



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
District Office, Board Room
1370 Adams Ave., Costa Mesa
Tuesday, October 20, 2015
(Note different date)
6:00 PM

Orange County Labor Federation Monthly Delegates Meeting
UFCW 324
8530 Stanton Ave., Buena Park
Thursday, October 22, 2015
5:30 PM - 7:00 PM

Coast Federation of Classified Employees Executive Council Meeting
Orange Coast College Faculty House
Friday, November 6, 2015
8:30 AM – 11:00 AM

President's Message



I hope you're all surviving the heat and have settled into the semester. CFCE has been busy this month addressing employee concerns, handling grievances, meeting with HR, attending trainings and conferences, serving on committees, and much more!

Thanks to the employees and their families who attended our first annual Oktoberfest at Old World Huntington Beach. The event was well-attended, and everyone enjoyed the good company, entertainment, and tasty food and beverages. The money raised by the event will go towards the purchase of CFCE member t-shirts so we can show our union pride around the district.

Please join me in welcoming to CFCE our new Office Assistant, Jamie Crowder. Jamie brings to the union experience working in and managing a fast-paced office, having served for the past decade in a veterinary office. She has a passion for animals and helping people, and we are thrilled to have her on the team. Jamie works at the OCC Union Office and can be reached at jcrowder.x@occ.cccd.edu. ■

Fall Membership Meeting



Join CFCE on Tuesday, November 3 from 12-2pm in the District Office Board Room for our Fall Membership Meeting! We'll provide union updates, discuss issues facing classified employees, and hear from guest speakers.

This meeting is also the forum for discussion of any changes to the Constitution and ByLaws. If you have any items for the agenda, please email them to Ann Nicholson at anicholson@occ.cccd.edu. Your input, suggestions and ideas are invaluable to this organization.

Union members may request release time in order to attend this meeting. To RSVP, contact Jamie Crowder at jcrowder.x@occ.cccd.edu or (714) 432-5179 by Wednesday, October 28, 2015. Please inform your supervisor of your intent to be out of the office on released-time to allow them to plan for coverage in your absence. We hope to see you there! ■



Hard copies of your new contract are now available!

Contact District HR or CFCE for a copy.

First Annual Oktoberfest Fun!



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, Martha Munoz-Sanchez, OCC



Ask Rosie

Have a question for Rosie?

Email anicholson@occ.cccd.edu

Dear Rosie,
I'm going to a union function where I've received release-time. What should I tell my manager? Anything? And when?

Sincerely,
Solidarity Sam

Dear Solidarity Sam,
Although your manager is notified by the union of your release-time at least 72 hours in advance of your time away from your duties, you should tell your manager as far in advance as you can, to allow them time to plan for coverage in your absence. Be sure to give some thought to your own workload as well as the needs of your department before committing to a work-release union activity.

Sincerely,
Rosie

Dear Rosie,
My manager scheduled a meeting with me in order to discuss some job performance issues. When I showed up for the meeting, he had a manager from another department with him, as his "representative." It seemed strange that he would have brought in another manager to our meeting. Is this normal?

Sincerely,
Disciplined Dan

Dear Disciplined Dan,
That's not normal at all. Managers do not need representation during a disciplinary meeting--but you might! Classified employees are entitled to union representation in any investigatory meeting that they feel might lead to discipline...such as the meeting you attended. This right to representation is called your Weingarten Right (*see page 4 of this newsletter for more info*). There is usually no reason for any other manager--other than perhaps HR--to sit in on the meeting.

Sincerely,
Rosie

Employee Spotlight:

John Hanna



John Hanna, Information Systems Technician Senior at GWC, was recently awarded an Emmy Award for his work on a program called "Geology Across the American Landscape."

This program was produced in cooperation with Coast Learning Systems.

This is the fourth Emmy to be awarded to Golden West College New Media, and John's first Emmy. The category for the award was "Director of Photography" for his work producing in-studio interviews of geologists, seismologists and other scientists involved with the field of geology.

The program was originally designed for web delivery and was recently reformatted for broadcast television use, thus making it eligible for consideration by the National Academy of Television Arts and Sciences. Congratulations, John! ■

FAQs: Classification and Compensation Study



Q: Have I missed the deadline to submit my Job Description Worksheet?

A: The deadline has passed, but HR will still accept your worksheet. Please complete your worksheet and submit it to the District as soon as possible.

Q: Can my manager change what I wrote on the worksheet?

A: No, your manager cannot change what you wrote. Your manager may only add their own comments to their own worksheet.

Q: What if my manager writes something that contradicts what I wrote?

A: If this happens, the study consultant may contact you for clarification.

Q: Where can I get more information on filling out the Job Description Worksheet?

A: Visit Navigator at https://navigator.cccd.edu/district/hr/classification_and_compensation_study/Pages/default.aspx. ■

Legal Corner

Military Rep PERB Charge (UPDATE): CFCE participated in an all-day mediation on Oct. 5 with PERB in an attempt to reach agreement on whether or not Military Site Representatives are classified positions that should be in the bargaining unit. Unfortunately, no resolution was reached. The District was unwilling to budge in their position that Military Site Representatives are professional experts, not classified employees, in spite of the overwhelming evidence to the contrary. The next step in ensuring these employees begin receiving the compensation, benefits, protections and representation they are entitled to, will be a formal hearing with PERB.

