



AFT Local 6262, Part-Time Faculty United

AFT Executive Board Meeting, February 4th, 2017

Attending: Dan Portillo, Paul Olmsted, Carlos Pinho, Erin Africa, John Francis, Frank de los Reyes, and Patricia Medina.

Item 1, Call Meeting to Order:

The AFT Executive Board Meeting was called to order at 9:40 a.m. on Saturday, February 4th, 2017 by interim President Dan Portillo in HSLH-215.

Item 2, Welcome Guests:

No guests.

Item 3, Approval of the Agenda:

Agenda was reviewed by all. Item 1.e. was added as “KNACK Update” and Item 7 was removed. Frank moved to approve the agenda as amended; Carlos seconded the motion, and it was approved by all. Motion carried.

Item 4, Approval of 12/17/16 Minutes:

12/17/16 Minutes were reviewed by all. Carlos moved to approve, Frank seconded the motion; it was approved by the majority all. The motion carried.

Item 5, Report from Interim President – Dan Portillo:

a. Office Hours pay

Several instructors had questions about payment of their office hours and they were in communication with the union. Office hours were paid according to the contract. However, the observation was made that the union needed to keep constant communication with members to information of changes, such as payment of office hours; for instance, we could use the “Did you know...” email blast to keep members informed and matters clear; John will send a rough draft to the board for approval. It was mentioned that the State Legislature was working on a bill to provide funding for office hours. According to Carlos, the District was looking into paying office hours to 100% online classes. Winter and summer sessions do not require office hours.

b. Convention Details

Erin will send an email blast to call for nominations; attending executive board members: Paul Olmsted and Patricia Medina (Carlos Pinho in case no other EB member may attend). Erin made the motion to approve a budget of \$7,500 designated to the CFT March Convention in Sacramento expenses with a number of 10 convention delegates, which would include 2 executive board members. John seconded the motion; it was approved by all. The motion carried. Dan will take a look at the forms needed.

c. Spring Elections

Erin will take a look at the Constitution, section on Elections. The future email blast that will call for nominations will include an invitation to become a member in order to participate in these important elections.

d. KNACK Update

New member forms were given to Dan; they needed to be entered into KNACK. Dan will check with Martin Mota regarding population of spring active faculty into KNACK. All new member forms will be sent to the appropriate offices (payroll, Burbank AFT office, and members' mailboxes).

Item 6, Report from Interim Vice President of Negotiations – Paul Olmsted:

a. Leadership conference update

Conference was based on union activities, lobbying legislatures, as well as contract campaigns. COLA was identified as 1.48. AFT was trying to get bills in Sacramento, they were planning proposals. Some of the issues were teacher support in charter schools, pregnancy disability at K-12, immigration, stop ICE from removing students due to immigration matters, part time office hours (security funding), etc. Paul asked Emily Gordon to provide our local with the district's budget, may be by February 10th.

b. Negotiations Update

Negotiations will mainly deal with parity, assignments, healthcare, office hours and "Me Too" clause.

Item 8, Report from Interim Vice President of Member Action – Erin Africa:

a. Linda Cushing (LC) Scholarship

Erin will send an email to set up a LC Committee; she will take a look at form to make necessary updates; she will get in touch with Ruth Rassool (former VP of Communications) to coordinate activities with COC Scholarships and to set up the procedures for the LC Committee

Item 9, Report from Interim Vice President of Outreach – John Francis:

a. Thoughts on AFT website

John will communicate with Martin to get admin access. The following documents will be sent to John to be uploaded to the website: Minutes from November, from December, the Constitution, and the Contract.

b. “Did you know...” update

John will send an email blast the first Tuesday of every month with updates; he will include the Touch Base meeting, negotiations updates, convention information, elections information, and Board contact information,. He will also send the flier for AFT-Touch Base meeting for the Board’s review. Work on “COC Spirit Award” is still being done; John will make sure the District is kept in the loop regarding this upcoming activity.

Item 10, Report from Secretary – Patricia Medina:

a. SCIO Update

A complete report is attached in Appendix A.

Item 11, New Business:

a. Upcoming Executive Board meeting dates:

Saturdays at HSHL-215, AFT office:

03/04/17 at 3:30 p.m., 04/15/17 at 3:30 p.m., 5/13/17 at 3:30 p.m., and 6/10/17 at 9:30 a.m.

