



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
Golden West College
Humanities 107
Friday, January 8, 2016
8:30 AM – 11:00 AM

Coast Community College District Board of Trustees Meeting
District Office, Board Room
1370 Adams Ave., Costa Mesa
Wednesday, January 20, 2016
6:00 PM

Orange County Labor Federation Monthly Delegates Meeting
UFCW 324
8530 Stanton Ave., Buena Park
Thursday, January 28, 2016
5:30 PM - 7:00 PM



from Coast Federation of Classified Employees

President's Message



Happy Holidays! It's been an exciting, busy semester and we are looking forward to spending time with family and friends over the break. If you enjoy our two week winter break as much as I do, thank your union! This time off that we all enjoy is a benefit negotiated in your contract.

We hope you will join us for our annual Holiday Party on December 19, taking place at the OCC School of Sailing and Seamanship. Immediate family members are welcome to enjoy the Newport Beach Boat Parade, delicious tacos, opportunity drawings, a kids craft table, music, and much more! RSVP to Jamie Crowder ASAP, as spaces are filling up!

Finally, CFCE wishes to welcome 13 new members to the union who joined since September. As part of CFCE's Strategic Campaign Initiative organizing grant from the CFT, we are out talking to employees about the value and importance of union membership. Here's how the new members break down by work site:

Work Site	# New Members
OCC	5
GWC	5
CCC	1
District	2

All We Want for Christmas Is...

Your up-to-date contact information!

Please take a moment to provide CFCE with these 7 essential pieces of information so we can better communicate with you!

[Click Here to Begin](#)

YOU'RE INVITED TO THE
Coast Federation of Classified Employees
HOLIDAY PARTY 

When?
SATURDAY 19
DECEMBER 6-9PM

Where?
SCHOOL OF SAILING & SEAMANSHIP
1801 W. COAST HIGHWAY, NEWPORT BEACH, CA

Watch the Newport Beach Boat Parade!

FRESHLY Made Tacos • Kids Craft Table • Music
RAFFLE Prizes • Toy Drive • FUN With Co-Workers

IMMEDIATE FAMILY MEMBERS WELCOME!
(Please limit to spouses/partners and children)

Please bring an unwrapped toy for a local children's charity
RSVP to Jamie Crowder at jcrowder.x@ccc.cccd.edu by noon on Dec. 16





Ask Rosie

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

Dear Rosie,
What professional development opportunities are available to me as a classified employee?
Sincerely,
Ambitious Amber

Dear Ambitious Amber,
Classified employees have many opportunities available to them. In fact, there is now \$100,000 (up from \$55,000) for classified professional development, meaning more opportunities may be available in the Spring semester. To be eligible, you must be a permanent employee, past probation, and meet specific eligibility requirements. Programs include tuition, books and fees reimbursement; salary differential; release time; vocational or technical education reimbursement; professional conferences or workshops reimbursement; and more! For more information, visit the [Professional Development website](#) or contact Committee Chair Lynn Buller at lschramm@occ.cccd.edu or ext. 25195.

Sincerely,
Rosie

Dear Rosie,
I am planning on taking a class at Golden West College next semester. According to the contract I can get reimbursed for one class per semester with a passing grade. My question is, will I get reimbursed for my books as well?

Sincerely,
Studios Steven

Dear Studios Steven,
The District will provide classified employees opportunities that promote individual growth designed to upgrade the classified service. If the subject matter will improve your job knowledge or skill, you may qualify for reimbursement of your books through Professional Development - Option 1. Per [Article 18.4.B.1](#) of your contract, the District will reimburse classified employees the cost of tuition, books and fees for opportunities that promote individual growth designed to upgrade the classified service. Since you will receive reimbursement for your course through the District Course Reimbursement for Professional or Personal Growth (18.4.A), the reimbursement for any additional fees and your books may be requested through this other option.

Sincerely,
Rosie



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 Tran-Nguyen, Coastline*

District and CFCE Sign MOUs

The District and CFCE signed three Memorandums of Understanding to address some snags that have come up with the implementation of the new contract. By working in collaboration and with the best interest of the District and its employees in mind, CFCE's negotiations team and Vice Chancellor of HR Cindy Vyskocil came to agreement on the following issues.

Longevity: An MOU was signed to help the District address administrative challenges associated with the new Longevity payments. The District will provide the usual lump sum payment in the December 10 paycheck, followed by monthly payments beginning in February (for your January payment). In January, you will receive a small payment to get everything caught up. In July each year, the cycle will reset, adding in any newly eligible employees as well as those who have an increase in pay percentage. [CLICK HERE for the MOU.](#)

Promotion: An MOU was signed clarifying contract language (Article 11.6.B) that employees receiving a promotion should receive an increase of AT LEAST 7.5%. The contract language states, "most closely equals 7.5%," which is ambiguous. The MOU clarifies the intent of this language. [CLICK HERE for the MOU.](#)

