



B.U.M. BULLETIN

A publication for all bargaining unit members of the Coast Federation of Classified Employees, AFT Local 4794

CALENDAR

Coast Federation of Classified Employees Executive Council Meeting

Coastline Community College
College Center, 4th Floor Conf. Room
January 23, 2015
8:30 AM – 10:30 AM

Coast Community College District Board of Trustees Meeting

District Office, Board Room
1370 Adams Ave., Costa Mesa, CA
February 4, 2015
6:00 PM



“Too often we underestimate the power of a touch, a smile, a kind word, a listening ear, an honest compliment, or the smallest act of caring, all of which have the potential to turn a life around.”

—Leo Buscaglia
Author and motivational speaker



January 15, 2015 (Vol. 8, No. 3)

President's Message



Welcome to 2015! I hope you all had a restful winter break and enjoyed time with family and friends. It's the time of year when we often make resolutions, and in 2015, I encourage you to resolve to make CFCE "your" union. The union is your place to make positive improvements in your workplace, participate in campus activities, and get to know your colleagues from around the District.

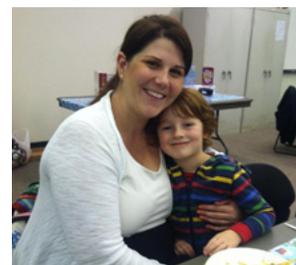
Throughout 2015 CFCE leadership will continue to be actively engaged with Coast management in resolving issues that affect all classified employees. CFCE continues to work on contract negotiations, addressing employee complaints and grievances, ensuring safe work spaces for employees, educating employees on their rights, protecting and enforcing employees' rights, and facilitating better communication between employees and management.

Contact an E-Council member at your work site to learn how you can get more involved with the union. A listing of E-Council members is available on the [CFCE website](#). Happy New Year, from all of us at CFCE. ■

CFCE Annual Holiday Party

On December 20th classified employees and their families lined up for tacos as boats decorated for the holidays floated through Newport Harbor at the annual CFCE Holiday Party. Before guests enjoyed the Boat Parade on the picture perfect night, Michael Carrizo, CFCE Treasurer and holiday party emcee, called out the lucky winners of the raffle. Prizes included gift cards, electronics, home goods and movie passes. Proceeds from the raffle will be donated to the [UCI Labor Center](#).

This year the E-Council reached out to classified employees who attended the party and asked everyone to donate a children's toy to local charities [Human Options](#) (a local nonprofit that helps abused women, their families, and community end the cycle of domestic violence) and [Providence Recovery Center](#) (a nonprofit addiction facility for women). Special thanks to the dozens of classified employees, as well as Coast Trustee Mary Hornbuckle, for joining us as we bid farewell to 2014 and kicked off the winter break. ■



CFCE.ORG



Ask Rosie

Have a question for Rosie?
Email anicholson@occ.cccd.edu

Dear Rosie,
I got called into a meeting with my supervisor and was given a letter of reprimand that will go into my personnel file. The issue in the letter had never been brought to my attention until I received this letter. Can they put this in my District personnel file?

Sincerely,
Caught-off-Guard Chris

Dear Caught-off-Guard Chris,
You don't include what the issue is, but in general, there is a four-step process for employee discipline which includes an informal conference, a verbal warning and a written warning prior to a letter of reprimand (See Article 22.6). Whether this is the correct step greatly depends on the severity of the issue. In some cases it would be unreasonable to jump to a written reprimand, prior to following the progressive steps; however, there may be some issues that could escalate immediately to a written letter of reprimand. It is always best to contact your site rep to discuss the specifics of your issue. Should a written letter of reprimand be a reasonable step, you have the right to include a written response that will be attached to the letter and also placed in your file. Please note: There is only one personnel file, which is located at the District. Please make an appointment at least once a year to examine the materials in your file.

Sincerely,
Rosie

Dear Rosie,
My co-worker and I both make the same amount of money, but she pays less in union membership dues. Why?

Sincerely,
Larry the Union Guy

Dear Larry the Union Guy,
Unfortunately, your co-worker is paying a reduced fee and has chosen not to be a full union member. The reduced fee percentage is determined by a yearly audit of expenses that are chargeable. The current reduced fee percentage is 78.49%, so your co-worker is paying this percentage of the full-fee. See the article on the right for the advantages of a full union membership.

Sincerely,
Rosie

Labor Leader Spotlight: Lucy Parsons



Described by the Chicago Police Department as "more dangerous than a thousand rioters" in the 1920s, Lucy Parsons was a highly effective labor organizer. She played a critical role in founding the Industrial Workers of the World (IWW) and organized the Chicago Hunger Demonstrations.

For almost 70 years, Lucy Parsons fought for the rights of the poor and disenfranchised in the face of an increasingly oppressive industrial economic system. Lucy's radical activism challenged the racist and sexist sentiment in a time when even radical Americans believed that a woman's place was in the home. ■

Every Voice Counts



CFCE is dedicated to working on behalf of every classified employee of the Coast Community College District. Whether CFCE members get involved by working to negotiate the contract, handling employee complaints and issues, or participating in the District's participatory governance, every voice makes a difference! If you're passionate about making positive contributions to your workplace, join us. Your participation is essential because the power of the union stems not from its leadership alone, or its staff, but from collective action. So, what can you do to participate as a full CFCE member?

