AFT College Staff Guild, Local 1521A

Executive Board Meeting Agenda

Hybrid — AFT Staff Guild Office

Thursday, September 17, 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** (25 minutes)
   a. Legal Bill (Bush Gotlieb)
   b. Approval of AFT 1521A office building schematics (Unisource)
   c. CCE Annual Conference, October 16-18, 2026, at the Luxor Hotel & Casino in Las Vegas
   d. AFT 1521A Training Software: iSpring vs Canvas
   e. Election Process: Simply Voting vs AAA
   f. December General Membership Meeting
   g. March in March Donation
   h. COPE Earmarking
   i. Closed Session Item #1 - COPE Committee Endorsements
   j. Closed Session Item #2
7. **New Business** (15 minutes)
   a. Profit & Loss Statement
   b. Master Benefits Agreement (Joint Labor Caucus)
   c. Microsoft Suite (email) - Usage Requirement
   d. Database Archiving
8. **Old Business** (8 minutes)
   a. Staffing Ratio Taskforce
   b. ISA Taskforce
   c. Grievance Manager Software
9. **Chapter Report** (15 minutes)

   ☐ City ☐ District ☒ East ☐ Harbor

   ☒Mission ☒ Pierce ☐ Retiree ☐ Southwest

   ☐ Trade-Tech ☒ Valley ☒ West
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. Political Coordinator
    f. CFT Council Participation and Retiree Representation
11. **Committee Reports** (10 minutes)
    a. Elections Committee
    b. Negotiations Committee
    c. Financial Oversight Committee
    d. Communications Committee
    e. COPE Committee
    f. Constitution and Bylaws Committee
12. **Officers' Reports** (30 minutes)
    a. President
    b. 1st Vice President
    c. 2nd Vice President

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
Treasurer

Kimberly Jovel
Recording Secretary

Katrelia Walker
Grievance Secretary

Jennifer Jackson
Executive Director

d. Treasurer
e. Recording Secretary
f. Grievance Secretary

13. Conference / Convention / Training Reports (5 minutes)
14. Adjournment

Next Executive Board Meeting: Thursday, October 15, 2026

Minutes

AFT College Staff Guild, Local 1521A

Special Executive Board Meeting Minutes
Friday, August 14, 2026 • via Zoom

Members Present: A. Edwards; J. Haywood; S. Becerra; K. Walker; N. Embrey; G. Moreno; O. Hernandez; L. Wood; N. Muro; C. Contreras; L. Murphy; A. Horowitz; V. Enriquez; M. Montanez; I. Tranner; R. Nwaogu; K. Ayvazyan; P. Jhang; R. Martinez; M. Castillo; A. Campbell; J. Holladay-Collins; D. Fitzgerald; T. Dunham-Frost; C. Baugher; I. Mah y Busch; M. Medina; E. Pope Austin; C. Ahorro; Y. Kim; R. Villanueva; A. Clardy; C. Smith

Resource: C. Lewis; C. Williams

Retiree: D. Santonianni

Guests: M. Bergquist; M. Cruz

Absent: J. Hooker; K. Jovel; J. Haywood-Daley; K. Ryan-Rubio; L. Duffin; R. Smith-Kersaint; J. Ramirez; J. Estrada; R. Villalobos; K. Ornelas; A. Ramirez; A. De La Parra; V. Harris; B. Ramirez; C. Zaragoza; D. Ynostros; A. Labrune; K. Roberts; A. Alvarez; D. Faamasino; J. Raines; J. Sovereign; A. Iniguez; S. McDonald; E. Zelaya; L. Narkevicius; H. Kelley; K. Williams; J. Nickerson; B. Bell; C. Guerrero; C. Laughlin; M. Ingram; D. Douglas;

1. Call to Order @ 5:08 PM by A. Edwards.
2. Flag Salute
3. Meeting Protocols
4. Approval of Agenda
    a. Motion to approve the agenda as presented. (M/S/Passes: A. Horowitz; N. Embrey)
5. New Business
    a. AFT National Convention Concern
        i. Communication during convention events: A. Edwards raised concerns about group communication and participation during events such as the AFT National Convention, particularly the use of WhatsApp. Kristine (former Treasurer) shared her perspective on establishing clearer expectations and standards for delegate communication and participation.
        ii. Delegate attendance: Kristine presented a written request to the officers regarding three delegates who were elected but did not attend the convention during the designated voting time. Legal consultation determined that pursuing financial penalties would likely be unsuccessful in small claims litigation, based on past experience.
        iii. Decision: The Board will compensate all delegates fully despite the attendance issues, and will implement internal policies preventing non-compliant delegates from attending future conferences or running for elected positions. Veronica suggested requiring signed delegate agreements outlining participation requirements and consequences.
        iv. Election policy & reimbursement: Following a legal challenge from a member who claimed expenses without following established guidelines, Richard recommended adding requirements and consequences to the election notice rather than amending the Constitution; A. Edwards supported this as a proactive approach. The Board will review the prior case transcripts to understand enforcement limitations and consider disqualifying non-compliant candidates from future conventions.
    b. Elections Committee Update
        i. Natalie and Mark reported that complications in the initial special election for worksite officers required restarting the process. Notice of nomination goes out September 4,

2026; a read-through of the special election rules will be held September 9, 2026 at 6:00 p.m.; balloting is scheduled for October 19–22, 2026.

6. Action Items
    a. Approval of AFT 1521A Office Building Schematics and Budget
        i. Proposal to renovate the union office (new furniture, updated color schemes, layout changes, and ADA/accessibility improvements), estimated at $67,000, to be funded from a matured CD account rather than the current year's budget. A. Edwards noted the $40,000 apparel budget was approved, but the accountant and treasurer determined the renovation is not feasible within the current year's budget and would present alternatives.
        ii. Motion to table the office schematics and budget until the September meeting to review detailed schematics, procurement options, and financial feasibility (including CD-account funding). (M/S/Passes: A. Horowitz; A. Campbell)
    b. Closed Session: COPE Recommendations and Constitutional Amendments
        i. Motion to move into closed session. (M/S/Passes: A. Horowitz; N. Embrey)
        ii. COPE endorsement strategy: Historically $10,000 per supported candidate, reduced to $6,000 in 2024 due to budget constraints; approximately $52,000 available across multiple accounts. Candidates were evaluated on voting records and actions outside of elections. Steve Veres (incumbent) and Gabriel Buelna were supported for their progressive positions and willingness to work with the organization, despite not reaching the 60% COPE endorsement threshold. Shasen raised concerns about voter eligibility across different districts, noted for future elections.
        iii. Motion to endorse and contribute $10,000 each to Board of Trustees candidates Steve Veres, Gabriel Buelna, Darren Harris, and Randall Winston. (M/S/Passes: A. Horowitz; A. Campbell)
        iv. Motion to endorse and contribute $1,800 to Mayor Karen Bass. (M/S/Passes unanimously: A. Edwards; A. Campbell)
        v. Motion to endorse and contribute $1,000 to West Hollywood City Councilmember Chelsea Lee Bears. (M/S/Passes: A. Edwards; R. Nwaogu)
        vi. Motion to move all closed-session items to open session and adjourn the closed session. (M/S/Passes: A. Horowitz; N. Embrey)
        vii. Constitutional Amendments: Potential amendments and policy changes were discussed (delegate responsibilities for future conventions; retiree dues and representation at conventions) and referred to the Constitution & Bylaws Committee for drafting. No amendments were adopted at this meeting.
        viii. Other: MOS certification reimbursements were secured for members (some receiving up to $8,000 after taxes); a new Chief Negotiator will be starting.
7. Adjournment
    a. Motion to adjourn the meeting. (M/S/Passes: A. Horowitz; R. Nwaogu)
    b. Meeting Adjourned: 6:59 PM.

Next Executive Board Meeting: Thursday, September 17, 2026 • AFT Staff Guild

Respectfully submitted by:
Kimberly Jovel, Recording Secretary

Action Items

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

August 31, 2026 Invoice# 113117

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

Billed through July 31, 2026
Our file # 11521 01000 ED

Attn: Andrea Edwards, President, aedwards@aft-1521a.org
Jonathan Hooker, Treasurer, jhooker@aft-1521a.org
Glen Heidenreich, gheidenreich@aft-1521a.org

Balance forward as of bill dated July 23, 2026	$25,620.60
Payment(s)--last payment deposited July 31, 2026	$25,620.60
Net balance forward	$0.00

BILLING SUMMARY

Total fees	$12,987.50
Total costs	$9,538.05
Total charges for this bill	**$22,525.55**
Total balance now due	**$22,525.55**

RE: RETAINER ($750.00/month) Matter 01000

FEES

06/01/2026	SL	Research scope of monetary remedies issued by PERB	3.0 hrs.
06/04/2026	SL	Research scope of PERB remedies including monetary sanctions	1.5 hrs.
06/10/2026	SL	Research scope of monetary sanctions as PERB remedies	1.0 hrs.
06/11/2026	SL	Research scope of monetary sanctions in PERB remedies	1.8 hrs.
06/12/2026	SL	Research scope of monetary sanctions in PERB remedies	2.0 hrs.
06/15/2026	SL	Research scope of monetary sanctions in PERB remedies	2.0 hrs.
06/16/2026	SL	Research scope of monetary sanctions in PERB remedies	0.8 hrs.
06/17/2026	ARB	Review SL research re PERB attorney fee awards	0.2 hrs.
07/23/2026	MEP	Review/respond to email re fiduciary policy	0.2 hrs.
07/24/2026	ED	Review/respond to email from SY re various pending issues and bargaining issues; email exchange re same	0.8 hrs.
07/29/2026	ED	Review/respond to email from SY re half time service credit issue	0.3 hrs.

Adrian R. Butler	0.20 hrs	
Erica Deutsch	1.10 hrs	
Michael E. Plank	0.20 hrs	
Sophia Leswing	12.10 hrs	
Total fees for this matter	13.60 hrs	$750.00

RE: ELECTION CHALLENGE Matter 32004

FEES

07/24/2026	MEP	Phone - [redacted]	0.2	hrs.	$50.00
07/25/2026	MEP	Review/respond to email from [redacted]t re timeline for nominations	0.8	hrs.	$200.00
07/25/2026	MEP	Review documents; draft email re advice	0.7	hrs.	$175.00
07/27/2026	MEP	Phone calls with [redacted] and [redacted]; review and respond to emails re special election	0.8	hrs.	$200.00
07/28/2026	MEP	Review/respond to email re follow up meeting	0.2	hrs.	$50.00
07/29/2026	MEP	Meeting re special election; draft email re advice	1.0	hrs.	$250.00

Michael E. Plank	3.70 hrs	250.00/hr	$925.00
Total fees for this matter	3.70 hrs		$925.00

RE: INTERNAL COMPLAINTS AND INVESTIGATIONS 2023 Matter 33001

FEES

07/02/2026	SY	Finalize exhibits from hearing; draft email to arbitrator re same	0.3	hrs.	$75.00
07/02/2026	JCV	Assemble Union's exhibits 28 -29; update exhibit list; email to SY re same	0.5	hrs.	$62.50
07/20/2026	SY	Draft email to court reporter re correction needed	0.2	hrs.	$50.00
07/21/2026	SY	Review/respond to email from [redacted] re transcript; review transcript; draft email to [redacted] re transcript	1.0	hrs.	$250.00
07/28/2026	SY	Review transcript; draft outline for closing brief	0.5	hrs.	$125.00

Judy C. Valenzuela	0.50 hrs	125.00/hr	$62.50
Sara Yufa	2.00 hrs	250.00/hr	$500.00
Total fees for this matter	2.50 hrs		$562.50

COSTS

07/27/2026	Transcription services - Platinum Court Reporters (6/24/26)	$4,445.80
07/27/2026	Transcription services - Platinum Court Reporters (6/23/26)	$5,092.25
	Total costs for this matter	$9,538.05

RE: [redacted] GRIEVANCE AND ARBITRATION Matter 35002

FEES

07/31/2026	SY	Review transcript invoice issue	0.2	hrs.	$50.00

Sara Yufa	0.20 hrs	250.00/hr	$50.00
Total fees for this matter	0.20 hrs		$50.00

RE: 2026 POTENTIAL PERB CHARGE Matter 36001

FEES

07/08/2026	SY	Review letter from CalPERS re status of PRA request; draft email to LK re strategy to obtain documents	0.3	hrs.	$75.00
07/10/2026	LK	Review email from SY, double check deadlines for CPRA request; call and leave VM regarding CPRA request status	0.2	hrs.	$25.00
07/16/2026	SY	Review/respond to email from PERB re informal conference scheduling; review status of charge; review answer to complaint; review response from CalPERS re PRA request	0.7	hrs.	$175.00
07/20/2026	SY	Review District's answer to complaint; review documents provided by CalPERS	0.5	hrs.	$125.00
07/24/2026	SY	Phone PERB agent re informal conference; review/respond to email re same; review CalPERS documents; meet with ERD re document review	0.7	hrs.	$175.00
07/27/2026	SY	Review/respond to email re negotiation of CalPERS benefits	0.2	hrs.	$50.00
07/27/2026	ERD	Review document re CalPERS benefit accumulation	3.2	hrs.	$400.00
07/28/2026	SY	Review/respond to email from board agent re scheduling informal conference	0.2	hrs.	$50.00
07/29/2026	SY	Review documents from CalPERS; analyze potential legal challenges to eligibility issue	0.3	hrs.	$75.00
07/29/2026	ERD	Review document re CalPERS retirement/health benefit provisions	3.8	hrs.	$475.00
07/30/2026	ERD	Review and analyze CalPERS & LACCD resolutions	2.0	hrs.	$250.00

