		650.00	
5355 Payroll Taxes	15,711.23	26,666.64	-10,955.41	58.92 %
5360 Workers Compensation	3,938.57	2,666.64	1,271.93	147.70 %
5365 Employee Benefits	70,076.69	84,000.00	-13,923.31	83.42 %
5370 Employee Expenses		333.36	-333.36	
5375 Mileage	3,153.24	6,666.64	-3,513.40	47.30 %
Total Personnel	**271,680.59**	**390,333.28**	**-118,652.69**	**69.60 %**
Services {110}				
5505 Accounting		3,333.36	-3,333.36	
5515 Legal	64,698.89	76,666.64	-11,967.75	84.39 %
5525 Outside Audit	0.00	10,000.00	-10,000.00	0.00 %
Total Services {110}	**64,698.89**	**90,000.00**	**-25,301.11**	**71.89 %**
Total Expenses	**$910,540.55**	**$1,178,532.96**	**$ -267,992.41**	**77.26 %**
NET OPERATING INCOME	**$184,143.74**	**$ -92,532.96**	**$276,676.70**	**-199.00 %**
NET INCOME	**$184,143.74**	**$ -92,532.96**	**$276,676.70**	**-199.00 %**

Old Business

Chapter Reports

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: February 2026 Chapter Report

Campus: Los Angeles City College

Campus E-Board:

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

Chapter Meeting:

No meeting held.

Consultation:

02/23/2026: Consultation postponed after brief meeting with President Gebru. Next Consultation scheduled for 3 pm to 4 pm on Monday, March 23.

Unit member issues/updates:

02/03/2026: Step 1 Grievance Meeting regarding sign-language interpreters in OSS.

02/05/2026: Meeting with sign-language interpreter seeking approval for voluntary transfer to LATTC.

02/06/2026: Meeting with member in Chemistry Department regarding allegations including Harassment (Non-Sexual, Non-Collegiality) Issues.

02/11/2026: Follow up with member from Chemistry Department regarding allegations including Harassment (Non-Sexual, Non-Collegiality) issues.

Shared Governance /Other Committees:

02/18/2026: EPPIC Meeting in AD 207 included: 1) Kimberly Guppy announced she will step down as committee chair at end of Spring 2026 semester and will be replaced by David Turcotte from Counseling, 2) Approval of Skills Certificate for Kettleball training, Level 1, and 3) Discussion regarding flagged programs in EPPIC PR validation process.

02/26/2026: WEC Meeting: Discussion included: 1) Ventilation issues regarding fumes in Chemistry Building, 2) No plan to replace staff or faculty but 3 custodians were hired, 3) New Communications Bldg project postponed by Chancellor Roman to do more research, 4) SSB: Counseling break-in on 2nd floor and rodent issue on 3rd floor.

Classified Hiring Committee

02/12/2026: Hiring committee meeting for Payroll Assistant in Payroll/Personnel in AD 213.

Classified Hiring:

None reported.

Other:

02/19/2026: Executive Board Meeting held at City College in HH 6. Topics included: 1) Discussion about CBA negotiations, including new T-shirts to be worn at launch party and members asked to attend Board of Trustees Meeting on April 1 in show of solidarity. 2) Sunshined articles include Articles 8,12, 14. 15, 17, 19, 20, and 23 with proposed new articles for staffing ratios and AI. 3) Certification of election for 2026 AFT Convention delegates approved, followed by discussion and 4) Approval of 12 members for March in March.

002/27/2026 and 02/28/2026: Attend, participate and complete 30-hour process for OSHA certification with AFT training team at LA Valley College.

Benjamin Horowitz - ESC Chapter Grievance Rep

ESC Chapter Report
February 2026

Chapter Meeting –

Executive Board – Monthly meeting

Consultations –

Unit Member Issues/Updates – Good Faith Meeting with members and managers regarding potential grievance.

Shared Governance/Other Committees – Consultation with Deputy Chancellor – Discussed ODEIA application issues, non-sexual harassment and retaliation complaints, Job supplanting and hiring committee for AVC of Capital Construction.
Chapter WEC Committee – Initial meeting to revive committee.

Hirings – Hiring Committee for Director of Business Services.

Other –

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: Feb 2026

Campus: ELAC

Campus E-Board:

Our Board met we discussed our campus and our plans for Spring 2026

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:

ELAC is alive and well

A Union of Professionals
Staff Guild
Local 1521A
Pierce Chapter

Sean McDonald,
Chapter Chair

Pierce Chapter Report
February 2026

Chapter Meeting

- 02/25/26 Held on Zoom.

Office Hours

- None in February but we were open for scheduled meetings, and had a few.

Local E-Board

- Over Zoom 02/13/26.

Consultation

- Not held due to the shortness of the month and the busyness of everyone's schedules.
- There was a follow up to an item from last month's meeting.
    - RE: Discussed issues in Admissions and Records A&R.
        - President Aguiar did offer overtime to deal with backlog of paperwork in A&R.

Unit Member Issues/Updates

- Received update regarding a member's issues retirement and years of service in district vs service credit determined by CalPers.
    - This was elevated to the executive officers level and is still in process.
- Consulted with a member in regards to a hostile work environment issue. We have moved forward with an Appendix P, and are looking at a grievance.
- Consulted with a member in regards to regarding unrealistic expectations in their assigned work area. Member is filling out an incident report. (this was the same member that was discussed with the VP last month)
- Consulted with a member in regards to issues with coworkers performing job duties after hours.
- Consulted with a member in regards to a fellow employee who might be performing job duties outside of class. Looking into this.
- Emails
- Various consultation regarding SRP with members.