- Run for any office in the upcoming union officer elections
- Vote in the elections of the E-Council officers
- Participate on the Contract Committee prior to the next round of negotiations
- May be selected to participate on the Contract Negotiations Team
- Serve as a CFCE rep on one of the many hiring committees
- Become a CFT state or Orange County Labor Federation delegate
- Attend and workshop or training
- Volunteer to help out during a local election

Want to get more involved? Unsure of your membership status? Contact Connie Najera at cnajera@occ.cccd.edu or your E-Council representative. ■

Get Inspired!



SHOP: Labor411
labor411.org

A one-stop shop for people who want to buy union-made goods and services, Labor 411's directory provides greater visibility to union products and union-made goods and services. ■



APP: OneToday
onetoday.google.com

One Today is a mobile app available to Android and iOS users in the U.S. that lets people learn about different nonprofits every day, donate to projects that inspire them, and amplify their impact by matching their friends' donations. ■



APP: Budge Challenge
[iTunes Store](http://itunes.apple.com)

Budge allows you to create a challenge with your friends or family, and the loser has to pay an agreed upon donation. This can be a fun motivation tool when training for a sporting event, losing weight or keeping on top of your most recent goals. ■



ACT: Pay it Forward Day
payitforwardday.com

April 30, 2015--Pay It Forward Day--is about all people, from all walks of life giving to someone else and making a positive difference. At last count there were more than 500,000 people in 60 countries around the world participating on the day. ■



"WE LIVE IN A WORLD IN WHICH WE NEED TO SHARE RESPONSIBILITY. IT'S EASY TO SAY IT'S NOT MY CHILD, NOT MY COMMUNITY, NOT MY WORLD, NOT MY PROBLEM. THEN THERE ARE THOSE WHO SEE THE NEED AND RESPOND. I CONSIDER THOSE PEOPLE MY HEROES."
Fred Rogers

In Loving Memory



We are saddened to share that friend and colleague, Danny Wojciechowski, passed away on December 30, 2014 at Loma Linda Hospital.

Danny began working at Coastline in 1995 as an Accounting Coordinator and retired in 2011. He was one of Coastline's most enthusiastic supporters, actively participating in various campus activities. Danny was also the Treasurer of CFCE's Retiree Chapter. Danny enjoyed traveling with his wife, Linda, and spending time with his family. Our thoughts and prayers go out to Linda and the Wojciechowski family during this difficult time. ■

Urgent Care Or ER? Which Costs Less?



Visiting Urgent Care rather than the Emergency Room can save thousands on our District health care plan costs, as well as your own wallet! For symptoms such as sore throats, ear aches, sinus infections, flu or cold symptoms, urinary tract infections, insect bites, sprains, strains and minor breaks, try an urgent care facility.

Another good option for non-emergency care are CVS Minute Clinics, which are open 7 days a week and no appointment is needed. These clinics offer a broad range of services and accept most insurance plans. In addition to diagnosing and treating illnesses, injuries and skin conditions, Minute Clinics also provide all kinds of wellness services, including vaccinations, physicals, screenings and monitoring for chronic conditions. To find a CVS Minute Clinic, visit cvs.com/minuteclinic.

Emergency care is typically care to treat symptoms (including severe pain) that are so critical they could result in serious impairment to bodily functions or serious dysfunction of any bodily organ or part. Some examples of emergency conditions may include the following symptoms: heavy bleeding, large open wounds, sudden change in vision, chest pain, sudden weakness or trouble walking, major burns, spinal injuries, severe head injuries and difficulty breathing. In an emergency, no matter if you are at home or out of town, call 911 or go to the nearest emergency room.

Take a look at some examples of costs in the ER versus Urgent Care:

<u>Reason for Visit</u>	<u>ER Cost</u>	<u>Urgent Care Cost</u>	<u>Difference</u>
Upper Respiratory Infection	\$311	\$261	\$50
Ear Infection	\$701	\$45	\$656
Abdominal Pain	\$2,462	\$55	\$2,407
Flu/Vomiting	\$1,222	\$50	\$1,172

If you're looking for an Urgent Care facility, visit www.urgentcarelocations.com or try the United Healthcare app called Health4Me. This helpful app takes advantage of your smart phone's GPS to find an urgent care facility closest to you. Plus, it has a direct connect feature that enables you to speak with a health advisor. ■

#FreeCommunityCollege

On January 8th President Obama announced his plan to make community college free for two years through support from federal and state government. Students must attend community college at least half-time, maintain a 2.5 GPA, and make steady progress toward completing their program.