Eleanor Ruby Dalton	9.00 hrs	125.00/hr	$1,125.00
Lydia Kriseman	0.20 hrs	125.00/hr	$25.00
Sara Yufa	2.90 hrs	250.00/hr	$725.00
Total fees for this matter	12.10 hrs		$1,875.00

RE: 2026 NEGOTIATIONS Matter 36003

FEES

07/01/2026	SY	Draft email to [redacted] negotiation scheduling	0.2	hrs.	$50.00
07/06/2026	MEP	Preparation for bargaining	0.4	hrs.	$100.00
07/07/2026	MEP	Contract negotiations; review notes	6.5	hrs.	$1,625.00
07/09/2026	MEP	Contract negotiations; review notes	7.5	hrs.	$1,875.00
07/20/2026	SY	Review notes from July 7, 2026 bargaining; confer with MEP re strategy; draft email to [redacted] re next session	0.7	hrs.	$175.00
07/20/2026	MEP	Review/respond to email re negotiations; review notes; attorney conference with SY	0.5	hrs.	$125.00
07/21/2026	SY	Review negotiation schedule; confer with MEP re scheduling conflict	0.2	hrs.	$50.00
07/23/2026	SY	Bargaining session and travel	9.5	hrs.	$2,375.00
07/23/2026	MEP	Review/respond to email re bargaining strategy	0.2	hrs.	$50.00
07/24/2026	SY	Draft letter re refusal to bargain	1.0	hrs.	$250.00
07/27/2026	SY	Draft letter re refusal to bargain; draft email to [redacted] re same	0.3	hrs.	$75.00
07/27/2026	MEP	Review and revise draft letter	0.3	hrs.	$75.00
07/30/2026	SY	Negotiation session and travel	8.0	hrs.	$2,000.00

Michael E. Plank	15.40 hrs	250.00/hr	$3,850.00
Sara Yufa	19.90 hrs	250.00/hr	$4,975.00
Total fees for this matter	35.30 hrs		$8,825.00



AFT COLLEGE STAFF GUILD

QUOTE #679067-2

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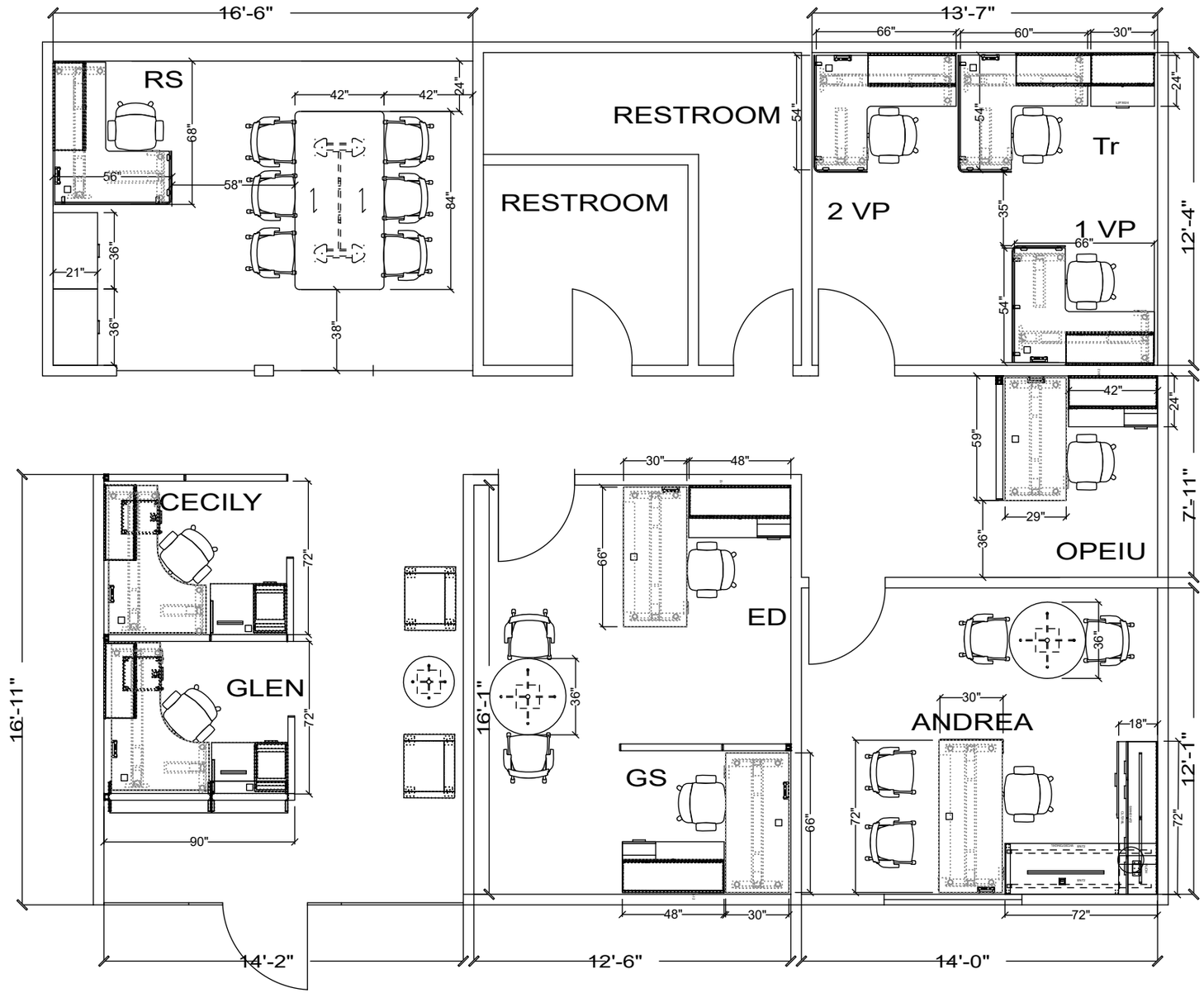
7/9/2026



OVERALL FLOORPLAN

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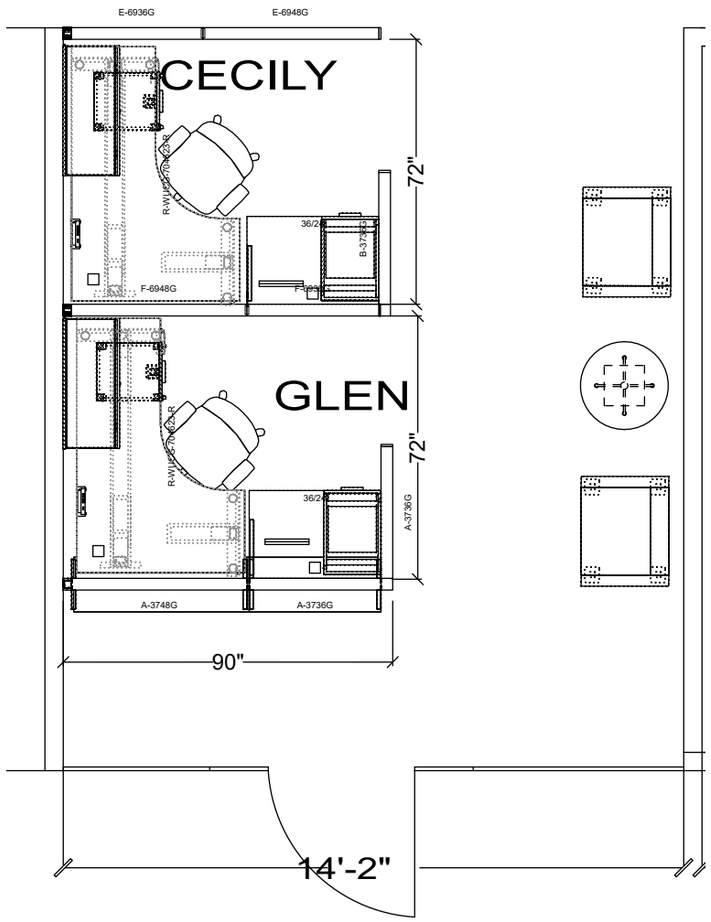
QUOTE #679067-2

Jennifer MacDonald

7/9/2026

It is the responsibility of the dealer to verify all dimensions, column locations, and other room features shown on the drawing are correct and meet the local building codes. Tayco will not accept responsibility for any error(s) in interpretation of this quotation, and strongly recommend a thorough review. Please notify Tayco of any discrepancies. This drawing is an intellectual property of Tayco and may not be copied, reproduced, distributed, or otherwise altered without prior written consent. Quotation valid for 60 days.

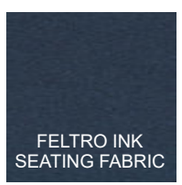






CECILY & GLEN











LOUNGE SEATING NIC

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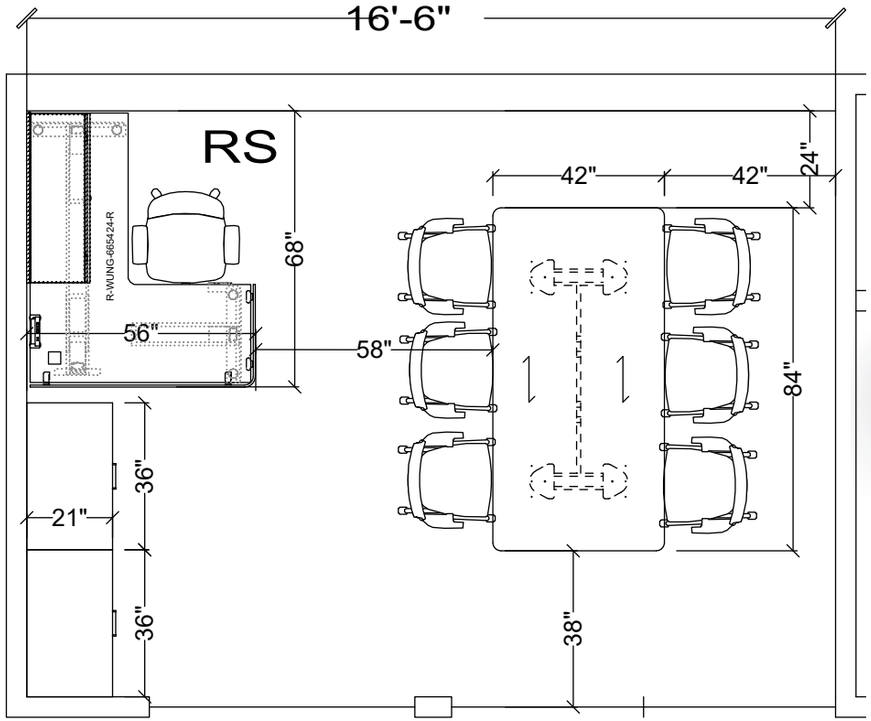





RS AREA

ACACIA LAMINATE

FELTRO INK SEATING FABRIC

SILVER PAINT

CROWN BLUE INT. PANEL FABRIC

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Jennifer MacDonald

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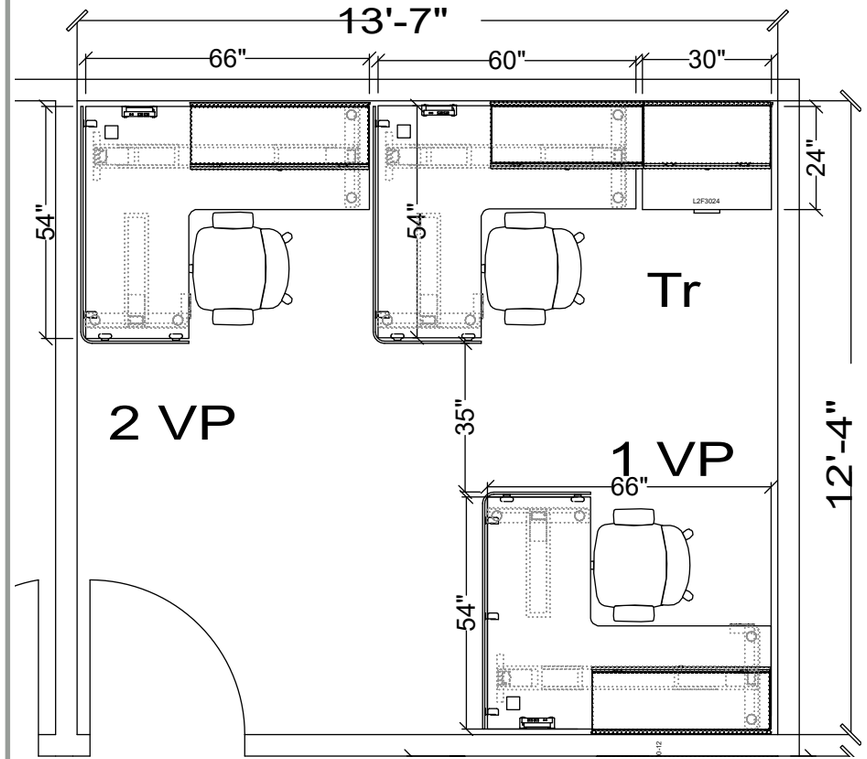





