



B.U.M. BULLETIN

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

CALENDAR

**Coast Community College District
Board of Trustees Meeting
Budget Study Session**
District Office, Board Room
1370 Adams Ave., Costa Mesa
June 17, 2015
6:00 PM

**Coast Federation of Classified Employees
Executive Council Meeting**
Orange Coast College
Watson Hall, 4th Floor
June 19, 2015
8:30 AM – 10:30 AM

**Orange County Labor Federation
Monthly Delegates Meeting**
UFCW 324
8530 Stanton Ave., Buena Park
June 22, 2015
5:30 PM

REMINDER:



You must USE your Floating Holiday by **June 30** or you will LOSE it! Make the request to your supervisor.

GIVEAWAY!

Read through the B.U.M. Bulletin to find out how you could win a **\$10 Starbucks gift card!**

*Congratulations to last month's winner,
Stephanie Esparza from GWC!*

President's Message



Welcome to summer! I think time really does fly when you're having fun! It's been a fast year with a lot going on. With a vote of 170-13, CFCE members voted overwhelmingly to ratify the new contract! Thanks to the classified employees who made their voice heard in this important election. Next, the contract goes to the Board of Trustees for a vote on June 17. Following the Board's vote, the contract goes into effect. CFCE has been working with District HR to identify new contractual requirements, forms, and processes that need to be implemented. To view the changes to your contract, click [HERE](#).

Discussions continue with the District on the Chancellor's declaration that classified employees are "mandatory reporters." District HR now agrees that most classified employees are not mandatory reporters, but instead are "responsible employees," a term that has its

own implications but less responsibility than that of mandatory reporters.

We are working with the District to ensure that classified employees are not unfairly burdened with additional responsibilities relating to reporting sexual harassment, and that training is provided for any new responsibilities employees may be required to perform as "responsible employees." As a responsible employee, you would be expected to report incidences of sexual violence or misconduct to the Title IX coordinator or other appropriate school designee for further investigation. During the summer there will be training sessions that will help you better understand your role and the reporting structure. ■

The Survey Says...

We have collected the responses to CFCE's survey on training topics you'd like offered to classified employees. Here are the results...

Training Topic	Responses
Computer Software.....	38%
<i>(Banner, Word, Excel, etc.)</i>	
Workplace Safety.....	12%
<i>(Active Shooter/First Aid)</i>	
Bullying/Harassment.....	11%
Professional Development.....	8%
Customer Service.....	6%
Communication/Teamwork.....	5%
Ergonomics.....	4%
Union/Employee Rights.....	3%
Health and Wellness.....	3%
Stress Management.....	2%
Time Management/Organization.....	2%
Cultural Sensitivity/Diversity.....	2%
Know Your Benefits/Retirement.....	2%
Title IX Reporting/Mandatory Reporting.....	1%

CFCE will share the survey results with District HR in order to determine the best way to offer relevant training to classified employees. ■

Job Study Moves Ahead



The District's Classification/Compensation Study continues to move forward. This week CFCE and the District will meet to select the vendor to complete the class/comp study.

CFCE and the District have agreed to sign an MOU stating that over the course of the Class/Comp Study, the reclassification process will be put on hold. During the study, each job spec will undergo a review and assessment. Workshops will be held at all locations to assist employees in completing the job analysis questionnaire. A steering committee will be created during the study that will assist in resolving classification issues that may arise. As always, if you believe you are working out-of-class and should be receiving out-of-class pay, talk with your supervisor or contact Human Resources to complete and submit the appropriate form. ■



Ask Rosie

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

Dear Rosie,
About three weeks ago I was approved by my supervisor to have next Friday off, but just yesterday she told me that I can't have the day off anymore because a more senior employee requested the day, which "bumped" me. Is this right? I've already made plans for the day that can't be changed.

Sincerely,
Bumped Bertha

Dear Bumped Bertha,
Per [Article 15.3](#) of your contract, the only time a more senior employee could have vacation priority over you would be if (1) a scheduling problem exists in the department and both requests cannot be approved, and (2) you and the other employee submitted your vacation requests at the exact same time. In this case, on a rotating basis the more senior employee would have preference. Your contract does not allow your supervisor to retroactively deny your request because a new request for the same day came in later and the employee was more senior.

Sincerely,
Rosie

Dear Rosie,
I was recently appointed to serve on a Hiring Committee. What are my responsibilities with this position in terms of notifying my manager?

