



A PART-TIMER'S SURVIVAL GUIDE

VICTOR VALLEY COLLEGE

A Message from the Executive Board of AFT Local 6286

First off, welcome to Victor Valley College! Like any institution, Victor Valley College has its own unique aspects.

To help you adjust to VVC life, AFT Part-Time Faculty United Local 6286 has prepared this guide to answer frequently asked questions.

Disclaimer – This guide intends to pass along advice consistent with our contract, district policies, and the California Education Code. In case of any inconsistencies, the aforementioned documents take precedence.

If you have any suggestions for this guide, please contact the Union office at 760-245-4271, ext. 2125, or email us at: aft6286oa@gmail.com. With your help, we can ease the transition for all incoming adjuncts.

AFT Part-Time Faculty United Local 6286 Office Location and Contact Information:

The Local 6286 office is located in 32-B, the middle portable in the set of three next to the Allied Health Building (*Building 32*).

The mailing address for the Union is:

AFT Part-Time Faculty United, Local 6286
17100-B Bear Valley Road, #113 Victorville, CA 92395

We can also be reached in the following ways:

Campus Phone: 760-245-4271, ext. 2125

Email: aft@vvc.edu

Office Admin Email: aft6286oa@gmail.com

Additional Email: vvcaft6286@gmail.com

Grievance Inquiry Email: aft6286grievance@gmail.com

Web: www.aft6286.ca.aft.org

Please see the Local 6286 Office and "How to Contact Us" FAQs for more information.

CONTACT INFORMATION

<u>Office/Person</u>	<u>Phone Ext.</u>	<u>Email Address</u>
AFT PTFU Local 6286	2125	aft@vvc.edu
AFT Office	2125	aft6286oa@gmail.com
AFT Grievance	2125	aft6286grievance@gmail.com
Academic Senate	2821	
Admissions and Records	2272	admissions@vvc.edu
Auxiliary Services	2707	deanna.murphy@vvc.edu
Board of Trustees	2395	robert.sewell@vvc.edu
Bookstore	2259 or 2563	RamsBookstore@vvc.edu
Budget Office	2399	deedee.garcia@vvc.edu
Bursar's Office	2745	
CalWORKs	2361	
Campus Police	2329 (2555 for an officer)	
C.A.R.E.	2422	
Counseling	2296	
Custodial Services (Night)	2472	joseph.garcia@vvc.edu
Disabled Students Programs and Services	2212	
E.O.P.S.	2422	
Financial Aid	2277	
Fiscal Services	2521	
Human Resources	2486	
IT Help Desk	2740	
Library	2262	
Maintenance and Operations	2472	steve.garcia@vvc.edu
Office of Institutional Effectiveness and Research		Virginia.Moran@vvc.edu
Performing Arts Center	2513	
P.A.C.E.	2540	
Payroll and Benefits	2252	raina.bustillos@vvc.edu
Risk Management	2399	deedee.garcia@vvc.edu
Transfer Center	2139	
Upward Bound	2415	
Veterans Resource Center	2245	
Writing Center	2783	

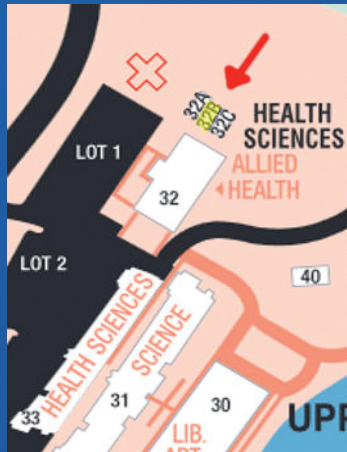
LOCAL 6286 OFFICE

AND HOW TO CONTACT US

The AFT Part-Time Faculty United Local 6286 office is located in 32-B, which also includes a common work area for part-time faculty.

32-B is the middle portable in the set of three located next to the Allied Health building. The closest parking lot is Lot 1. The closest street is Jacaranda Avenue.

If walking towards the Lot 1 from the library, the portables are to the right of the Allied Health building.



Office 32-B next to Allied Health Building

How can I access 32-B?