INDIGO PET SCREEN

VP AREA

ACACIA LAMINATE

FELTRO INK SEATING FABRIC

SILVER PAINT

CROWN BLUE INT. PANEL FABRIC

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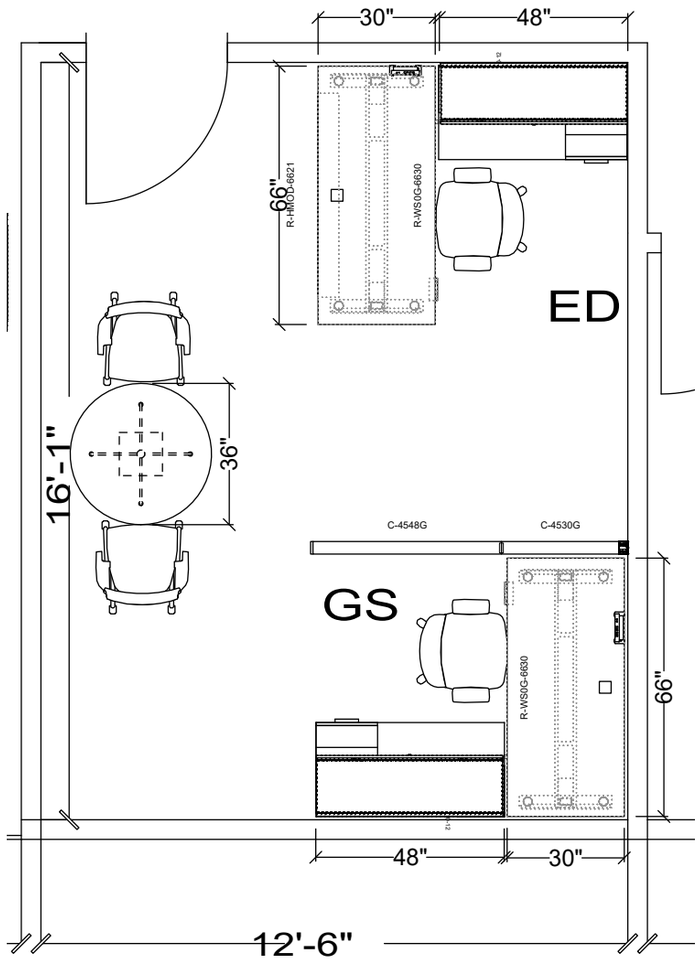





ED/GS AREA

ACACIA LAMINATE	FELTRO INK SEATING FABRIC	SILVER PAINT	CROWN BLUE INT. PANEL FABRIC	STARLIGHT EXT. PANEL FABRIC

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QUOTE #679067-2

Jennifer MacDonald

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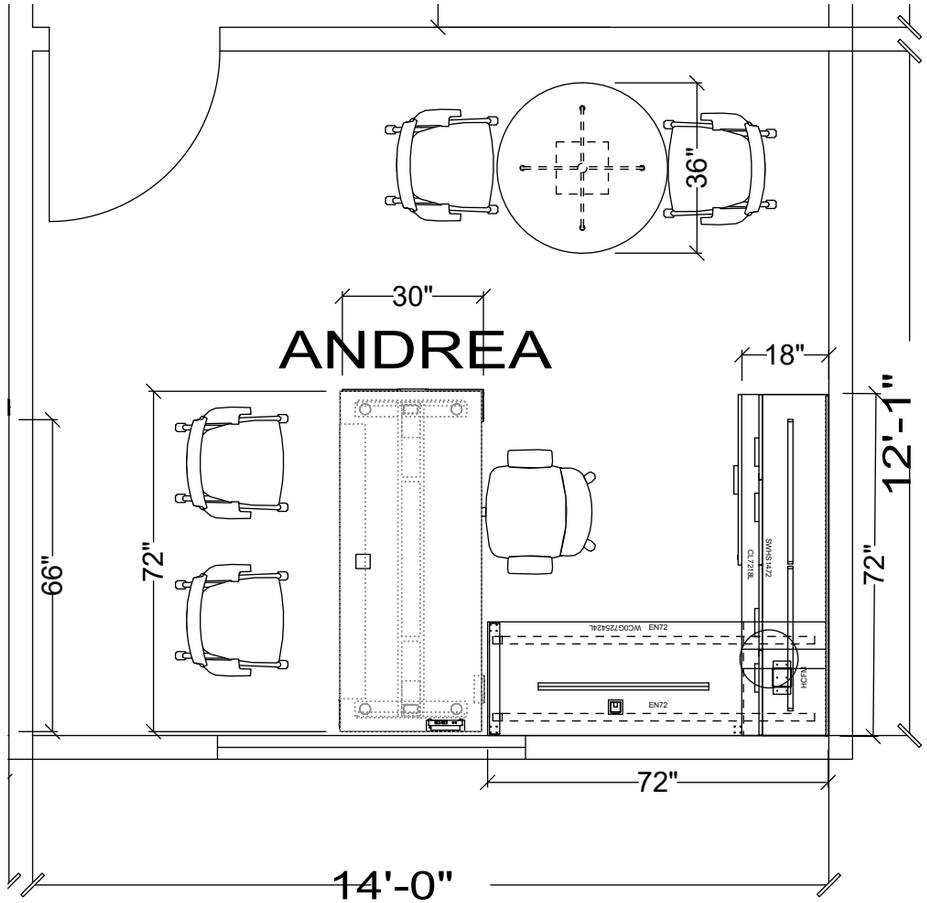





ANDREA'S OFFICE

ACACIA LAMINATE

FELTRO INK SEATING FABRIC

SILVER PAINT

CROWN BLUE INT. PANEL FABRIC

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Jennifer MacDonald

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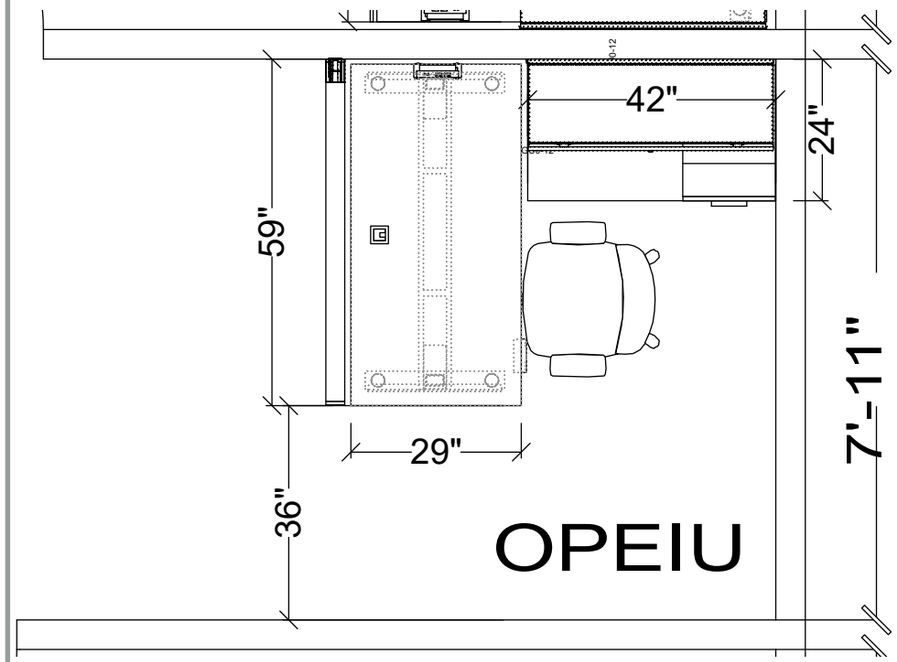





OPEIU AREA

ACACIA LAMINATE	FELTRO INK SEATING FABRIC	SILVER PAINT	CROWN BLUE INT. PANEL FABRIC	STARLIGHT EXT. PANEL FABRIC

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Unisource Solutions, LLC.
8350 Rex Road
Pico Rivera, CA 90660
Phone: 562.949.1111

Bill To: 5389-00
AFT College Staff Guild
Local 1521A
3356 Barham Blvd
Los Angeles, CA 90068
Attention: Jonathon Hooker

Quote: 35200.001

Jobsite: 5389-00
AFT College Staff Guild
Local 1521A
3356 Barham Blvd
Los Angeles, CA 90068
Andrea Edwards (213) 341-1533

Date Entered	Job Title	Customer PO	Account Manager	Terms
11-AUG-26	AFT New Office		Susan Soe 323.480.3084	NET30

Line	Item Number	Description	Qty	Unit Sell	Extended
1	OTG13051	**Lounge Chairs** 30.25W x 32.75D x 31.5H Fabric- Urban, Blue Bayou (UR12) **TAG1: LOBBY	2	685.00	1,370.00 T
2	1TBL	**Hanna Round Side Table** Laminate- Acacia Metal X Base- Silver **TAG1: LOBBY	1	650.00	650.00 T
3	2WRKSTN	**2 Workstations** Laminate- Acacia Metal Paint- Silver Exterior Panel Fabric- Starlight Interior Panel Fabric- Crown Blue Power Module- Black **TAG1: CECILY & GLEN	1	11,740.00	11,740.00 T
4	1L-HAT	**L-Shape Desk** Laminate- Acacia Metal Paint- Silver Tackboard Fabric- Crown Blue Power Module- Black **TAG1: RS AREA	1	2,240.00	2,240.00 T
5	MB-FCS0-3621	**Buffet Cabinet 36W x 21D** Laminate- Acacia **TAG1: CONF. RM	2	880.00	1,760.00 T
6	ML-MSSX-8442	**Conference Table 84W x 42D** Laminate- Acacia Trim- Silver **TAG1: CONF. RM	1	1,200.00	1,200.00 T
7	1PO	**HAT U-Shape Desk Set** Laminate- Acacia Metal Paint- Silver Tackboard Fabric- Crown Blue Power Module- Black **TAG1: ANDREA	1	5,260.00	5,260.00 T
8	1L-HAT2	**HAT Desk and Return** Laminate- Acacia Metal Paint- Silver Exterior Panel Fabric- Starlight Interior Panel Fabric- Crown Blue Power Module- Black **TAG1: OPEIU	1	2,927.00	2,927.00 T
9	2L-HAT	**2 HAT Desk and Return** Laminate- Acacia Metal Paint- Silver Exterior Panel Fabric- Starlight Interior Panel Fabric- Crown Blue Power Module- Black **TAG1: ED & GS	1	6,575.00	6,575.00 T
10	3L-HAT	**HAT L-Shape Desk with Screens** Laminate- Acacia Metal Paint- Silver Tackboard Fabric- Crown Blue PET Screen- Indigo Power Module- Black **TAG1: VP AREA	1	8,800.00	8,800.00 T
11	J-MTCBP-AL0-3	**J-1 Mesh Task Chair** Mesh Back- Black Seat Fabric- Feltro Ink **TAG1: TASK CHAIR	10	490.00	4,900.00 T

Unisource Solutions, LLC.
8350 Rex Road
Pico Rivera, CA 90660
Phone: 562.949.1111

Bill To: 5389-00
AFT College Staff Guild
Local 1521A
3356 Barham Blvd
Los Angeles, CA 90068
Attention: Jonathon Hooker

Quote: 35200.001

Jobsite: 5389-00
AFT College Staff Guild
Local 1521A
3356 Barham Blvd
Los Angeles, CA 90068
Andrea Edwards (213) 341-1533

Line	Item Number	Description	Qty	Unit Sell	Extended
12	M1-MNSB-3	**M1 Mesh Nesting Chair** Mesh Back- Black Seat Fabric- Feltro Ink **TAG1: GUEST/MEETING CHAIR	12	345.00	4,140.00 T
13	SERVICES (UOS) TX	**Deliver and Install**	1	9,940.00	9,940.00 T

Product	51,562.00
Services	9,940.00
Subtotal	61,502.00
*Estimated Tax: (9.75%)	5,996.44
TOTAL AMOUNT - USD	67,498.44

3.2% credit card fee will be applied when paying with credit card.

Project Notes:

Labor to receive, deliver, and install per approved plan during normal business hours, Monday through Friday.

All affected areas must be free and clear of obstructions, IT equipment and personal effects. Electrical connections and IT equipment/cabling (computers, phones, etc.) must be handled by others. No cutouts are included but can be requested for an upcharge. Disposal is not included.

If additional work is requested or there is a change in scope, a change order will be issued.

TERMS AND CONDITIONS

Signature to the above proposal serves as an agreement to the Terms and Condition dated September 10, 2019.
For a copy of this document go to our website: https://unisource.khamsoft.com/img/UOS/Terms_Conditions_9-10-19.pdf

PRINT NAME

TITLE

SIGNATURE

DATE

CCE CONFERENCE PLANNING COMMITTEE

EDUCATE
ORGANIZE
ADVOCATE
CELEBRATE

The Classified Times

A SPECIAL PUBLICATION OF THE CCE CONFERENCE PLANNING COMMITTEE

PEOPLE
COLLEGES
COMMUNITIES
A STRONGER
TOMORROW

VOL. XXVI, NO. 1 • 2026 CCE CONFERENCE • SPECIAL LAS VEGAS EDITION • OCTOBER 16–18, 2026

EXTRA! EXTRA!

CCE CONFERENCE HEADS BACK TO VEGAS!

♠♥ CLASSIFIED PROFESSIONALS = THE WINNING HAND ♣♦



OCTOBER 16–18, 2026 ♦ LUXOR HOTEL & CASINO ♦ LAS VEGAS, NEVADA

CONFERENCE HIGHLIGHTS

DYNAMIC SESSIONS
Learn, share, and bring new ideas back to your local.

NETWORKING
Connect with classified professionals from across California.

INSPIRING SPEAKERS
Gain tools for personal, professional, and union growth.

STRONGER TOGETHER
Building stronger colleges, communities, and a brighter tomorrow.



SATURDAY NIGHT
THE CLASSIFIED GATSBY GALA

A ROARING CELEBRATION OF UNITY, EXCELLENCE, AND SOLIDARITY!

Join your CCE family Saturday night for an evening of celebration, connection, and fun.

DESSERT BAR
BEVERAGES • COFFEE
WILL BE PROVIDED.

Alcoholic beverages will be available for individual purchase.

DRESS TO IMPRESS!
Roaring '20s attire is encouraged, but not required.

