

May 2022 | Volume 2 | Issue 5

CSEA Cerritos Chapter 161 Clipboard



AFL-CIO

Our Mission:

To improve the lives of our members, students, and community.

Cerritos Chapter 161 Members,

I first want to thank all the members who took time out of their evenings to join the April 20th Board of Trustees meeting. Your resilience and tenacity are pivotal in our success as organized labor. As we have seen, comments from the audience and constituent groups have not been properly recorded for all stakeholders to view, audio is non-existent to low at times and we hope that this gets resolved soon.

The new CSEA website has launched and our “microsite” for our chapter is available, as we continue training and exploring the different options you will see more of local information moved here. So if you have not created your CSEA account, please take some time to do so. If you previously had a login you may want to verify it's still active.

The Vice President of Human Resources interviews were the week of 5/2 with candidate forums scheduled for 5/23 and 5/24. We hope you will be able to attend and participate in these forums. Information will be forthcoming from either Human Resources or the President's Office.

On Saturday, May 7th, the Santa Fe Field Office honored not only our Unsung Hero but our newly Jacketed Stewards. I am honored to share that we had both an Unsung Hero and newly Jacketed Steward. Michele Kingston was our Unsung Hero and Amna Jara (AJ) was our newly Jacketed Steward.

I thank them for their dedication to our chapter and members. They have volunteered their time to help listen to and act for our members. They both volunteer about 20 hours per week of their own time to make us union strong.



Classified School Employees Week (CSEW) will occur during May 15th thru May 22nd. I take this time to thank you for your local membership to CSEA and to remind you that you are important to Cerritos College and CSEA.

We all offer different services, serve in different capacities and bring our talents to our campus community and that is why Cerritos College thrives. Lend a helping hand when you can and help lift each other up.

For those of you who are not CSEA members, I encourage you to join as you benefit from the hard work of our negotiations committee/team, shared governance committees, and executive board who protect not only the process but our collective bargaining agreement. JOIN TODAY at www.csea.com/join

Meeting Opportunity Winners

Our April chapter meeting opportunity winners are Maria Isai, Luz Ocampo and Arlene Belknap. Congratulations!

“Alone we can do so little; together we can do so much.”
– Helen Keller



In Solidarity,
Irlanda Lopez | Chapter President
CSEA Cerritos Chapter 161

Upcoming Executive Board Meeting

Wednesday, May 11, 2022

11:00 am via Zoom

Meeting ID: 992 5083

1588 Passcode: 520251

Upcoming Chapter Meeting

Wednesday, May 25, 2022

12:00 pm via Zoom

Meeting ID: 962 5896 2048

Passcode: 032641

EXECUTIVE BOARD**President**

Irlanda Lopez
ilopez@cerritos.edu

1st Vice President

Erik Duane
eduane@cerritos.edu

**2nd Vice President/
Chief Job Steward**

Amna Jara
ajara@cerritos.edu

Secretary

Ramona Mellgoza
rmellgoza@cerritos.edu

Corresponding Secretary

Kathy Hogue
khogue@cerritos.edu

Treasurer

Michele Kingston
mkingston@cerritos.edu

CPRO

Isabel Aguilar
iaguilar@cerritos.edu

**Classified School Employee Week (CSEW)
May 15 - 21, 2022**

"We are Classified!
We Bring It Everyday!"

Each May, California salutes the important contributions of classified school employees during Classified School Employee Week (CSEW).

This year we are celebrating the theme, "We are Classified! We Bring it Every Day!"

We are essential. We're united. And we're strong.

Online and on-campus, we're behind the scenes, on the front lines, in the classroom.

We make it happen, for our teachers/academic staff, administrators, students, and communities.

NEGOTIATING COMMITTEE

(* Team)

Duane, Erik*
eduane@cerritos.edu
Chief Negotiator

Mellgoza, Ramona*
rmellgoza@cerritos.edu

Hogue, Kathy*
khogue@cerritos.edu

Mitchell, Roxanne
rmitchell@cerritos.edu

Kingston, Michele*
mkingston@cerritos.edu

Otero, Jessica
jotero@cerritos.edu

Lizarraga, Carmen
clizarraga@cerritos.edu

Radillo, Mayra
mradillo@cerritos.edu

Lopez, Irlanda*
ilopez@cerritos.edu

Senf, Jan
jssenf@cerritos.edu

Vernola, Paul
pvernola@cerritos.edu

Senf, Joy
jlsenf@cerritos.edu

Gordon, Natalie
ngordon@cerritos.edu

Mishler, Katie
kmishler@cerritos.edu

This monthly publication is created by:

CSEA Cerritos College Chapter 161

11110 Alondra Boulevard

Norwalk, CA 90650

www.cerritos.edu/csea

For questions, please contact

Isabel Aguilar, CPRO

iaguilar@cerritos.edu

Negotiation Update

3-Year Successor Contract

We did not meet with the District during April. Our next meeting is scheduled for May 12, 2022. Here's an update in status of the Articles & items we have put forth thus far:

Article 3 Organization Rights: A proposal was made to the District that requests release time for union officers and incorporates Appendix F: Security Cameras and Use of Recordings.

Article 6 Health & Welfare Benefits: A proposal was made to the District to pay for a unit member's medical plan of choice with no cap. A request was made to increase the District-provided life insurance policy (from \$50k to \$65k) and dental & vision benefits were retained in whole.

Additionally, previous retiree MOU's were incorporated into our proposal to make them part of the contract.

Article 12 Sick Leave: CSEA proposed an increase to the number of hours for sick leave. The District countered with no change to the current contract and we will remain status quo on this article with no further negotiations conducted on this article.

Article 13 Personal Necessity Leave: CSEA proposed an increase in PN hours and the District countered with an 8 hour increase from 56 to 64 hours. The Negotiations Committee accepted this proposal, and we now have a signed tentative agreement with the district on this article and no further negotiations will be conducted on this article.

Article 14 Bereavement Leave: CSEA proposed to bring the standard bereavement leave period up to 5 days to mirror the faculty member's agreement for most of a unit member's immediate family. The 3-day bereavement period was kept for extended family.

The district accepted the majority of our proposal. However, CSEA made a counter to increase bereavement by 2 days for the death of an extended family member when travel of 200+ miles must be made.

In addition to these articles, we have discussed updating various appendices: A, B, & C, and removing others: D & E. However, no proposals have been made in writing to date.

We plan to make our Article 7: Hours of Employment proposal at the May 12 meeting and should be ready to make our Article 5: Compensation proposal at the June 6 negotiations meeting. It is important to note that during the negotiations process the District expressed a desire to wait on Article 5 until they had come to agreement with CCFF. As a result of their impasse with CCFF we will no longer wait to make our compensation proposal.

These are Articles that the District has proposed changes to:

Article 7 Hours of Employment: 7.9 Holiday pay – the district has made a proposal and CSEA has sought clarification while working on a counter to this article.

Article Effects of Layoff: As a result of the passage of AB- 4388 the district opened this article to make the changes necessary to fall in line with the legislation.

Article 10 Evaluation Procedures: The district has discussed revamping the evaluation form and parts of the process, but to date, has not made a formal proposal.

Updates to negotiations are regularly given 3 times a month: at our Executive Council meeting, Chapter meeting, and in the Clipboard. Additionally, an email notice is sent after each negotiation meeting we have with the district. If there are chapter members who are not attending meetings or getting the Clipboard, please pass on this info.

We are working with our site reps to improve and ensure timely communication.

Employee of the Month



Congratulations Sarah Pirtle!

March 2022 Employee of the Month

Multimedia Production Specialist,
Student Success

Member Spotlight



Meet Antonio "Nio" Lavermon

Nio is the LGBTQ+ Liaison/Program Facilitator in the Student Equity and Success Division. Nio has been part of our Falcon family since December 2021.

He enjoys singing, dancing, writing, acting, gaming, reading, walking, and listening to music. Nio is a self-proclaimed "biggest fan" of Christina Aguilera. His additional enjoyments are: cold weather, seafood, and The Sims.

Say Hello to Nio!



We want to get to know you and introduce you to our Chapter 161 family. Submit your response here: tinyurl.com/Chapter161memberspotlight

DO YOU KNOW AN EMPLOYEE THAT GOES ABOVE AND BEYOND?



Outstanding Employee of the Month is an award presented to a classified or confidential employee who goes above and beyond their daily job duties. The purpose of the award is to recognize outstanding employees and to motivate all staff to do their very best.

If you know of a Classified/Confidential Employee that has made an outstanding contribution to the college, the community, students or to another staff member, have them recognized by the District!

Get the form here.