During non-staffed hours, 32-B can be accessed via keycard. If you do not have a keycard, please contact Maintenance and Operations. A green light on the swipe pad means the door is open. A red light means the door is locked. The door will be open during office admin hours. If you are the last person leaving during non-office admin hours, please lock the door by swiping your keycard across the outside pad until the light turns red. This will help maintain privacy and safety.

What is available to me in 32-B?

The common work area includes three offices, a work center copier, and a conference room.

Do the offices have computers?

Yes. Each office has one computer.

Can the computers connect to the internet?

Yes. However, Some sites may be blocked in accordance with VWC's internet policy.

Is there a phone?

There is one phone in the first office. The extension is 2830.

Are the offices private?

While the offices are not separated by floor to ceiling walls, the doors do provide some privacy.

Can I meet with students in the offices?

Yes. However, students must be accompanied by an adjunct when in the common work area.

Can I print to the copier from the computers?

Yes. You can also print from a USB drive by inserting it into the copier and following the onscreen instructions. In addition to copying and printing functions, the work center also allows you to scan to USB, email, or the office computers.

Do the offices and the conference room have good wireless internet connectivity?

Yes. One of the wireless access points for this side of campus is located above the conference room, meaning 32-B has better Wi-Fi connectivity than most locations on campus.

Does 32-B have air conditioning/heating?

Yes. The portable is climate controlled. If you are here during non-staffed hours, you may press OBO on the control to enable the HVAC. Please do not change the settings. OBO temperatures should remain in the 70-74 degree range.

When is the Local 6286 office staffed?

Though hours may fluctuate, the Local 6286 office is typically staffed at the following days and times:

Monday: 9:00am - 12:30pm

Tuesday: 2:00pm - 5:30pm

Wednesday: 9:00am - 12:30pm

Thursday: 2:00pm - 5:30pm

Friday: 9:00am - 12:30pm



An office in the 32-B's common work area

GENERAL INFORMATION

Where do I pick up my key(s)?

Keys are available from Maintenance and Operations (M&O). Typically, M&O will post increased hours of operations during the lead up or beginning of each semester.

M&O is located on lower campus. On Mojave Fish Hatchery Road, take a right (coming from Bear Valley Road) or left (heading towards Bear Valley Road) on Solar Road. Solar Road will dead-end into a parking lot. M&O is located in building 93.

- Email: steve.garcia@vvc.edu
- Office: 760-245-4271, ext. 2472
- Cell Phone: 760-220-8995

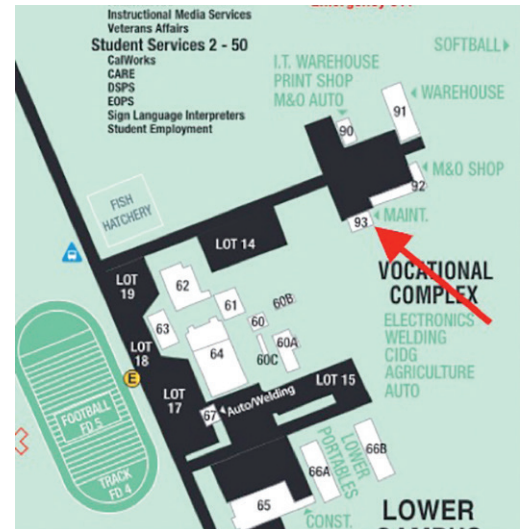
Who do I contact if I need work done on my classroom or it needs to be cleaned?

Please send all requests to the AFT Office.

Phone: 760-245-4271, ext. 2125

Email: aft@vvc.edu

The office administrator will create an OPRA request and will supply you with a confirmation number.



M&O's point of contact is executive director Steve Garcia.



Where do I pick up my parking pass?

Your parking pass will be available in the **Campus Police Department**. Typically, Chief Knight will send an email with applicable dates and times for pickup. In most cases, you will need to complete and submit a form. The form is available here:

www.vvc.edu/offices/campus_police

Click the "Adjunct Faculty: Parking Permit Request" link on the left side of the website

Adjunct faculty on the priority list will receive a parking pass good for one year. Adjuncts not on the priority list will receive passes on a semester by semester basis. The Campus Police Department is located on lower campus in the first set of portables to your right if you're driving down Mojave Fish Hatchery Road from Bear Valley Road.

