



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
February 18, 2015
6:00 PM

**Coast Federation of Classified Employees
Executive Council Meeting**
Orange Coast College, Admin 108
February 20, 2015
8:30 AM – 10:30 AM

**Orange County Labor Federation
Delegate Meeting**
UFCW Local 324, Upstairs Hall
8530 Stanton Ave., Buena Park
February 26, 2015
5:30 PM



“Our movement is of the working people, for the working people, by the working people...There is not a right too long denied to which we do not aspire in order to achieve; there is not a wrong too long endured that we are not determined to abolish.”

—Samuel Gompers
Labor Leader

President’s Message



Welcome back students, staff and faculty! The new semester is in full swing, which means many of you are busy working to ensure students have a clean, safe and supportive environment in which to succeed.

One of the key elements for any successful community is a strong leader, and we have been fortunate to have interim Chancellor Tom Harris leading our District for the past six months. Chancellor Harris provided a vision for the District that was inclusive, where all voices were welcome. He was accessible to classified employees, understood our issues, and was always interested in hearing our perspective. Chancellor Harris’ last day will be February 20th. We wish him all the best and are appreciative of the wisdom, guidance and positivity that he brought to the District during his time here.

CFCE participated on hiring committees for the Chancellor and Vice Chancellor of HR positions. CFCE committee members ensured that the candidates understood employee rights and issues, respected the collective bargaining process and were equipped with the experience necessary to support classified staff. ■

Let’s Eat!



Golden West College’s cafeteria is now open! They are serving hot Mexican food, pizza, burgers, hot dogs, sushi, pho, and for those in a hurry, they have a sandwiches on the run section! The cafeteria is open Monday to Thursday, 7am to 8pm and Fridays 7am to 1pm. ■

Congratulations Delegates!



Each year classified employees are nominated to be delegates to the California Federation of Teachers Convention. This year Convention will take place at the Manhattan Beach Marriott, March 20-22. The theme of Convention 2015 is “Organize, Fight Back, Win the Future.” Congratulations to the following classified employees who were nominated to be delegates, and who will be attending the Convention as representatives of CFCE:

- Ray Cotter, OCC
- Richard Melim, OCC
- Connie Marten, GWC
- Kevin Donahue, CCC
- Diana Ramon, CCC
- Wendy Sacket, CCC

CFT delegates are the State Federation’s highest governance body, responsible for shaping union policy and positions on issues affecting all members. The Convention will also elect the CFT President, Secretary, Treasurer and 24 Vice Presidents, and provide opportunities for training and workshops. For more information about Convention, visit: cft.org/governance/convention. ■

A Fond Farewell



CFCE wishes a fond farewell to Connie George, who retired Jan. 9th after 24 years as an Athletic Trainer at GWC. Connie was a graduate of GWC in 1981 and received her degree in Physical Education from Cal State Fullerton. Connie looks forward to the next chapter in her life, which will likely include more trips to Disneyland, Angels games, country music concerts and college softball games. Congratulations Connie, and thank you for your many years of service to the students of GWC. ■



Ask Rosie

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

Dear Rosie,

On Monday I learned that my daughter will receive an award at school on Friday. I asked my supervisor for the day off so I could attend the function, but she said my vacation request needed to be submitted five days before the requested day off. I didn't know I would need the day off, or I would have asked sooner. She says because I'm within five days, she can't approve the request. Help!

Sincerely,
Up a Creek

Dear Up a Creek,

While [Article 15.3.A](#) of your contract requires your supervisor to respond to your vacation request within five days, it does not require you to submit your request a certain number of days in advance. It's best practice to give as much notice as you can, but occasionally things come up that are last minute. Per the contract, efforts must be made to enable vacation to be taken at times requested by and convenient to the employee and consistent with the needs of the District. And, an attempt must be made to approve vacation periods in a manner that is fair to all employees. Additionally, the Family-School Partnership Act is a law that allows parents, grandparents, and guardians to take off up to 40 hours each year (up to 8 hours/month) to participate in their children's school or child care activities. This law allows you to use existing vacation time, personal leave, or compensatory time off to account for the time you use for these types of activities.

Sincerely,
Rosie

Dear Rosie,

I'm in my fifth month of work, still on probation, and my supervisor just gave me my first evaluation. It didn't go well--he recommended me for termination. What can I do?