Shared Governance/Other Committees

- Tech Committee: 02/05/26 I am still the co-chair of the committee
- Pierce College Council Executive meeting: 02/19/26 attended
- Pierce College Council: 02/26/26 Attended
- Workforce Environment Meeting: 02/17/26 Attended
- Facilities Committee meeting: 02/17/26 Attended

Hiring Committees

- Appointed a 1521a on committee for Assistant Technology Services Specialist position. Interviews are scheduled for 03/17/26.

Other

- N/A

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: Mar 6, 2026

Campus: Lupita Narkevicius, GR, LAPC

Campus E-Board:

Attended the Campus Ebd Mtg. Discussed impact of the SRP on Depts and other local issues. Many are still worried when the MOU will be honored and paid out.

Chapter Meeting:

Discussed agenda items and campus issues.

Consultation:

Had several consultations about issues with various depeartments. The use of student interns to do classified work was also discussed.

Unit member issues/updates:

Monitored emails from member for issues/questions. Answered and monitored emails regarding a Grievance issues and possible Grievance issues.

Shared Governance /Other Committees:

ASC meeting-Discussed the language of the Nursing BS degree. The report on this is due next month/.

Classified Hiring Committee

Classified Hiring:

Other:

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: Month of Febuary 2026
Campus: Valley

Campus E-Board:
February 20: Not held due to scheduling conflict (Consultation w/President).

Chapter Meeting*:*
February 23: Facilitator, Laughlin, ChaQuanda. See attached agenda and sign-in sheets.

Consultation with President:
February 20: In Attendance: Campbell, Aleta; Holladay-Collins, Jamie. See attached agenda.

Unit Member Issues/Updates:
February 9: 3:00 pm Meeting w/SSSR Member working out of classification.
February 9: 3:00 pm Call w/Member about C&BL. working out of classification.
February 12: 11:30 am Meeting w/GR about Member suspension.
February : 2:10 pm Phone Call w/GR @ Member's Notice of Suspension.
February : 11:00 am – 1:00 pm, Calls made, emails sent @ Catastrophic Leave Donation Program

Shared Governance/Other Committees:
February 2: 12:15 pm – 1:00 pm, Team Leadership Meeting. See attached agenda.
February 26: 12:15 pm – 1:00 pm, Meeting w/VPSS

Classified Hiring Committees:
February 18: 9:00 am, M&O, Locksmith; Rep, Laughlin, ChaQuanda.
February 20: 8:00 am, M&O, Custodians, Rep., Campbell, Aleta

Certificated Hiring Committees: None.

Other:
February 4: 2:00 – 4:00 pm, BOT Meeting via Zoom.
February 6: 1:00 pm – 5:00 pm, Negotiations Prep. Meeting via Zoom.
February 11: 9:00 am – 5:00 pm, Negotiations Prep. Meeting at CFT Office.
February 12: 2:00 pm - 4:00 pm, Michael Eric Dyson Speech at LACC.
February 18: 9:00 am – 5:00 pm, Negotiations Prep. Meeting at CFT Office.
February 19*:* 3:00 – 6:00 pm, E-Board Meeting at LACC.
February 25: 9:00 am – 5:00 pm, Negotiations Prep. Meeting at LAVC.
February 27: 9:00 am – 5:00 pm, AFT- Cal/OSHA-30 Training, Part 1 at LAVC.
February 28: 9:00 am – 3:00 pm, AFT- Cal/OSHA-30 Training, Part 2 at LAVC.

Respectfully submitted,

Aleta Campbell
Valley Chapter Chairperson
March 4, 2026

AFT Staff Guild Officers
President: Andrea Edwards/ First Vice President: Joanne Haywood
Second Vice President: Sergio Becerra/ Recording Secretary: Melinda Ung
Treasurer: Jonathon Hooker/ Grievance Secretary: Kimberly Davillier

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: 2/27/2026

Campus: West Los Angeles College

Campus E-Board:

West executive board meeting took place on 2/24/26 at the union office on campus. Discussion involved campus safety plan updates from president. Office Hours for West staff to be Tuesday and Wednesday 2:45pm to 3:45pm. Finalized chapter meeting until the end of the school year. We also discussed spending campus PD money on classified led presentations. The active shooter training was also discussed and asked everyone to help promote. West executive board members also agreed to fill needs in committees that were vacant for classified. Lastly Elonda reported as a finance committee member the review of the union finances and the importance of submitting reimbursement requests for approved expenses related to cell phone use.

Chapter Meeting:

West held its chapter meeting on February 26, 2026 via Zoom at 12pm to 1pm and had a total of 20 participants.

Consultation:

Consultation meeting occurred on Monday February 23, 2026 at 4pm to 5pm.

Unit member issues/updates:

Unit member questions are regarding ADA procedures and medical condition privacy practices that are legal. Classification change notices are going out from PC for IT positions and ASL translators district officers will meet to assist with recommendations.

Shared Governance /Other Committees:

College Council, accreditation, PIE, Professional Development, WEC, Sustainability and Facilities met.

Classified Hiring Committee

Athletic Trainer position filled, nutritionist position filled & pending Life Sciences Instructional Asst position (provisional)

Classified Hiring:

Current classified openings are senior administrative assistant, admissions and records Asst (A Shift), cashier, student services asst and student services representative.

Other:

Upcoming – April 10, 2026 Active Shooter Training at West- East and Southwest college were invited to participate.

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: 3/10/2026

Campus: WLAC

Campus E-Board:

Chapter Meeting:

Consultation:

Met with member who returned to work after being on a PAL for three months. Met with member continuously throughout the month with issues involving Skelly hearing. After returning to work members supervisor submitted a disciplinary for suspension for 10 days.

