



AFT Local 6262, Part-Time Faculty United

AFT Executive Board Meeting, October 15th, 2016

Attending: Dan Portillo, Erin Africa, Carlos Pinho, Frank de los Reyes, Patricia Medina, and Mercedes MacDonald (Adjunct Faculty, Art Department).

Item 1, Call Meeting to Order:

The AFT Executive Board Meeting was called to order at 12:58 p.m. on Saturday, October 15th, 2016 by interim President Dan Portillo in HSLH-215.

Item 2, Welcome Guests:

The guest faculty member arrived after the meeting had started; she was welcomed.

Item 3, Approval of the Agenda:

Item 1 of the closed session (report from treasurer) was moved to item 3 due to time constrictions. Item 3 (approval of minutes) was deferred to the next meeting. Item 4b (interview of candidates review) was moved to the closed sessions. Item 5 (grievance) was moved to the closed session. Dan placed the motion to approve the agenda as amended; Erin seconded, and it was approved by all. Motion carried.

Item 4, Report from Interim President – Dan Portillo:

Cameron Smyth endorsement

Cameron Smyth will be invited by Dan to the Social Night as a guest; that will give him the opportunity to meet faculty members to express his ideas and goals. There was no time for an interview process to take place.

Item 5, Report from Vice President of Negotiations – Open Position:

No report.

Item 6, Report from Interim Vice President of Membership – Dan Portillo (Int. President):

No report.

Item 7, Report from Interim Vice President of Communication – Erin Africa:

a. Mailing list

Erin was in communication with technical support reps from CFT to figure out the best method to send blast emails to members, fee payers, and/or a combination of both. We also needed a procedure to communicate with recent retired members or ex-members; KNACK was the best program to update member information. She was looking at Action Network, a free AFT program that provided online training for constant member communication. The current issue was the fact that addresses having the canyons.edu domain were not updated. Erin will create a form using Google documents to be emailed to members in order to update their personal contact information. Dan was still entering data into “Tool-kit” but the member information had to be transferred to KNACK. Erin also brought up the need to have standard operating procedures (SOP) for all the routine activities performed by board members; this would facilitate transitions when official positions are filled by new members. It was mentioned that as we are developing and performing our duties, it would be a great idea for each board member to start writing their own SOPs. These SOPs would be stored in the AFT office to be readily accessible.

b. VP selection process update to members

Erin will send a mass email to all part time faculty reporting the executive board decisions regarding the new interim positions. See Item 2 in the closed session for final decisions.

c. ULP update to members

Erin will email all members to notify that there had been no new changes to the current ULP situation. The union was still waiting for a response from the PERB officer. This information should be available on the AFT website and she could direct members to that link. She will look for a notification system in WordPress®. In order to increase communication with members, Facebook® should also be used for updates regarding the ULP or other concerns. This would fall under the duties of the V.P. of Outreach officer, John Francis.

Item 8, Report from Interim Vice President of Grievance – Carlos Pinho:

a. Social Night

The Madison club house had been secured to use from 4 to 10 p.m. Catering will be provided by StoneFire Grill: barbecue chicken, garden salad, freshly baked bread, plates and utensils, one server for set up and clean up for 2 hours. Carlos created the flier for the event (copy included in Appendix B); copies of the flier will be made and delivered to all faculty mailboxes in Valencia and Canyon Country Campus by

Patricia on Monday. Erin will update Carlos on the number of RSVPs to finalize the order with the catering restaurant. Frank will buy and bring the following items for 70 people from Costco: beer, wine, desserts, fruit and vegetable platters, additional plates, napkins, and cups. Patricia will buy and bring agua fresca, containers for drinks and ice, as well as the computer equipment, microphone, and speaker from the college. See the itemized list and responsibilities on Appendix B.

Item 9, Report from Secretary – Patricia Medina:

a. SCIO Update and Social Night agenda

A complete report is attached in Appendix A, as well as assignments to prepare for the event.

Item 10, New Business: No report

-----*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 President – Dan Portillo:

a. Interview applicants review for open Executive Board positions

Confidential

Item 3, Report from Interim Vice President of Grievance – Carlos Pinho:

a. Department A

Confidential

b. Department B

Confidential

c. Department C

Confidential

d. Department D

Confidential

Item 4, Adjournment: The AFT Local 6262 executive board meeting of October 15th, 2016 was adjourned at 4:01 p.m.

