

**AFT STAFF GUILD EXECUTIVE BOARD**  
**March 19, 2014 Minutes**  
**District Office (ESC)**

**PRESENT:** V. Butler; D. Bates, M. VanGinkle; M. Gaitan; S. Lepore; G. O'Neal-Foster; B. Love; V. Tylecek; P. Atkinson; S. Chen; N. Nandakumaran; M. Perez; M. Romo; L. Ramirez; E. Alvarado; J. Ortiz; W. Gilliam; K. Roberts; M. Castillo; J. Armstrong; H. Chang; J. Millhone; S. Ishaque; G. Whaling; L. Hunter; M. Horn; K. Williams; C. Maddren; R. Zamora; J. Haywood; D. Morrissette; S. Jeter-Williams

**EXCUSED:**

**ABSENT:**

**GUEST:** M. Murray; M. Harris; C. Halada

**CALL TO ORDER:** President Butler called the meeting to order at 3:06 p.m.

**MOTION TO ACCEPT AGENDA**

**MSP** D. Bates/M. VanGinkle

**MOTION TO ACCEPT MINUTES FOR FEBRUARY 2014 AS AMMENDED**

**MSP** M. Van Ginkle/D. Bates

**REPORT FROM WORKSITES:**

**CITY:** G. Foster – Consultation with President 3/6/2014. AFT Office moving to larger room AD 317. Hostile work environment in Academic Department. Received five hiring positions from VP of Admin: Senior Office Assistant(Sheriff's Dept), SFP Program Specialist and Program Technician(CalWorks Dept), Lab Tech(Life Science Dept) and Student Services Assistant(Transfer Dept). Appointed members to all above mentioned hiring committees. Classified Staff Development committee met and Pam Atkinson is chair. New classified hires: Caridad Ahorro(Student Services), Emil Mubarakshin(Office of Institutional Effectiveness), Gina Peng(Personnel) Susan Herman President of American Civil Liberties Union was the speaker on 3/11/14 and 3/20/14 was Erwin Chemerinsky. Campus E-Board met 2/26/14. John El-Min new VP of Administration Services.

**DISTRICT:** M. Perez – Consultation with Dr. Roman 2/27/14. In the process of reviewing Department Organizational Charts. Dr. Roman investigating status & roles of CGCA and student workers at ESC. HR. Department restructuring pending until Carlos Covarrubias returns. Microsoft Academy for members training and MOUS preparation start April. Chapter meeting scheduled 4/9/2014. Appointed two members to SAP positions interview panel.

**HARBOR:** W. Gilliam – Consultation with President 2/24/14. President requested union representatives meet with senior staff to discuss new Student Information System. New union office. Opening for SFP Technician. New hires - Rigoberto Huerta(Business Office) and Maurineen Schalle(Economics Workforce Office). Culture Responsive Training Workshop held on 3/21/14.

**MISSION:** D. Mundt – Classified Day – 4/3/14, Health & Wellness Expo 3/11/14. Financial Aid Assistant interviews held. Online Multimedia Specialist hired. SFP Program Office Assistant (CaWorks), Financial Aid Assistant, Financial Aid Technician, Jose Cortez, Chemistry Tech Jose Lepe, Financial Aid Supervisor, Fitness Center Director, Manager for College Information Systems. Presented list of unfilled classified positions to president 3/3/14. Slated for hiring are a Recruitment Specialist, A & R Evaluator, CTE Technician, second classified in Veteran's Office. Shared Governance Oversight Committee elected Mary Lou Mendoza Co-Chair, also elected voting member for College Council; charter was updated. LRC 208 allocated for faculty use only. Working on Program Review handbook. Campus Center closed due to flooding; Facilities said the problem resolved.