Sincerely,
Committee Connie

Dear Committee Connie,
Congratulations! Serving on a committee is an important part of shared governance and helps to ensure all constituent voices are heard. You'll want to make sure you tell your manager that you've been appointed to this committee. Make sure your manager is also aware of any time you'll be away from your job as part of your service on the committee.

Sincerely,
Rosie

Board Bites



The following are highlights from the May 20, 2015 Coast Community College District Board of Trustees meeting:

- ✓ **Chancellor Search:** President Prinsky announced that the search for a new Chancellor has ended without a candidate being selected, and a new search will begin in September. The Board will be voting to appoint a new interim Chancellor at Wednesday's Board of Trustees meeting. CFCE thanks interim Chancellor Richard A. Jones for his contributions! ■
- ✓ **Internship Academy:** OCC's Internship Academy was featured at the meeting in a presentation by staff, including Rena Quinonez, CFCE Vice President-at-Large for OCC, who helps run the program. Click [HERE](#) for more information on OCC's Internship Academy. ■

Welcome New Employees

Welcome to the following new classified employees:

Patricia Romero, OCC, Accounting/Fiscal Specialist
Brandi Williams, GWC, EEO Recruitment Coordinator
Rosalie Triggs, CCC, Admin Asst to the VP
Joan Hayes, CCC, Division Area Coordinator
Adam James, District, Programmer
Katie Humerian, District, Office Coordinator ■

Thank You Rena!



On July 1, 2015 CFCE's newly elected Executive Council Officers will begin their 2-year term, marking the end of the term for one of our dedicated Officers. CFCE wishes to thank and recognize Rena Quinonez, VP-at-Large for OCC, who has given her time, energy and enthusiasm to CFCE in order to make a difference for classified employees. Thank you, Rena, for your dedication to the employees of this District! ■

CCCD is Offering Training for Employees



Lynda.com offers online training in a variety of subjects, at no cost to you. Simply use your work computer login credentials to access thousands of training videos on relevant topics. Discuss with your manager courses you'd like to take so you can come up with an agreed upon time to work on these courses at your desk.

Develop your business skills through courses on project management, leadership, customer service, time management, and strategic communications. The professional development tutorials can help you learn Word, Excel, PowerPoint, Photoshop, and much more. Take advantage of these free courses today! Visit Lynda.com to start exploring and learning. ■

Thousands Helped by Letter Carriers' Food Drive



The 23rd annual Association of Letter Carriers' **Stamp Out Hunger National Food Drive** took place on Saturday, May 9.

One Saturday every year, letter carriers volunteer their time going door-to-door to collect non-perishable items from the community.

Here in Orange County, the United Labor Agency reports that 56,000 pounds of food (a \$280,000 value) were donated, benefitting approximately 1,500 families (many who are union households). Thanks to everyone who participated to make this event a success! ■

Legal Update

PERB Charge: CFCE filed an Unfair Labor Practice charge against the District for unilaterally changing the Director of Student Life from a classified position to a management position at Orange Coast College and Coastline. This action removes classified duties from the bargaining unit. The District indicated that they made the change in order to not be required to pay overtime to classified employees for doing that bargaining unit work. ■

Get Inspired!



GIVE: Idealist
Idealist is all about connecting idealists - people who want to do good - with opportunities for action and collaboration. ■



BROWSE: Sunny Skyz
Providing positive news stories, inspirational stories and happy pictures. ■



READ: Good News Network
Good News Network is an antidote to the barrage of negativity experienced in the mainstream media. ■



FOLLOW: Humans of New York
HONY provides daily glimpses into the lives of strangers in New York City. ■

Labor Leader Spotlight: Eugene Victor Debs



Beloved by many contemporaries as a man “too good for this world” who would give the clothes off his back to anyone in need, “Gene” Debs was a prominent leader of the

Brotherhood of Locomotive Firemen (BLF) in his youth. Later he helped found the American Railway Union (1894), the Socialist Party of America (1901) and the Industrial Workers of the World (1905).

The best-known apostle of industrial unionism in the early years of the 20th century, Debs ran for president of the United States on the Socialist Party ticket five times between 1900 and 1920, winning millions of votes. Although none of his dreams were realized during his lifetime, Debs inspired millions to believe in “the emancipation of the working class and the brotherhood of all mankind,” and he helped spur the rise of industrial unionism and the adoption of progressive social and economic reforms. ■

25 Years Later: Janitor Mega March



It’s been 25 years since janitors in Los Angeles started to stand up for fair wages with a peaceful protest that became marred by police brutality. Hundreds of striking janitors in Century City stared down 50 officers wielding batons that day, but they refused to back down.

