

AFT STAFF GUILD EXECUTIVE BOARD
Thursday, November 17, 2016
LATTC, 3:00pm

PRESENT: V. Butler; S. Chen-Page; M. VanGinkle; M. Gaitan; C. Smith; F. Reisner; N. Nandakumaran; B. Love; M. Romo; S. Mignosi; S. Ishaque; M. Montanez; L. Piernas; M. Horn; J. Haywood; S. Williams; D. Morrisette; M. Castillo; T. Ward-Thompson; L. Hunter; R. Marquez; K. Williams; W. Gilliam; C. Walker; D. Ramon

EXCUSED: H. Chang

ABSENT: P. Atkinson; V. Tylecek; K. Ryan-Rubio; E. Alvarado; D. Mundt; C. Coleman-Roberts; G. Whaling; M. Perez; E. Johnson; M. Goldstein; L. S. Duffin; V. Ortiz; M. Estrada; M. Limon; T. Pierce; J. Ortiz; J. Arana; O. Tulifua; N. Timms; K. Roberts; T. Gonzalez; T. Davis; J. Barnes; C. Dagdagan; G. Lindley; J. Millhone; D. Porras; S. Carter; E. Traylor; D. Santoianni; A. Palacios-Robinson; V. Enriquez; C. Maddren; T. Ramirez; C. Morejon; J. Hooker; C. Maddren; D. Roberson; L. Nunez B. Harmon; K. Kamdar

GUEST(S): Steve Veres

CALL TO ORDER: President Butler called the meeting to order at 3:10 p.m.

MOTION TO APPROVE OCTOBER MINUTES INTO THE RECORD.

MSP N. Nandakumaran / L. Hunter

REPORT FROM WORKSITES:

CITY: B. Love – Campus EBoard meeting 10/19, Staff brought up the confusion of the new SSB and safety concerns of said building. Will be discussed in consultation. Consultation on 11/01; Campus Issues – Student Services personnel are working out of boxes due to multiple move dates; need secure storage for personal items; New SSB has windows that are broken and still fenced; The president responded in writing to the concerns over the SSB and no additional move dates will be mentioned until they are sure the building is complete; Union Day 11/03 – Well received and the campus would like to make it a regular occurrence; Membership Meeting – a speaker from the sheriff's department spoke, members that RSVP'd and showed to the meeting were given an emergency survival kit, 48 kits were handed out;

PIERCE: M. Montanez for H. Chang – G. Whaling out on Admin Leave; Chapter meeting 10/26; Year-end meeting set for 12/07; Shoes that Fit contact – Curtis Smith; President's Consultation 11/22; New positions – Senior Book Store Cashier, Senior Secretary in President's Office, Data Communication Specialist; IT ongoing issues, Campus attempted to hire a consultant for \$760,000 Staff guild put a stop to this at the Board of Trustees Meeting; Campus Budget approved \$200,000 for a contractor to install computers in the Library, this was put on hold at PCC due to contractual concerns presented by 1521A.; Library still having hostile work environment issues among unit 1 members; Counseling department unit 1 members sought representation regarding reporting time off and the handling of timesheets; 1 grievance at step 2.

DISTRICT: M. Romo – Next unit meeting 12/6; Consultation was on 10/13; MOUS Prep Training for ESC scheduled for 1/2017; Classified Day scheduled for 12/6 ½ day at Bonaventure Hotel; Next consultation 11/30.

EAST: E. Alvarado – No Report

SOUTHWEST: C. Walker – (Received the report and entered into minutes) Customer service workshop held for student services and administrative services; determined groups who will be working on our accreditation; campus holiday party 12/15; Worksite Updates – several positions have been filled, financial aid tech, life sciences lab tech, operations manager, heating and air tech, physical education/athletics facilities assistant, 2 custodians, financial aid manager and a dean of student services; Worksite Issues – A grievance will be filed for an employee that was terminated in the 5th month of probation, they were never given their performance evaluations.