Unit member issues/updates:

Member was threatened by a student who wanted to do bodily harm to our member. Student appealed the decision of the VP, Dean (expulsion from LACCD schools for one year). Hearing was had but they would not allow the GR to enter the room with member as representation. Suspension upheld.

Shared Governance /Other Committees:

Classified Hiring Committee

Classified Hiring:

Other:

President consultation. I took copious notes.

A Union of Professionals Staff Guild Local 1521A | Retiree Chapter

Retiree Newsletter

https://collegestaffguild.ca.aft.org/ March 2026

Dear AFT 1521A Retirees,

This is a friendly reminder to submit your Medicare Part B reimbursement documentation to ASI Flex before the upcoming deadline of March 31, 2026.

To ensure timely processing of your reimbursement, please verify that all required documents have been submitted to ASI Flex prior to the deadline.

Medicare Part B Premiums & LACCD Reimbursement Program

Your SSA-1099 will reflect the Medicare Part B premium deducted from your monthly Social Security benefit.

The Los Angeles Community College District (LACCD) Medicare

Reimbursement Program helps eligible retirees by reimbursing a portion of their Medicare Part B premiums based on years of service:

- **50% reimbursement for retirees with 10 or more years of service**
- **75% reimbursement for retirees with 15 or more years of service**
- **100% reimbursement for retirees with 20 or more years of service**

This program is subject to annual Board approval.

Current program details, eligibility criteria, and updates are available on the LACCD Retiree Benefits webpage and through official district notices. For more information, click the link below:
https://www.laccd.edu/offices/health-benefits/retirees/open-enrollment-benefits#medicareB

What Your SSA-1099 Will Show

The SSA-1099 is used to report Social Security income when filing your federal tax return:

- **Box 3: Gross benefits received during the prior year**
- **Box 4: Benefits repaid during the year, if any**
- **Box 5: Net benefits (used to determine taxability)**
- **Box 6: Federal income tax withheld, if elected**

Replacement Forms:
Replacement SSA-1099 forms for the 2025 tax year will be available online beginning February 1, 2026.

Accessing Your SSA-1099 Statement
Online (Fastest Method)

- **Log in to your my Social Security account**
- **Select "Replace Your Tax Form SSA-1099/SSA-1042S"**
- **View, print, or save statements for up to six prior years**

By Phone

- **Call 1-800-772-1213 (TTY 1-800-325-0778)**
- **Available 24/7 — say "1099" when prompted**

In Person (Appointment Required)

- **Contact your local Social Security office to schedule an appointment**

Warm regards,
Fern Reisner
AFT 1521A Retiree Chapter President

Affiliate Reports

Los Angeles County Federation of Labor
Executive Board Minutes
February 18, 2026

The meeting was called to order by Chair Thom Davis at 10:01 a.m.

Members Present:	Aguilar, Brown, Cabanuelas, Corona, Davis, Dougherty, Gilbertson, Green, Hoch, Huerta, Kung, Le, Lima, Miller, Minerva, Nakamura, Rivera, Thomas, Van Winkle, Villalvazo, Wheeler
Members Excused:	Hernandez, Marley, Marrillo, Medrano, Minato, Morales, Orozco, Rascon, Vasquez
Members Absent:	Arias, Cabos, Gillette, Harkey, Jimenez, Robles

Guest, outgoing President Gary Herrera, IEWU Local 13, attended our meeting and, on behalf of the 15,000 members, thanked the Vice Presidents and the entire Los Angeles Labor movement.

FINANCIAL REPORT

It was moved, seconded, and approved to accept the January 2026 Financial Report and the 2026 Budget, as presented by Sister Paola Lopez and President Wheeler, respectively.

CHIEF OF STAFF REPORT

Brother Devin Oden shared the recommendations from the COPE meetings held on January 27 and February 6, 2026.

It was moved, seconded, and approved to endorse the COPE Board Recommendations as presented.

The endorsement recommendations will be presented at the House of Labor on February 23, 2026. The next COPE Board meeting is scheduled for March 5, 2026. Sister Rosie Cruz reminded Vice Presidents of the 2026 Workers Congress, set for March 14, 2026, at the Sheraton Gateway LAX. Sister Patricia Recinos recapped ongoing strike actions, thanked the affiliates for their support of our unions during contract negotiations and strikes, and announced that the upcoming Workers Congress workshops will be very exciting and not to be missed. Brother Devin Abbott updated the Board on the upcoming strike support, specifically with SEIU Local 88. Brother Rob Nothoff discussed the ongoing strategic planning ahead of the 2026 World Cup and the 2028 Olympic Games in Los Angeles, as well as the upcoming policy issues the Fed is working on. Sister Tatiana Ramirez reviewed the metrics from our social media and other resources, recapped the Mathwater program statistics, and discussed the benefits to the Fed's communications plan.

Brother Dorian Exthers shared updates on future partnership plans with the foundation and announced the foundation's annual Cinco de Mayo event. Sister Norma Lopez updated the board on grant programs to help workers in Los Angeles who live outside the county. They are working with City Council Member Nazarian to raise $1,000,000 for workers in the entertainment industry. The National Letter Carrier Food Drive is scheduled for May 9, 2026, and they are encouraged to reach out if they are willing to adopt a post office. Last year, they collected 1.7 pounds of food.

PRESIDENT REPORT

President Wheeler announced that our Attorney General, Keith Ellison, will be the keynote speaker at our upcoming Workers Congress on March 14, 2026. Yesterday, we held our first-ever AI meeting here at the Fed. She asked Vice Presidents to commit themselves or assign a staff member to ensure every industry is represented during these meetings going forward. She thanked the Fed staff for their hard work and dedication to this subject.

She sent her condolences to Sister Charmaine Morales on her father's death and supported the ongoing strikes among healthcare workers. The Fed will hold a meeting about the upcoming strike.

