

Mendocino College Federation of Teachers
AFT / CFT Local 6322

OPERATIONAL GUIDELINES

This document is meant to provide guidelines for the regular operation of MCFT. It includes the guidelines for elections and Executive Committee meetings and it describes the general duties of the Officers. This has been developed to support a smooth transition between officers and establish consistency from year-to-year. The MCFT Constitution is the official and binding document outlining the duties of each of the Officers.

All MCFT Officers are to be available to members, as needed. The Membership is encouraged to bring up any concerns regarding workload and/or other contractual issues, with any of the Officers, so that the Executive Committee can represent these issues on their behalf.

President

- Chair MCFT Executive Committee meetings:
 - ✓ Schedule at least three meeting per semester (more as necessary)
 - ✓ Prepare an agenda
 - ✓ Review meetings notes submitted by the Vice President and “approve”
- Preside over Membership meetings:
 - ✓ Schedule at least one meeting per academic year (more as necessary)
 - ✓ Prepare an agenda
 - ✓ Before calling the meeting to order ensure there is a quorum (1/4 of the Membership) and that all persons present are MCFT members in good standing
 - ✓ Review meetings notes submitted by the Vice President and “approve”, send copies the Officers and have the Communications Director post on the web site
- Prepare a written communication for the Membership outlining/summarizing the work that has been done by the President and Executive Committee (at least annually). This should be sent via email and posted on the web site
- Serve on Planning and Budgeting Committee
- Meet with the Academic Senate President on a regular basis to discuss common issues
- Meet with the Superintendent/President, as necessary, at least once per academic year
- When new Officers are elected work with the Past President to ensure smooth transition:
 - ✓ Write a Resolution designating the new Treasurer has signatory rights on all MCFT accounts (the bank needs this) and work with the Treasurer to obtain updated signature cards at the bank
- Sign checks prepared by the Treasurer for expenses such as: bills, per capita payments etc.
- Monitor CFT/AFT communications, web sites mailings etc. and communicate important information to the Executive Committee and/or Membership as appropriate
- Request and keep on file year-end reports from the Officers
- Notify agency fee payers of the annual fair share assessment by August 31 and inform the Business Office of any change from the prior year by September 10
- Complete paperwork from the college Foundation Office for MCFT scholarships

- Request and analyze budget documents from Vice President of Fiscal Services, via formal hand-delivered letter. Documents requested should include:
 - ✓ District budget projections
 - ✓ CCFS 311 Report
 - ✓ 311Q for the current academic year
 - ✓ District's chart of accounts
 - ✓ Any documentation given to the Board of Trustees regarding budget for the current academic year including assumptions
 - ✓ A statement of the percent of the district funds used for instructional purposes and for other purposes and a listing of the main items which make up those percentages.
- Monitor the duties of the Officers

Vice President

- Attend MCFT Executive Committee meetings; participate in Executive Committee discussions: including problem solving, decision making and resolving member issues. Maintain confidentiality of all Executive Committee discussions.
- ✓ Maintain membership levels and records
 - ✓ Contact and discuss membership benefits for new faculty hires that do not voluntarily join the MCFT
 - ✓ Obtain payroll deduction forms from Human Resources for new faculty hires including those who do voluntarily join MCFT:
 - Provide CFT/AFT membership form to the new unit Member, ensure they complete it and return in a timely manner
 - File the local copy
 - Mail the CFT copy to the CFT Administrative Office (Burbank)
 - ✓ Using *AFT Toolkit/Membership Suite*, update membership list as necessary (usually in August/September)
- ✓ Prepare and maintain Executive Committee Notes
 - ✓ Take notes at Executive Committee meetings and send a draft for the President to “approve”. The notes should include:
 - Date of the meeting, a list of Officers present and absent
 - The list of topics discussed (from the agenda) with a summary of the general discussion (not the specific details of the discussion, as this is confidential)
 - Specific decisions, assignments given, appointments made, positions, etc., as appropriate
 - List of future agenda topics
- ✓ Prepare and maintain Membership meeting notes:
 - ✓ Take notes at Membership meetings and send a draft for the President to “approve”. The notes should include:
 - Date and time of the meeting, a list of Members present (including the Officers present and absent). Note: the Vice President should ensure there is a quorum (1/4 of the Membership) before the President calls the meeting order

- The list of topics discussed (from the agenda) with a summary of the presentation made and any discussion that ensued. If specific decisions were made, assignments given, etc., they should be noted
 - List of future agenda topics
- Organize and oversee all elections:
 - ✓ Announce elections to the Membership and provide a sample ballot:
 - Prepare a list of Members to be signed when they cast their ballot
 - Prepare the ballot
 - Take the official ballot box, voting instruction, ballots and Member sign-in sheet to the designated polling place
 - Send a reminder email when polls are open and when they will close
 - Prepare a letter to verify the election results
 - ✓ Convene an Election Committee (an ad hoc group of at least three volunteers from the Membership)
 - Immediately upon the close of the polls the Election Committee (under the supervision of the Vice President) will count the votes and verify the election. One member counts the number of ballots, one counts the signatures of those who voted and one who records the results. Each will sign the election verification letter, the Vice President will make it official by stamping it with the MCFT Seal and then notify the President of the results. The President will make announce the results
 - The voting documentation is kept in a sealed, confidential envelop for one calendar year and then destroyed (shredded). The verification letter is kept in the President's permanent files
- At the end of each academic year (typically in May) compile and organize all documents to be kept in the President's Permanent files (election verification, Membership list etc.)

