

There was discussion a few months back about the fact that our stipends were more than we were getting in Release Time from the College. I went back to look at the stipends for different time periods and here's what I'm suggesting in reference to FY 14/15:

President - \$1500

- Main duties to include running E-board meeting, general governance of the Union, representing the Union at different college meetings, etc.

Vice-President - \$1000

- Main duties to include running E-board meetings that the president can't attend and being the Membership Chair. (this includes some responsibility for the Connect website once we get that up and running)

Secretary/Treasurer - \$1400

- Main duties to include writing out and dispensing minutes from E-board meetings, doing financial statements at year end, sending appropriate documentation to the IRS/State of California at year end, keeping up with information about requirements for reporting to AFT/CFT, preparing percaps invoices for payment.

Negotiations Chair - \$1000

- Main duty is point person for any negotiations that might be occurring. Reporting negotiation updates to our members.

Grievance Chair - \$1000

- Main duty is to serve as point person for any grievance that the campus rep feels needs more intense interventions or they are unable to handle. Interacts with appropriate people on campus in regards to the grievances.

Campus rep - \$900

- Main duty is to interact with the campus they represent. Requires them to participate in membership drives, semester meetings, etc. They should be available for unit members to contact in case of questions or concerns.

Bookkeeping - \$200

- Main duties are to do monthly bank reconciliations, write all checks for expenses approved by the Board, submit required financial material to the Secretary-Treasurer as needed.

\*\*\*\*Duties also include attending all E-board meetings.

\*\*\*\*Any remaining release time payment money is to be used for mileage reimbursement for attending meetings of the E-board or for the execution of their listed duties.

YC-AFT Local 4952

Executive Board Meeting Minutes

August 1, 2018 – CFT Offices - Sacramento

Members in Attendance:

Name	Attend (X)	Comments
Elaine Robinson	X	
Heidi Walker	X	
Kristina Passerini	X	
Steven Shepard	X	
Neelam Canto-Lugo	X	
Pam Geer		
Doug Harris		
Judith Kreft	X	
Brian Doyle	X	
Donna Bahneman	X	

Meeting called to order by Elaine at 5:21pm.

**Agenda:**

- Additions
  - Janus Report – Brian Doyle
- Motion to approve agenda made by Neelam, seconded by Donna. Motion was passed.

**May Minutes**

- Motion to approve minutes by Star, seconded by Heidi. Motion was passed.

**Treasurer's Report:**

- Submitted expenses – motion made by Neelam, seconded by Heidi. Motion was passed.
  - Reissue of check to YCCD Printing that they misplaced.
  - Bezemek bill – for work done on lab load limits
  - Conference costs – CFT Summer school – Elaine and Kris
  - Ballot mailing expenses – Kris
- We are now fully compliant with all the requirements for AFT.
- Presented the Profit/Loss and Balance Sheet statements to the E-board. No questions or concerns expressed.
- COPE discussion – presented by Elaine.
  - We decided we needed more information before going forward and setting up a committee to start a COPE fund.

**General Meeting and Elections:**

- We need exercise our right to access all new hires and have a meeting presented to all unit members at the beginning of each semester.
  - Yuba – Elaine is going to meeting on Monday
  - Woodland – Elaine will be meeting with new hires at 2:00 and Kris will join for meeting at 5.
    - \*\*\*\*\* **Wear T-shirts to the meeting**
    - Need to welcome all PT faculty
    - Talk about the importance of Unions.
    - Flyer needs to be handed out with important information about what we have been doing for everyone.

**Grievance:**

- Star has been working on 3 different grievances over the summer.
- Elaine has been working on 1 grievance over the summer.
- Kris brought up there might be another grievance coming, however she will recuse herself from any discussion/participation in any action.

**Summer School:**

- Elaine went to the CFT Summer School class on Elections.
- Kris went to the 1-day Connect training.
  - It will be a useful tool for keeping membership information and contact information.

**Future meetings:**

- September 15, 2018 – 12:00pm at Golden Dragon in Woodland.

**Janus:**

- Janus decision was handed down on June 27, 2018
- We need to identify our membership and work on keeping them engaged.
- Agency fee deductions are no longer allowed.
- A policy must be written about who we will handle membership drops.
  - Suggestion that a letter in writing be sent to Kris and Elaine.
  - Suggestion that membership drops can take up to 2 months to process so fees will not be reimbursed for those two months, but any monies taken after that will be refunded.

**Membership Recruitment:**

- Valerie Bachelor was present to give a quick presentation on membership drive ideas.
- We are going to start with Woodland campus.
- Looking for interest in helping at meeting being held next week.

Kris moved to adjourn at 7:00pm.