Rev. Jesse Jackson's passing is deeply felt nationwide. President Wheeler expressed her sadness and heartfelt condolences for this significant loss. She thanked him for his dedication to the movement and his lifelong commitment to working people.

Since 1977, Chair Thomas has been working in the entertainment industry. This year, he retired from IATSE. President Wheeler recognized his service to workers and expressed appreciation for his hard work and dedication. Vice Presidents Nakamura, Huerta, Brown, Le, Minerva, and Dougherty, on behalf of the entire Board and staff, praised his humility, courage, and loyalty to the labor movement.

Los Angeles County Federation of Labor, AFL-CIO
Representative to the House of Labor Meeting Minutes
January 29, 2026

01/29/26

Vice President Xochitl Cobarrubias called the meeting to order at 7:03 p.m.

Representatives stood and pledged allegiance to the American flag.

There was a moment of silence for all those we have lost in the labor movement, as well as for those who have been murdered by ICE.

CREDENTIALS

Vice President Xochitl Cobarrubias announced the names of the representatives who will be sworn in at this next meeting. The list of representatives is attached for your reference. A motion to approve the new representatives was made, seconded, and passed as announced.

MINUTES OF PREVIOUS MEETING

Vice President Xochitl Cobarrubias proposed a motion to approve the December 2025 House of Labor meeting minutes. The motion was seconded, moved, and approved.

EXECUTIVE BOARD MINUTES

Vice President Xochitl Cobarrubias called for approval of the January 2026 Executive Board meeting minutes and actions. It was moved, seconded, and unanimously approved to adopt the minutes and actions from the January 2026 Executive Board meeting.

FINANCIAL REPORT

Vice President Xochitl Cobarrubias called for a motion to approve the December 2025 Financial Report. The motion to accept the December 2025 report, as presented by Sister Michelle Gerardstone, was moved, seconded, and unanimously approved.

DEPARTMENT REPORTS

Brother David Ooh reviewed the CDFL endorsement recommendations with the representatives, and all were approved by general consent except AD 05 and SD 24. Neither action received a 2/3 vote, so no changes were made to the recommendations. The remaining endorsement suggestions were approved as presented.

Brother Ooh invited members from Unite HERE! Local 11 and AFSCME 3299 to speak on current contract fights going on.

Sister Rosa Cruz thanked everyone who supported our invitation to the annual MLK 2026 event on January 17, 2026, at the Los Angeles Convention Center. She asked the Representatives to save the date for the Workers Congress on March 14, 2026. Sister Patricia Reonos thanked the affiliates for their support of our Unions during contract negotiations and strikes, as well as for their solidarity with workers in need. She invites SEIU Local 99 to speak about the contract fight with LAUSD. She also addressed the closure of Utility Workers Local 132 field offices. She recapped other contract negotiations and highlighted the success of HER trainings being shared across the country. Brother Devin Alston provided an update on our collaboration with community partners, including the MLK 2026 Parade. Brother Rick Nothoff thanked the affiliates and celebrated successes at the LA City Council, LEJA Workers Congress, and the achievement of $30-an-hour Olympic wages. Sister Kristal Romero discussed recent changes to TikTok and the date it gathers.

Sister Florence Rivas shared a success story about a recently incarcerated individual who secured a job with LAPS and is now a certified CNA with SEIU, and she thanked the LA Fed for their support. She explained the pathways program and announced their Cinco de Mayo event on May 5, 2026. Sister Norma Lopez summarized the holiday distribution and impact report. They served over 58,000 families, provided $1,224,600 in rental assistance, and offered on-the-ground support, working with developers/owners to deliver financial and housing aid. Lastly, she expressed gratitude to the LA Fed, NCF, and all their affiliates for their support.

PRESIDENT'S REPORT

President Wheeler expressed gratitude to the LA Fed staff for their hard work and dedication before and during the MLK events over the weekend. She asked the Representatives to mention the names of the recent victims murdered by ICE. She yielded her time to AFSCME/UNAC and UFCW to explain the issues they're experiencing with Kaiser in current negotiations. She then yielded her time to guest speakers, Sisters Alma Hernandez and Angie Ale, who were invited to speak on behalf of LAZE.

LA28 presented to the board on how our locals can partner with them to ensure that working people are prioritized in all international games hosted in Los Angeles.

REPORTS OF ORGANIZATIONS

Cherri Senders, Labor 411 conducted a raffle for LA Clippers gear
Ali Twani, Teamsters 2010 requested support in solidarity with 1,200 CSU members, is preparing for a statewide strike over ULP and the refusal to pay contractual raises and bargain in good faith.
Ramon Lacayo, Unite HERE! Local 11 reported an incident re Flying Food Group after a fire erupted without a sprinkler system to put it out
Jenny Tate, Union Perks encouraged locals to send their members to the dentist and conducted a raffle
Mike Romo, AFT 1521A petition drive signed DO NOT sign 25-0021A1
Rudy Montalvo, LCLAA asked representatives to join the upcoming golf tournament
Melina Abdullah, CFA spoke on Keith Porter, Rene Good, and Alex Pretti, and encouraged affiliates to put pressure on authorities to issue a warrant for the ICE agent to arrest Keith Porter's murderer

New Representatives:

AFT 2276
Richard Karnes
Malte Peterson
Janelle Qamaruzzaman
Jennie Quiñonez-Skinner