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

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

c. Monthly Financial Statement

Frank collected receipts for reimbursement from some executive board members, Hudson reports were also received in advance. Checks will be received by members via regular US mail. The financial report is found in the confidential minutes.

d. Officer Finances

SCIO organizers (Erin Africa and Patricia Medina) received their stipend. Their Hudson Reports had been submitted. SCIO stipends were within budget for this month.

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

a. Department A

Confidential.

- b. Department B**
Confidential.

Item 4, Adjournment:

The AFT Local 6262 executive board meeting of February 4th, 2017 adjourned at 2:00 p.m.

APPENDIX A

SCIO Update Report

SCIO Meeting Minutes

2/4/17



AFT Local 6262

From: Monday, January 30th, 12 p.m. – 1:30 p.m. One-on-One Workshop

Where: AFT Office @ HSLH-215

Attendees: Alexandra Castillo-Kesper, Erin Conley, Erin Africa, Patricia Medina

Item 1 – One-on-One workshop

- Attendees: 7/9 members, 3 executive board members, 2 CFT leaders
- Outcome: members were active and wanted to stay engaged with the union, requested another training
- 2 of the attending members were contacted to invite on doing one-on-one conversations, one said yes
- Erin Conley replaces Alex Castillo-Kesper as CFT leadership support

Item 2 – SCI Conference call for Thursday 2/2 was cancelled due to Leadership Conference

- SCI report needs to be submitted
- Member information data input: use KNACK, email Martin Mota requesting them to make transfer of KNACK information to “Toolkit” once a month (we decide frequency) to allow Per Capita invoice calculation from “Toolkit” – by Dan → was it done?

Item 3 – New Faculty Orientation 1/31

- Membership as of 2/4/17 from New Orientation on 1/31 at Valencia: 439 members (70%); fee payers 146 + ~39 new adjuncts = 185; total part time faculty 579+48 new hires = 627 (we need to check who is active this semester)
- New signed forms to Dan
- New adjuncts list to Dan, Erin, John (will be emailed by Patricia)

Item 4 – AFT Touch Base meeting 2/10

- Fliers and emails – Erin, John
- Who will attend?
- Food
- Agenda preparation & paperwork
- Meeting with Kaiser reps same day at 11:45am, lunch provided (Patricia bringing subway)
- Negotiations team meeting after Kaiser reps meeting: Paul, Patricia, Warren, Aaron, Wes?

Item 5 – SCI 2017 Goals

- “Train the Trainer” by Alex to all E-B members and potential leaders—to create an organizer committee.
- Create an organizer committee
- One-on-one conversations to fee payers to increase membership from 75% to 85%
- Increase potential site rep leaders – we already have one adjunct who wants to do one-on-one conversations with her department
- Update/complete current member information: download picture of memberships, download picture of members

Item 6 – January-February Schedule of Events

- 1/20 (yesterday) phone conference with lawyer---ULP claim will be withdrawn by our Local. We will meet with Diane Fiero to explain, meeting TBA.
- Week of 1/23---turn in "Sunshine" document to Diane Fiero and BoT by Paul
- W, 1/25, 5pm open session, HSHL 137, Board of Trustees meeting---is there ANYBODY WHO CAN ATTEND? No Aaron (working),
- Monday 1/30, 12-1:30pm CCC-301--- One-on-One Comm. training; attending Erin, Patricia, and 6 union members, WHO ELSE MAY ATTEND FROM OUR E-BOARD? Paul
- T, 1/31, 6-8pm MENH 343---new adjunct orientation; attending: Erin, Patricia, Carlos, John
- W & Th 2/1-2/2---Paul and Paty at leadership conference
- Th, 2/2 department retreats
- S, 2/4, AFT office 9:30am--- E-Board retreat meeting
- F, 2/10, 10:30-11:30, HSHL-203----“Coffee & Bagels” meeting; attending: Erin, Patricia, Paul, Aaron, Carlos, Warren, Dan?
- F, 2/10, 11:45-12:45 AFT office--- meet with Kaiser representatives; attending Paul, Erin, Patricia, Aaron, Warren, WHO ELSE IS ATTENDING?
- F. 2/10 AFT office, 1-2pm---negotiations meeting, rough drafts: Paul, Aaron, Warren, Paty
- F, 2/17, Corner Bakery, 11am---meet with FT negotiation team; attending: Patricia, Paul, Aaron, & Warren
- F, 3/3, 1:30pm, Canyons Hall-211---first negotiations meeting with District