TRADE: L. Hunter – Consultation 11/14 – Discussed LA Promise, new hire timeline; Veterans Day event held on 11/14, great leadership from Kookie Williams Vet Center Specialist; Crime alert – female student groped by an unknown man; ASO sponsored/Staff Guild supported Voter Information Event 11/7; Member concerns – members of a department are experiencing a hostile work environment between themselves – meeting pending between VP Student Services and the area Dean; Employee in administrative services that did not pass probation and they were terminated – vacancy will be filled; Hiring's – Financial aid tech, Assistant Research Analyst, Staff Development Coordinator.

HARBOR: W. Gilliam – Consultation with President 11/16 – discussed members working in a safe environment in financial aid and other departments; Member Concerns – financial aid office sharing windows with admissions and records to serve financial aid students; cadets were placed in financial aid area to observe student behavior; Bookstore short staffed and still concerns with students handling monies; Mental Health First Aid Training during the months of November and December; WEC – Non-working panic buttons were removed, decided by administration, security measures will be addressed using bond monies; Shared Governance – Discussions on how to increase enrollment; New Hires – Position in sheriff's office has been filled and interviews are ongoing for cashiers; Retirement – C. Landrum retiring 12/6; Attended the Labor Management Training 12/6.

MISSION: T. Ward-Thompson – President's Consultation 11/22; Events – 10/20 LAMC Hosted GSS Training, 10/21 SLO Summit, 10/28 Student Services Retreat, 11/7 EAP "Creating a Respectful Work Environment", 11/9&10 Active shooter training, 11/16 ASO had a "silent Forum" about the President's election; Classified Hiring – Office Assistant in Counseling; Professional Development Day postponed until winter 2017; Professional development is planning our holiday for 12/7 themed "Let it Snow"; Campus Issues – Scheduled meeting for the firewalls for November; HFAC membership fees in arbitration; Grievance in Academic Affairs for employee on probation; Grievance against LAMC for student workers in student services doing Unit 1 work; new members filled out the blue card...Mission is at 100% membership!

RETIREEES: B. Harmon – Not Present. Emailed – Total membership 45, total possible membership 200; enrollment records indicate that there are approximately 50 potential members eligible for membership. We plan to mail and phone these.

VALLEY: A. Robinson – No Report

WEST: S. Williams – Campus Executive Board Meeting 10/26; Chapter Meeting 11/09; Consultation 10/28; Member's Issues – Probationary employees having trouble passing probation; Permanent employees are dealing with increased job duties; Shared Governance – Classified Staffing process superceded by Faculty contract for division chair staff support; Events – President's bi-weekly publication "West Words" highlights students, faculty and staff, staff recognition committee formed, holiday celebration planned for 12/8, Labor Management help at Trade on 11/10; Veteran's Day Event and Breakfast 11/10; Classified hiring – H. Gutierrez, Senior Secretary; Academic Affairs interviewed for Senior Office Assistant 11/14; Z. Rizhavskaskaya transferred to Valley College; C. Lizares provisional opportunity in International Students; Athletic department hired a second trainer; PeopleSoft went live 11/7.

REPORT FROM EXECUTIVE DIRECTOR: D. Ramon – HRA actions continue, went to 2 Union Day events; Attended meeting with new Sheriff's Captain Ronald who seems very willing to work with us on ongoing concerns; Budget Committee – District audit- According to District, SIS live was a huge success, Contract Training-managers seemed very interested and additional training needed.

REPORT FROM OFFICERS:

Treasurer: S. Page – Checking balance - \$581,347.24; Expenditures - \$35,800.37; Deposits - \$200,414.06 COPE balance \$76,511.36; Contributions – Warren Furutani \$5000 – Christina Garcia \$450 – Muratsuchi \$200 – Ernie Moreno \$1000; Attended Union Day 11/03 @ City College; Student Affairs Committee Meeting – New priority registration categories, athletics and LA Promise students will be given priority registration; the importance of passing prop 55 and CC was discussed; RFP is out for food services for all 9 campuses.

Interim First Vice President: M. VanGinkle – 10/28 attended the District Planning Committee where we evaluated the District Strategic Planning Goals for 2012 through 2017 and were updated on District Strategic Planning Session with the Governance Institute for Student Success, which entailed reviewing the survey questions that are given every 2 years; attended the Personnel Commission meeting 11/1. Discussed proposed revision to the classification of Executive Assistant Confidential. No reclassifications at this meeting; Attended Union Day at City 11/3; Officers meeting 11/4; 11/10 attended District training on our contract.