NALC 3462
Tia Wilson

NUHW
Izeah Chairez

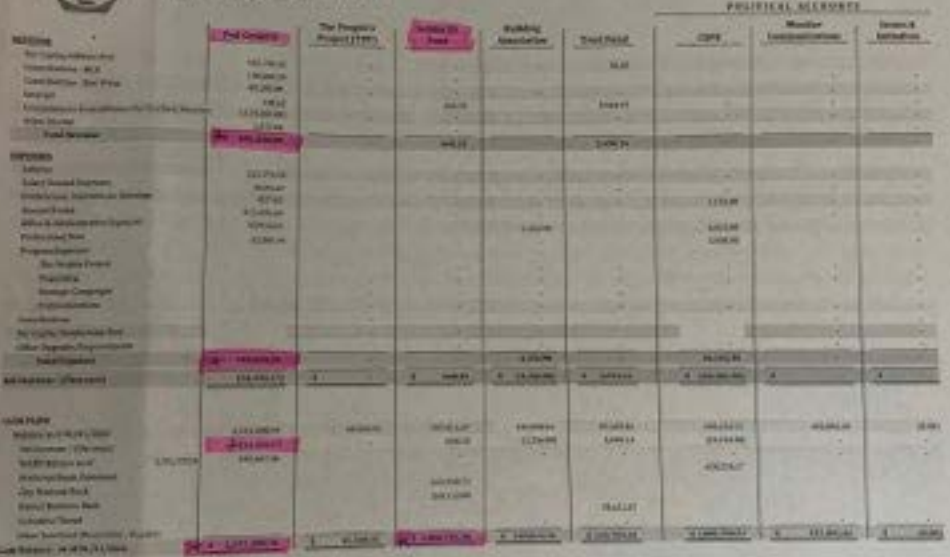
SEIU 121RN
Guillermo Mendoza-Lujan
Brittany Brandon
Alyssa Acevedo
Genesis Diaz

UFCW Local 770
Maya Barron

Unitehere Local 11
Jonah Breslau
Andrea Romero
Mary Ertoma

It was moved, seconded, and carried to adjourn at 8:49 p.m.

Financial Report for Jun, 2024



EA

- Executive Board Nominations m/s/7
  * Wheeler present list of (4) names or so
- Endorse in Base Liability for the next months
- Swearing in of Vice President
- Contact Denise/Michelle to attend Workers Congress 2024
  West LA County Fed. April 30, 2024
- Deep Charger: Dr. John Cabrerello - January 2025
  CFA Lead
- See Thomas Paul Clute, Action & Universal Studies
  Thurs. 2.26



Houses of Labor Meeting

February 27th, 2026

7pm

January 27th

CA-28	Judy Chu (I)
CA-30	Laura Friedman (I)
CA-31	Gil Cisneros (I)
CA-32	Brad Sherman (I)
CA-34	Jimmy Gomez (I)
CA-36	Ted Lieu (I)
CA-37	Sydney Kamlager-Dove (I)
CA-38	Hilda Solis (I)
CA-42	Robert Garcia (I)

February 6th

AD 61	Tina McKinnor (I)
AD 69	Josh Lowenthal (I)
LA County	Essential Services Act
LA County Assessor	Jeffrey Prang (I)
LA City Council District 5	Katy Yaroslavsky (I)
LA City Council District 7	Monica Rodriguez (I)
LA City	Overpaid CEO tax
Lancaster City Council	Cynthia Hernandez
Whittier City Council District 2	Vicky Santana
Whittier City Council District 4	Aida Macedo

