



# 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  
Wednesday, August 19, 2015  
6:00 PM

**Orange County Labor Federation Monthly Delegates Meeting**  
UFCW 324  
8530 Stanton Ave., Buena Park  
Thursday, August 27, 2015  
5:30 PM

**Coast Federation of Classified Employees Executive Council Meeting**  
Orange Coast College, Faculty House  
Friday, September 4, 2015  
8:30 AM – 11:00 AM

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

## 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, Erika Romeo, GWC*

## President's Message



I hope you enjoyed the summer and are ready for the new semester to begin! As students return to the campuses, classified employees will be there to assist, support and guide them as they navigate a new semester. Everywhere you look you'll find classified employees--from the cafeteria to the athletic fields to the health centers and beyond. Classified employees play a critical role in the operation of the colleges and in the lives of our students. Best wishes to each of you as you prepare for the new semester, and thank you for the great work you do for the Coast Colleges.

On July 30 CFCE's Executive Council participated in a grievance training, taught by Carolyn Richie, Field Rep for the California Federation of Teachers. This training provided the information, tools and skills E-Council members will need to assist employees with their workplace issues. Topics covered include Weingarten Rights, duty of fair representation, how to represent employees in meetings with management, and conducting investigations. CFCE's E-Council is here to assist you if you have a contract question or concerns about your work. The last page of this newsletter has a list of E-Council members and their contact information.

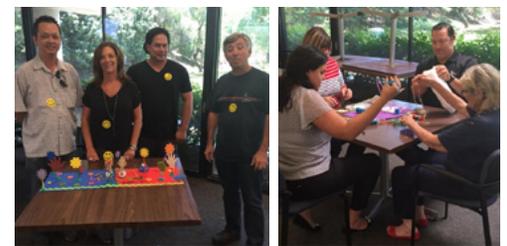
Please mark your calendar and join CFCE for Oktoberfest, taking place Thursday, October 1 at Old World in Huntington Beach at 6:30pm. CFCE will sell tickets to help raise money for CFCE member t-shirts, and provide an opportunity to relax and have fun with your co-workers. See the flier on the next page for more information. Hope to see you there! ■

## CFCE's Action CoLab "How Might We..."

On Thursday, July 23 CFCE's E-Council met at Golden West College for an Action CoLab to answer the question, "**How might we build an E-Council that inspires union involvement?**" Led by GWC Vice President Connie Marten, the Action CoLab included discussions about the challenges to union involvement, ways to overcome obstacles, and plans for increasing participation.

By the end of the CoLab the group had developed a set of action items in response to the primary question. E-Council members will be working to educate and empower themselves on union issues in order to help educate and empower others. This will be achieved through more regular trainings on the contract and union issues, the implementation of a campus reporting structure, and greater communication and collaboration between campus representatives.

A big THANK YOU to Connie Marten for leading the workshop and ensuring the day was both productive and fun! ■



## GROWTH/COLA PAYMENTS

Reminder: Growth and COLA will soon appear in your paycheck.

- Sept. 10: '13/14 Growth (0.27%)
- Oct. 10: Retro Growth (0.27%) for '13/14 AND retro COLA (1.02%) for July '15





**Ask Rosie**

Have a question for Rosie?  
Email [anicholson@occ.cccd.edu](mailto:anicholson@occ.cccd.edu)

Dear Rosie,  
I attended the recent Title IX training at GWC on identifying and reporting sexual misconduct on campus. Can you remind me where I can go on my computer to report when I see something?  
Sincerely,  
*Responsible Rebecca*

Dear Responsible Rebecca,  
When you need to report sexual misconduct to your campus or site's Mandatory Reporter, simply click the "Incident Reporting" icon on your computer's desktop (shown above left). If you don't see this icon on your desktop you can request it though District IT. Click [HERE](#) for additional reporting options.