Salary Schedule: An MOU was signed stating that ALL movement on the classified Salary Schedule will occur July 1 of each year for ALL employees. The contract (Article 19.8) includes a stipulation that employees hired on or after April 1 would move to the next step the following July 1. Classified employees were the only employees with this exception; the MOU eliminates this clause so that regardless of when an employee is hired, they will move to the next step on July 1. [CLICK HERE for the MOU.](#)

Thanks to Vice Chancellor Vyskocil and her team for working with CFCE on these important issues affecting classified employees. ■

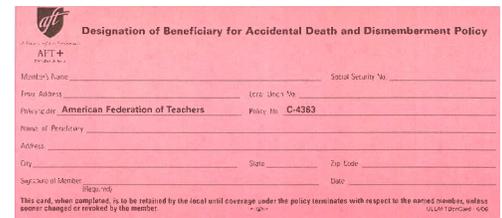
GWC Employee of the Month Juan Barrera

"Juan is one of the kindest, hardest working individuals I've had the pleasure to work with these many years. He recently designed and implemented a new 'Japanese Garden' in front of our Fine Arts Gallery and it's beautiful. During the entire process his creativity and cooperative spirit were evident, and we're proud to have this lovely new area grace the Fine Arts courtyard. I believe Juan exemplifies the spirit of this wonderful recognition program."



The GWC Employee of the Month Committee surprises November's Employee of the Month, Juan Barrera, Groundskeeper in the Maintenance Department. ■

Update Your Pink Card



If you are a member, you have AFT's \$25,000 Accidental Death and Dismemberment insurance policy. Make sure CFCE has your designated beneficiary on file to ensure payment of the policy.

[CLICK HERE](#) for the pink policy enrollment form. Send your completed "pink card" to Jamie Crowder at jcrowder.x@occ.cccd.edu with your updated information. ■





Get Inspired!

Holiday Edition!



FEED: Second Harvest Food Bank
You can help ensure that no family goes hungry this holiday season. Donate food or volunteer. ■



GIFT: Operation Santa Claus
This County of Orange annual program provides gifts and toys to the most needy in Orange County. ■



ADOPT: Adopt a Pet
The Humane Society can connect you with a new friend looking for a forever home. ■



CARE: OC Hospice
Compassionate, caring volunteers provide companionship to patients. ■

Delegate Elections



In January 2016 CFCE members will nominate and elect Delegates to attend the California Federation of Teachers Annual Conference, March 11-13 in San Francisco. Only CFCE members may participate and vote in this election! ■

To Form a More Perfect Union

Written by the American Federation of Teachers



As we celebrate the 100th anniversary of the AFT, paraprofessionals and school-related personnel have much to be proud of. For starters, the School Secretaries of Chicago, organized in 1930 as AFT Local 224, were the first Paraprofessionals and School-Related Personnel (PSRPs) to merge into Local 1. Above, New York City paraprofessionals man a picket line. Join us in a look at the origins of our union and how it grew when PSRPs brought their talents and voices to the AFT. ■

Legal Corner

(UPDATE) Military Rep PERB Charge: On the charge that the District inappropriately excluded Military Site Representatives from the classified bargaining unit, the Public Employment Relations Board (PERB) issued a positive decision for CFCE, stating:
"It appears that the petition to exclude Military Site Representatives from the bargaining unit does not fall within any of the subdivisions of PERB Regulation 32791 which regulates the situations wherein classifications may be excluded from a bargaining unit through a unit modification petition. Therefore, the District is afforded this opportunity to SHOW CAUSE as to why the petition should not be dismissed. Factual assertions must be supported by declarations under penalty of perjury by witnesses with personal knowledge and should indicate that the witness, if called, could competently testify about the facts asserted. Legal argument and supporting materials must be filed with the undersigned no later than December 15, 2015."

(UPDATE) Student Life PERB Charge: CFCE filed an Unfair Labor Practice charge against the District for attempting to remove the classified position at GWC, changing the Director of Student Life from a classified position to a management position at Orange Coast College, and hiring a new position at Coastline that included classified duties. On December 1, **PERB issued a charge based on CFCE's complaint, decision-supporting CFCE's complaints** stating:

"In May 2014, Respondent removed the student leadership work from the bargaining unit by assigning it to a newly created non-unit Director of Student Life classification. Respondent engaged in the conduct described [...] without prior notice to Charging Party and without having afforded Charging Party an opportunity to negotiate the decision to implement such a change in policy and/or the effects of such policy. By the acts and conduct described [...] Respondent failed and refused to bargain in good faith with Charging Party in violation of Government Code section 3543.5(c). This conduct interfered with the rights of bargaining unit employees to be represented by Charging Party in violation of Government Code section 3543.5(a). This conduct also denied Charging Party its right to represent bargaining unit employees in violation of Government Code section 3443.5(b)."

The District must respond to PERB within 20 days. An informal conference will be scheduled. ■

Active Shooter Protocol



District Director of Risk Services/EH&S, Bill Kerwin, shared the following information with employees regarding Active Shooter Protocol.