**PIERCE:** H. Chang – Next consultation with President 4/15/2014. Chapter meeting 3/26/14. Pierce Council Committee approved to add one more Staff Guild member on Diversity Committee Charter with request from Co-Chair, Christine Valada. Shoes That Fit; 30 pairs of shoes delivered to Stanley Mosk Elementary School. Thank you Margaret Duncan for your hard work and dedication. Review workload in Academic Affairs Department. Review of Chapter Chair on his evaluation. Bonnie Zahavi new Staff Guild rep. on Work Environment Committee, Darlene Richarte on Diversity Committee.

**VALLEY:** C. Maddren – AFT Staff Guild candidates forum 3/4/2014. IEC met 3/4/14 and will establish Enrollment Management Committee. Membership amended to reflect a seat for 1521A. Appointed Dorothy Bates to newly established LAVC Budget Committee. Chapter meeting 2/26/14. Discussion on emergency response concerns and provided campus feedback. Selvia Awad and Lance Zakabi selected/hired as Comm. Service Aids. Hanh Tran new IT Manager. President Search Committee met 3/18/2014. Cyndi Maddren is AFT 1521A rep. Wellness Fair 3/25/14. Emergency Services Department offering free CPR training to faculty and staff. Presidents' Consultation postponed until 3/24/14.

**WEST:** J. Haywood – President consultation rescheduled 3/24/14. Hiring: Administrative Aid(Academic Affairs), two SFT Techs(Workforce Development), Examination Proctor(Student Support Services & Programs). Based on a 3E complaint entire department was relocated to a more healthy work environment area. Fitness for duty meeting 3/20/14 with one unit member. Budget prioritization process, Dionne Morrissette is one of the two appointed to committee. President Butler at last Board Meeting at West, baseball team was upset with delay of baseball field opening. Game on new field yesterday.

**EAST:** L. Ramirez – Working with President Martinez to create human resources committee for classified staff. Participated hiring committees for classified staff/administration: plant facilities director; student services aid for First Year Completion Program; Computer Networking Assistant for IT; Auto Tech Instructional Assistant. Hiring process for Student Services Dean; General meeting planned 4/2/14. Accreditation Training 3/7/14. Shared Governance Committees: Budget Committee, Work Environment Committee, EMC, Technology Committee, etc. User group for Student Center Furniture.

**TRADE:** L. Hunter – Presidents consultation every 2<sup>nd</sup> Monday of month. Follow up DSPS issues, A & R job duties/Bridges to Success, hiring protocol, filling position vacancies, current organizational charts, clarification on classified teaching MOU. Membership meeting 3/26/14. Contract training – Article 6 & 12 facilitated by LATTTC eboard member; Candidate forum, Members' concerns Q & A, "Union Bucks" activities. LATTTC eboard meeting. Discussion: Campus report input, hirings, issues from members, possible grievances, campus organizational charts. Student's SIS Modernization Open House held Mar. 19 & 20<sup>th</sup>. Day of Dialogue ongoing concerns/issues: supervisor communication problem, employees – coordinator hostile work environment. DSPS – 3 positions upgraded to 24 hr positions with benefits and 1 hiree (interpreter II) resigned, Employee Hirings: CDMU Instructional assistant interviews 2/20/14, Financial Assistant hired 3/10/14, Financial aid manager interviews pending, Payroll assistant pending.

**SOUTHWEST:** – No report submitted.

**RETIREEES:** – No report submitted.

**REPORT FROM EXECUTIVE DIRECTOR:** S. Lepore – Report will fall under agenda items.  
Committee Reports: Budget and Finance – No report, Legislative Affairs – No report

#### **REPORT FROM OFFICERS:**

**Treasurer:** S. Chen – Student Affairs Committee met 3/14/14. Trustee Eng talked about covered LACCD. Discussion on ballot measure for 2016 to get students free metro passes. Companies required by law to reduce green gas emission by 20%.