APPENDIX A

**SCIO Meeting 10/14/2016
Minutes**

SCIO Meeting Minutes



AFT Local 6262

When: Friday, October 14th, 9:30 a.m.

Where: AFT Office @ HSLH-215

Attendees: Alex, Erin, Patricia

Item 1 – Welcome

Item 2 – Phone-banking

- Mark, Mercedes, Dan, Alex, Erin, Patricia, Siobhan, John, Carlos, Ali, Frank (list on cabinet)—due Friday 10/21.

Item 3 – Tabling

- 10/30-11/4
- Voter registration –registration forms can be ordered through the internet
- Info on Prop 55
- Info on SB 1379?—none yet
- Membership forms
- Collecting issues for negotiations—box to add notes (name, phone number, discipline)

Item 4 – Mike Terman—returns 10/23

- SB 1379
- ULP update, resolution ideas for mediation meeting, no more extensions
- Informative meeting for faculty on ULP

Item 5 – New Members

- Number: 420 → 425 (2 weeks)
- Procedure
 - *Membership Forms:*
goldenrod - to member
pink - to Amy Martinez, Payroll - UCEN
yellow - to CFT office in Burbank, Martin Mota
white - filed in AFT office, Hasley
 - Person who signs new member completes contact form
SCI reps update spreadsheets
VP of Membership updates KNACK
- Speaking with Rubi, Tema (movie showing)—what movie? Not decided, yet

Item 6 – AFT Social Dinner

- Agenda—see below
- Power Point—videos (Typical Day or Job Priorities, State Center Federation of Teachers by Lacey Barnes, Local 1533)

- Pictures- by Deborah Jenkins
- History of unions – Warren Heaton

Item 7 – BOT meeting 10/12

- Edel Alonso (and other candidate for area 2) and Jerry Danielsen
- Endorsement by AFT has been submitted to their websites
- Newspaper Article? –Patricia’s rough draft: Erin and Dan editors?

Item 8 – “Train the trainer”

- A. Who is going? Alex & Mercedes MacDonald, our E-Board?
- B. Release time?

Item 9 – Fall Calendar

- A. Voice projection—M, 11/7, 1-2pm, EPEK
- B. Retirement benefits – 10/21 10:30am---will be rescheduled for November
- C. AFT Social Dinner – 10/21, The Madison
- D. EDD benefits – F, 12/2, 11-12pm,

AGENDA (internal) (from **Item 6**)

AFT Social Dinner

TIME	ACTIVITY	SPEAKER/FACILITATOR
4:00	<ul style="list-style-type: none"> • Open and set up audiovisual equipment • Agua fresca • Tables 	Patricia/Carlos
5:00	<ul style="list-style-type: none"> • Drinks, deserts 	Frank
5:30	<ul style="list-style-type: none"> • Catering set up 	
6:00 - 6:45	<ul style="list-style-type: none"> • Introduction (welcome, introduce board members) • Dinner and drinks 	Dan Portillo
6:45 - 7:00	<ul style="list-style-type: none"> • Group Activity 	Erin Africa
7:00 - 7:15	<ul style="list-style-type: none"> • AFT update 	Patricia, Erin, Alex
7:15 - 7:30	<ul style="list-style-type: none"> • “History of Unions” presentation 	Warren Heaton
7:30 – 7:45	<ul style="list-style-type: none"> • Opportunities to Participate: new forms, incomplete forms 	Erin /Patricia
7:45 – 8:00	<ul style="list-style-type: none"> • Drawing • Q&A • Closing words and adjourn 	All
8:00 – 8:30	<ul style="list-style-type: none"> • Answer additional questions 	
8:30 – 9:00	<ul style="list-style-type: none"> • Clean up and closed down 	Paty, Carlos, others

Questions:

- Additional help: We may have 3 students for 3 hours to help
- Do the guests need an agenda? NO
- Do we have WiFi? YES
- Volunteer sign-in forms: tabling, Edel’s campaign, dept. site rep., recruitment

APPENDIX B

Social Night Preparation Information



ATF LOCAL 6262 AT COC MEMBER APPRECIATION



Event conveniently and centrally located at the
Madison Town Center Club House
24555 Town Center Drive Valencia, CA 91355



Friday October 21, 2016
from 6pm to 8pm

COMPLEMENTARY DINNER,
DRINKS & GIVEAWAYS

Come be a part of fun and get to
know one another!