Contacting authorities:

1. Dial 911 - Emergency (Police)
2. Your Campus Public Safety Department

What to report:

1. Your specific location/building/room
2. Number of people with you
3. Injuries, number, and type
4. Assailant(s) location, how many, race, gender, clothing, features, weapons, backpack, shooter identity if known, direction he/she is heading, and anything else that will help

If you are outside:

1. Move away from the gunfire
2. If you can get off campus safely, do so!
3. If you cannot run away, proceed to the closest building, (preferably with a door that locks)

If you are inside:

1. Lock and barricade all doors
2. Close blinds, and turn off the lights
3. Call 911 and Campus Public Safety at 25555
4. Put cell phones on vibrate
5. Stay away from windows and spread out
6. Use furniture to shield you
7. Do not answer the door

If shooter has entered the room firing:

Seek Cover - use furniture to shield you and stay low. Throw things at the shooter and overpower as a committed group.

If you decide to flee:

Have an escape route and plan. Do not carry anything while fleeing. Move quickly, keep your hands visible, follow the instructions of any police officer.

Also, view the Active Shooter training videos on the OCC website under "About OCC"/ "Parking and Public Safety." ■



Labor Leader Spotlight: Nelson Hale Cruikshank



Nelson Cruikshank was the first director of the AFL-CIO Department of Social Security, founded in 1955. A Methodist minister, labor lobbyist and government official, he is best remembered as a leading voice for Social Security and health insurance, particularly for the elderly and people with disabilities.

Due in large part to Cruikshank's lobbying efforts, Congress passed Social Security Disability Insurance in 1956, an amendment to the Social Security Act that provided Social Security benefits to people with disabilities for the first time. He was also a chief architect of Medicare, the federal health insurance program for the elderly, and he championed its eventual passage in 1965.

As President Jimmy Carter's adviser and counselor on the aged and as chair of the Federal Council on Aging, Cruikshank led successful efforts to preserve and expand Social Security benefits for the elderly and people with disabilities. ■

Get 15% Off Your MBA



Master of
Business Administration

The Mount Saint Mary's University MBA program offers a personalized learning environment in a cohort setting that provides graduates with a comprehensive set of skills that transforms them as they navigate their professional careers. Meeting every other weekend in downtown Los Angeles, the program is designed for working professionals and trains students to develop a holistic view of business while sharpening their business acumen. Students develop new skills and benefit from career coaching, international travel projects and other enrichment offerings that support the development of the whole person. **Tuition discounts of 15%** are available to CFCE members. For more information about the Mount Saint Mary's University MBA program, please contact Dr. Christian Teeter, Faculty Director, at (213) 477-2817. ■

Protection Against ID Theft

Written by Senator Barbara Boxer



In the last several years, we have seen large-scale breaches at companies like Anthem, Sony and Target that have affected millions of Americans. As a result of this alarming trend, it is more important than ever to take proactive steps to ensure you and your family are protected from identity theft. Here are some steps you can take today:

1. Monitor your credit regularly and report any suspicious activity to your financial institution. You can request a free credit report from www.AnnualCreditReport.com, or by calling 1-877-322-8228.

2. If you are worried your account has been compromised, you can set up a fraud alert on your credit profile by calling TransUnion at 1-800-680-7289. This requires creditors to contact you before opening any new lines of credit under your name.

3. Protect yourself from common attempts to steal your information. Be cautious of unsolicited emails asking for sensitive information like your Social Security Number or banking information. If an email looks suspicious, do not click any of the links or download the attachments. Also remember that federal agencies like the Internal Revenue Service (IRS) will never request your personal or financial information via email.

4. Ensure that your computer has the latest software updates and anti-virus protection.

You can find additional tips and other helpful materials on the Federal Trade Commission's website, www.consumer.gov/idtheft. ■

"I think it is a good idea for **leaders** to periodically analyze their character strengths and weaknesses. To remember **where** they came from and **how** they got to where they are. It is of great value in **better understanding** of ourselves and a big step forward toward being a **successful leader.**"

Let's be
merry & bright
Orange County Labor Federation
HOLIDAY PARTY
WEDNESDAY 6:00
16TH December In the evening
SUPER ANTOJITOS EXPRESS #2
1002 E. 17th Street
Santa Ana, CA 92701
Enjoy FREE food, music and games
You can make a difference with families in need.
Help OCLF spread the holiday cheer by bringing toys or toiletries.
*Suggested Toiletries: Toothbrush, Toothpaste, Washcloth, Deodorant, Baby Wipes, Soap, Toilet Paper, Feminine Pads, Shampoo
Please RSVP by calling Joline at 714.385.1534

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. ■

The Contract is Available!



CLICK HERE for a copy of your 2015-16 contract. ■

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



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." ■



December Giveaway!



This month's contest is simple--just "Like" the Coast Federation of Classified Employees, AFT 4794 on facebook, and you'll be entered to win. Already "like" our facebook page? Then you're automatically entered.

CLICK HERE to visit CFCE's facebook page. "Like" us and be entered into a drawing for a \$10 Starbucks gift card! The deadline to enter is December 31, 2015.

If You're Not at the Table...



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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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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