



AFT Local 6262, Part-Time Faculty United

AFT Executive Board Meeting, August 27th, 2016

Attending: Amy Foote, Dan Portillo, Ruth Rassool (facetime), Frank de los Reyes, Patricia Medina, Erin Africa (Theater), Alexandra Castillo-Kesper (CFT leader representative), Carlos Pinho (Administration of Justice), Osvaldo Larios-Perez (Biology).

Item 1, Call Meeting to Order:

The AFT Executive Board Meeting was called to order at 8:43 a.m. on Saturday, August 27th, 2016 by President Amy Foote (who will be on leave) in HSLH-215.

Item 2, Welcome Guests:

Guests were welcomed and everyone introduced themselves. Amy explained she will be on leave and Dan Portillo will be the interim President.

Item 3, Approval of the Agenda:

Item 4d was added: MOU on the Laboratory-Lecture parity ratio. Frank made the motion to approve the agenda as amended; second, Ruth. The motion was approved by all and it carried.

Item 4, Approval of the Draft Minutes for June 11th and July 27th, 2016:

A copy of the draft June 11th minutes were handed out for review. Ruth made the motion to approve the minutes, Frank seconded the motion, the motion was approved by all, and it carried. An electronic copy of the draft July 27th minutes had been emailed in advanced to the Executive Board members for review. Patricia made the motion to approve the minutes, Ruth seconded the motion. Aye 4, abstention 1; motion carried by majority.

Item 5, Report from the Interim President – Dan Portillo:

a. New Faculty Orientation

The following items were discussed related to the new adjunct faculty orientation held in Canyon Country and Valencia campus.

- Total new faculty members: 45
- COPE earnings, combined with previous: \$69 (goal \$200)
- Update new faculty information sheet/handout (as requested by Kim)
- Add a FLEX information workshop (Kim Bonfiglio was interested on leading it); proposal forms for workshops were available on the intranet, there was no limit on the number of proposals accepted.
- Improve campus climate by increasing communication, especially with new faculty at these orientations

The local will continue working with administration regarding our participation during new adjunct orientations.

b. Officer Positions (Carlos Pinho for VP of Grievance)

Carlos Pinho explained he was interested in bringing information to part time faculty after attending an EDD workshop offered at C.S.U.N. He realized many colleagues ignored information on this insurance benefit and he wanted to be more involved in the adjunct faculty life. He expressed to have experience in communication and in law enforcement through participation in resolution of issues related to grievance. He accumulated more than 15 years experience in the Los Angeles sheriff department and the Beverly Hills police; he has participated as a citizen watch, he has mediated as a citizen, administrator, and law enforcement officer on different issues for satisfaction purposes. After he stepped out for a moment, the Executive Board deliberated. Carlos showed a calm nature, which was considered an unlisted quality of an officer of grievance. Frank made to motion to select Carlos Pinho as the Interim VP of Grievance; second, Dan; the motion was approved by all. It was agreed that Carlos and Mike Terman would meet for a training session during the following week; Amy also volunteered to provide face to face training or via phone call. Frank will send the tax form (W2) to Carlos.

c. ULP Claim (Amy Foote)

The claim for unfair labor practice was filed, the District has received a copy and they have until Monday to reply. The chancellor became aware of it and she was willing to work this out with the union. Developing of the proper language on the laboratory-lecture parity issue in the full time faculty contract was identified as a long process (minimum two months); if the District responds and PERB (Public Employee Relations Board) calls for a meeting in Glendale, we could come to an agreement at that mediation meeting. There was also a possibility to find an agreement so that no mediation meeting would be necessary. It was discussed that, potentially, the union might look for a stipend for all faculty affected in the fall semester. The idea was to go back to the 0.75:1 lab-lecture parity for adjunct faculty.

d. MOU

Amy will email the MOU (Memorandum of Understanding) to part time faculty to specify the date of start for new salary for non-credit faculty. This was just a

clarification of the contract; this document was to imply any contractual changes. The MOU explained that Article 10b.1 was removed and Article 10d was revised to indicate that initiating fall 2016, all credit, non-credit, and enhanced non-credit part time faculty would be placed under the same steps and ranges at the appropriate, negotiated salary rate. Amy requested the approval from the Executive Board to sign the MOU. Frank made the motion to sign off the MOU; second, Carlos; the motion was favored by all and it passed.

e. CFT Conference

CFT had not provided any information yet, regarding next year's CFT conference in the Los Angeles area; the Board will be notified when information arrives.

f. El Torito

Since El Torito Restaurant was closed down, another location was needed to accommodate about 75 people: California Pizza Chicken, Egg Plantation (reduced rate, may be reserved for the Local after hours, Amy will check into this), BJ's (Carlos will check sitting limit), Macaroni Grill (for appetizers). The date and the location will be determined after the confirmation of the member's list by the district; tentatively, it might be on October 21st from 6 to 8 p.m., but the details will be determined at the next meeting.

Item 6, Report from the Vice President of Negotiations – Open Position:

a. New negotiation ideas

Negotiations to begin in spring; meanwhile, ideas for potential interests should be gathered from members through a survey. The mass email will also involve ideas for communication and outreach. A mass email might be sent on Tuesday, August 30th to respond by September 9th. Members, such as Paul Olmstead and Michael Felix have shown interest in becoming more active with the union, therefore they will be reached. Amy will get in contact with Kerry regarding "Constant Contact"; she will work together with Dan to send the blast email on Tuesday. Dan and Patricia will be added to this program. Hudson reports will be collected from all Executive Board members as soon as possible; Frank will also provide Erin and Carlos their tax forms (W2).