UNION INFORMATION

Since 2004, AFT Part-Time Faculty United Local 6286 has been a force on Victor Valley College's campus ensuring the betterment and well-being of adjunct faculty.

What are AFT and CFT?

The American Federation of Teachers (AFT) and California Federation of Teachers (CFT) are Local 6286's parent unions. "The American Federation of Teachers, an affiliate of the AFL-CIO, was founded in 1916 and today represents 1.6 million members in more than 3,000 local affiliates nationwide."

www.aft.org/about

The California Federation of Teachers (CFT) is the California affiliate of the American Federation of Teachers (AFT). The CFT is composed of 135 local unions chartered by the AFT. Each local is also affiliated with its regional Central Labor Council and the California Labor Federation.

www.cft.org/about-cft/who-we-are.html

All calls and emails made on weekdays will receive a response within 24 hours.

I would like to contact you regarding a private matter. Do you have a way of encrypting messages?

Yes. We have a PGP key. The public key is available here:
<https://goo.gl/tVZoKW>

Are your contract and bylaws easily accessible?

Yes, both are available on our website:

Contract: www.aft6286.ca.aft.org/aft-contract-2014-2017

Bylaws: www.aft6286.ca.aft.org/bylaws-2

Why should I join the union?

Even though AFT Part-Time Faculty United Local 6286 works relentlessly to bargain for all adjunct faculty, membership is extremely important since there's strength in numbers. The larger AFT Part-Time Faculty United Local 6286's membership, the stronger AFT Part-Time Faculty United Local 6286 will become. That means the more members we have, the more we can do for you. In addition, membership makes you eligible to participate in board elections and board-related duties, along with the ability to attend conventions and leadership training.

How much are dues?

Membership dues are \$30 per pay period. The fall and spring semesters may have four to five pay periods each, depending on where paydays fall on the calendar.

Do I pay anything extra to become a member?

No. You pay the same dues amount whether you're a member or not.

Do I owe dues when I'm not teaching at Victor Valley College?

No. You pay dues only when you are employed at Victor Valley College.

Who is on Local 6286's Executive Board?

At the time of publication:

Lynne Glickstein – President

Rosyli Reveron – 2nd Vice President, Grievance Officer

Cheryl Elsmore – Secretary

Josh Briggs – Treasurer

Leontine Armstrong – Vice President at Large

Yolanda Austin – Vice President at Large

Kelly Krasney – Vice President at Large

Michael Teal – Vice President at Large

April Allen – Vice President at Large

How are Executive Board positions decided?

Positions are decided through popular election, though some positions are filled by union decree when previous board members vacate their position. You will receive emails/mailers regarding the candidate nomination and election process before every election.

What events do Local 6286 host during the year?

In addition to smaller events such as movie days, BBQs, and socials, we host an Annual Gathering near the end of every year. The Annual Gathering is a gala where adjuncts can mingle, ratify documents, vote on certain issues, and learn about Local 6286's work.

What else does Local 6286 do?

We are extremely active in negotiations with Victor Valley College, working to ensure a better and easier professional life for all adjuncts. We also represent you in case of any grievance-related actions. We are a presence at most college meetings, providing you a voice. It all comes down to us supporting you during your time here.





**PART TIME FACULTY
United 6286
HERE TO HELP**

Having problems?

Think you may have a grievance?

**Would you like to discuss it with
a grievance officer?**

**DON'T WAIT!
THERE ARE STRICT TIMELINES!**

AFT Part-Time Faculty United Local 6286 is here to help you during this difficult time.
Contact us for more information and to see what options are available to you.
No issue is too small.

AFT Part-Time Faculty United Local 6286

Bldg. 32-B (*adjacent to Allied Health*)

Phone: 760-245-4271, ext. 2125

Email: aft6286grievance@gmail.com

We are here to help you during this difficult time.

All information is kept confidential. Additional guards are also available for you to maintain your privacy.
Remember, the promptness of your inquiry will help us maintain the strict grievance timeline.

**Any potential grievance or complaint must be presented to AFT Local 6286
within fifteen (15) working days after the alleged act(s).**