Student Life 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 avoid paying overtime to classified employees for doing that bargaining unit work. ■

Board Bites



The following are highlights from the Oct. 7, 2015 Coast Community College District Board of Trustees meeting:

Retirement: The Board of Trustees recognized Cathe Hutchison, who will retire from Coast after more than 14 years of service, effective January 1, 2016. Cathe works as a Staff Assistant Senior at OCC, and has served as the Chair of CFCE's Elections Committee for the past two years. Please join us in wishing Cathe congratulations and best wishes in retirement! ■



FLOATING HOLIDAY: As of July 1st, your Floating Holiday is again available. This holiday must be used by June 30, 2016.

Get Inspired!



READ: U.S. Labor Leaders

Learn about key labor leaders in history and be inspired. ■



LEARN: YouTube

Learn how to change the oil in your car, get makeup tips, or discover a new country. ■



FOSTER: Care for a Pet

Care for animals in need until they are big enough or well enough to be made available for public adoption. ■



GET SPOOKED: Haunted House

Locate a Haunted House near you for some ghostly fun! ■

Labor Leader Spotlight: Bayard Rustin (1912-1987)



Bayard Rustin served the trade union and civil rights movements as a brilliant theorist, tactician and organizer. He conceived the coalition of liberal, labor and religious leaders who supported passage of

the civil rights and anti-poverty legislation of the 1960s and, as the first executive director of the AFL-CIO's A. Philip Randolph Institute, he worked closely with the labor movement to ensure African American workers' rightful place in the House of Labor.

Rustin's most significant contributions would occur in the civil rights arena, where he served as the chief tactician of the movement. In 1955, Rustin worked with Dr. Martin Luther King Jr. to organize the successful boycott of the segregated local bus system in Montgomery, Ala., and for the next five years he remained King's special assistant and close adviser. In 1957 he helped create the Southern Christian Leadership Conference.

In 1963, Rustin helped organize the massive March on Washington for Jobs and Freedom to mark the 100th anniversary of the Emancipation Proclamation. The gathering is most often remembered as the setting for King's famous "I Have a Dream" speech. It also helped secure passage of the Civil Rights Act of 1963 and the Voting Rights Act of 1964. ■

Exercise Help Online

By *Alliant Employee Benefits*



of mobility.

The most popular workouts include strength training, aerobic fitness and routines for weight loss or physical rehabilitation. For the independent spirit, consider self-directed online fitness programs if you like planning your own workouts but want new exercise ideas.

"Nobody can go back and start a new beginning, but anyone can start today and make a new ending."

– Maria Robinson

Another popular trend is hiring an online personal trainer, according to the American College of Sports Medicine. Many online exercisers are doing customized workouts for more targeted results and effective use of their exercise time.

Working one-on-one with a personal trainer, you can craft an online training program based on your age, goals, fitness level, exercise preferences, available equipment and medical history.

Discuss your exercise needs and how to locate a personal trainer with your health care provider. ■

Let's Get Physical



Free weekly pilates classes, presented by GWC Staff Development, are available to ALL District employees:

Day: Fridays

Time: 5:15pm - 6:15pm

Location: GWC, Rec. Ed. 211

Instructor: Juli VanDorn

For more information, email Connie Marten at cmarten@gwc.cccd.edu. ■

Title IX Makeup Training



If you still need to attend Title IX Training, you have one last chance for in-person training...

Tuesday, November 3, 2015

6:00 p.m. – 8:00 p.m.

District Board Room

Classified employees are welcome to attend this training, including those whose shift falls during this time.

An additional training will be offered online through Keenan. The District will be sending out details on this soon. ■

Congratulations, Anna!



Best wishes to Anna MacDonald, who departs from her role at GWC as Outreach Specialist on Friday, October 9, after 12 years of dedicated

service. Anna will remain connected to the Coast District as she takes on her new role as Manager of Student Services for Coastline ROP, where she will support the teams that are placed in high schools to prepare students for their college and career goals. Congratulations, Anna! ■

Shake It Off!

On Thursday, October 15 at 10:15am Coast District employees participated in the nation's largest earthquake drill, "The Great Shake Out!" Whether you hid under a desk or in a doorway, hopefully you gained some valuable knowledge about how to respond in an earthquake.

CFCE leadership was meeting with the District HR team at the District Office at the time of the drill. Thanks to Connie Marten for capturing the moment. ■



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." ■



October Giveaway!



Answer this question...

According to the Classification and Compensation FAQs, is it too late for classified employees to submit their Job Description Worksheet to the District?

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

Do You Vote?



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

The committee makes important decisions during election season, including endorsing candidates, making contributions to supported candidates, and taking action to support pro-labor, pro-education candidates. We need your voice and your participation!

[Click here to learn more!](#)

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Published by the
Coast Federation of Classified Employees, AFT 4794

Editors:
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Articles by Katherine Reedy unless otherwise indicated.

B.U.M. BULLETIN is published monthly by the Coast Federation of Classified Employees, AFT Local 4794, 2701 Fairview Road, Costa Mesa, CA 92626. CFCE is affiliated with the American Federation of Teachers, AFL-CIO. CFCE represents all classified employees working for the Coast Community College District.

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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