Interim Second Vice President: M. Gaitan – 10/18 attended LAVC Union Day; 10/20 attended Foundation dinner for LATTTC; 10/21 attended the disability summit at ELAC; 11/2 attended the Legislative Committee at LASWC, discussing the monies possible from prop 55, much discussion on the hiring of faculty, deans – what about classified staff; Attended the BOT meeting, 11/3 attended Union Day at City; JLMBC – Discontinued using Wells Fargo do to the poor behavior, discussion on adjunct eligibility, looking to find a way to determine the ethics of future companies that the District will work with; 11/10 attended the contract training; 11/11 Second Annual Veterans Day sponsored by LA Fed.

Interim Secretary: C. Smith – Pierce campus contact for Shoes that Fit; Working on Hot off the Press; will be attending Institutional Effectiveness Committee.

President: V. Butler – Legislative Committee Meeting – Trump may eliminate lobbyist so that would allow the district to save \$1,000,000 that can be utilized; Worksite Training – what the training focus was for the training – Very good training written by Staff Guild, Deans would like additional training for just the Deans, discussed non-sexual harassment, talked about how the complaint for non-sexual harassment was filed, discussed release time in particular how it works, campus commitments called by committees, president etc. is the campus time and not the Union release time, conference/events Union based are preceded by a letter informing the supervisor of the need and time released, Overtime has to have an established list, lunch time must be taken and cannot be used to shorten the day or combine lunch and rest periods, discussed the procedures for performance evaluations, discussed on how to properly do a conference with employees and their evaluation, the supervisor needs to meet with the employee and discuss the evaluation not just give it to them, probationary to be successful they need both the 2 month and 4 month reviews to allow the employee to correct any short comings, covered the department chair and Deans duties as it relates to the support staff, discussed optional and mandatory leaves, grievance procedures, discussed release time for adjunct assignment allowing classified staff to teach – have to get approval and if you are denied 2x you can appeal to the dean or VP. Negotiations team will be meeting on 11/21, a survey is being developed to send to members to solicit input, BOT 10/19 Discussion on accreditation, 11/02 @ Southwest College discussed LATTTC is changing grades by changing non-credit students to credit students using an in-lieu card and issuing a credit grade this seems to be causing issues on LATTTC another concern is that numbers reported to the State are incorrect and the college will not receive FTES for a non-credit student converted to a credit student after census; Had a great demonstration over HRA; Issue at Pierce college regarding contract for \$760,000 brought issue to BOT and it was pulled; Consultation – Personnel Commission forum when looking at salary studies should be using the top of the scales not the bottom, discussed staffing levels and chancellor thinks we are hiring and are at normal levels, Velma made the point that it is impossible to be sure while we are hiring, staff are retiring and leaving the District, so she requested that current levels are compared to past years, the Chancellor charged HR and the personnel commission to go back and compare the numbers; Anniversary Date – Continued discussion on how best to resolve the issue, looking at two dates the anniversary date and the hire date, would like to have the District to create a catastrophic leave bank and the lost monies should be put into this account and move forward and make it a wash, HRA BOT meeting at Valley 12/7; LACCD Spring Board at Mission good event, well organized; CFT convention 2017 3/31/ to 4/2/2017, timelines were discussed.

Motion to bring in guest Speaker Steve Veres

MSP M. VanGinkle/S. Mignosi

- Addressed the Board requesting our support for Trustee

Motion to Accept CFT Timelines – MSP M. VanGinkle/S. Williams - Next meeting will bring funding mechanism

Activities Coordinator: M. Romo – Labor Day Breakfast help at Trade Tech, notice was given late; Home Walk 2016 11/19 wear your blue shirts; at least 4 of our members will be walking

Chapter Chair Release Time – When the chapter chair is serving on the negotiating team they are using separate release time. Some of the campus release time will be redirected so the 1st delegate can act as chapter chair while the chair is off campus.

Motion to discuss the OPEIU contract MSP J. Haywood/M. Romo

Motion to approve revised OPEIU contract with salary adjustments (\$7000 2016 & 2% increase 17/18/19. MSP M. Romo/J. Haywood

Meeting with Captain Rod – Meeting to discuss difficulties with 1521A staff not being successful in the Sheriff's Office.