Treasurer

- Attend MCFT Executive Committee meetings; participate in Executive Committee discussions: including problem solving, decision making and resolving member issues. Maintain confidentiality of all Executive Committee discussions.
- The MCFT fiscal year is July 1 – June 30
- Manage bank accounts, income, expenditures, financial statement and pay bills:
 - ✓ Balance checking and savings accounts monthly
 - ✓ All checks for payments should be prepared by the Treasurer for the President's signature
 - ✓ In August, determine agency fee multiplier for non-members and provide documentation
 - ✓ Pay AFT Per Capita, correcting AFT statement (if necessary) to accurately reflect current membership:
 - Obtain current Membership list from the President (annually, or as necessary) typically in June for the following Academic Year
 - Compare Membership list with payroll deductions report received for Human Resources each month
 - Deposit into the checking account the Membership dues

- Track new members eligibility for free AFT benefits; pay for member health benefits effective 1 year after joining
 - In June and July, the checking account should be monitored carefully, as funds may need to be transferred from the savings account to cover the Per Capita payments
- ✓ Write checks to cover miscellaneous MCFT expenses (for the Scholarship, supplies etc.), as needed
- ✓ Pay MCFT Political Action Committee contribution, when applicable (ballot measure)
- ✓ Update all financial transaction in annual financial statement (ongoing)
- ✓ Organize an annual Financial Review (to occur typically in September or October):
 - Collect and organize all financial documentation from the previous fiscal year (Membership list, payroll deduction statements, deposit receipts, Per Capita invoices, expense receipts, bank statements, etc.)
 - Sub-committee should be at least three (no more than 5) volunteers from the Membership
 - Schedule time (typically 1 ½ hours) for sub-committee to review documents
 - Provide packet including bank statements, deposit receipts, expense receipts, Per Capita invoices and statement of payroll deductions
 - Provide the AFT publication *Use Guide for Financial Review Committee Handbook* for the sub-committee responsibilities
 - Provide initial overview of the financial documents, sub-committee responsibilities, and be available for questions during the review:
 - The Chair of the sub-committee should write a brief letter for AFT with the conclusions of the audit, obtain signatures of sub-committee members and give to the Treasurer to mail to the AFT Affiliate Audit Report Office (address is in *Handbook*) no later than December
- ✓ On a yearly basis, report gross receipts to the Internal Revenue Service and the California Franchise Tax Board
- Report to the Executive Committee on fiscal status, as necessary (at least once per semester, typically September and April)
- Report to the Membership and provide financial statement, as necessary (at least annually)
- Compile and give to the President all financial documents at the end of the fiscal year (typically in July or August) for the President's permanent files
- When a new Treasurer is elected, work with and train him/her during May and June (and as necessary) to ensure a smooth transition:
 - ✓ Work with the President and new Treasurer to obtain new signature cards at the bank
 - ✓ Respond to various requests for information from AFT
- At the end of each fiscal year (typically in July or August) compile and organize all documents to be kept in the President's Permanent files (payroll deduction statements, deposit receipts, Per Capita invoices, expense receipts, bank statements)

Grievance Chairperson

- Attend MCFT Executive Committee meetings; participate in Executive Committee discussions: including problem solving, decision making and resolving member issues. Maintain confidentiality of all Executive Committee discussions.

- **Oversee and Monitor Tenure Review Process:**
 - ✓ Recruit and assign faculty to serve on tenure teams (in consultation with the Dean),
 - Ideally tenure team should be established in May
 - ✓ Meet with the Dean to ensure s/he understands the tenure process
 - ✓ Meet with probationary faculty to offer assistance with understanding the tenure process (e.g. questions, concerns etc.)
 - Ideally, checking with them before and after their fall evaluations
 - Meet with any probationary faculty member with a corrective action plan after it has been completed
 - ✓ Recruit and assign faculty to serve on evaluation teams for tenured faculty (in consultation with the Dean)
- At the end of each academic year (typically May) compile and organize all documents to be kept in the President's permanent files (list of issues resolved and/or pending, tenure teams, evaluation teams, grievances resolved and/or pending etc.)