FLAPPERS ♦ FEATHERS ♦ BOW TIES
PEARLS ♦ SUSPENDERS ♦ SEQUINS ♦ AND MORE!

CONFERENCE INFORMATION

CONFERENCE REGISTRATION
Register your attendance today!

GUEST REGISTRATION
Bringing a guest? Guests must register separately. Payment is required at the time of registration.

HOTEL RESERVATIONS
Reserve your room at the Luxor Hotel & Casino.

VIEW CONFERENCE INFORMATION
Check out the full schedule, session details, and more.

CCE CONFERENCE SCHOLARSHIPS

Want to bring more members or emerging leaders from your local? Local Presidents may request the scholarship application PDF by contacting **Gloria Garcia** at **ggarcia@cft.org.**
Completed applications must be returned **no later than September 18, 2026.**

50/50 RAFFLE

FEELING LUCKY?

Try your luck in the CCE 50/50 Raffle! You could be our lucky winner!

All proceeds support the CCE Conference Scholarship Program.

BRING YOUR CONFERENCE BAG!



BRING IT. FILL IT. CARRY IT. SHARE OUR HISTORY!

Bring a conference or union bag from a past CCE, CFT, AFT, or other union event. You'll receive materials, resources, and giveaways throughout the conference, and your bag will give you a convenient way to carry everything you collect.

As a bonus, bringing a past conference or union bag helps us celebrate our shared history — and you'll be entered into a special raffle! The older or more memorable the bag, the better!

BRING YOUR BAG. SHOW YOUR UNION PRIDE. ENTER TO WIN!

GIFT BASKETS & SILENT AUCTION

We're asking all locals in attendance to donate a gift basket for our Sunday morning raffle. Bring a new or unused item for our Silent Auction.

All proceeds support the CCE Conference Scholarship Program.



♠♥ CCE – CLASSIFIED PROFESSIONALS = THE WINNING HAND ♣♦

AMERICAN ARBITRATION ASSOCIATION®

Hiroyuki Kawahara
ASSISTANT VICE PRESIDENT

120 Broadway, Floor 21
New York, NY 10271
T 212 484 4136
E KawaharaH@adr.org

adr.org

September 16, 2026

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

Re: Online Election Administration

Dear Ms. Edwards:

Thank you for reaching out regarding our election services. For 100 years, the American Arbitration Association ("AAA") has been the largest not-for-profit neutral organization dedicated to resolving disputes worldwide, through arbitration, mediation, and other alternative dispute resolution processes. In addition to resolving disputes, AAA has conducted elections since 1943 and is the world's leading not-for-profit provider of independent election services. We oversee and administer the following types of elections:

- Elections of Officers
- Mergers
- Co-op Board Elections
- Proxy Elections
- Employee Card Checks
- Bylaws Amendments
- Representation Elections
- Contract Ratifications
- Affiliations
- International Elections
- Dues Referenda
- Surveys
- Delegate Elections

Please find the American Arbitration Association's proposal below for AFT Local 1521A ("Local 1521A").

Online Voting

We understand that Local 1521A has previously used a self-service online voting application and is now considering a full-service election administrator to provide greater independence, administrative support, and oversight throughout the election process. Under AAA's model, the

Union is not simply provided access to voting software and left to configure and manage the election internally. Instead, AAA serves as the independent election administrator and manages the operational aspects of the election from setup through final results.

This approach allows Local 1521A to retain responsibility for its internal election rules, candidate determinations, and voter eligibility decisions, while AAA independently handles ballot configuration, voter credential distribution, voter assistance, system administration, tabulation, and reporting. The result is an electronic voting process that combines the convenience of online voting with the support, neutrality, and separation of responsibilities provided by an experienced third-party administrator.

AAA will work with Local 1521A throughout each election to establish the election schedule, voting period, eligible voter population, ballot structure, authentication requirements, reporting needs, and administrative procedures.

Once these parameters are established, AAA will assume responsibility for the administration of the electronic voting process, including:

- Configuring the online election and ballot;
- Loading the certified voter database;
- Establishing the appropriate district-wide and chapter ballot assignments;
- Generating unique voter credentials;
- Preparing and distributing electronic voting instructions;
- Providing test credentials and ballot proofs for review and approval;
- Coordinating email whitelisting requirements;
- Opening and closing the voting system at the designated times;
- Providing a live voter helpdesk by telephone and email;
- Resending voting credentials to verified eligible voters when necessary;
- Monitoring participation during the voting period;
- Providing participation reports as requested;
- Maintaining the electronic voting system throughout the election;
- Tabulating the ballots; and
- Preparing and reporting the election results.

Election Structure

AAA understands that Local 1521A conducts several different types of elections.

Local-wide Elections. Local-wide elections may include offices such as President, First Vice President, Second Vice President, Treasurer, Grievance Officer, and Recording Secretary.

Eligible members throughout the local may participate in these elections.

Chapter Elections. Local 1521A has approximately ten chapters. Members would receive only the contests associated with the chapter/worksite in which they are eligible to vote.

Special Elections. AAA can also administer smaller elections when a vacancy occurs because of a retirement, resignation, or other circumstance. A special election may therefore involve only one worksite or a limited number of worksites rather than the entire membership.

AAA's online platform can accommodate all of these structures. When local-wide and chapter elections occur simultaneously, the system can be configured so that voters receive the appropriate local-wide contests together with only those chapter contests for which they are eligible.

Eligible Voter Database

Prior to each election, Local 1521A will provide AAA with a list of eligible voters. Local 1521A will remain responsible for determining voter eligibility in accordance with its Constitution and Bylaws, including any applicable dues-paying membership requirements.

The voter database provided to AAA should include, as applicable:

1. Voter name;
2. District employee email address;
3. Worksite or chapter;
4. Unique member or identifying information, if utilized; and
5. Any other information required to determine the appropriate ballot assignment.

AAA will use this information to configure the election and ensure that each voter receives the ballot applicable to that voter's eligibility.

Ballot Development and Testing

AAA will create the electronic ballot based upon the candidate and election information approved by Local 1521A.

Prior to the opening of polls, AAA will provide designated Local 1521A representatives with test voter credentials. This allows Local 1521A to review the election exactly as it will appear to members, including ballot instructions, candidate names, offices, and voting functionality.

Voter Credentials and Authentication

Each eligible voter will be assigned a unique AAA Personal Identification Number ("PIN") for use during the election.

Voting instructions will be sent to the voter's email address and will generally contain the election website, polling dates and times, the voter's unique PIN, and AAA Elections Helpdesk contact information.

The AAA Online Elections Platform permits additional authentication measures when desired. Local 1521A may elect to require a secondary identifier or a one-time password sent by email in addition to the voter's assigned PIN.

Voting Period

The election will automatically open and close on the dates and at the times established by Local 1521A.

During the designated voting period, eligible members may access the AAA election website from an internet-enabled device, authenticate themselves using their assigned credentials, and cast the ballot for which they are eligible.

Once a voter submits a ballot, the system records that the individual has participated and prevents that credential from being used to cast an additional ballot.

AAA's online voting application is designed as a secret-ballot system. Voter credentials are used to determine eligibility and whether an individual has voted, but are not used to record how that individual voted. The participation record and vote record are maintained separately.

Voter Helpdesk

One of the advantages of AAA's full-service model is that Local 1521A personnel do not have to serve as the primary technical support resource for voters.

AAA will provide a live Elections Helpdesk throughout the voting period, with assistance available by telephone and email. AAA personnel can respond to questions concerning:

- Voting credentials that were not received;
- Difficulty accessing the voting website;
- Resending credentials;

- Voter authentication;
- How to access and submit the ballot; and
- Other election-related access issues.

If an individual appears on the voter list, AAA can verify the appropriate information and assist with resending the voter's credentials. If an individual does not appear on the voter list, AAA will follow the eligibility-resolution procedure established with Local 1521A in advance of the election.

Participation Reporting

Throughout the election, AAA can provide reports showing the number of eligible voters who have submitted ballots. These reports provide Local 1521A with visibility into participation without revealing how any individual has voted.

If requested, AAA can also distribute reminder emails to eligible voters who have not yet submitted a ballot.

Tabulation and Results

At the designated closing time, the online election system will automatically close and will no longer accept votes.

Tabulation is electronic, and the results are available shortly after the polling period concludes. AAA personnel will review the results before providing the final report to the Local 1521A. Reporting can be tailored to the requirements of the particular election.

AAA can also arrange a virtual results review for authorized Union representatives or observers at the conclusion of the election.

Pricing

AAA's standard pricing for online elections generally ranges based upon the size and complexity of the election. Standard elections are typically priced at $2.50 per eligible voter, with more complex elections involving multiple ballot types, chapter-specific contests, numerous offices, or other customized ballot configurations being ordinarily be priced at approximately $2.85 per eligible voter. However, as discussed, we will agree to price all elections at $2.50 per eligible voter. There is a minimum fee of $1,500 for any election.

This rate is all-inclusive for the online election administration services described in this

proposal, including ballot configuration, voter database setup, electronic credential distribution, voter helpdesk support, system administration, electronic tabulation, and standard results reporting. There will be no separate routine add-on charges for these services.

Please do not hesitate to contact me with any questions or if any additional information would be helpful.

Sincerely,



Hiroyuki Kawahara
Assistant Vice President – Elections
Direct Dial: (212) 484-4136
Email: KawaharaH@adr.org
Fax: (212) 233-0629

September Executive Board Financial Action Items

As we have had to trim our budget a little this year due to the retirement of members and their positions not yet filled there are some things to consider.

1. **March on March**
    a. For 2026, we contributed $2,000 for the March in March event.
    b. 1521 has asked us to partner with them for the 2027 March in March event. What should we contribute?
    c. $2,000 again? Or since we have lower membership bring it down to $1,000?
    d. Their recommended contributions are:
        1. - Under 500 members: $500
           - 500–1,000 members: $500 – $1,000
           - 1,000–1,500 members: $1,000 – $1,500
           - Above 1,500 members: $2,500
2. **December General Membership Meeting**
    a. We are planning on holding a General Membership meeting in December. Having it at a campus will help reduce costs
    b. Can and should budget up to $10,000 for this event (This should be the baseline budget for any in-person General Membership Meeting)
3. **Unisource Building Schematics**
    a. The office remodel is estimated to cost: $ 67,498.44
    b. This will mostly be covered by our maturing CD account which will earn us roughly $58,000 in interest paid in June 2027 which will backfill out expenditure for this office remodel. The very little rest that will not be covered by the CD interest will be accounted for in the budget under Building expense.
4. **CCE Conference 2026**
    a. As we have 2 larger conferences in April 2027 (PSRP/CFT), for this conference it was suggested and planned to only send the Officers and the Executive Director. This conference does not require a voted list of Delegates.

A Union of Professionals
Staff Guild
Local 1521A

b. We have already spent roughly $17,000 for the AFT Conference in July. The PSRP and CFT conference will be about the same price which brings the total for all 3 conferences to roughly $51,000.

c. We had cut down our budget for Conferences and Conventions to $15,000 each so we have already exceeded the planned budget of $30,000.

	ACTUAL	BUDGET	REMAINING
5110 Conventions	17,385.43	15,000.00	-2,385.43
5111 Conferences	2,004.72	15,000.00	12,995.28

d. Cost breakdown for the 6 Officers and the ED:

1. Per Diem $300 X 7 =**$2,100**
2. Conference Registration $50 X 7= **$350**
3. Hotel Registration Friday Night Rate $180 + Saturday Night Rate $210 X 7 = **$2,870**
4. Flight ($400+) and/or Mileage ($400) X 7 Reimbursement = **$2,800**
5. **Total cost for 7 persons: $8,120**

5. **The Financial Oversight Committee will need to review the budget for the rest of the year and next year and will need to evaluate what to change, if anything, in next year's budget.**

A Union of Professionals
Staff Guild
Local 1521A

New Business

AMERICAN FEDERATION OF TEACHERS COLLEGE STAFF GUILD, LOCAL 1521A

FINANCIAL STATEMENTS

FOR THE TWO MONTHS PERIOD ENDED

AUGUST 31, 2026

AFT College Staff Guild Local 1521a

Balance Sheet

As of Aug 31, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
1000 AFT - Cope	52,158.70
1005 General Checking 5643	467,127.17
1007 Escrow	3,072.00
1090 Petty Cash	75.00
1092 US Bank Savings- 6170	10,324.42
Total for Bank Accounts	**$532,757.29**
Accounts Receivable	
1111 Accounts Receivable	30,456.56
1112 Dues Receivable	60,390.69
Total for Accounts Receivable	**$90,847.25**
Other Current Assets	
1825 Certificate of Deposits - US Bank	1,746,625.88
Total for Other Current Assets	**$1,746,625.88**
Total for Current Assets	**$2,370,230.42**
Fixed Assets	
1715 Furniture and Equipment	94,118.27
1717 Leasehold Improvements	17,552.78
1719 Website	4,388.00
1815 Accumulated Depreciation	-89,562.33
1817 A D - Leaseholds	-13,143.55
Total for Fixed Assets	**$13,353.17**
Other Assets	
1820 Investment in BBC	112,003.96
Total for Other Assets	**$112,003.96**
Total for Assets	**$2,495,587.55**
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
2005 Accounts Payable	72,124.28
Total for Accounts Payable	**$72,124.28**
Credit Cards	
Ramp Card	6,455.73
Total for Credit Cards	**$6,455.73**
Other Current Liabilities	
2100 Payroll Liabilities	
2001 Union Dues Liability	357.30
2105 Vacation Pay	12,791.54
Total for 2100 Payroll Liabilities	**$13,148.84**

