



# 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  
Newport Center, Conference Room 320  
May 2, 2014  
8:30 AM – 10:30 AM

**Coast Community College District  
Board of Trustees Meeting**  
District Office, Board Room  
1370 Adams Ave., Costa Mesa, CA  
May 7, 2014  
6:00 PM

**Orange County Labor Federation  
Delegates Meeting**  
IBEW Local 441  
309 N. Rampart St., Ste. M, Orange, CA  
May 22, 2014  
5:30 PM – 8:30 PM



"Power goes to two poles -- to those who've got the money and those who've got the people."

--Saul Alinsky  
Community Organizer, Writer



April 29, 2014 (Vol. 7, No. 5)

## Message from the President



Thanks to all who attended CFCE's Spring Membership Meeting on April 16 at Golden West College! The meeting was well-attended with a full agenda that included a legal update from CFCE's attorney Jeff Boxer, a presentation about employee rights, a group discussion about the difference between a grievance and a complaint, the results of our recent employee survey presented in a Family Feud-style game, giveaways, and much more.

In this edition of the B.U.M. Bulletin you'll find information on how vacation time is accrued, classified employee job training opportunities, and how you can get more involved with the union. ■

## Working People Standing Together



CFCE is governed by an Executive Council (E-Council) of classified employees who voluntarily give their time and energy to the union. E-Council Officer positions include President, Treasurer, Secretary, College VP's, and VP's at Large. Officers meet bimonthly to discuss and make decisions on union business. Officers also act as a liaison between classified employees and the union, and between employees and the District. Officers assist employees with grievances and other employment issues, and provide tools, resources and information to employees.

To join the E-Council an employee must be a union member in good standing for one year prior to the election (the next Officer election will be in 2015). If you're interested in learning more about the union or would like to get involved, contact Katherine Steed, Executive Director, at [kreed@occ.cccd.edu](mailto:kreed@occ.cccd.edu). ■

## The Survey Says...



CFCE recently conducted an online survey of our members to determine how we can better serve Coast's classified employees.

Ninety-two people responded to the survey, with some providing multiple responses to each of the four questions.

When asked to identify something they never wanted to see changed in the union, top answers included contract benefits achieved like COLA, longevity, health benefits and winter break; communications; CFCE's leadership and negotiation teams; and, the union's representation of classified employees.

When asked how the union could improve, top answers included more frequent communication; getting COLA for employees; more membership activities; and, professional development opportunities achieved through contract negotiations.

When asked about the best part of working for the CCCD, top answers included staff and colleagues; helping students achieve their goals; and, benefits like vacation and sick leave, holidays and COLA.

When asked about areas for improvement in the CCCD, top answers included a change in the District's corporate culture and a greater sense of community; more frequent and substantive communication from the District and colleges; more authentic leadership; and, more District-wide activities to build community among work sites.

Thanks to all who participated in the survey. At the Chancellor's request, CFCE will share with the District an overview of the anonymous responses provided by employees on areas for improvement in the District. ■



A Union of Professionals

CFCE.ORG

## Job Training Program



Do you want to grow or advance in your job? CCCD classified employees can participate in job training to learn new skills. Applications are accepted year-round, and the forms are available on the District's website at [www.cccd.edu](http://www.cccd.edu). Click on Employees > Resources > Classified Job Training.

Criteria for participation in the program are as follows:

- Applicants must be members of the Classified Bargaining Unit.
- Applicants must have a minimum of two years of classified, contract employment with the District.
- Applicants must have been employed in their present job category for at least two years.
- A minimum of two years must have elapsed if the applicant has participated in a previous job training experience. ■

## Where's My Vacation Time?



You may have noticed when tracking your vacation time in EIS a discrepancy between the hours you earn and the hours shown. The reason for this has to do with the way time is entered into the system. Let's use an example to explain.

If you've worked for the District for more than 14 years, your monthly vacation accrual appears in EIS as 13.20 hours, even though the contract says that classified employees with more than 14 years of service earn 13.33 hours per month of service. So why is there a difference?

According to the District, the 1/3rd of an hour (the .33 in 13.33) must be converted into minutes before being entered into EIS. One-third of an hour is equal to 20 minutes. The following formula is used:

$$.33 \text{ hrs} \times 60 \text{ mins} = 19.8 \text{ (rounded to 20)}$$

So, the EIS system shows 13.20 hours (13 hours and 20 minutes) rather than 13.33 hours (13 and 1/3rd hours). For more information about vacation accrual, see Article 15 of the contract, which can be found online at [www.cfce.org](http://www.cfce.org). ■

## Know Your Rights!

### Weingarten Rights

If an employee is asked to participate in an investigatory interview\* with management, and the employee has a reasonable belief that discipline or other adverse consequences may result from what he or she says during the interview, the employee has the right to request union representation. When the employee makes this request, management has three options:

1. Grant the request and delay questioning until the union rep arrives;
2. Deny the request and end the interview immediately; or
3. Give the employee a choice of: (a) having the interview without union representation (*listen and take notes*) or (b) ending the interview.

If the employer denies the request for union representation and continues to ask questions, it commits an unfair labor practice and the employee has a right to refuse to answer. The employer may not discipline the employee for such a refusal.

To request union representation at an investigatory interview, politely say:

*"If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working conditions, I respectfully request that my union representative be present at this meeting. Until my representative arrives, I choose not to participate in this discussion."*

\*Weingarten Rights can be invoked ONLY in an investigatory interview, which occurs when: (1) management questions an employee to obtain information; and (2) the employee believes that discipline or other adverse consequences may result. A discussion with management regarding operational issues is not an investigatory interview. ■

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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*.

## Barnes & Noble To Replace Follett

On April 16 the CCCD Board of Trustees voted to approve an agreement with Barnes and Noble College Booksellers for bookstore management services. Barnes and Noble will replace Follett in all District bookstores beginning summer 2014.

Barnes and Noble was recommended to the Board of Trustees following an extensive selection process by the Bookstore RFP Selection Committee, headed by Bill Kerwin, Director Risk Services and Vice Chancellor Andrew Dunn.

The Selection Committee consisted of 15 members representing the District's various

constituent groups, including 5 individuals representing classified employees. Throughout the process of reviewing bids, establishing evaluation criteria, conducting interviews and making a recommendation, the committee considered the impacts each bidder's proposal would have on classified employees.

CFCE's representatives on the committee ensured that the selected vendor would maintain all bookstore classified staff and respect and uphold the collective bargaining agreement. This example of shared governance in action demonstrates the positive outcomes that can be achieved when all parties have a seat at the table. ■