Sincerely,
Terminated Terry

Dear Terminated Terry,

As a probationary employee, your immediate supervisor should have given you a performance appraisal within ten days of your 3rd month of service, not just at your 5th month. Per [Article 7.4.C](#) of your contract, since your supervisor missed the 3rd month appraisal, you receive an automatic three months' extension of your probation. You should use this extra time to address the performance issues cited in your appraisal as the cause for termination and meet with your supervisor regularly to discuss the performance Action Plan provided during the evaluation meeting.

Sincerely,
Rosie

Board Bites



The following are highlights from the February 4, 2015 Coast Community College District Board of Trustees meeting:

- ✓ The Board voted to ask Chancellor Harris to develop a request for quotation (RFQ) to explore alternative legal representation options in order to save money and increase transparency. Since 2008 the District has spent nearly \$5 million on legal fees. Chancellor Harris will present the RFQ at the Feb. 18 Board meeting.
- ✓ Board members expressed differing opinions on the Chancellor's recommendation to eliminate Board committees. The discussion included the potential to replace the committees with full-board study sessions on committee topics, possibly as a one-year pilot program. The Board will vote on this policy change at the Feb. 18 Board meeting.

The next Board of Trustees meeting will take place on February 18, 2015. ■

Get Inspired!



VIDEO: The 3 A's of Awesome
[WATCH TED TALK](#)
In this heartfelt talk by Neil Pasricha, he reveals the 3 secrets to leading a life that's truly awesome. ■



VIDEO: Man Walks for 10 Years
[WATCH VIDEO](#)
James Robertson is a Detroit man who walked 21 miles to and from work every day for 10 years. Until he was surprised with a new car. ■



READ: 12 Lessons for 2015
[The Huffington Post](#)
Read the lessons we can learn from ordinary people whose lives can inspire us in 2015. ■

"Job Training" to Get Ahead



Do you want to grow or advance in your job? 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](#). 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.

Employees who complete Job Training and who apply for an open position in a related field for which they meet the minimum qualifications, are entitled to be interviewed for the position; Job Training may serve in lieu of meeting all the desired qualifications. See [Article 11.3.C](#) for more information.

The job training application will ask you to consider what specific training you would like to pursue, what you hope to gain from the experience, and the skills you possess that would support your success in the training. Visit the District's [website](#) for more information. ■

Labor Leader Spotlight: Cesar Chavez



Union leader and labor organizer Cesar Chavez was born Cesario Estrada Chavez on March 31, 1927, near Yuma, Arizona.

Chavez dedicated his life to improving the treatment, pay and working conditions for farm workers. He knew all too well the hardships farm workers faced. When he was young, Chavez and his family toiled in the fields as migrant farm workers.

As a labor leader, Chavez employed nonviolent means to bring attention to the plight of farm workers. He led marches, called for boycotts and went on several hunger strikes. He also brought national awareness to the dangers of pesticides to workers' health. His dedication to his work earned him numerous friends and supporters, including Robert Kennedy and Jesse Jackson.

It is believed that Chavez's hunger strikes contributed to his death: He died on April 23, 1993, in San Luis, Arizona. ■

Cyber Hack at Anthem



By now you have probably heard about the cyber attack at Anthem BlueCross that may affect Coast employees. The California Attorney General's Office offers

important information about protecting yourself, your credit and your identify. Freezing your credit may be a way to protect yourself.

In California, you have the right to put a "security freeze" on your credit file, which means that your file cannot be shared with potential creditors, which can help prevent identity theft. If your credit files are frozen, even someone who has your name and Social Security number would be unable to get credit in your name. To place a freeze, you must contact each of the three credit bureaus. You can request the freeze by mail or by visiting the website below:

www.freeze.equifax.com
www.experian.com/freeze/center.html
www.transunion.com/personal-credit/credit-disputes/credit-freezes.page

For more information: oag.ca.gov. ■

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 a written reprimand, a demotion, an 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 it might lead to discipline, contact your union and ask for a representative 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." ■

Around the Colleges



Douglas Parks: Walking with Dr. King - Tuesday, February 24, OCC

Friends of the Library (FOTL) and the International and Multicultural Committee (IMC) will host a talk by Douglas Parks at the OCC Library on Tuesday, Feb. 24 at 7 p.m. in honor of Black History Month. The talk will focus on Parks' work with Dr. Martin Luther King Jr. during the 1960s. For more information contact Vinta Oviatt at voviatt@occ.cccd.edu or (714) 432-0202 ext. 21057. ■