Catered by Stone Fire Grill so we need your
RSVP / ASAP before this Tuesday 10/18/2016!

***All guests will receive an any-day/ any-time pass to the new
Henry Mayo Fitness Center which is providing parking in their
structure, just West of the I/S of Town Center and McBean.
(Across the street from Hyatt Hotel)

Assignments for preparation and clean up at social night

	DEBORAH	ERIN	PATRICIA	CARLOS	DAN	FRANK
Open and set up (2/2)			✓	✓		
Extra chairs, table			✓			
Video/audio equipment			✓			
2 containers of agua fresca			✓			
AFT banner, giveaways			✓			
Wine/sodas						✓
Wine (plastic)						✓
Desserts						✓
Cups, napkins, little plates						✓
Plastic table protector for pool table			✓			✓
2 large soda containers from walmart http://www.cooking-kitchen-accessories.com/plastic-beverage-tub/				✓		
Ice for soda containers				✓		
Attendance sign in sheets		✓				
Name tags			✓			
Members/fee payers complete list		✓				
New membership forms			✓			
Volunteering sign-up sheets			✓			
Prop 55, Edel/Jerry info/AFT benefits			✓			
Set up of tables with giveaways, handouts (1/2)		✓	✓			
Receive caterers				✓		
AFT Update information			✓			
Photography of the event	✓					
Clean up and closed down (2/4)		✓	✓	✓	✓	✓
Signs on the street, ballons		✓				

APPENDIX C

Questionnaires for Executive Board Applicants V.P. of Negotiations and V.P. of Outreach

Executive Board Member Candidate General Interview Questions

1. Why did you decide to take a step forward into an executive board position, what is your driving interest?
2. How many years have you been in an adjunct faculty position and why?
3. How would you describe the culture of our COC adjunct faculty?
4. What is your perception of the degree of the current involvement or interest of part time faculty with student success and the development of effective relationships between part time, full time faculty, administrators, and staff?
5. As a union member on a leadership role, what is your view for the future of our adjunct faculty and what influence will you have on our colleagues towards that future goal?
6. What is your availability during the week, including days and times?

Executive Board
Rev. 10/1/16

Additional Interview Questions for Executive Board Candidates

For VP of Negotiations:

Background Negotiation Process

- 1) Gather information on negotiation issues via a survey to all members
- 2) Create a negotiation team of 2 leaders
- 3) Meet with the E-Board & negotiation team to bring these ideas into priorities and language specifications, articles to tackle
- 4) Regular meetings with negotiation team for negotiation tactics
- 5) Set meeting dates with the District team (4 district leaders) and send them articles to be negotiated
- 6) Meet with the District's negotiation team; go back and forth on each article and come to an agreement
- 7) Continuous and thorough updates to E-Board via email
- 8) Relevant updates to unit members that will not affect negotiations tactics via email
- 9) Overall update at each monthly E-Board meeting
- 10) Accomplish TA articles
- 11) Votes from unit members
- 12) AFT Union ratification
- 13) Board of Trustees vote
- 14) Final ratifications by the District

Questions:

1. What do you think are the qualities necessary for a leader in negotiations?
2. What character qualities do you possess that will be an asset for this leadership position? What qualities do you feel you may need to put more work on?
3. What are the issues that need to be addressed regarding working conditions of adjunct instructors?
4. What experience do you have with labor negotiations? Include:
 - a. Period of time
 - b. Negotiated issues
 - c. Outcomes
5. How involved are you with other unions to help find successful negotiations here at COC? How willing are you to open up conversations with other unions?
6. How available will you be in terms on being in constant contact via email, text messaging, and phone calls?
7. How willing are you to participate in activities related to membership and department site rep recruitment as part of the shared activities for the benefit of the unit?
8. What past leadership challenges have elicit personal and professional growth experiences? How have you measured that growth?