AFT College Staff Guild Local 1521a

Balance Sheet
As of Aug 31, 2026

	Total
Total for Other Current Liabilities	**$13,148.84**
Total for Current Liabilities	**$91,728.85**
Total for Liabilities	**$91,728.85**
Equity	
3001 Net Assets with Donor Restric.	56,593.00
3005 Opening Balance Equity	285,849.93
32000 Unrestricted Net Assets	2,080,228.65
Net Income	-18,812.88
Total for Equity	**$2,403,858.70**
Total for Liabilities and Equity	**$2,495,587.55**

AFT College Staff Guild Local 1521a

Profit and Loss

July-August, 2026

	Total
Income	
4005 Dues	226,742.23
4006 Dues - COPE	673.50
4105 Affiliate Funding	20,000.00
4705 Interest	8,735.64
Total for Income	**$256,151.37**
Gross Profit	**$256,151.37**
Expenses	
5115 Membership Activities	
5115.1 Flights	-613.40
5115.5 Food Per Diem	65.36
5115.7 Catering	2,200.00
5115.8 Sponsorship	20,000.00
Total for 5115 Membership Activities	**$21,651.96**
5605 Good and Welfare	1,000.00
66000 Payroll Expenses	166.24
Operational	
5000 Web expense	4,479.78
5021 Office Supplies	1,361.94
5022 Bank Charges	36.00
5023 Dues and Subscriptions	1,710.40
5025 Telephone	896.84
5030 I.T. Expense	2,399.00
5035 Accounting Consulting	6,000.00
Total for Operational	**$16,883.96**
Organizational	
5105 Subtotal Chapters	
5105.1 City	11.98
Total for 5105 Subtotal Chapters	**$11.98**
5110 Conventions	$2,716.13
5110.1 Flights	3,267.52
5110.2 Taxi	554.31
5110.3 Mileage	77.22
5110.4 Lodging	6,861.43
5110.5 Food Per Diem	3,192.74
5110.6 Parking	321.08
5110.7 Registration Fees	395.00
Total for 5110 Conventions	**$17,385.43**

AFT College Staff Guild Local 1521a

Profit and Loss
July-August, 2026

	Total
5111 Conferences	$346.35
5111.2 Taxi	186.27
5111.4 Lodging	1,880.62
5111.5 Food Per Diem	4.20
Total for 5111 Conferences	**$2,417.44**
5125 Meetings/Representation	$13.95
5125.1 Flights	598.81
5125.10 Cell Phone Reimbursements	200.00
5125.11 Other Services	1,410.60
5125.2 Taxi	137.32
5125.5 Food Per Diem	264.23
5125.6 Business Meals	2,257.78
5125.8 Parking	80.00
Total for 5125 Meetings/Representation	**$4,962.69**
5135 Union Elections	331.94
5140 Dues & Subs	19.98
5155 Negotiations Fund	6,493.77
5172 Leadership Training	
5172.4 Food Per Diem	439.54
5172.5 Taxi	58.89
5172.9 Meals	26.08
Total for 5172 Leadership Training	**$524.51**
Total for Organizational	**$32,147.74**
Per Capitas	
5205 AFT	27,775.62
5210 CFL	1,736.00
5215 CFT	67,730.00
5220 LACFL	1,004.88
Total for Per Capitas	**$98,246.50**
Personnel	
5305 Salaries	36,369.72
5306 Stipends	-2,333.33
5355 Payroll Taxes	2,916.71
5365 Employee Benefits	18,976.74
5375 Mileage	791.86
Total for Personnel	**$56,721.70**

AFT College Staff Guild Local 1521a

Profit and Loss

July-August, 2026

	Total
Services {110}	
5515 Legal	48,146.15
Total for Services {110}	**$48,146.15**
Total for Expenses	**$274,964.25**
Net Operating Income	**-$18,812.88**
Net Income	**-$18,812.88**

AFT College Staff Guild Local 1521a

Budget vs. Actuals

July - August, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	REMAINING
Income				
4005 Dues	226,742.23	1,500,000.00	-1,273,257.77	1,273,257.77
4006 Dues - COPE	673.50		673.50	-673.50
4105 Affiliate Funding	20,000.00	108,000.00	-88,000.00	88,000.00
4705 Interest	8,735.64	20,000.00	-11,264.36	11,264.36
4755 Retiree Dues		1,000.00	-1,000.00	1,000.00
Total Income	**$256,151.37**	**$1,629,000.00**	**$ -1,372,848.63**	**$1,372,848.63**
GROSS PROFIT	**$256,151.37**	**$1,629,000.00**	**$ -1,372,848.63**	**$1,372,848.63**
Expenses				
5115 Membership Activities		8,000.00	-8,000.00	8,000.00
5115.1 Flights	-613.40		-613.40	613.40
5115.5 Food Per Diem	65.36		65.36	-65.36
5115.7 Catering	2,200.00		2,200.00	-2,200.00
5115.8 Sponsorship	20,000.00	20,000.00	0.00	0.00
Total 5115 Membership Activities	**21,651.96**	**28,000.00**	**-6,348.04**	**6,348.04**
5605 Good and Welfare	1,000.00	10,000.00	-9,000.00	9,000.00
66000 Payroll Expenses	166.24	5,000.00	-4,833.76	4,833.76
Building Expense				
5405 Custodial		5,000.00	-5,000.00	5,000.00
5415 Prop Insurance		2,700.00	-2,700.00	2,700.00
5430 Repairs		1,800.00	-1,800.00	1,800.00
5435 Security		1,600.00	-1,600.00	1,600.00
5440 Trash Collection		1,600.00	-1,600.00	1,600.00
5445 Utilities		2,500.00	-2,500.00	2,500.00
5446 gardening		400.00	-400.00	400.00
5447 Pest Control		400.00	-400.00	400.00
5448 Occupancy		9,000.00	-9,000.00	9,000.00
Total Building Expense		**25,000.00**	**-25,000.00**	**25,000.00**
General Membership Meeting				
5555.1 Food & Dining Expense		1,000.00	-1,000.00	1,000.00
Total General Membership Meeting		**1,000.00**	**-1,000.00**	**1,000.00**
Operational				
5000 Web expense	4,479.78	7,750.00	-3,270.22	3,270.22
5005 Equipment		2,500.00	-2,500.00	2,500.00
5010 Postage		750.00	-750.00	750.00
5015 Printing		5,000.00	-5,000.00	5,000.00
5020 Building Supplies		4,000.00	-4,000.00	4,000.00
5021 Office Supplies	1,361.94	7,000.00	-5,638.06	5,638.06
5022 Bank Charges	36.00	1,000.00	-964.00	964.00
5023 Dues and Subscriptions	1,710.40	13,000.00	-11,289.60	11,289.60
5025 Telephone	896.84	3,000.00	-2,103.16	2,103.16
5030 I.T. Expense	2,399.00	18,000.00	-15,601.00	15,601.00

AFT College Staff Guild Local 1521a

Budget vs. Actuals

July - August, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	REMAINING
5035 Accounting Consulting	6,000.00	36,000.00	-30,000.00	30,000.00
5174 Staff Equipment		3,000.00	-3,000.00	3,000.00
Total Operational	**16,883.96**	**101,000.00**	**-84,116.04**	**84,116.04**
Organizational				
5105 Subtotal Chapters		0.00	0.00	0.00
5105.1 City	11.98	3,720.00	-3,708.02	3,708.02
5105.10 West	0.00	2,520.00	-2,520.00	2,520.00
5105.2 District		3,000.00	-3,000.00	3,000.00
5105.3 East		6,210.00	-6,210.00	6,210.00
5105.4 Harbor		1,800.00	-1,800.00	1,800.00
5105.5 Mission		2,010.00	-2,010.00	2,010.00
5105.6 Pierce		3,510.00	-3,510.00	3,510.00
5105.7 Southwest		1,560.00	-1,560.00	1,560.00
5105.8 TradeTech		3,600.00	-3,600.00	3,600.00
5105.9 Valley		3,270.00	-3,270.00	3,270.00
Total 5105 Subtotal Chapters	**11.98**	**31,200.00**	**-31,188.02**	**31,188.02**
5110 Conventions	2,716.13	15,000.00	-12,283.87	12,283.87
5110.1 Flights	3,267.52	0.00	3,267.52	-3,267.52
5110.2 Taxi	554.31	0.00	554.31	-554.31
5110.3 Mileage	77.22	0.00	77.22	-77.22
5110.4 Lodging	6,861.43		6,861.43	-6,861.43
5110.5 Food Per Diem	3,192.74	0.00	3,192.74	-3,192.74
5110.6 Parking	321.08		321.08	-321.08
5110.7 Registration Fees	395.00		395.00	-395.00
Total 5110 Conventions	**17,385.43**	**15,000.00**	**2,385.43**	**-2,385.43**
5111 Conferences	346.35	15,000.00	-14,653.65	14,653.65
5111.2 Taxi	186.27	0.00	186.27	-186.27
5111.4 Lodging	1,880.62		1,880.62	-1,880.62
5111.5 Food Per Diem	4.20	0.00	4.20	-4.20
Total 5111 Conferences	**2,417.44**	**15,000.00**	**-12,582.56**	**12,582.56**
5125 Meetings/Representation	13.95	8,000.00	-7,986.05	7,986.05
5125.1 Flights	598.81	0.00	598.81	-598.81
5125.10 Cell Phone Reimbursements	200.00		200.00	-200.00
5125.11 Other Services	1,410.60		1,410.60	-1,410.60
5125.2 Taxi	137.32	0.00	137.32	-137.32
5125.5 Food Per Diem	264.23	0.00	264.23	-264.23
5125.6 Business Meals	2,257.78		2,257.78	-2,257.78
5125.8 Parking	80.00		80.00	-80.00
Total 5125 Meetings/Representation	**4,962.69**	**8,000.00**	**-3,037.31**	**3,037.31**
5135 Union Elections	331.94	8,000.00	-7,668.06	7,668.06
5140 Dues & Subs	19.98	0.00	19.98	-19.98
5155 Negotiations Fund	6,493.77	2,000.00	4,493.77	-4,493.77

AFT College Staff Guild Local 1521a

Budget vs. Actuals

July - August, 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	REMAINING
5172 Leadership Training		20,000.00	-20,000.00	20,000.00
5172.4 Food Per Diem	439.54		439.54	-439.54
5172.5 Taxi	58.89		58.89	-58.89
5172.9 Meals	26.08		26.08	-26.08
Total 5172 Leadership Training	**524.51**	**20,000.00**	**-19,475.49**	**19,475.49**
5223 Retiree Organizational		1,500.00	-1,500.00	1,500.00
Total Organizational	**32,147.74**	**100,700.00**	**-68,552.26**	**68,552.26**
Per Capitas				
5205 AFT	27,775.62	185,000.00	-157,224.38	157,224.38
5210 CFL	1,736.00	8,600.00	-6,864.00	6,864.00
5215 CFT	67,730.00	455,000.00	-387,270.00	387,270.00
5220 LACFL	1,004.88	9,700.00	-8,695.12	8,695.12
Total Per Capitas	**98,246.50**	**658,300.00**	**-560,053.50**	**560,053.50**
Personnel				
5305 Salaries	36,369.72	355,000.00	-318,630.28	318,630.28
5306 Stipends	-2,333.33	49,000.00	-51,333.33	51,333.33
5355 Payroll Taxes	2,916.71	26,000.00	-23,083.29	23,083.29
5360 Workers Compensation		4,500.00	-4,500.00	4,500.00
5365 Employee Benefits	18,976.74	126,000.00	-107,023.26	107,023.26
5370 Employee Expenses		500.00	-500.00	500.00
5375 Mileage	791.86	4,000.00	-3,208.14	3,208.14
Total Personnel	**56,721.70**	**565,000.00**	**-508,278.30**	**508,278.30**
Services {110}				
5515 Legal	48,146.15	115,000.00	-66,853.85	66,853.85
5525 Outside Audit		20,000.00	-20,000.00	20,000.00
Total Services {110}	**48,146.15**	**135,000.00**	**-86,853.85**	**86,853.85**
Total Expenses	**$274,964.25**	**$1,629,000.00**	**$ -1,354,035.75**	**$1,354,035.75**
NET OPERATING INCOME	**$ -18,812.88**	**$0.00**	**$ -18,812.88**	**$18,812.88**
NET INCOME	**$ -18,812.88**	**$0.00**	**$ -18,812.88**	**$18,812.88**

Old Business

Chapter Reports

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: August 25, 2026

Campus: ELAC

Campus E-Board:
Josue Ramirez, Rosalba Villalobos, Jennifer Estrada, Lynn Wood, Brittany Ramirez, Carlos Zaragoza, Kevin [illegible], Vonetta Harris, Alejandro DeLaParra

Chapter Meeting:
We had a member meeting and a De-Stress and De-Compress Social combined on Aug 19th it was well received and very successful.

Consultation:
No Consultation in July

Unit member issues/updates:
No outstanding issues

Shared Governance /Other Committees:
.All committees have AFT 1521A rep assigned

Classified Hiring Committee

Classified Hiring:

Other:

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: July 25, 2026

Campus: ELAC

Campus E-Board:
Josue Ramirez, Rosalba Villalobos, Jennifer Estrada, Lynn Wood, Brittany Ramirez, Carlos Zaragoza, Kevin [illegible], Vonetta Harris, Alejandro DeLaParra

Chapter Meeting:
We had a member meeting just a check in

Consultation:
No Consultation in July

Unit member issues/updates:
No outstanding issues

Shared Governance /Other Committees:
.All committees have AFT 1521A rep assigned

Classified Hiring Committee

Classified Hiring:

Other:

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: August 2026

Campus: LAMC – Veronica Enríquez Grievance Rep

Campus E-Board:

Discussed issues at LAMC. Planned this month's chapter meeting.