Sincerely,  
*Rosie*

Dear Rosie,  
Last month at my annual performance evaluation, I was told I needed to improve in a few areas. I wasn't really given much detail about how to improve, or provided training or any other help. Now, I've received a letter of reprimand for not fixing the things I needed to. I'm not sure what to do. Help?  
Sincerely,  
*Concerned Charlie*

Dear Concerned Charlie,  
Your manager should have given you a Plan for Improvement (see [Article 10.8](#)) along with your evaluation to address the areas you need to improve, BUT this also shouldn't be the first time you're hearing about these issues. The Plan for Improvement must include measureable goals and specific timelines for meeting those goals, what training you will receive, and a conference after 30 days to discuss progress. Rather than giving you a letter of reprimand (a step in progressive discipline), your manager should have met with you to discuss your progress, ways to continue moving forward and any training you might need. The intent of the evaluation is to provide constructive feedback to enhance employee performance, not to be punitive. I suggest contacting CFCE for support in resolving this issue.

Sincerely,  
*Rosie*

**Board Bites**



The following are highlights from the August 5, 2015 Coast Community College District Board of Trustees meeting:

- ✓ **Vendor Approved:** The Board voted to approve the contract with JB Rewards to conduct the districtwide classification and compensation study. CFCE and District HR worked together to select the vendor after conducting a thorough vetting process, including interviews and reference checks.
- ✓ **Salary Changes:** The Board voted to adopt an updated Management Salary Schedule to include the addition of four new ranges, 35-38, effective July 1, 2015. According to the District, this was done "as a result of a compensation study." The Board also voted to modify the Confidential Salary Schedule to include the addition of four new ranges, 66-69, effective July 1, 2015. ■

**Classified Retirements**



Best wishes to Al Jazwiecki (District IT) and Claire Kyllingstad (GWC) on their retirement!  
Al retires after 39 years in IT with the Coast District. He plans on doing some Eastern Star traveling, beginning in Oregon, with plans to visit Alaska next year.  
Claire retires after 18 years at Golden West College working in Personnel. She is pursuing a genealogy career and enjoys spending time sewing clothes for her 3-year old grandson and granddaughter on the way. ■



**SAFE COLLEGES**

Check out the courses available to you through [Keenan Safe Colleges](#). Already, more than 6,000 courses have been completed by Coast employees!

**Get Inspired!**



**LEARN:** [How To Spot A Liar](#)  
Pamela Meyer shows you how to spot deception—and argues that honesty is a value worth preserving. ■



**READ:** [The Work Revolution](#)  
Julie Clow articulates the rules we follow today in our work force, the reasons they no longer work, and what we can do instead. ■



**HELP:** [Give Blood](#)  
Donating blood through the American Red Cross is a simple thing to do, but it can make a big difference in the lives of others. ■



**RUN:** [Sign up for a Run!](#)  
Browse all California half marathons. For each race, find course maps, elevation profiles, runner reviews, fees, results, and how to sign up. ■

*CFCE Invites You To*



**Oktoberfest!**

**October 1, 2015**

Old World, Huntington Beach  
6:30pm-10pm



Fun for the Entire Family!

- Live German band
- Authentic Oktoberfest beer
- Delicious German food
- Folk dances
- Fun with co-workers

Contact a member of the E-Council (*list on back page*) for information and tickets

## Leave Work on the Job

Written by Alliant Employee Benefits



The ability to be in touch with work and workplace issues 24/7 is both a blessing and a curse. It's possible to get more done because information, communication and productivity tools are just a fingertip away at all times. However, the potential for neglecting personal time is high.

Unplug and leave the job behind when you're done with work for the day (or shift). You will return to your tasks refreshed, recharged and ready to take it all on. Strategies:

>> **Schedule** definite hours and situations when you will not work, including checking in on a mobile device. These might include while you're in bed, during meals or during family time.

>> **Establish** check-in times and group similar tasks together during those times, so you can do them efficiently.

>> **Turn off** your device before you go to bed. Avoid checking in first thing when you wake up. Greet the day unplugged.

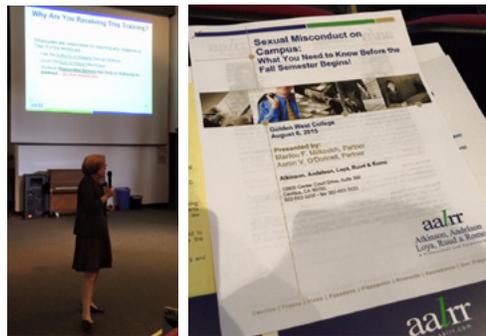
Put work aside so you can thrive in all areas of your life. ■

## Title IX: Get Informed!



Recently classified employees attended a Title IX training on reporting sexual misconduct on campus. The training was presented by Vice

Chancellor Cindy Vyskocil and Marilou Kirkovich and Aaron O'Donnell, Partners at Atkinson, Andelson, Loya, Ruud & Romo. The training covered who is responsible for reporting sexual misconduct on campus, how to identify and report sexual misconduct, and an overview of the laws surrounding reporting.