## Treasurer's Report – August 2018

### **Checking – Sierra Central:**

Balance: \$13,303.38

- We still have 4 outstanding parking checks.
  - Suggesting we just close our accounts at Sierra Central at this point.

### **Savings – Sierra Central:**

Balance: \$605.05

### **Checking – UMPQUA:**

Balance - \$25,988.40

- Submitted expenses
  - Reissue of check for printing of last semester. Check was lost by YCCD \$48.75
  - Bezemek \$299.00 – Work done in regards to the new load limit for labs.
  - Kris Passerini – reimbursement for the training on the new membership app at the June AFT training.
  - Elaine Robinson – reimbursement for the AFT training in June.

Highlighted items were printed signed and set out to settle the debts before this meeting.

### **Savings - UMPQUA:**

Balance - \$98,002.18

### **Other items:**

- We finally received the Release Time payment from the College.
- Need to reimburse non-members for dues taken out in July's payroll.
- New requirements have been set up for the Audit/Review process. Depends on your membership number.
- I attended free training July 31<sup>st</sup> and August 1<sup>st</sup> in re the new responsibilities of Treasurers in light of the Janus decision.
- Completed Form 990 for IRS for the Board to review.

**YC-AFT**  
**Profit and Loss**  
 July 2017 - June 2018

	<u>Total</u>
<b>Income</b>	
Membership dues	144,940.03
Non Profit Income	25,496.10
<b>Total Income</b>	<b>\$ 170,436.13</b>
<b>Gross Profit</b>	<b>\$ 170,436.13</b>
<b>Expenses</b>	
Board Stipend	22,876.00
Conference costs	0.00
Travel - Airfare	1,392.80
Travel - Hotel	901.44
Travel - Meals	122.79
Travel - Mileage	337.04
Travel - Parking	40.00
Travel - Transportation	105.00
<b>Total Conference costs</b>	<b>\$ 2,899.07</b>
Legal costs	594.00
Mileage	3,142.33
Newsletter Stipend	1,350.00
Office/General Administrative Expenses	654.68
Parking	10.50
Colusa Parking	180.00
Lake Parking	320.00
MV parking	300.00
WCC parking	600.00
<b>Total Parking</b>	<b>\$ 1,410.50</b>
Per caps	124,406.08
postage	622.60
printing	141.42
<b>Total Expenses</b>	<b>\$ 158,096.68</b>
<b>Net Operating Income</b>	<b>\$ 12,339.45</b>
<b>Other Income</b>	
Interest Earned	144.94
<b>Total Other Income</b>	<b>\$ 144.94</b>
<b>Other Expenses</b>	
Other Miscellaneous Expense	1,000.00
<b>Total Other Expenses</b>	<b>\$ 1,000.00</b>
<b>Net Other Income</b>	<b>-\$ 855.06</b>
<b>Net Income</b>	<b>\$ 11,484.39</b>

Friday, Jul 13, 2018 06:44:59 PM GMT-7 - Cash Basis

**YC-AFT**  
**Balance Sheet**  
As of June 30, 2018

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Checking	12,972.35
Checking UMPQUA	15,142.50
Savings SSCU	605.05
Savings UMPQUA	98,002.18
<b>Total Bank Accounts</b>	<b>126,722.08</b>
	\$
<b>Total Current Assets</b>	<b>126,722.08</b>
	\$
<b>TOTAL ASSETS</b>	<b>126,722.08</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Total Liabilities</b>	
<b>Equity</b>	
Opening Balance Equity	63,800.32
Retained Earnings	51,437.37
Net Income	11,484.39
<b>Total Equity</b>	<b>126,722.08</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>126,722.08</b>

Friday, Jul 13, 2018 06:52:25 PM GMT-7 - Cash  
Basis

Screenshot of Letter from AFT showing we are fully compliant.

**Affiliate Compliance Application 2.6.1**

**Navigation**

- Edit State Dues
- Frequently Asked Questions (FAQ)

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Category	Compliance	Effective Date	More Info
Per Capita (Nat'l)	✓	5/31/2018	↓
Per Capita (State)	✓	6/30/2018	↓
Audit	✓	12/30/2018	↓
Officer Info	✓	7/19/2018	↓
Exec Board Info	✓	7/19/2018	↓
Membership	✓	7/12/2018	↓
Constitution	✓	10/29/2007	↓

Legend: ✓ In Compliance, ✗ Not in Compliance, ? Missing Data, P Audit Pending Review

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Grievance Report Summer 2018

Judith "Star" A. Kreft, YCAFT Grievance Chair

- 1) Ongoing personnel problem between a Part Time Faculty member and a classified staff person who work together. Each had filed complaints about the other. This was not a contract issue.
- 2) A Part Time Faculty had concerns of management reprimand.
- 3) Part Time Faculty member had a complaint about a seniority issue.