Union Day – Has been a great success. West LA had to be rescheduled...Sorry West!

South Dakota Pipeline – Discussed making a contribution to the pipeline protestors
Motion to approve a \$1000 contribution MSP J. Haywood/M VanGinkle

Affiliates Reports:

CCE Division Council scheduled for February 10 2017

CCE Committees scheduled for February 11 2017

Received a visit from AFT National, Tom Moran and Mr. Fritz, West Coast Regional Director – Discussed our lack of representation from the AFT. They will see what they can do to work something out.

LA County Federation of Labor – D. Morrissette - Sworn in 10 and will be another 15 next meeting, Derrick Sher represented Sheriff sworn in Seat 5VP; New Affiliate, LAUNA 1,024 Members with additional 1,000 with other local; California Nurses vs Antelope Hospital, boycott sanctioned; \$165,347.45 cash receipts w/balance, General Fund \$799,655.94 and \$1,951,341.08 in solidarity fund; LCAA, Puente Awards \$750.00, China Equity Dinner \$500, Community Coalition Coles Children Home \$2500, Veterans Land of Free \$3000; Miguel Contreras Foundation gala 11/15 at 6:30pm Union Station, King Day Breakfast 1/14/2017 @ 8am in Bonaventure Hotel.

MOTION TO GO INTO CLOSED SESSION MSP M. VanGinkle/N. Nandakumaran

- Discussion regarding Executive Director Contract

MOTION TO LEAVE CLOSED SESSION MSP VanGinkle/N. Nandakumaran

Turkey and Tots – usually have raised \$80,000 they only have \$7000.

- **MOTION TO CONTRIBUTE AN ADDITIONAL 500.00 MSP S. Chen-Page/L. Hunter**

Grievances/Arbitration: F. Reisner

Consultation – ADA administrative transfer, VP made unilateral decision that any staff person wanting to teach during their normal shift has to get the VP's approval, attempting to close the back door to the ISA positions, working on the volunteers' policy, retirement unit having difficulties – concerned that information in not getting into the system correctly and retirement credit concerns, IT at one of the campuses having issues.

Grievances – 3 or 4 probationary employees have received 1 or none of the required performance evaluations, Transfer/reassignment form not forwarded to the personnel commission in a timely manner, Union Rep. prevented from performing duties of the Union – PERB, Grievance filed, Grievance filed regarding barriers and panic buttons, use of instructional assistants to perform duties of information tech., Vice Chancellor HR created new (certificated) Research Analyst position, classified duties, Employee harassed at worksite, filed a 3-E Harassment continues, No Clerical/Technical support in Child Development Center, Grievance Remedy Granted – Sheriff's Department hired a new SOA.

MOTION TO GO INTO COPE AT 6:00PM

MSP

M. Van Ginkle /J. Haywood

HRA – Still a concern. Open enrollment closed too late to make a good decision on signing up for the FSA. Report from auditor – doing good job in use of Union dues (page 1 of packet); Personnel Commission appointment, BOT would like to review the other candidates for PC commissioner (page 3); (Page 5) HRA rally at Valley College Dec. 7th 4PM.

MOTION TO LEAVE COPE AT 6:09PM

MSP

M. Van Ginkle / M. Gaitan

RIDESHARE: V. Tylecek – No Report

Executive Board Retreat – No Report

MOTION TO PURCHASE A ¼ PAGE AD LAANE AWARDS DINNER FOR \$325.00

MSP F. Reisner/D. Morrissette

Donate Coats for the Homeless – Coat and Blanket Drive – College coats and blankets and distribute them at the beach where there is a large homeless population in need of warmth. Planning on taking them on December 10th & 11th time TBD.

MLK Parade – Getting a bike to the bar and decorating it to ride in the parade.

MOTION TO SUPPORT STEVE VERES FOR TRUSTEE

MSP M. Gaitan/M. VanGinkle

MOTION TO AJOURN @ 624PM

MSP S. Williams/C. Smith

Next Meeting Thursday, December 15, 2016, 3:00p.m., AFT Office

Submitted by,

Curtis Smith, AFT 1521A Interim Secretary