Join your fellow union brothers and sisters on June 18 as we commemorate this day, “Dia del Janitor,” with a march in remembrance of the brave protestors who stood up for a decent living. The fight continues today. We march for a better future! Click [HERE](#) for more information.

What: “Dia del Janitor 2015” Mega March
When: June 18, 2015
Where: 828 W. Washington Blvd.
Los Angeles, CA 90015



This is a picture of elementary school students lining up for a yearbook signature from the school custodian. A great reminder that ALL employees in a school participate in students’ education. ■



“Labor never quits. We never give up the fight – no matter how tough the odds, no matter how long it takes.”

—George Meany
First President, AFL-CIO

Attention Retirees! (And those on approach...)



The California Alliance for Retired Americans (CARA) invites you to attend their 12th Annual Convention, taking place October 19-20 in Ontario, CA at the Doubletree-Hilton. The Convention will feature great speakers, workshops, entertainment and fun. The evening of October 19th will include entertainment and a celebration of Medicare and Social Security’s anniversaries.

Click [HERE](#) for Convention information and to register online. Limited scholarships are available. Please call the CARA office at (510) 663-4086 for more information. ■

Retiree Health Benefits: What Happens at Age...?



60... At age 60, an employee (and a spouse at age 60) receives the same plan currently offered to active employees. They pay the 1/2 of 1% of their base annual salary each year like active employees do. The base salary is computed on their salary at the time of employment. And they pay the same amount for a spouse that active employees do to cover them. They can pay annually or month by month.

65... At age 65, an employee (and a spouse when they turn 65) switches to Medicare. Medicare pays most and the District picks up whatever Medicare doesn’t. So from 65-69 you are basically covered at 100%. The only problem is that many doctors don’t take Medicare so some employees have to change doctors in the PPO. Kaiser & UHC coordinate with Medicare and provide the services on behalf of Medicare for employees in those plans. The 1/2 of 1% contribution continues.

70... At age 70, all paid District benefits will end. Retirees who are on the District Indemnity Plan can continue their Medicare Supplement Plan which includes medical and prescription. The retiree and spouse must pay 100% of the Medicare supplement plan unless they retired under a contract with a Medicare Supplement credit. Current retirees have a \$4,000 credit that is applied to the retirees plan only, the credit does not apply to the spouse. ■

Weingarten Rights

When to bring a union rep:

You have the right to have a union representative at any meeting or investigatory interview with a supervisor or administrator that you reasonably believe might lead to discipline. These are called your Weingarten Rights, named after a 1975 U.S. Supreme Court Decision. Your supervisor does not have to notify you of your right to union representation--you must assert your Weingarten Rights. This applies to everyone who works in a unionized child care center, school, college or university, whether public or private.

What is discipline?

Discipline might include an informal conference, written reprimand, written or verbal warning, demotion, unpaid suspension from work, or termination.

Attending meetings

If you are told to attend a meeting with your supervisor, ask what the topic will be. If it sounds to you as if the meeting might lead to discipline, contact your campus/site rep and ask for them to accompany you. Or, if you are in a meeting with your supervisor and the direction turns toward reprimand, say that you would like to reschedule the meeting to allow you to have a union rep present. If the supervisor refuses, explain that you prefer not to answer questions, but that you will if directly ordered to do so.

To assert Weingarten Rights, say:

"If this discussion could in any way lead to my being disciplined, terminated, or could affect my personal working conditions, I respectfully request that my union representative be present." ■



June Giveaway!



Answer this question...

According to Rosie, what two factors must exist in order for seniority to matter when it comes to vacation scheduling?

CLICK HERE to answer and be entered into a drawing for a \$10 Starbucks gift card! The deadline to enter is June 30, 2015.

"If You're Not At The Table..."



Join CFCE's **Committee on Political Action (COPE)** and make your voice heard on important political matters.

COPE's mission is to promote support for education, government services and health care; encourage participation of the union's members and general public in government activities, and improve union members' and the general public's understanding of policies and legislation affecting education.

[Click here to learn about participating on CFCE's COPE Committee.](#) ■

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Since every classified employee is a *bargaining unit member* of CFCE, as defined by PERB Determination #LA-R-797A, this publication is referred to as the B.U.M. Bulletin, where B.U.M. is an acronym for *bargaining unit member*.

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