Chief Negotiator

- ✓ Attend MCFT Executive Committee meetings; participate in Executive Committee discussions: including problem solving, decision making and resolving member issues. Maintain confidentiality of all Executive Committee discussions.
- ✓ The MCFT Negotiation team typically consists of the Chief Negotiator and the President
- ✓ Represent the Membership in negotiations with the District:
 - ✓ Schedule and attend negotiation meeting with the District
 - ✓ Solicit from the Membership suggestions for CBA revisions
 - ✓ In consultation with the Executive Committee compose and submit to the District "sunshine" (initial proposal on reopened articles) letter according to the CBA (March 15)
 - ✓ Request documents related to workload from the Director of Human Resources, such as:
 - Seniority List
 - Reassigned time
 - Leaves
 - ✓ Oversee writing of proposed revisions, including financial impacts if applicable
 - ✓ Regularly report to Executive Committee on progress of negotiations
 - ✓ Report to the Membership on progress of negotiations, as necessary (report will include general progress, not the detailed discussions that occur at the table, these are confidential)
- ✓ Consult CFT when necessary:
 - ✓ To vet proposed contract revisions
 - ✓ To answer questions about what belongs and doesn't belong in the contract
 - ✓ To get statewide salary, benefits, budget, and contract information
- At the end of each academic year (typically May) compile and organize all documents to be kept in the President's permanent files (list of issues resolved and/or pending)

Communications Director

- ✓ Attend MCFT Executive Committee meetings; participate in Executive Committee discussions: including problem solving, decision making and resolving member issues. Maintain confidentiality of all Executive Committee discussions.
- ✓ Execute duties of www.MCFT.info Webmaster including:
 - ✓ Update Website at least once-a-month and more often as necessary
 - ✓ Keep current MCFT / CFT / AFT links to news, events, political issues, etc.
 - ✓ Ensure the contact information for MCFT Officers is current and including names, titles, addresses, phone numbers and email for all
 - ✓ Post updated Membership list, as necessary, but at least once per year (usually in August)
 - ✓ Post *MCFT Constitution and Operational Guidelines*
 - ✓ Post MCFT – District Collective Bargaining Agreement, as necessary
 - ✓ Post announcements for elections (dates, time, location) on Website
 - ✓ Post Executive Committee meeting notes approved by the President
 - ✓ Maintain web page subscription and submit billing to treasurer as necessary for reimbursement
 - ✓ Explore need for adding chat or other communication “community” on Website
 - ✓ Do whatever it takes to encourage Membership to look at the site
- ✓ Facilitate communication between and among the Executive Committee and Membership:
 - ✓ Obtain updated membership list from Vice President, and solicit and compile new contact information from Members (address, phone number and personal email), at least once annually:
 - ✓ Forward the information noted above to the President and PAC Treasurer after each update of contact information
 - ✓ Forward to the Membership by email union and/or other relevant job and teaching articles and information of interest and importance
 - ✓ In consultation with the MCFT President, notify Membership of AFT/CFT events, volunteer opportunities, and other activities as appropriate
 - ✓ Keep Membership apprised of union membership benefits
 - ✓ Communicate with CFT and AFT representatives, as necessary
 - ✓ Handle other communications and exchanges of information within MCFT as needed

Political Action Committee Treasurer

- ✓ Attend MCFT Executive Committee meetings; participate in Executive Committee discussions: including problem solving, decision making and resolving member issues. Maintain confidentiality of all Executive Committee discussions.
- ✓ Maintain PAC records in a manner that ensures the committee complies with the Fair Political Practices Commission’s disclosure requirements
- ✓ Prepare and submit reports:
 - ✓ File the committee's statement of organization and, as necessary, termination of the committee
 - ✓ Prepare appropriate state and federal tax forms, if necessary
 - ✓ Verify, sign and submit (on time) the committee's campaign statements and tax filings

- ✓ Maintain the PAC bank account:
 - ✓ Deposit member contributions when applicable
 - ✓ Authorize and make payments for regular maintenance of PAC activities, such as for postage and delivery of disclosure forms
 - ✓ Make political contributions and/or independent expenditures promptly as instructed by the Membership
 - ✓ Reconcile bank statements monthly to ensure accuracy
 - ✓ Consult with MCFT Treasurer on a regular basis to ensure accuracy of records:
 - Correct inaccuracies or omissions that may occur
- ✓ Coordinate political activity:
 - ✓ Follow political and campaign news and events at the state and local levels that are relevant to MCFT members
 - ✓ Maintain private email address for communicating political information with the Membership
 - ✓ Communicate with and educate members about state and local political events relevant to the Membership (as instructed by the Executive Committee?)
 - ✓ Assist the Vice President in elections related to endorsement or contribution proposals, and promptly execute the wishes of the Membership

Past President

- ✓ Attend MCFT Executive Committee meetings; participate in Executive Committee discussions: including problem solving, decision making and resolving member issues. Maintain confidentiality of all Executive Committee discussions.
- ✓ When a new President is elected work with him/her to ensure a smooth transition:
 - ✓ Review the CBA, Constitution and other MCFT documents with new President and Executive Committee (typically in May)
- ✓ Assist the Executive Committee in any way to ensure a smooth transition

Executive Committee Meetings

- Meetings are considered confidential. The agenda and meeting notes are public, but the discussion are confidential
- Meeting notes are prepared by the Vice President, reviewed and “approved” by the President then posted on the Web site by the Communications Director
 - ✓ Meeting notes include the topics discussed (from the agenda), the general conclusions made, specific decisions, assignments given, appointments made etc. but *not the detail of the discussion*.

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