**First Vice President:** D. Bates – 2/27/14 Attended Board of Trustee breakfast. Discussed issues in district. 3/4/14 Consultation. 3/6/14 Interviews for Executive Director. 3/11/14 JLMBC and after the EAPRFP Committee met RFP for contract. 3/18 JLMBC communications committee discussed upcoming news letter distribution followed by Wellness Coalition meeting. Officers meeting 3/18/14.

**Second Vice President:** M. VanGinkle –Attended Personnel Commission at Harbor College 2/25/12 and District Office 3/11/14 – Commissioners pulled revised Athletic Trainers job specs due to negative feedback from employees and Union. Attended Trustee breakfast with Dr. Barrera/Nancy Pearlman at Guild 2/27/14. Consultation with HR Vice Chancellor 3/3/14 at Guild. 3/13/14 went to CFT office to discuss CFT Conv.chairing Credentials Committee this year. Officers meeting 3/18/14 at Guild. Attending CFT convention from 3/20 to 3/23/14.

**Secretary:** M. Gaitan – Hot Off The Press done. Also participated in the interviews for Executive Director, Breakfast with Trustees and Shoes that Fit meeting.

**President V. Butler –**

Negotiations – We are getting the team together. Contacted Chapter Chairs asking them to appoint a representative. Interim Chancellor asked to do IBB negotiations, Staff Guild refused. We are interested in traditional bargaining. Danny Villanueva is the chief negotiator for management. The team will develop survey to see what the members are interested in for 2014-2017 contract.

Board of Trustees – 2/26/14 LACC received big award for their Dental Program. Legislative report, looking at HS students relationships with community colleges. District administrators lobby in Sacramento for more money. Heart Disease Awareness Day Wellness coalition. Board agreed that they don't want to hire people without benefits. Finance and Budget committee meeting. Special meeting on property tax. \$215 million Path to Careers. SB 850 resolved that board of trustees supports bill and directs Chancellor to deliver resolution to California Community College State Chancellor and others who can assist in implementing bill (passed with a 4 to 3 vote). Accept additional state revenues from recalculation - \$17 million. New Chancellor – Francisco Rodriguez.

Consultation – Review of Sheriff's Office and appropriate staff. Classified teaching assignments: new HR Vice Chancellor has committed that the agreement is that employee doesn't have to make up time the same day, he will communicate this position. Complaint procedure – compliance officers need to perform their job, not the presidents. Tuition reimbursement has an additional \$20,000 for 2013-2014 (from 2011-2012 year). Eye exam issue, still addressing it. District Foundations doing an internal audit.

### **MOTION TO HAVE THE CHAPTER CHAIRS DO A REPORT ON THEIR FOUNDATIONS**

**MSP M. Murray/V. Tylecek**

Paid lunch and partial day paid status solution. HR Guide 112 waiting on final agreement ok. Review volunteers and method for processing. Request data base for volunteers. Looking at the consultants. Asked District to update the website. Classified positions that were made academic. Personnel Commission sent out Annual Classification Survey. Looking for suggestions regarding Faculty classified support. Smaller departments are looking for way to condense themselves to get classified support.

DBC – \$17 million coming to the District. They are talking of sending \$8 million to cover salary increases. Fund subsidy \$910,000. Funding for additional staff in District office \$288,000. 1.94 million additional funded growth revenue. EPA fund \$691,000. Leaves 9.4 million fund 2% growth over target. Summer offerings. Enrollment growth target. Pay ELAC & LAPC reserve. District outreach and recruitment campaign. Accreditation planning activities. SAP release time for SIS training. Address \$6.7 million deficit. Adequate staffing needs to be discussed.

Rideshare Presentation – C. Valada & V. Tylecek Co-chairing districts Rideshare compliance

### **AFFILIATES REPORTS/SCHEDULES**

CFT Convention 3/21-3/23, Manhattan Beach, CCE Division Meeting is 3/21/14 at CFT Convention.  
CFT Committee Meetings 5/17, Marriott LAX, CFT State Council meeting 5/18, Marriott LAX

LA County Federation of Labor – D. Morrisette – 2/24/14 Messaging Campaign and low wages. Giants of Justice breakfast. Easter basket donations.