At the January 14th Coast Board of Trustees meeting Board members expressed their support for the plan and agreed to send a letter of support to the White House. Read more about the plan in the articles below:

[Diverse: President Obama's Plan to Make Community College Free Draws Praise, Skepticism](#)

[The Chronicle of Higher Education: Obama's Free-College Plan Evokes Spirit of Historic Higher Ed Acts](#)

Governor's Budget Good for Community Colleges



On January 9 Governor Jerry Brown proposed a record \$113 billion California budget amid an improving economy. Brown earmarked an 8% increase for California's community college system, making it one of the best community college budgets in years. Read more in the articles below:

[Fresno Bee: Key aspects of the governor's proposed California budget](#)

[The Republic: Governor stands firm on university funding, proposes big boosts for K-12 and 2-year colleges](#)

[Sac Bee: Jerry Brown's budget plan will hold line on higher education spending](#)

Scholarships Available



The CFT offers scholarships to high school seniors and college students who are children or dependents of CFT members in good standing.

Students enrolled in four-year courses of study are eligible for \$3000 scholarships; those enrolled in two-year courses of study are eligible for \$1000. Learn more [HERE](#).

CFCE also offers an annual scholarship for employees or their dependents who are attending or planning to attend a four-year college or university, a community college, or a technical school. Applications are due by March 15. For more information contact CFCE at (714) 432-5179. ■

Around the Colleges



IT Meeting with Chancellor - January 20, District Office Board Room

On Tuesday, January 20 at 9am Chancellor Harris is hosting a meeting with District IT employees. This meeting is your opportunity to share your thoughts or concerns with Dr. Harris about the reorganization or any other IT issues.



Spring 2015 Campus Conversation - February 6, GWC Humanities 107

On Friday, February 6 at 2pm join GWC President Wes Bryan for a campus conversation to review the updated Facilities Master Plan. This meeting is open to everyone who would like to attend, and you do not need to RSVP.

Stand Out At Work

By Harvey Mackay



There's an old joke about farmers: They are "outstanding" in their fields. Or is it "out, standing" in their fields?

If you want to be outstanding in your field, you probably don't have acres of land to make the anecdote amusing. But there is nothing funny about being a standout at work. In fact, it's a topic we take very seriously.

Businesses depend on strong relationships to make them work. Everyone needs to contribute, to pull their own weight, to get the job done. Things work well when everyone gets involved and does their part. They work even better when someone goes above and beyond to ensure success. There are everyday hard workers, and then there are standouts.

Teamwork is a lesson I preach day in and day out. Team players will always have a place at the table. But if you've been sitting in the same place for far too long, perhaps it's because you haven't gotten the recognition you deserve.

At the risk of looking like a show-boater, you have avoided taking too much credit or bragging yourself up. You've done your job well – in fact, some projects would never have been so successful had you not been involved. So how do you get people to notice?

Doing a good job isn't enough to succeed at work. You've got to be visible to make a real impact. Here's how to raise your profile in your workplace:

1. Talk to your boss. Make time to check in with your manager when you don't have a problem to report or a question to ask. Don't impose on his or her time; just discuss what's going on, drop a suggestion or chat. This builds a routine of regular, informal communication that can enhance your boss's opinion of you.

2. Show up on time, or even better, be early. Regardless of how well you perform, if you aren't there when the workday starts, you are missing prime time to connect and get organized for the day. Latecomers get noticed, but for the wrong reasons.

3. Dress appropriately. Whether the office is formal or casual, your appearance makes a big impact. You'd rather be noticed for what's in your head than what's on your body.

4. Network to share your expertise. Get to know the most talented people in your organization, regardless of their job title or position. You'll earn a positive reputation if you help them out whenever you can. You'll establish positive relationships and gain a reputation as someone who puts the organization's objectives first.

5. Ask for help from people who can mentor you. Seek advice on skills you need to develop from someone whom you admire and want to emulate. Let them know that you are ambitious and want to succeed.

6. Be friendly. Your demeanor gives away your desire to get along. Make sure you project a pleasant attitude.

7. Praise others. Sometimes the best way to gain credit is to give it. When you achieve something significant, make sure your boss knows who helped you (and that they know you're sharing the information). Not only do you look like a generous colleague, but you'll also be seen as a good team player.

8. Volunteer. Don't wait for your boss to ask you about joining a task force or committee. It'll bring you into contact with colleagues outside your department and brighten your image throughout the organization.

9. Take on projects that no one else wants. Every company has a few tasks that other workers are afraid to tackle. The work still has to get done, and the boss is looking for a volunteer. Step up and get the job done, and you'll be someone's hero.

10. Attend company events. Take advantage of opportunities to connect outside the regular workday and get to know your managers and co-workers on a new level. I love it when I see my co-workers mingle outside the workplace.

11. Stay ahead of industry developments. Read trade publications and study market trends. Learn new technology that could benefit your organization. Be ready to move up the ladder before the next promotion opportunity arises.

12. Finally, and most importantly, show enthusiasm for your job. "Give me a stock clerk who wants to work and I will give you a person who will make history," said department store founder J. C. Penney. "Give me a person who does not want to work, and I will give you a stock person."

Mackay's Moral: To be a standout, you must stand for only your best.

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