Item 7, Report from Interim Vice President of Membership – Dan Portillo (Int. President):

a. Newsletter

Since Amy still had mass email access, she volunteered to help on sending updates (especially workshops), the Newsletter, and an invitation to join the AFT Facebook to create a forum for questions, ideas, or concerns. Dan said he could get the newsletter out by middle or end of September; the Newsletter should be sent once or twice per semester, rather than every month.

b. Current Membership/Active vs. Non-Active

Frank received the July pay period list from payroll: 172 members and 88 fee payers to make a total of 260 part time professors teaching during the summer session. The June period showed 546 adjunct faculty, 370 members (68%) and 176 agency fee payers (32%). Frank will receive the next list in September; we will use this list to compare the district's list, with the Board of Trustees list, and our list; faculty may be teaching a late-start class, classes might have been cancelled, etc.; all of these factors affect the accuracy of our membership list and it will be updated.

Item 8, Report from Vice President of Communication – Ruth Rassool:

a. Constitution

Language for candidate endorsement was found on page 15 of the Local's constitution, section 1.f.i, Outreach Committee, no additional language will be added. Patricia will contact Wendy Brill to find out which candidates will be endorsed by the full time faculty union (COCFA) and due to time restrictions, Local 6262 agreed to endorse those same candidates provided the majority of the Executive Board members agrees on such choices. Local 6262 agreed not to pursue our own interview process at this time; however, in the future, will have about 10 general questions available to candidates to prepare for an interview. At the interview, the board will have more specific questions or concerns for candidates. This interview process was outlined by Jessica Ulstad (CFT Political Campaign Leader) at the SCIO meeting on 9/26/16 as a common practice used by other unions.

b. Resignation

Ruth Rassool presented a resignation date of Wednesday, August 31st, 2016.

c. Erin Africa

Erin expressed interest on the VP Communications position; Ruth explained it involved email blasting, sending the meeting agenda 72 hours in advance, overseeing the Linda Cushing Scholarship, and organizing and finalizing elections every two years. After Erin evaluated the position, she accepted the evaluation of her verbal application and stepped out. The Executive Board recognized Erin as a highly involved, reliable, and motivated member based on previous work done for the union; Frank made the motion to accept Erin as the interim VP of Communications; second, Dan; all were in favor and the motion passed. Erin came back to the room and accepted the position; she, Amy, and Ruth will work together to prepare the email and to provide Erin with some training before she leaves in order for Erin to do the following mass emails: (1) information on AB1690 (seniority for adjunct faculty), (2) opportunities for adjunct faculty to serve on standing committees, and (3) information on open Local 6262 executive board positions. Frank will send her the tax form (W2).

Item 9, Report from Secretary – Patricia Medina:

a. SCIO

The SCI team (Patricia, Erin with the assistance from CFT leader Alexandra Castillo-Kesper) had been working on planning towards increasing membership, increasing communication amongst part time faculty, and developing department site representatives. An SCIO monthly report will be prepared to be emailed to all members. An AFT informative meeting will be held on Friday, 9/9; Erin and Patricia will attend an SCIO training workshop in Oakland on 9/16 through 9/17. A stipend of \$10,000 will be used from the SCIO fund during the fall semester for Erin, Patricia, and to cover any expenses incurred regarding this grant (\$5,000 will come from the general fund for this grant ending in spring next year); an estimate of \$33/hour and about 31 hours per month was made for SCI leadership; these hours should be reported in the Hudson Report as “Recruitment”. Reports from July to August were due as soon as possible.

b. COPE

Our local union does make a per capita payment for accident and liability insurance. Alex will contact Joe Hooper or Terry to get more details on what this insurance covers.

c. Serving at Standing Committees

An email blast will be sent to all adjunct faculty clarifying the process of serving at standing communities. According to Appendix H – District-compensated Committees, p. 80 of our Contract, the following committees are compensated by the district on a first-come, first-serve basis (one instructor per committee); interested faculty should contact the chair of the committee:

- Accreditation Committee and Team(s)
- Educational Technology Committee
- Enrollment Management Committee
- Health and Safety Committee
- President’s Advisory Council on Budget
- Curriculum Committee

Serving at the Academic Senate and Professional Development Committees has been determined by vote; candidates needed to communicate with the chairs of these committees. The AFT Local has been paying a stipend when a written report is conveyed to the Executive Board and to all union members. Sarah Burns is attending Prof. Dev. Committee meetings but another faculty was needed (if the district does not want to provide a stipend to a second part time faculty member to attend those meetings, the Local will). Dan will email Rebecca Eikey to let her know that the adjunct faculty serving at the Academic Senate and Program Viability were set.

Item 10, New Business – All:

a. Future Board meetings

Next board meeting will be Saturday, September 24th, at 1 p.m. at the AFT office.
Future board meetings will be determined on that date.

-----*Closed Session*-----

Item 1, Report from Treasurer – Frank de los Reyes:

a. Monthly Financial Statement

Confidential.

b. Officer Finances

Confidential.

Item 2, Report from Interim Vice President of Grievance – Open:

a. Department C – Amy Foote

Confidential.

Item 3, Adjournment:

The AFT Local 6262 executive board meeting of August 27th, 2016 was adjourned at 12:40 p.m.