Spring 2026
Class #26911

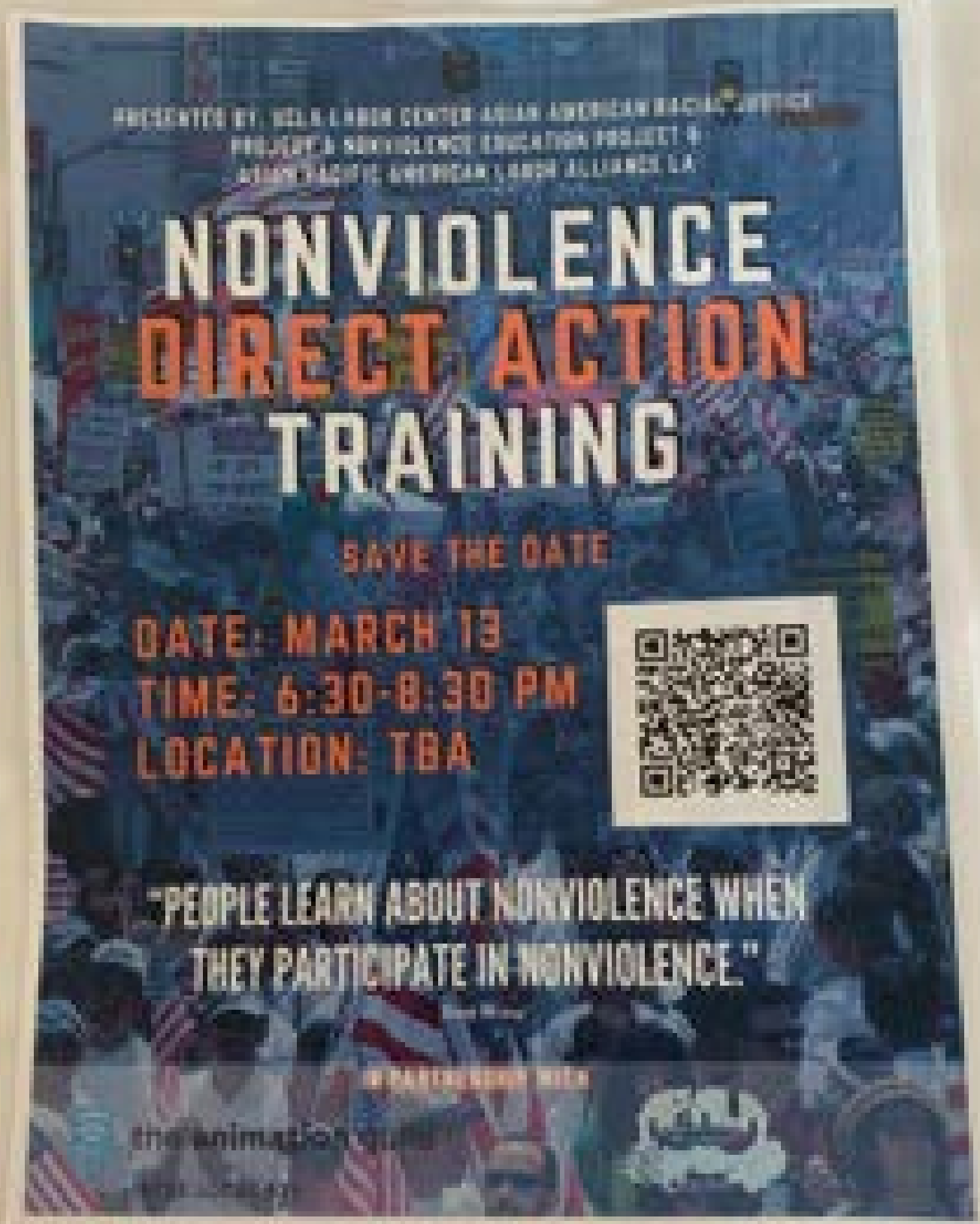
LS 130 - IMMIGRATION AND LABOR



Instructors: Drs. Jenny Galvez and Mindy Chen

This course will cover the relationship between immigration and labor in the United States. The course will focus on how migration has shaped labor practices, with a focus on its impact on undocumented workers and mixed-status families. We will explore key policies, case studies, and general "Know Your Rights" training to understand how immigration continues to influence labor and social justice today.

Location: LATTC, F5-221
Dates: Saturday, March 7 & 14, 2026
Time: 8:30 am - 5:20 pm


NONVIOLENCE
DIRECT ACTION
TRAINING
SAVE THE DATE
DATE: MARCH 13
TIME: 6:30-8:30 PM
LOCATION: TBA
"PEOPLE LEARN ABOUT NONVIOLENCE WHEN
THEY PARTICIPATE IN NONVIOLENCE."


TE•SAVETHEDATE•SAVETHEDATE•SAVETH
INTERNATIONAL WORKERS DAY
2026 MAY 1 DAY
3:00 PM
TO GET INVOLVED, CONTACT
PATRICIA RECINOS AT
PATRICIA@LAUNIONAFLCIO.ORG
REREADY•WORKERSARERISING•WEARERE

PROTEST



NO SHOPPING

BOYCOTT

May 1st, 2nd and 3rd, 2026

RESISTANCE & UNITY

LEGALIZATION

Committee for Autonomous Social Action
CASA, Hermandad General de Trabajadores
https://www.casahgt.org

