

AFT Local 6262

Part-time Faculty United

*Executive Board Meeting*

March 3, 2018

BONH-330

**Open Session**

**Attending:** Dan Portillo, Warren Heaton, Carlos Pinho, John Francis, Pete Virgadamo, Frank de los Reyes [Mark Jenkins and Erin Africa arrived later.]

**Guests:** None

**Call to Meeting:** President Dan Portillo called the meeting to order at 2:39 pm.

**Item 1-** Approval of the Agenda: The agenda was reviewed by all and “Item 5” in the Open Session was moved to the Closed Session. Pete made a motion to approve the agenda as amended, Frank seconded it and it was approved unanimously by all who were present. Mark and Erin were not present at this vote.

**Item 2 –** Approval of the Minutes for January 27, 2018: The minutes were reviewed and approved as amended, with Carlos making the motion and Pete seconding it. The motion was approved, with John abstaining as he was absent in January. Also, Mark and Erin were not present for this vote.

**Item 3 – Report of President Dan Portillo**

A. Dan stated that the Spring Orientation held on January 30<sup>th</sup> was one of the best in recent memory, with the new adjunct faculty being very engaged and having great enthusiasm for the event. Dan thanked Carlos, Pete and Mark for their excellent support during the orientation, and especially Carlos for his work with the refreshments. Warren suggested that in the future we tape it or even live stream it to reach the adjunct faculty who could not attend, with John recommending that we post it on our website.

B. Dan talked about the CFT/AFT convention to be held in Costa Mesa later in the month. He initially reserved ten rooms at the Irvine Hilton but it appears this can be reduced to six rooms. When the topic of reimbursement came up, Frank said that we had not done so in the past. There would, however, be compensation for miles driven to the convention and back, at the rate 55 cent per mile. Overall, the convention is projected to cost us about \$4,500 if six people attended. That would include \$452 per room for the three nights, as well as parking and meals. We discussed the per diem and Pete suggested \$70 per person. Erin and Mark stated that they would attend, with Warren as a possible

delegate. We would have four ‘at large’ delegates and Erin was designated as our ‘lead delegate.’

C. Dan again brought up the topic of problems with the Adjunct Faculty Lounge. The refrigerator is in poor condition and should be replaced. He will ask Diane Fiero to replace it as it is college property.

**Item 4 – Report from the Vice President of Membership: Mark Jenkins**

Mark indicated that there were no new membership applications. He has made significant progress on entering the names of new adjunct faculty to the data base, with the assistance of Linda Clark of HR. Dan will meet with Mark to work together on TOOLKIT. Frank and Pete explained to Mark the steps in handling each application and the proper recipients for the triplicate form. Dan proposed the idea of a stipend for a person who would contact non-members and suggested Joe Camhi of English. He will invite Joe to the next meeting of the Executive Board to discuss this issue.

**Item 5 – Report from the Vice President of Membership Action: Erin Africa**

Erin began with saying that she is catching up on the data entry for membership, and then discussed the Linda Cushing Memorial Scholarship, particularly the selection of a panel to evaluate the applications. This year she will delete the names and departments of the applicants, make sure that the selectors cannot nominate their own students, and she will name the panel of selectors. Frank made a motion to provide a \$100 stipend for each selector, Pete seconded it and the motion passed unanimously. Last year there were 12 student nominees, of whom four were chosen for the \$500 scholarships. Carlos made a motion to continue the scholarships at \$500 each, John seconded it and it passed unanimously. Erin will issue the call for student nominations on March 11<sup>th</sup> and with a deadline of April 2<sup>nd</sup>. The winners will be chosen on April 12<sup>th</sup> and their names will be announced on the 13<sup>th</sup>.

Dan then thanked Erin for her work on the survey of campus parking. She had 120 responses of which 75% were negative. Later this month the construction of the new parking garage will begin at the corner of Valencia Boulevard and Rockwell Canyon Road, which will remove about 700 parking spaces for the next twelve months. Warren asked if Lot 2 can be set aside for adjunct faculty, who need access to easily available parking as they arrive on campus at all hours of the work day.

**Item 6 – Report from the Vice President of Outreach: John Francis**

John continues his work on the AFT website, adding social events, as well as updating flyers on the bulletin boards. He will add the minutes of past Executive Board meetings as Pete revises them for public reviewing. He will also delete the AFT phone number from the website and will work to improve our social media effectiveness.

**Item 7 – Report from the Secretary: Pete Virgadamo**

Pete is continuing to revise the past minutes in preparation for putting them on our website and for our archives. John will receive the ‘public’ version for the website, which will no longer include the minutes of the “Closed Session.” Dan will receive an electronic copy of the complete minutes which he will store on a USB drive and Pete will

place a hard copy of the complete minutes in a red binder that is to be placed in the file cabinet of the AFT office.

Pete made a motion to adjourn, which was seconded by John and it was approved unanimously. Our meeting adjourned at 6:11 pm.