Mike Romo – 2/14 and past Monday. Had to vote on COPE. Issue of endorsement of Calderon Family because of name association. Letter carriers – Need volunteers for food drive.

State Labor Federation – V. Butler – No Report.

AFT National – July 2014 is convention. 12 delegates and 12 alternate delegates attending.

Grievances/Arbitration – F. Reisner – Step 3 grievance overall below standards. Student workers performing unit one's work. Grievance at step 1 – requiring employee to perform duties outside his classification. Meeting with Albert Roman to discuss the 4 new grievances for arbitration. Hiring employees under 20 hrs per week. Rules and procedures for volunteers.

Political Coordinator: S. Ishaque – COPE meetings at LA County Fed 3/11 and 3/13/14. Endorsements for US congress, State Senate, Long Beach City Council, State Assembly, County Assessor, LA County Sheriff, LA County Board of Supervisors. SD 18 endorsement with UTLA, CTA, CFT on 3/10. Endorsed Bob Hertzberg. Guild COPE meeting scheduled 3/25/14.

Activity Coordinator – Searching

CFT Convention – Funded delegate status. 1521A Caucus 3/21/14.

AFT Convention – 7/2014. Originally agreed to fund member for \$500.

**MOTION TO INCREASE FUNDING FOR AFT CONVENTION BY \$150**

**MSP M. Van Ginkle/J. Hayworth**

Executive Director – Would like to offer the position to Ms. Jean Frost. Begin 4/1 or 4/15. Maintain Sandra with reduced hours for 6 months.

**MOTION FOR THE APPROVAL TO HIRE THE EXECUTIVE DIRECTOR**

**MSP D. Bates/G. Whaling**

1521A App – No Report

1521A Website – J. Gaitan has agreed to help maintain the website.

Shoes that Fit – Setting up a meeting.

PSRP – M. Van Ginkle & L.E. Ramirez will be attending.

Staff Guild Election 2014 – Everything going according to plan. Candidate statements will be mailed April 26<sup>th</sup>. Committee will meet tomorrow. AAA will count the votes for us on 5/6/14. There may be a runoff election.

Reminder – April meeting will be held at ELAC on the 24<sup>th</sup>, a Thursday. Candidates forum prior to the Executive Board meeting.

Membership Meeting set for 9/20/2014.

EAP Companies – AETNA, IMPATHIA, Manage Health Network. Trying to make it more user friendly. Stand your ground law. Florida Article shared. Force for progress 2013 labor legislation Program. 3/23/14 Los Angeles Black Worker Center is having an event.

**MOTION TO PURCHASE HERO \$5000 SPONSORSHIP TO UCLA LABOR CENTER DINNER**

**MSP D. Bates/M. Murray**

**MOTION TO CONTRIBUTE \$1000 TO MR. & MRS. BUNNY PROJECT LABOR COMMUNITY SERVICES**

**MSP D. Bates/P. Atkinson**

**MOTION TO PURCHASE LAANE TABLE AMBASSADOR FOR \$1,700**

**MSP D. Bates/D. Morrissette**

**MOTION FOR AFT 1521A TO SPONSOR A DAY OF VOLUNTEERS**

**MSP M. Van Ginkle/G. Whaling**

**MOTION TO PURCHASE 5 STANDARD TICKETS AT \$95 EACH TO GIANTS OF JUSTICE BREAKFAST**

**MSP D. Bates/M. Van Ginkle**

No Old Business

New Business

LAHC had a labor fair which included Sam's Club. Will look into it.

**MOTION TO ADJOURN at 5:59pm**

**MSP V. Tylecek/M. Gaitan**

**ADJOURN**

**5:59 PM**

**Respectfully submitted by,**

**Mercedes Gaitan, Secretary  
Aft Staff Guild, 1521A**