PROTESTAMOS



NO COMPRAMOS

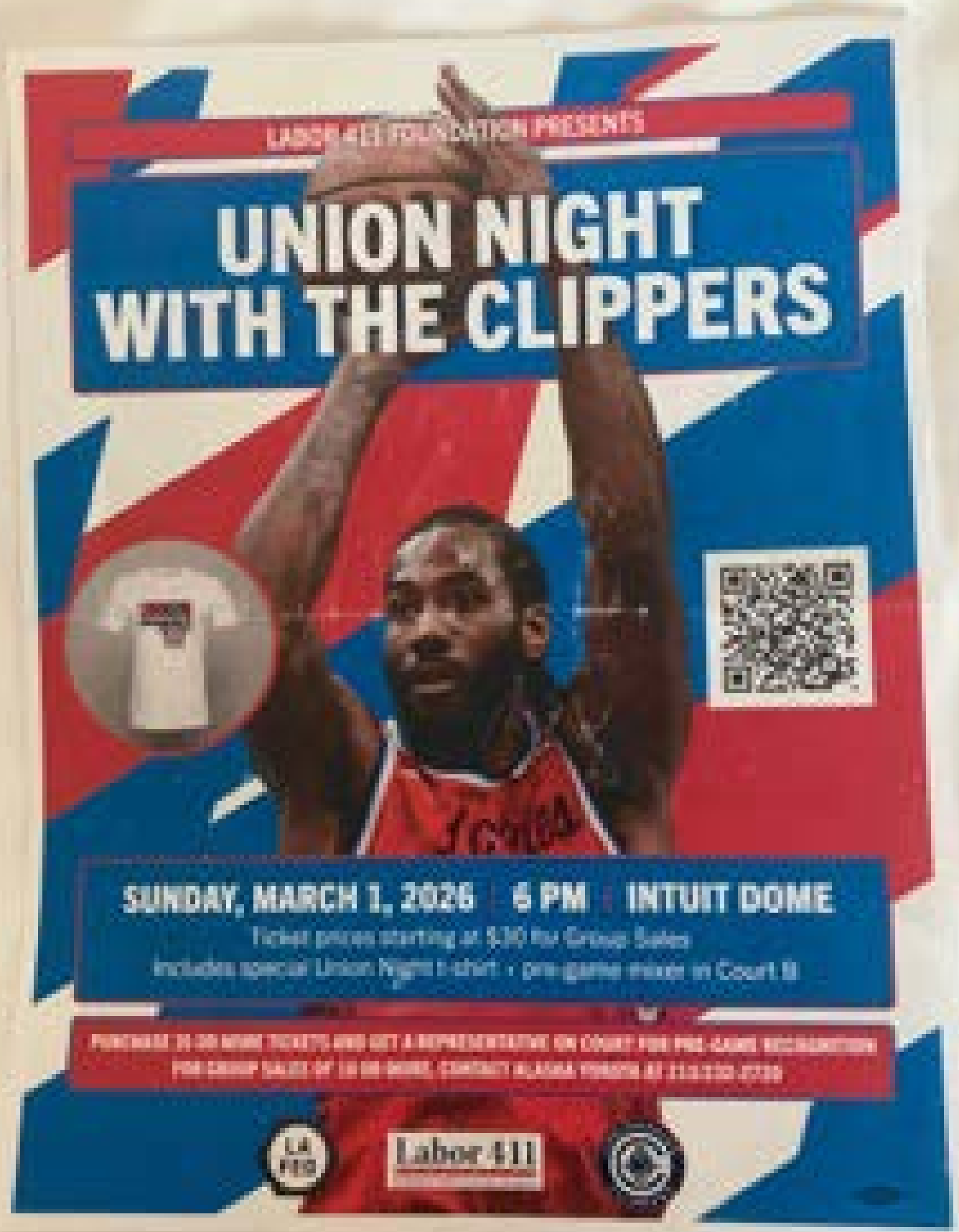
BOICOTEAR

1ro, 2do y 3ro de Mayo, 2026

RESISTENCIA Y UNIDAD

LEGALIZACIÓN

CASA, Comité de Acción Social Autónomo
Hermandad General de Trabajadores
https://www.casahgt.org


UNION NIGHT
WITH THE CLIPPERS
SUNDAY, MARCH 1, 2026 · 6 PM · INTUIT DOME
Ticket prices starting at $30 for Group Sales
Includes special Union Night t-shirt + pre-game meet in Court 8
Labor 411



ADOPT A POST OFFICE!
SATURDAY, MAY 9TH!
2:30 PM - 6:30 PM

HELP US STAMP OUT HUNGER IN OUR COMMUNITIES BY ADOPTING ONE OF OUR LOCAL POST OFFICES, WHERE FOOD WILL BE COLLECTED TO BE DELIVERED TO OUR WAREHOUSE WHERE IT WILL BE SORTED SO THAT IT CAN BE DISTRIBUTED TO FAMILIES WHO ARE FACING FOOD INSECURITY AND NEED ASSISTANCE.

For Adopt a Post Office
Contact Norma López at (213) 276-3379

United Way

Labor Community Services

THE SALVATION ARMY



LETTER CARRIERS' FOOD DRIVE

SATURDAY, MAY 9TH!

PUT YOUR NON-PERISHABLE DONATION IN A BAG BY YOUR MAILBOX.
WE'LL DELIVER IT TO A LOCAL FOOD BANK.

For Adopt a Post Office
Contact Norma López at (213) 276-3379

United Way

Labor Community Services

THE SALVATION ARMY

Labor Community Services
LOS ANGELES

EMERGENCY RELIEF ASSISTANCE

READY TO ASSIST UNION MEMBERS & COMMUNITY MEMBERS THROUGH CHALLENGING TIMES



LABOR COMMUNITY SERVICES MAY BE ABLE TO PROVIDE TEMPORARY RELIEF AID WITH:

- FOOD ASSISTANCE
- UTILITY ASSISTANCE
- RENT/MORTGAGE ASSISTANCE
- NATURAL DISASTER RELIEF

DOCUMENTS NEEDED:

FOR ALL APPLICANTS
- COPY OF PHOTO ID
- PROOF OF INCOME
  example - paystub, social security benefits, unemployment benefits

UTILITIES ASSISTANCE
- NOTICE OF DISCONNECTION

RENT ASSISTANCE
- RENTAL AGREEMENT
- 3-DAY NOTICE OR NOTICE TO PAY OR QUIT

MORTGAGE ASSISTANCE
- MORTGAGE STATEMENT
- NOTICE OF FORECLOSURE

NATURAL DISASTER RELIEF
- ANY SUPPORTIVE DOCUMENTS

TO SUBMIT A REQUEST FOR ASSISTANCE SCAN THE QR CODE ON THE FLYER OR VISIT OUR WEBSITE AT LCS-LA.ORG AND CLICK ON "ASSISTANCE INTAKE FORM"



VOLUNTEER TRUCK DRIVERS NEEDED SATURDAY, MAY 9TH!

Labor Community Services needs you to

STAMP OUT HUNGER

1:00 PM - 8:00 PM

WITH YOUR HELP, WE WILL BE ABLE TO COLLECT DONATED FOOD FROM THROUGHOUT LOS ANGELES COUNTY THAT WILL HELP FAMILIES IN NEED OF FOOD ASSISTANCE



5600 K STREET
BELL, CA 90201

TAKE MANSFIELD WAY & CONTINUE ON THE ROAD TO WAREHOUSE

To Sign Up To Volunteer, Contact Marcos Juan
marcos@lcs-la.org | (323) 620-3030

United Way

Labor Community Services

THE SALVATION ARMY


6th Annual
Dolores Huerta
Spirit Awards
Save
The Date
September 18, 2026
La Plaza
de Cultura y Artes
Labor
Community
Services
LOS ANGELES

Committees Reports

A Union of Professionals
Staff Guild
Local 1521A

Elections Committee

March 19, 2026

To: AFT 1521A Staff Guild Executive Board

Re: Elections Committee Report for March 2026

1. 2026 District-wide Officers Election.

Mode of Election APPROVED by Executive Board, November 3rd, 2025.

The Notice of Nomination & Election, Timeline & Election rules were presented at the January 2026, Executive Board Meeting.

The Notice of Nomination and Elections was emailed to Guild members March 2, 2026. Postcards were also mailed to Guild members.

The Elections Committee will hold a review of the Election Rules on Zoom on March 18th.