Chapter Meeting:

Provided our members an update on the MOS certification, some issues, and had BOT, Dr. Buelna speak to us and answer some questions.

Consultation:

Did not take place. Will have on in September.

Unit member issues/updates:

Had some grievance meetings, one at step 2 and another at step 3. Waiting for the responses on both. Met with Academic Affaris to discuss issues in the CDC area. Had about 30 members pass the MOS certification.

Shared Governance /Other Committees:

No meeting, next one will be in September

Classified Hiring Committee

None at this time

Classified Hiring:

None at this time

Other:

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: July 2026

Campus: LAMC – Veronica Enríquez Grievance Rep

Campus E-Board:

We will use this month to plan future meetings

Chapter Meeting:

None for the month of July

Consultation:

Unit member issues/updates:

Evaluations not completed by 6/30/2026, ACRs not signed by supervisor in a timely manner, clearing up rumors about lkunch and vacation breaks.

Shared Governance /Other Committees:

No meeting, next one will be in September

Classified Hiring Committee

None at tis time

Classified Hiring:

None at this time

Other:

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: 9/11/2026 For August 2026

Campus: LAPC

Campus E-Board:

No Meeting for August

Chapter Meeting:

Discussed different campus issues, some ongoing. I reported out that the ASC met and we are on track for the Mid-Term report. The ASC team is working on finalizing the language and details for the Midterm Report. I also reported that I discussed with a staff member an issue with their evaluation.

Consultation:

Unit member issues/updates:

Met with another Staff to discuss issues they are having with their direct supervisor regarding their evaluation and the general office atmosphere. Acted as Union Rep in an Eval meeting for a staff member who has refused to sign the eval on several occasions.

Shared Governance /Other Committees:

.ASC met and discussed plans for moving forward and finalizing the report for the Midterm Report. Working on finalizing the details and language of the report.

CPC met and discussed plans moving forward.

Classified Hiring Committee

Classified Hiring:

Other:

Finance Oversight Comm met to elect a new chapter chair (Lupita) and to discuss dates for Financial Review, Sub-committee -Stipend Comm meeting dates later in the year, and COPE review.

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: 9/11/2026 For July 2026

Campus: LAPC

Campus E-Board:

No Meeting for July

Chapter Meeting:

Discussed different campus issues. I reported out that the ASC met and we are on track for the Mid-Term report. The ASC team is working on finalizing the language and details for Midterm Report. I also reported that I discussed with a staff member an issue with their evaluation.

Consultation:

Unit member issues/updates:

Met with another Staff to discuss issues they are having with their direct supervisor regarding their evaluation and the general office atmosphere. Acted as Union Rep in an Eval meeting for a staff member who has refused to sign the eval on several occasions.

Shared Governance /Other Committees:

.ASC met and discussed plans for moving forward and finalizing the report for the Midterm Report. Working on finalizing the details and language of the report.

CPC met and discussed plans moving forward.

Classified Hiring Committee

Classified Hiring:

Participated in a hiring committee for the Athletic Trainer position at Pierce. We put forward one person.

Other:

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: 8/31/2026

Campus: LAVC

Campus E-Board: August 21, 2026 - Not held due to scheduling conflict.

Chapter Meeting: August 28, 2026 – Agenda and sign-in sheet attached.

Consultation: August 17, 2026 – Agenda attached .

Unit member issues/updates:
August 10: 11:30 am – 12:30 pm Meeting w/SSRs and 2nd VP Becerra.
August 12: 1: 10:00 am Meeting w/Member MB.
August 14: 12:00 pm Meeting w/Member VK & supervisors @ ELR Case.

Shared Governance /Other Committees: August 4: 3:00 pm – 4:00 pm, Team Leadership Meeting. Agenda attached.

Certificated Hiring Committee: None
Classified Hiring Committee:
August 26: 9:30 am – 4:00 pm, Instructional Assistant, Media Arts. 1521A Rep. Fitzgerald, Daniel.

Other:
August 3: 1:30 pm – 2:30 pm, Activities Committee Meeting, via Zoom.
August 6: 9:00 am – 5:00 pm, Negotiations Caucus & Session, LATTC.
August 10: 10:00 am – 11:00 am, Activities Committee Meeting, via Zoom
August 11: 9:00 am – 5:00 pm, Negotiations Caucus & Session, ESC.
August 13: 9:00 am – 5:00 pm, Negotiations Caucus & Session, LAMC.
August 17: 9:30 am – 10:30 am, Activities Committee Meeting, via Zoom
August 17: 2:00 pm – 2:15 pm, Opening Day Welcome Group Meeting, via Zoom
August 18: 9:00 am – 5:00 pm, Negotiations Caucus, Staff Guild Office.
August 20: 8:30 am – 9:30 am, Meeting w/VPSS
August 20: 11:30 am – 1:30 pm, New Employee Orientation. Agenda and sign-in sheet attached.
August 21: 2:00 pm – 3:00 pm, ELR Intake Meeting - VK
August 27: 7:30 am – 1:30 pm, Opening Day. Agenda and sign-in sheet attached.
August 28: 12:00 pm – 2:30 pm, Trustee Buelna's Town Hall @ LAMC. Agenda attached.
August 31: 10:00 am – 11:30 am, Activities Committee Meeting, via Zoom

Respectfully submitted,

Aleta Campbell
Valley Chapter Chairperson
September 11, 2026

AFT Staff Guild Officers
President Andrea Edwards | First Vice President: Jo-Ann Haywood
Second Vice President: Sergio Beccera I Recording Secretary: Kimberly Jovel
Treasurer: Jonathon Hooker I Grievance Secretary: Katrella Walker

LOS ANGELES VALLEY COLLEGE

Administrators/Managers
Mark an "x" next to each person who is present:

- ☑ Barry Gribbons, President, Chair
- ☐ Tom Aduwo, SPOC Retired
- ☐ Esteban Alfaro, Dean, Student Success and Support Services
- ☑ Ashanti Blaize-Hopkins, Dean, Academic Affairs
- ☑ Jennifer Borucki, Manager, Public Relations
- ☐ Vernon Bridges, Manager, Financial Aid —
- ☑ Aleta Campbell, AFT1521A Chapter Chair
- ☐ Ruby Christian-Brougham, AFT1521
- ☑ Jenna Cole, Interim Vice President of Academic Affairs
- ☑ Cecilia Cruz, Associate Dean, Student Discipline
- ☑ Martín De Mucha Flores, Dean, Student Equity
- ☑ Carmen Dominguez, Dean, Academic Affairs
- ☐ Ashley Dunn, Registrar —
- ☑ Debra Erikson, Community Services Manager
- ☑ Michelle Fowles, Dean, Academic Affairs
- ☐ Brandon Hildreth, Dean, Adult Education, Workforce Development, and Dual Enrollment
- ☐ Mike Jack, Facilities Director —
- ☐ Cathy Jin, Interim Dean, Institutional Effectiveness
- ☐ Mary John, College Store Manager Retired
- ☐ Robert Medina, College Financial Administrator
- ☑ Keidra Morris, Dean, Academic Affairs
- ☑ Elizabeth Negrete, Dean, Student Life
- ☑ Travis Orloff, Interim Dean, Academic Affairs
- ☐ Jeanne Owens, Professional Development Coordinator Retired
- ☐ Edgar Perez, Academic Senate
- ☑ Larry Resendez, VP, Student Services
- ☑ Andrea Schmitt, Director of Foundation
- ☐ Sarah Song, VP, Administrative Services

All College Leadership Group

Los Angeles Valley College
5800 Fulton Avenue
Valley Glen, CA 91401

Tuesday, August 4, 2026
ACA 2507

Agenda

1. Updates from the District
2. Budget updates
3. 26/27 priorities
4. Items from the floor

A Union of Professionals
Staff Guild
Local 1521A
Valley Chapter

Consultation with the President
August 17, 2026
3:00 pm

Rumor Control

- Custodial floor stripping and waxing
- Professional Development Coordinator for Classified

Campus Events

- New Employee Orientation, August 20
- Opening Day, August 27
  - Classified Attendance

New Business

- Unit 1 Members with Dual Assignments
- Staff Professional Development Funds

Old Business

- Staffing Open Positions
- Impact of SRP
  - Hiring a Procurement Technician, College Store Cashier, Office Assistant Nursing Dept.
  - Timeline or Plan to Fill Other Vacancies

- Campus Cleanliness
  - Custodians Hiring Update
- Released Time

Present: Campbell, Aleta, Holladay-Collins, Jaime.

Next Meeting: September 14, 2026, at 3:00 pm

New Employee Orientation for AFT 1521A

(August 20, 2026)

JOB DESCRIPTION and RESPONSIBILITIES: Read and understand your job description and related duties and responsibilities. This is critical to you passing probation. Don't be afraid to ask questions of your supervisor to be sure that you are meeting expectations.

PERSONNEL FILES: Classified Employees have the right to review their personnel files and enter into their file responses to negative documents.

• Your employer keeps your personnel records. These records form the basis for any decisions affecting your employment. Personnel files kept by supervisors are not the official personnel file.

• You have the right to see your file — at a time when you are not required to provide service to your employer.

WAGES: Classified employees' earned wages are their property. Once you have earned your wages, you are entitled to receive them in full. You must be compensated for all hours that you work. This includes all time that you are on duty, whether or not you are performing the specific functions of your job.

• Classified employees must receive upon initial employment, or change in classification, a copy the following information: job description, salary data, assignment or work location, work hours and work week. The salary data must include the annual, monthly or pay period, daily hourly, overtime and ***differential rates of compensation***, whatever is applicable.

DIFFERENTIALS: Bi-Lingual Computing (MOS) Degree

PROBATION: is 6 months. Evaluations at 2 and 4 months, usually with another informal one at the end of your sixth month, to let you know that you have passed probation.

ANNUAL PERFORMANCE EVALUATION: Should be given to you on or around your birthday, before the end of each fiscal year (June 30th).

HOURS OF EMPLOYMENT: Are set and can't be changed without your approval.

YOUR CLASSIFICATION: Read your job classification duties and ask questions when supervisor requests do not align with the Personnel Commission's written description of your duties.

ASSIGNED DEPARTMENT: Know the department you are assigned to and ask questions when you are asked to work in a different department.

MODEL EMPLOYEE: Show up on time, be here at least 10 minutes before your start time, so that you are actually beginning your work at the beginning of your shift say, 8:00 am.

BREAKS: Take all of your breaks, every day. Leave for and return from them on time.

LAST 15 MINUTES: Our Agreement states that classified my turn off their computers and start preparing to leave work 15 minutes before the end of our shift.

BENEFITS:

Vacation: After the initial six months of employment, vacation becomes a vested right for classified employees. As a vested right, earned vacation becomes your property and is protected.

HOLIDAYS: Currently there are 17 paid holidays per year.

Article 11 Holidays

A. Holidays

An employee in a regular assignment or in an assignment in lieu of their regular assignment shall receive holiday pay for those holidays listed below and for other holidays declared by the Board of Trustees, the Governor of California, or the President of the United States that apply to bargaining unit members which come within the employee's assignment period, subject to the conditions listed in A.1 through A.5. The date the following listed holidays are observed shall be determined, where appropriate, by the academic calendar. The academic calendar is created in three-year increments; such holiday date or dates shall not be finalized in the academic calendar until the District has consulted with the AFT.

Holiday	Day Observed
New Year's Day	January 1
Dr. Martin Luther King, Jr. Day	Third Monday in January
Lincoln Day*	February 12
Washington Day	Third Monday in February
Cesar Chavez Day	March 31
Genocide Remembrance Day*	April 24
Memorial Day	Last Monday in May
Juneteenth*	June 19
Independence Day	July 4
Labor Day	First Monday in September
Admission Day*	September 9
Veterans Day*	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Day following Thanksgiving
Christmas Eve Day	December 24
Christmas Day	December 25
New Year's Eve Day	December 31

* Lincoln Day shall be observed on the Friday immediately preceding Washington Day, unless an action of the Board of Trustees provides for a different day as provided by Education Code section 79020 (f), (g) and (j).

*Genocide Remembrance Day shall be observed on April 24 unless an action of the Board of Trustees provides for a different day.

*Juneteenth Day shall be observed on June 19 unless an action of the Board of Trustees provides for a different day.

*Admission Day shall be observed between December 26 and December 30, or another date so specifically declared by the Board of Trustees.

SICK LEAVE: Classified employees are entitled to twelve days leave of absence for illness or injury (sick leave), with full pay, for a fiscal year of service. Industrial Accident and Illness When an employee has suffered an industrial accident or illness, such employee shall be entitled to a

paid leave of absence for up to sixty working days in any one fiscal year for the same accident or illness.

BEREAVEMENT LEAVE: Classified employees are entitled to bereavement leave. Classified employees are entitled to a leave of absence as a result of the death of any member of their immediate family. This leave is restricted to three days, or five days, if out of state travel is required

PAL DAY: Personal Annual Leave is one day per year to be taken by the classified employee for any reason.

ANNUAL PHYSICAL EXAM: Is one day or 8 hours to have your annual physical exam. The 8 hours can be split in half and used on two different days. This absence must be certified by your health care provider.

ANNUAL EYE EXAM: Is a half day or 4 hours to have your annual eye exam. This absence must be certified by your health care provider.

PREGNANCY AND/OR FAMILY LEAVE: Classified employees may be entitled to pregnancy and/or family care leave.

• Classified employees may be entitled to leaves of absence because of pregnancy or convalescence following childbirth. Leaves of absence for this purpose, may or may not be with pay. Classified employees should reference their current collective bargaining agreements to determine what specific rights are applicable to them.