Senior Day – Tuesday, March 10, OCC

Orange Coast College has invited more than 4,000 high school seniors to visit campus on Tuesday, March 10, for the College's annual Senior Day. Visitors will be provided with a free lunch and t-shirt, and will learn about OCC's programs, transfer opportunities, financial aid, and campus clubs and activities. More information can be found [HERE](#). ■



President's Cabinet: Open Forum Lunch - Various Dates, CCC

The CCC President's Cabinet Open Forum Lunches take place from noon-1pm throughout the semester. Pizza, dessert and water are provided. Topics for discussion include accreditation, planning, new Title IX regulations, enrollments, student success initiatives, and more. Mar. 19, Garden Grove Center Room 207; Apr. 30, Le-Jao Center Dean's Conference Room; and, May 21, 4th Floor Conference Room. ■



Pilates - Thursdays, GWC

Join your fellow Coast employees for an hour of fun and fitness! Pilates are offered every Thursday from 5:15-6:15pm in Rec Ed 211 at GWC. Free of charge, courtesy of Staff Development. ■



How Leaders Can Cure A Toxic Workplace

By Tanveer Naseer

Leadership Coach, Speaker, and Writer



One of the things I enjoy about sharing my writings and insights on leadership is the opportunity it creates to interact with my readers – to hear their

stories and what they've learned along the way, as well as some of the challenges they are trying to overcome.

Recently, one challenge in particular caught my attention as it was brought forth by both a reader of my leadership blog and by an audience member at a talk I gave last week. The challenge in question was what do you do if you have to lead a team in a toxic workplace setting? And how can you overcome this to effectively lead your employees?

Given the interest expressed by two different segments of my audience, I want to share some key steps leaders should employ to help cure toxic workplaces and replace them with a more healthy, productive work environment.

“The foundation of a healthy workplace is one where employees feel heard and understood – that they know their voice and contributions matter to the overall success of their team and organization.”

Granted, I can't provide specific steps because every situation is different and comes with its own set of variables and constraints that leaders will have to work with. However, the following measures will nonetheless provide you with both the right perspective and framework to help cure toxic workplaces in your organization.

1. Identify and rally 'change champions' in your organization

Read the rest of the article [HERE](#). ■

Need a Doctor On-the-Go?



Anthem BlueCross offers a service called LiveHealth Online that is a convenient way for you to talk with and get treatment from a doctor remotely. It is secure, private, easy-to-use and affordable. You can have live, instant or planned visits with doctors seven days a week, 24 hours a day. LiveHealth uses two-way video conferencing, along with instant messaging.

Sometimes there's just no substitute for going to the doctor in person. But other times, the convenience of having a doctor a click away can help you get the care you need when you need it. People use LiveHealth Online for a range of medical issues, such as cold and flu symptoms, fevers, allergies, infections and other similar illnesses.

The cost of the appointment is \$49; if you've met your deductible, you are only responsible for paying your co-pay.

If you enroll and set up an account, doctors who use LiveHealth Online can access your health information and review previous treatment recommendations and information from prior LiveHealth Online visits.

Whenever you think you need to see a doctor, simply go to livehealthonline.com or download the free app from the Apple App Store or Google Play. ■

MARCH 22

NASCAR ALSO CLUB SPEEDWAY

NASCAR'S UNION TRIBUTE DAY EXCLUSIVE TICKET PACKAGE!

BROTHERS and SISTERS:
Here's an exclusive offer from NASCAR and Auto Club Speedway to Union Members and their families! For \$39, you can attend the "Tribute to Labor" at the Auto Club 400 on March 22nd, 2015!

- **HUGE SAVINGS** - Auto Club 400 Reserved Seating
- **EXCLUSIVE** - Pre-Race Pit Pass (\$55 value)
- **COMPLIMENTARY** - Parking
- **UNION APPRECIATION THROUGHOUT THE RACE**
- **ALL DAY ENTERTAINMENT FOR YOUR ENTIRE FAMILY**

ALL FOR ONLY \$39 (Save over \$50!)

*Offer expires March 12, 2015. While supplies last.

TO PURCHASE:
VISIT AUTOCLUBSPEEDWAY.COM/UNION
OR CALL 800-944-RACE (7223)

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FONTANA, CA 92335

AUTO CLUB 400

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