For VP of Outreach

Questions:

1. What qualities do you appreciate are necessary for this leadership in a community of faculty who are always on the move and who may not live in the area?
2. What character qualities do you possess that will be an asset for this leadership position?
3. Based on the need to maintain our adjunct faculty informed in many different areas of education, such as political issues, what ideas do you think will work to accomplish that?
4. How available will you be in terms on being in constant contact via email, text messaging, and phone calls?
5. How willing are you to participate in activities related to membership and department site rep recruitment as part of the share activities for the benefit of the unit?
6. What would you say to someone who does not want to know anything about political issues?
7. What previous experience do you have on one on one communication to others, especially people you do not know?
8. What past leadership challenges have elicited personal and professional growth experiences? How have you measured that growth?

APPENDIX D

**Minutes from
Executive Board Applicants' Interviews
On October 1st, 2016**

Interview to Applicants to the V.P. of Negotiations and V.P. of Outreach October 1st Minutes

Interviewers: Dan Portillo (Interim President), Carlos Pinho (Interim V.P. of Grievance), and Patricia Medina (Secretary)

- **John Francis** for V.P. of Outreach
 - Has been teaching for 9 years at COC
 - Has respect for the executive board and has seen many differences in the last couple of years
 - Knows the challenge: improving conditions attracts better standards on teachers
 - Possesses unique set of skills and has a good relationship with Martin Mota (CFT tech support)
 - Amiable relationships with staff, he wants to improve current relationships, as well
 - Open to different committee positions
 - Sees a disjointed part time faculty community but he is glad AFT helps to bring this community together
 - Wants to create an ad for marketing
 - Sees possibilities with what we already have
 - Stresses the value of the union to show what the union can do
 - Wants to create new opportunities for faculty to participate
 - Suggests testimonials to improve our conditions by working on marketing value
 - Interested on causing a difference in someone's life
 - Places stress on involvement by people who care
 - Challenges to grow: find common interests with other unions, show solidarity with other organizations, make ourselves available, be creative (mailboxes, boothing)
- **Pete Virgadamo** for V.P. of Negotiations
 - Experience with this difficult district, which according to him tends to be obstructive
 - To tap into the knowledge of the E-Board
 - Survey the members and develop a negotiation team
 - Sees the challenge of having a knowledgeable CFT lead representative for negotiations
 - Specialties: he was the V.P. of Negotiations for 8 years, he was the AFT President for 6-7 years, he will retire in June (he was in leave of absence for 6 months), he saw the urgency to be ready before June 2017

- Sees the benefit of training on the job and the need of excellent preparation
- Biggest victory has been increasing salary from \$35/hr to \$80/hour
- Started the union in 2002 with a lawsuit from the district
- Sees currently more support through the union's work
- Foresees a relationship with the classified staff to become an AFT union of part time faculty & classified
- Committed to cross-train his predecessor for about 2 years
- **Ali Naddafpour** for V.P. of Outreach
 - Has worked for 17 years at COC, started with \$37/hour
 - Entrepreneur, marketing
 - Has experience inviting people to participate
 - Wants to become a volunteer in the system
 - Agrees that we need unions in businesses
 - Ideas to reach out: workshops to get engagement and vested priorities
 - Availability: Monday and Wednesday morning; Tuesday and Thursday afternoons; Friday and Saturday; available via phone calls and emails; response time within 2 hours
 - Treat students and professionals as clients
 - Very good relationships with dean, chairs, and the rest of the faculty
 - Involved in SLOs and choosing textbooks for accounting programs that will be nationwide acceptable
 - He mentored 2 new faculty
 - He is not a man of conflict but a man of solutions searching for win-win situations
 - Available for any type of participation; he has been the CEO and janitor of his own business
 - Values the importance of the continuous union presence at the office, quick response, connection with instructors, offer variety of workshops (education regarding rights, how to apply for full time positions), shared activities (hiking, family activities), showing videos, etc.
 - Takes ownership of his duties, asks for help when needed
- **Paul Olmsted** for V.P. of Negotiations
 - Enthusiastic, caring to faculty, good working relationships
 - Previous experience as a negotiator at the Ventura College Local 1828; has been an executive board member for 7-8 years; he has been a member of the negotiation team in 2 different teams; one of those teams went to impasse and arbitration in which they got rights for assignments and maintained health benefits. At the second negotiation team they were able to get healthcare for 2-3 hour classes.
 - Not familiar with the issues at COC, he is a newly hired part time, but has worked close with Mike Terman
 - Has served as assistance grievance chair
 - Was involved in a grievance between students and an instructor
 - Will work with the executive board team on what is needed