Family and Medical Leave Act Leave

Classified employees are entitled to leave under the Family and Medical Leave Act ("FMLA"). The FMLA provides 12 weeks of unpaid leave. The leave may be taken for the classified employee's own serious medical condition, to care for an immediate family member with a serious health condition, for the birth and care of a newborn child of the employee, or for the placement with the employee of a child for adoption or foster care.

JURY DUTY: Classified employees are entitled to jury duty leave. Classified employees are entitled to leave of absence with pay for the purpose of serving on a jury. The district must pay a classified employee called for jury duty at his/her regular rate of pay and generally requires the employee to turn into the district any juror's fee.

COLLECTIVE BARGAINING RIGHTS: Classified employees have the right to negotiate.

• Classified employees have the right to "...form, join and participate in the activities..." of the union. It is unlawful for a public-school employer to threaten, retaliate, interfere with or coerce classified employees because of their participation in union activities.

• Classified employees have the right to be represented by the union in

Due Process: With AFT member rights starts after your probationary period has ended.

Sexual Harassment: Classified employees cannot be sexually harassed.

Discrimination & Harassment: Classified employees cannot be denied employment/advancement for discriminatory reasons

KNOW YOUR CONTRACT!

AFT 1521A Staff Guild Collective Bargaining Agreement (CBA) July 1, 2023 – June 30, 2026

between the Los Angeles Community College District (LACCD)

and the American Federation of Teachers (AFT)

College Staff Guild

Local 1521A, CFT/AFT, AFL-CIO

The entire CBA is important, but the most important for you as new employees are Articles 6, 16 and 23. Scan to access your CBA.

New Employee Orientation Sign-in Sheet
August 20, 2026

Name	Signature	Email	Department
Irene A. Mahy Busch		irene_myb1@yahoo.com	Adult Ed Noncredit
Parisa Borzouei		borzoup@lavc.edu	Payroll
Sona Poghosyan		poghossr@lavc.edu	CalWORKs
Meagan Gramatikov		gramatmt@lavc.edu	Life Sciences
Michelle Midencey		midenca@lavc.edu	SS
Bonnie Ho		hoby@lavc.edu	Workforce

From: Weigand, Scott M <WEIGANSM@LAVC.EDU>
Sent: Wednesday, August 26, 2026 10:47 AM
To: Christian-Brougham, Ruby R <CHRISTRR@LAVC.EDU>; De Mucha Flores, Martin R <DEMUCHMR@LAVC.EDU>; Campbell, Aleta <campbea2@lavc.edu>; Hildreth, Brandon M <HILDREBM@LAVC.EDU>; Perez, Edgar <PEREZE5@LAVC.EDU>; Holladay-Collins, Jaime S <HOLLADJS@LAVC.EDU>; Lopez, David <lopezd6@lavc.edu>; Gribbons, Barry C <Barry.Gribbons@lavc.edu>
Cc: Batty, Holly K <BATTYHK@LAVC.EDU>
Subject: RE: Opening Day: Welcome Group

Hello All,

Thank you again for participating in our Opening Day welcome! I've attached the tentative schedule for your reference. To help us keep the program on schedule, please plan to stay within your designated time. We truly appreciate your participation and your help in making Opening Day a success.

Tentative Time	Speaker	Minutes	Notes
9:10–9:15	Martin De Mucha Flores	5	Land Acknowledgement
9:15–9:20	Aleta Campbell	5	1521A
9:20–9:25	David Lopez (Not confirmed)	5	721
9:25–9:30	Jamie Holladay-Collins	5	Caring Campus
9:30–9:35	Brandon Hildreth	5	Teamsters
9:35–9:45	Ruby Christian-Brougham	10	1521
9:45–9:55	Edgar Perez	10	Senate
9:55-10:00	Scott	5	Guided Pathways
10:00-10:30	Barry Gribbons/Trustee	30	
10:30-10:45	Break	15	Break
10:45-12:00	Keynote/Josh Miller	75	Thank You for the Feedback

Please reach out if you have any questions!

Best,

Scott Weigand
Faculty PD Coordinator
Director, Academic Resource Center (ARC)
Professor, English
Los Angeles Valley College
818-947-2811

Opening Day 1521A Sign-in Sheet

August 27, 2026

Name	Signature	Email	Department
Mark Bergquist	M. Bergquist	markb1521A@gmail.com	Student Services Financial Aid
FIDEL GARCIA		GARCIAF@LACCD.EDU	BUSINESS OFFICE
Midvelle Midencey		midmca@lavc.edu	SS
Ben Ziff		ziffbd@laccd.edu	Bookstore
Alla Dandaryan		dandaa@laccd.edu	BO
Sibahi Babayan		babarys@laccd.edu	BO
Svetlana Lana Simonyan		simonys@laccd.edu	Business office
Steven Lopez		lopezsa@laccd.edu	Trio - UBMS
Karen Vega		vegakp@laccd.edu	TRIO - UB
Chadwanda Laughlin		@laughlin@icloud.com	CSC
Lilit Petrosyan		Petros12@laccd.edu	A&R / Psychology
X JASON SHECHTMAN		SHECHTJM@LACCD.EDU	ARC
Jose A. TORRES		TORRESJA@LAVC.EDU	IMS
JESUS QUINTERO		quintejd@laccd.edu	IMS
email *Meagan Gramatikov		GRAMATMT@laccd.edu	Life Sciences

Opening Day 1521A Sign-in Sheet

August 27, 2026

Name	Signature	Email	Department
Jamie Chasteain		Chasteja[illegible]@lavc.edu	Physical + Applied Sciences
Diana Di Battista		dibattdm@lavc.edu	Foundation
Katya Canjura	Ikatya	Katyacanjura1@lavc.edu	A+R/WC
Jonathan Hooker		hookerjg@lavc.edu	Repro
Orlando Ventura		Ventur[illegible]b@lavc.edu	Repro
Nina Shtromberg		shtromn@lavc.edu	CalWORKs
Bonnie Ho		hoby@lavc.edu	Adult Ed/Workforce
Marisa Arranaga		arraname@lavc.edu	Rising Scholars
Rip Geru-Maa		h.gerumaa@gmail.com	Student Equity
Jamie Holladay-Collins		JHolladys@lavc.edu	Acad. Affairs
Matt Doyle		doylem@lavc.edu	Bookstore
Armenuhi Juharyan		juharya@lavc.edu	SSD
Anna Emyan		emyana@lavc.edu	Counseling
Keith Williams		Williak12@lavc.edu	SSD

A Union of Professionals
Staff Guild
Local 1521A

Valley Chapter

Location: Fireside Room

Date: August 28, 2026

Time: 1:00 – 2:00 pm

Membership Meeting Agenda

Time	Item	Owner(s)
1:00 pm	**Welcome**	DF

1:02 pm	Consultation with the President, Cancelled for January
	• *Please email September agenda items to:* cclavc@aft-1521a.org *by the EOD 9/11/26*
	• Opening Day Recap
	• EEO Training for 2026
	  • Hiring committees will be created due to the SRP
	  • More certified members are needed to represent 1521A
	  • Check your email for dates
	• 2026-2029 Negotiations Update:
	  • Began 12/10/25 – ongoing
	  • Negotiations Newsletter
	  • MOS Certification Prep
	• Labor Day Parade & Rally call for volunteers: ac@aft-1521a.org
	• Elections Update: Mark Bergquist
	• Working Out of Classification or Assignment & Wage Theft
		DF

1:40pm	**Announcements:** • Next BOT meeting, Wed. 9/2/2026 at 1 pm via Zoom • Labor Day Parade & Rally, 9/7/26, 10:00 am – 4:00 pm • Next Consultation w/President, 9/14/26 at 3:00 pm • Negotiations Prep Meetings: 9/15, 9/22, 9/29 • Next AFT - E-Board, 9/17/26, at 3:00 pm, TBD • Next Campus E-Board, 9/18/26, 1:00 pm • Union Night at Dodger Stadium, 9/18/26 see email for details • MOS Certification Prep, Wed. 9/23/26, at Valley, Time/Place TBD • Next Campus Membership meeting, 9/25/26, 1 & 2 pm Fireside Room	DF
1:45 pm	**Open**	All
2:00 pm	**Adjourn**	

LAVC Campus E-Board

Chapter Chair: Aleta Campbell / Grievance Representative: ChaQuanda Laughlin

1st Delegate: Jaime Holladay-Collins / 2nd Delegate: Daniel Fitzgerald / 3rd Delegate: Alicia Clardy

1st Alt. Delegate: Teresa Dunham-Frost / 2nd Alt. Delegate: Chad Baugher / 3rd Alt. Delegate: Irene Mah y Busch

AFT 1521A, LAVC Membership Meeting Sign-in Sheet

August 28, 2026

1:00 pm Session

Name	Signature	Email	Department	Was your office closed for Opening Day?	Did you attend Opening Day?
Josie Stein	~~CAOT~~ [signature]	steinjp@lavc.edu	CAOT	YES NO	YES NO
James Grude	[signature]	grudejw@lavc.edu	Music	YES NO	YES NO
Jose Torres	[signature]	TORRESJA@LAVC.EDU	IMS	YES NO	YES NO
Irene Mahy Busch	[signature]	mahybuia@lavc.edu	Adult ED	YES NO	YES NO
Israel Ortiz	[signature]	ortizi@lavc.edu	Dist. Ed.	YES NO	YES NO
Tatyana Golovatsky	Golovatsky	golovat@LAVC.edu	FA office	YES NO	YES NO
Irina Yelenskaya	IY	yelensi@lavc.edu	FA office	YES NO	YES NO
Nick Olshansky	[signature]	olshannj@lavc.edu	ARC	YES NO	YES NO
Lizette Carbajal	[signature]	carbajlg@lavc.edu	EOPS	YES NO	YES NO
Evelyn Pichardo	[signature]	picharer@lavc.edu	Athletics / Health Svcs	YES NO	YES NO
Mark Bergquist	M. Bergquist	markb1521A@gmail.com	Student Services Financial Aid	YES NO	YES NO
Daniel Fitzgerald	—	fitzgedi@lavc.edu	OIT	YES NO	YES NO
				YES NO	YES NO
				YES NO	YES NO
				YES NO	YES NO

AFT 1521A, LAVC Membership Meeting Sign-in Sheet

August 28, 2026

1:00 pm Session

Name	Signature	Email	Department	Was your office closed for Opening Day?	Did you attend Opening Day?
				YES NO	YES NO
				YES NO	YES NO
				YES NO	YES NO
				YES NO	YES NO
				YES NO	YES NO
				YES NO	YES NO
				YES NO	YES NO
				YES NO	YES NO
				YES NO	YES NO
				YES NO	YES NO
				YES NO	YES NO
				YES NO	YES NO
				YES NO	YES NO
				YES NO	YES NO
				YES NO	YES NO

A Union of Professionals
Staff Guild
Local 1521A

Valley Chapter

Location: Fireside Room

Date: August 28, 2026

Time: 1:00 – 2:00 pm

Membership Meeting Agenda

Time	Item	Owner(s)
1:00 pm	**Welcome**	DF

1:02 pm	Consultation with the President, Cancelled for January
	• *Please email September agenda items to:* cclavc@aft-1521a.org *by the EOD 9/11/26*
	• Opening Day Recap
	• EEO Training for 2026
	  • Hiring committees will be created due to the SRP
	  • More certified members are needed to represent 1521A
	  • Check your email for dates
	• 2026-2029 Negotiations Update:
	  • Began 12/10/25 – ongoing
	  • Negotiations Newsletter
	  • MOS Certification Prep
	• Labor Day Parade & Rally call for volunteers: ac@aft-1521a.org
	• Elections Update: Mark Bergquist
	• Working Out of Classification or Assignment & Wage Theft
		DF

1:40pm	**Announcements:** • Next BOT meeting, Wed. 9/2/2026 at 1 pm via Zoom • Labor Day Parade & Rally, 9/7/26, 10:00 am – 4:00 pm • Next Consultation w/President, 9/14/26 at 3:00 pm • Negotiations Prep Meetings: 9/15, 9/22, 9/29 • Next AFT - E-Board, 9/17/26, at 3:00 pm, TBD • Next Campus E-Board, 9/18/26, 1:00 pm • Union Night at Dodger Stadium, 9/18/26 see email for details • MOS Certification Prep, Wed. 9/23/26, at Valley, Time/Place TBD • Next Campus Membership meeting, 9/25/26, 1 & 2 pm Fireside Room	DF
1:45 pm	**Open**	All
2:00 pm	**Adjourn**	

LAVC Campus E-Board

Chapter Chair: Aleta Campbell / Grievance Representative: ChaQuanda Laughlin

1st Delegate: Jaime Holladay-Collins / 2nd Delegate: Daniel Fitzgerald / 3rd Delegate: Alicia Clardy

1st Alt. Delegate: Teresa Dunham-Frost / 2nd Alt. Delegate: Chad Baugher / 3rd Alt. Delegate: Irene Mah y Busch

AFT 1521A, LAVC Membership Meeting Sign-in Sheet

August 28, 2026

1:00 pm Session

Name	Signature	Email	Department	Was your office closed for Opening Day?		Did you attend Opening Day?	
Josie Stein	~~CAOT~~ JStein	steinjp@lavc.edu	CAOT	YES	NO	YES	NO
James Grude		grudejw@lavc.edu	Music	YES	NO	YES	NO
Jose TORRES		TORRESJA@LAVC.EDU	IMS	YES	NO	YES	NO
Irene Mahy Busch		mahybuia@lavc.edu	Adult ED	YES	NO	YES	NO
Israel Ortiz		ortizi@lavc.edu	Dist. Ed.	YES	NO	YES	NO
Tatyana Golovatsky		golovat@LAVC.edu	FA office	YES	NO	YES	NO
Irina Yelenskaya	IY	yelensi@lavc.edu	FA office	YES	NO	YES	NO
Nick Olshansky		olshannj@lavc.edu	ARC	YES	NO	YES	NO
Lizette Carbajal		carbajlg@lavc.edu	EOPS	YES	NO	YES	NO
Evelyn Pichardo		picharer@lavc.edu	Athletics / Health Svcs	YES	NO	YES	NO
Mark Bergquist	M. Bergquist	markb1521A@gmail.com	Student Services Financial Aid	YES	NO	YES	NO
Daniel Fitzgerald		fitzgedi@lavc.edu	OIT	YES	NO	YES	NO
				YES	NO	YES	NO
				YES	NO	YES	NO
				YES	NO	YES	NO

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: 7/31/2026

Campus: LAVC

Campus E-Board: July 17, 2026 - Not held due to scheduling conflict.