Nominations open on Monday, March 16th and close Friday, March 20th at 11:59pm.

A Candidates Forum will be held April 22nd, 6:00pm – 7:30pm. The event will be on Zoom and hosted by the Elections Committee.

Ballots will be emailed to Guild Members on May 1st and the voting window will be open until 11:59pm, Wednesday, May 6th.

2. 2026 AFT Convention Candidates Election

The Elections Committee urges the Executive Board to make a decision on the number of delegates to send to the 2026 AFT Convention at today's Board meeting.

Without a decision from the Guild's Executive Board, the Elections Committee may find itself unable to balance the obligation of meeting LMRDA election rule requirements, our Guild Constitution, and the often rushed time frame between the announcement of the Call to Convention and the deadline for providing candidate names to the AFT.

Sincerely,

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

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: March 19, 2026

Executive Board Report, Interim First Vice President – February 2026 & March 2026

Standing	February 2026	March 2026
Officers Meetings	n/a	3/9/26 *3/25/26 Pending*
Worksite Support Meeting	N/A	3/13/26
Executive Board	2/19/26	3/19/26
Constitution & By Laws	n/a	3/16/26
Negotiations Committee	2/25/26	3/4/26, 3/11/26, 3/18/26
District Shared Governance		
District Management Consultation	2/3/26	3/3/26
Chancellor Consultation	2/3/26	3/3/26 - Cancelled
PC Consultation		*3/24/26 Pending*
Other		
Member Representations	2/3/26 | 2/10/26 | 2/20/26 | 2/26/26	3/5/26, 3/6/25, 3/10/26
Grievance Meeting	2/3/26	
Campus/Worksite Visits		
Training	OSHA – 30	2/27/26 & 2/28/26 @ LAVC

Training:
We facilitated two days of OSHA - 30 Training at Valley College. This was the second part of the OSHA – 10 Training held October 3rd and 4th 2025. Members who participate in one or both of the training will receive their CARD by mail in approximately two to three weeks. Be on the lookout.

DISTRICT MEETINGS:

- **Board of Trustees – 3/4/26**
  Staff Guild address the BOT regarding our notice of sunshine articles. Details are on the LACCD website or on YouTube.

- **Legislative & Public Affairs**
  https://laccd.community.diligentoneplatform.com/document/58470/?lastModified=639078146662070000

And other duties as assigned.

Jo-Ann Haywood, 1st VP
AFT College Staff Guild
Local 1521A

A Union of Professionals
Staff Guild
Local 1521A

Treasurer's Report for March 2026 Executive Board

-Finalized issued with stipend payments and reissued 1099s
-Attended District Budget and Finance Committee
    -Presented brief financial data for quarter, district is at about a reserve of 13%
    -Information about the company performing the Audit of the construction
-Worked with Raffi (out Accountant) to clean up and fix some miscategorized expenses in QuickBooks
-Attended a brief training session with Dash Johnson and talked to CFT about our Per Capita payments to ensure we were paying them correctly

Bank Balance as of 3/5/2026:

Checking: $456,145.56
COPE: $ 21,586.72
Savings: $ 1,744,590.04

Updated Chapter totals: (As of 3/5/2026)

Location	Chapter Total	Holiday Total
City	3,325.00	2,495.00
ESC	2,325.00	1,328.49
East	889.92 (782.84)	-107.08
Harbor	1,345.56	1,475.00
Mission	1,252.32	1,100.01
Pierce	3,025.00	2,050.07
Southwest	1,350.00	640.37
Trade	2,572.15	95.00
Valley	2,665.41	2,135.00
West	1,288.25	636.36

Report submitted by:
Jonathon Hooker
Interim Treasurer

AFT 1521A EXECUTIVE BOARD REPORT
OFFICER REPORT

A Union of Professionals Staff Guild Local 1521A

GRIEVANCE SECRETARY REPORT

FILED BY: KIMBERLY DAVILLIER

REPORT MONTH		
FEBRUARY 2026	**Vacation 2/1/2026 through 2/17/2026**	

CONSULTATIONS HELD:

DATE	EVENT	LOCATION	DESCRIPTION	NOTES

MEETINGS ATTENDED:

DATE	EVENT	LOCATION	DISCRIPTION	NOTES
2/18/2026	Negotiations Session	CFT	Strategy	

TRAININGS:

TRAINING TOPIC	LOCATION	DATE

OTHER ACTIVITIES

2/27	OSHA-30 Training	LAVC

AFT 1521A EXECUTIVE BOARD REPORT
OFFICER REPORT

A Union of Professionals Staff Guild Local 1521A

GRIEVANCE SECRETARY REPORT

FILED BY: KIMBERLY DAVILLIER

REPORT MONTH		
January 2026		

CONSULTATIONS HELD:

DATE	EVENT	LOCATION	DESCRIPTION	NOTES
1/6/2026	Management Consultation	Zoom	Various topics	
1/6/2026	Chancellor Consultation	Zoom	Agenda	

MEETINGS ATTENDED:

DATE	EVENT	LOCATION	DISCRIPTION	NOTES
1/15/2026	E-Board Meeting	IP	WLAC	
1/28/2026	Officer's Meeting	Zoom	Discussion topics	

TRAININGS:

TRAINING TOPIC	LOCATION	DATE
Negotiations Training	WLAC	1/12/2026
Negotiations Training	Zoom	1/16/2026
Negotiations Session	Zoom	1/21/2026

OTHER ACTIVITIES

1/5/2026	Site Visit ESC	District Office
1/14/2026	Member Meeting WLAC	Representation
1/23/2026	Governor's Forum LAX	Hyatt Hotel
1/27/2026	Member Meeting LAVC	Representation