Below are the Title IX Training make-up dates for those who have not yet attended:

- Sept. 15: 10am - 12pm, District Board Room
- Sept. 18: 10am - 12pm, Coastline Le Jao Center
- Sept. 18: 3:30pm - 5pm, District Board Room

If you are interested in attending at the District site on Sept. 15 or Sept. 18, contact Nancy Hill at [nhill@mail.cccd.edu](mailto:nhill@mail.cccd.edu) or James Andrews at [jandrews26@mail.cccd.edu](mailto:jandrews26@mail.cccd.edu). If you are interested in attending at the Coastline Le Jao Center site on Sept. 18, contact Rosalie Triggs at [rtriggs1@coastline.edu](mailto:rtriggs1@coastline.edu) or Ross Miyashiro at x16160 for information.

**Additional Resources:**  
[District Title IX Web Page](#)  
[Cup of Tea Consent Video](#) ■

## Shared Governance in Action



CFCE leadership met with Coast's new interim Chancellor, Gene Farrell, and shared with him the classified perspective

and discussed ways we could work together to resolve our issues. Chancellor Farrell was receptive to our concerns, particularly on employee morale and ongoing problems in IT.

We continue to meet regularly with Vice Chancellor Vyskocil to address your workplace complaints and grievances as well as issues affecting the entire bargaining unit. The District is attempting to change Board Policy 7120 to state that full-time employees may not also be employed full-time anywhere else. CFCE has a number of legal and ethical concerns with this mandate and is working with our legal counsel and District HR to address them.

CFCE and the District have selected JB Rewards to conduct the districtwide classification and compensation study. The vendor is currently developing a web page with resources for employees on the study including FAQs, the study timeline and process information. Employee participation is critical to the success of the study; CFCE will be working closely with employees and the District to ensure proper communication and support is provided throughout the study. ■

## Dressed for Back to School



Take advantage of this great offer from SchoolsFirst Federal Credit Union, available exclusively to classified school employees...

Having the right tools and clothing can make your job easier. We know getting everything you need to start the school year can be expensive; to help, we've created an affordable solution exclusively for you.

### 0% APR Uniform Loan

Exclusively for classified school employees, this loan features:

- Loan amounts up to \$500
- Up to 10-month term
- Payments as low as \$25 month
- Easy application process
- No credit qualifying

Call 800-462-8328 or visit a branch to apply. ■

## Legal Corner

**PERB Charge (NEW!):** The District filed a unit modification petition with the Public Employment Relations Board (PERB) seeking determination from the agency over whether or not Military Site Representatives are members of the classified bargaining unit. The District maintains that these employees should remain Professional Experts, but CFCE believes they are part of the classified unit. CFCE and the District agreed to go to PERB for a determination on this issue.

**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. ■

### August Giveaway!



**Answer this question...**

**At the recent Board of Trustees meeting, the Board voted to do what to the management salary schedule?**

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

## 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.” ■**

## Labor Leader Spotlight: Joe Hill



A songwriter, itinerant laborer, and union organizer, Joe Hill became famous around the world after a Utah court convicted him of murder. Even before the international campaign to have his conviction reversed, however, Joe Hill was well known in hobo jungles, on picket lines and at workers' rallies as the author of popular labor songs and as an Industrial Workers of the World (IWW) agitator. Thanks in large part to his songs and to his stirring, well-publicized call to his fellow workers on the eve of his execution—“Don't waste time mourning, organize!”—Hill became, and he has remained, the best-known IWW martyr and labor folk hero. ■

## Election Season is Near!



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!](#)

### B.U.M. BULLETIN

Published by the  
Coast Federation of Classified Employees, AFT 4794

Editors:  
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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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