Chapter Meeting: July 24, 2026 - Not held due to scheduling conflict.

Consultation: July 17, 2026 – Not held due to scheduling conflict.

Unit member issues/updates: *July 1: 10:00 am Meeting w/Member MD @ College Store Staffing.*
July 1: 12:00 pm Meeting w/Member VK & supervisors @ Performance Evaluation.
July 1: 3:00 pm Meeting w/Member AA in FA @ ergonomic chair.
July 2: 10:56 am Emails w/Member JQ in OIT @ Wellness Days.
July 2: 2:00 pm Phone Meeting w/Member AA in FA @ ergonomic chair.
July 13: 10:00 am Good Faith Meeting w/MY & Dean ABH @ Health Science Dept. Staffing.
July 20/21: 11:50 am Emails w/Member JQ in OIT @ Quota Time.
July 31: 3:00 pm Meeting w/Member MB & C&BL.

Shared Governance /Other Committees: *July 31: 10:00 am Accreditation Steering Committee Meeting, Agenda attached.*

Classified Hiring Committee: None.

Classified Hiring: None.

Other: July 7: 9:00 am – 5:00 pm, Negotiations Caucus & Session, LAHC.
July 9: 9:00 am – 5:00 pm, Negotiations Caucus & Session, LASC.
July 14: 9:00 am – 5:00 pm, Negotiations Caucus & Session, LATTC.
July 15-19: AFT National Convention, Washington D.C.
July 28: 9:00 am – 5:00 pm, Negotiations Caucus, AFT Office.
July 30: 9:00 am – 5:00 pm, Negotiations Caucus & Session, LAPC.

Respectfully submitted,

Aleta Campbell
Valley Chapter Chairperson
August 12, 2026

AFT Staff Guild Officers
President Andrea Edwards | First Vice President: Jo-Ann Haywood
Second Vice President: Sergio Beccera I Recording Secretary: Kimberly Jovel
Treasurer: Jonathon Hooker I Grievance Secretary: Katrelia Walker

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: 8/31/2026

Campus: WLAC

Campus E-Board:

No campus E-board was scheduled for August. An email was sent to meet on Friday September 18 via Zoom.

Chapter Meeting:

No chapter meeting was held since there were no official executive board meetings held in August.

Consultation:

Consultation with the president was cancelled due to the president not feeling well and asked to reschedule on September 23, 2026.

Unit member issues/updates:

Member reported conflict resolution assistance and union representation was granted for a good faith meeting. Different member grieved an unsatisfactory evaluation and lack of training. Another member inquired about hour change and supervisor authority to ask for a check in process when there is no direct supervision.

Shared Governance /Other Committees:

.No meetings were held during the Summer term.

Classified Hiring Committee

None

Classified Hiring:

None

Other:

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: July 2026

Campus: WLAC

Campus E-Board:

West did not hold any campus e-board meetings for the month of July 2026. It was also noted that 1st delegate Dionne Morrissette had retired on 6/30/2026 and the position has been vacant since. 2nd delegate Cha-Zette formally declined to move up a position.

Chapter Meeting:

No Chapter Meeting was scheduled since there was no executive board meetings conducted in July 2026.

Consultation:

There was a president consultation held on July 6 at 2:30pm to 3:30pm. President was reminded of emergency preparedness plans and drills. President was also asked to provide classified vacancies from the past 6 months. We also reached out regarding the bilingual differential status of the campus; chapter chair is to report back on the status of paperwork after checking in with employees. President is also aware of other possible grievances that may be filed.

Unit member issues/updates:

ADA accomodotations and interpersonal relations.

Shared Governance /Other Committees:

.No meetings are held during the summer session, due to faculty being out of the office.

Classified Hiring Committee

Cashier, Procurement specialist, Student Services Specialist (SFP) and Office Assistant (provisional)

Classified Hiring:

No New hirings have occurred.

Other:

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date 8/2026

Campus: WLAC

Campus E-Board:

No E-Board Meeting.

Chapter Meeting:

No Chapter Meeting.

Consultation:

No President consultation.

Unit member issues/updates:

Grievance w/A&R

Sent RFI for Unit One Member

Shared Governance /Other Committees:

Classified Hiring Committee

Classified Hiring:

Other:

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

AFT Staff Guild Executive Board

AFT Staff Guild, Local 1521A Chapter Report

Date: **July 2026**

Campus: **WLAC**

Campus E-Board:

No E-Board Meeting during July 2026.

Chapter Meeting:

No Chapter Meeting during July 2026

Consultation:

President Consultation with an agenda.

Unit member issues/updates:

Two grievances with A&R Office (Article 19 H.e.).

Consultation meeting with Supervisor and Unit One Member (lunch/breaks)

Zoom Meeting w/KWalker for Unit One Member (PIP/RFI/Grievance)

Shared Governance /Other Committees:

Classified Hiring Committee

Classified Hiring:

Other:

_____

_____

_____

_____

AFT Staff Guild Officers

President Andrea Edwards | First Vice President: Jo-Ann Haywood |
Second Vice President: Sergio Beccera I Recording Secretary: Kimberly Jovel
Treasurer: Jonathon Hooker I Grievance Secretary: Katrelia Walker

Affiliate Reports

Committees Reports

A Union of Professionals
Staff Guild
Local 1521A

Elections Committee

September 11, 2026

To: AFT 1521A Staff Guild Executive Board

Re: Elections Committee Report for September 2026

Hello Executive Board Members and Guild Officers.

* *

Special Election
The Elections Committee is working on the Special Election for LACC, District Office, and LATTC. Nominations opened 9/14/26 and will close 9/17/26 at 11:59pm. Nominations are now required to be filed with the nomination page attached to the Notice of Nomination and Election, in the Election Rules, and provided here at the end of our committee report. If anyone has trouble filling in the form, please reach out to the committee at 1521Aelections@gmail.com and we'll assist you via Adobe sign.

Reminder! Nominees must return the Signed election rules before 9/24/26 at 11:59pm. Without completing their paperwork prior to the deadline, they will not have their candidacy recognized on the ballot. Of course people can always run as write-in candidates by campaigning.

Sincerely,

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

Jennifer Herbert-Jackson, Executive Director

AFT 1521A College Staff Guild

2026 Special Worksite Officers Election

Nomination Form

-The Elections Committee strongly suggests that you obtain the consent of the nominee
before submitting this form.

-Please type your nomination information below. If unable to type, please print legibly. Illegible forms will be considered incomplete nominations.

First and Last Name of the Nominee	
A primary, non-district phone number where they can be reached	
A district work number where they can be reached, *if one exists*	
A primary, non-shared, non-district, and non-guild personal email address where they can be reached	

Name of Nominator:

_____

Phone Number of Nominator:

_____

This form must be filled out in its entirety or it will not be accepted.

A Union of Professionals
Staff Guild
Local 1521A

Meeting Minutes- Financial Oversight Comm on Sept 9, 2026

I.	**CALL TO ORDER**	Lupita called the meeting to order at 10:30am
II.	**ROLL CALL**	Zoom- Lynn Wood and LaShawn Duffey In-person- Lupita Narkevicius and Jonathon Hooker Veronica Enriquez- present for questions but in another meeting
III.	**APPROVAL OF MINUTES FROM LAST MEETING**	No meeting minutes from last meeting
IV.	**OPEN ISSUES**	a) Elected Chapter Chair – Lupita N b) Discussed Items needing Review in October and November: a. Financial Review (all day) Oct b. Stipend Sub-committee Scheduled Meetings (4 hours) Oct c. COPE Review in Nov (4 hours)

V.	**NEW BUSINESS**	c) No New Business
VI.	**ADJOURNMENT**	Meeting adjourned at 11:30am Meeting Minutes submitted on 9/11/2026 to Glen H. at Barham Union Office

Officer Reports

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

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

Officer's Report: July – August 2026

Standing Committee		
Officers Meetings	July 13th, July 22nd	
Worksite Support Meeting	No meeting	No meeting
Executive Board	No meeting	No meeting
Constitution & By Laws	No meeting	No meeting
Negotiations Committee	July 7th / July 9th / July 21st / July 23rd July 28th / July 30th	August 6th / August 11th / August 13th August 18th
District Shared Governance		
District Management/ Consultation	Rescheduled due to negotiations (July 7th)	Canceled
Chancellor Consultation	Rescheduled due to negotiations July 7th)	Canceled
PC Consultation	July 20th	Canceled
Other		
Member Representations: - ADA Appeal Follow-up - Member Interactive Meeting	July 17th	August 21st
Other		
Staff Guild Office Redesign Meeting	July 6th	
Logistical Meeting with Exec. Dir.	July 16th	
Vice President Staff Guild Responsibilities - Officers Inter Workday and Strategy workshop	July 14th	August 28th
Activities Committee: - Labor Day Event Planning		August 3rd / August 10th / August 17th August 24th / August 31
DISTRICT MEETINGS: ➢ **BOT – No meeting**	No Meetings	August 19th
➢ **Legislative & Public Affairs**	No meeting	Cancelled
➢ **Budget & Finance Committee**	No meeting	August 19th
➢ **Facilities & Master Planning Committee – No meeting**	No meeting	August 19th

Other staff duties and responsibilities.

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

A Union of Professionals
Staff Guild
Local 1521A

Treasurer's Report for September 2026 Executive Board

-Completed COPE reports for Jan-June 2026
-Redid and submitted COPE report for June-Dec 2025
-Started review of COPE transaction starting from 2019
-Closed old COPE bank account and moved to the US Bank COPE account
-Sent out endorsements to 4 Trustee seats, Mayoral race, and West Hollywood City Council

-Attended Treasurer Training from CFT

Bank Balance as of 9/14/2026:
Checking: $522,779.77
COPE: $9,358.70
Savings: $10,324.42
CD Account: $1,737,891.10

2026-2027 Chapter totals:

Location	Chapter Total
City	3,720.00
ESC	3,000.00
East	6,210.00
Harbor	1,800.00
Mission	2,010.00
Pierce	3,510.00
Southwest	1,560.00
Trade	3,600.00
Valley	3,270.00
West	2,520.00

Report submitted by:
Jonathon Hooker
Treasurer

AFT Staff Guild Executive Board

Local 1521A — Recording Secretary Monthly Report

Date: 8/31/2026
Reporting Month: August 2026

Officer & Standing Duties	Date(s)	Notes
Officers Meetings	8/10, 8/28	Discussed upcoming items, prepared the special E-Board agenda, and reviewed the to-do list to prioritize upcoming tasks.
Executive Board		
Chapter Meeting		
Communications Committee (Chair)	8/14/26	Met with M. Ung to review newsletter.
Officer Hours / Member Rep / Site Visits		
Other	8/19/26	Organized office files and began developing a plan to digitize records for electronic storage.

District Shared Governance & Consultations	Date(s)	Notes
Chancellor Consultation (minutes)		Canceled
District Management Consultation		Canceled
Personnel Commission (PC) Consultation		Canceled

Meetings / Trainings / Negotiations	Date(s)	Notes
Negotiations Committee	8/6, 8/11, 8/13, 8/18	LATTC, ESC, LAMC, AFT Office
Membership & Outreach		
Hiring Committee(s)		
Trainings / Workshops		
Executive Director	8/4	Met with ED to discuss recruitment strategies and upcoming plans

Other
Created and updated meeting agendas, took negotiation notes, and revised past agendas to reflect cancelled meetings. Also created and distributed the newsletter, built a to-do list, and set up an officer workday.

In Solidarity,
Kimberly Jovel
Recording Secretary, AFT Local 1521A

AFT Staff Guild Executive Board

Local 1521A — Recording Secretary Monthly Report

Date: 7/31/2026
Reporting Month: July 2026

Officer & Standing Duties	Date(s)	Notes
Officers Meetings	7/13, 7/22	Divided up committees, discussed priorities and upcoming events/meetings/tasks. Prepared agendas.
Executive Board		
Chapter Meeting		
Communications Committee (Chair)	7/17	Met with L. Cruz and E. Austin to go over the upcoming newsletter.
Officer Hours / Member Rep / Site Visits		
President Consultation	7/29	With local leadership met with LAPC President to go over upcoming hiring and other member issues.

District Shared Governance & Consultations	Date(s)	Notes
Chancellor Consultation (minutes)		Meeting Canceled
District Management Consultation		Meeting Canceled
Personnel Commission (PC) Consultation		Meeting Canceled

Meetings / Trainings / Negotiations	Date(s)	Notes
Negotiations Committee	7/9, 7/23, 7/28, 7/30	LASC, LAVC, Union Office, LAPC
Membership & Outreach		
Hiring Committee(s)		
Trainings / Workshops		

Other
Prepared agendas and updated negotiations notes. Sent out newsletter.

In Solidarity,
Kimberly Jovel
Recording Secretary, AFT Local 1521A