★ KNOW ★ — YOUR — RIGHTS

- If a supervisor calls you into a meeting, you may have reason to have your union representative present. These are your rights:
- If you think the meeting might lead to discipline, reprimand or dismissal, you have the right to union representation.
- Immediately notify your job steward or other union representative of your meeting with management.
- If the purpose of the meeting is investigatory and could lead to discipline and you have requested union representation, the employer must stop the meeting or reschedule it until a representative is present.
- You must ask for union representation. The employer does not have to advise you of your rights.
- If you request union representation and it is denied, you have the right to refuse to answer any questions that could be used against you. However, do NOT refuse to attend the meeting. CONTACT your representative immediately.

Remember, you must demand your right to union representation.

This is your right under the 1975 U.S. Supreme Court Weingarten Decision.

DID YOU KNOW?

The Employee Self-Service (ESS) Portal allows you to access your paycheck stubs, check your time accruals (sick, comp time, vacation, etc.)?

You can access the website by visiting <https://bestauthentication.lacoe.edu/>

If you need log-in information, email Michael Meadors mmeadors@cerritos.edu in Human Resources.

According to our handbook if we have any changes to our name, address and/or contact information, our records need to be updated within 10 days. Access the account and keep your information current. You can also update your emergency contact information there.

You can find detailed information on page 14 of the [Classified Handbook](#).

UNION STEWARDS

Amna Jara
ajara@cerritos.edu

Michele Kingston
mkingston@cerritos.edu

Alva Acosta
aacosta@cerritos.edu

Irlanda Lopez
ilopez@cerritos.edu

Erik Duane
eduane@cerritos.edu

Roxanne Mitchell
rmitchell@cerritos.edu

Kathy Hogue
khogue@cerritos.edu

Chapter 161 Unsung Hero

It is our pleasure to nominate,
Michele Kingston as our 2022 CSEA
Cerritos College Chapter 161 Unsung Hero.

Over the last 5 years, Michele has taken a front-line role in speaking out and up against the wrong doings within and to our chapter. As a member and activist she attends Board of Trustee rallies advocating for our health and welfare benefits and most recently at the March 9th, Board of Trustee's meeting for COLA plus on schedule raises.

As a jacketed union steward, she serves our members in problem resolution and guidance and is a resource on policy and procedure. As the chapter treasurer, she takes her fiduciary role seriously and plays an active role in attaining quotes and looking for the best costs, so we utilize our chapter funds wisely. As an executive board member, she also attends Regional President's Meetings (RPM's), CSEA Board of Directors meetings and attends training at the field office.

In negotiations she is vocal and advocates for a fair contract and encourages others to speak up. She serves as a confidant of the last two-chapter presidents. Michele is always the first to volunteer and the first to step in to help any of our members and executive board members because she genuinely cares.

She makes Cerritos Chapter 161 stronger and better for current employees and for those that follow.

Please join me in recognizing and congratulating Michele Kingston as our 2022 CSEA Cerritos College Chapter 161 Unsung Hero.

Update from the Political Action Committee

Assembly Bill 1691 Classified School and Community College Employee Summer Assistance Programs

The law in place authorizes local educational agencies to elect to participate in the program and authorizes classified employees who meet specified requirements to withhold a certain amount from the employee's paycheck during the school year to be paid out during the summer recess period.

This bill, as written, defines "month," for purposes of these provisions, as 20 days or 4 weeks of 5 days each, including legal holidays. The bill would also extend, for the 2023–24 and 2024–25 school years, the exclusion of hours worked by the classified employee as a result of an extension of the academic school year directly related to the COVID-19 pandemic.

The bill would establish the Classified Community College Employee Summer Assistance Program, which would authorize community college districts to participate in the Classified Community College Employee Summer Assistance Program and would authorize a classified employee of a participating community college district who meets the same requirements required of participating classified employees of local educational agencies to withhold an amount from the community college employee's monthly paycheck during the academic year to be paid out during the summer recess period.

For more information: [Bill Text - AB-1691 Education finance: Classified School and Community College Employee Summer Assistance Programs.](#)

continued on next page.

Assembly Bill 1655 Juneteenth

While Juneteenth is already an approved holiday at our district, this bill would add June 19, Juneteenth, to the list of holidays for community colleges and public schools to close on June 19.

For more information: [Bill Text - AB-1691 Education finance: Classified School and Community College Employee Summer Assistance Programs.](#)

This election is scheduled to take place in September 2022.


CalPERS 2022
School Member Seat

for KEVIN PALKKI for CalPERS

Kevin Palkki is a career classified employee who understands that our defined benefit pension has the power to allow dedicated school employees like us to retire with the security and honor we deserve.

Kevin is running for the CalPERS Board of Administration School Member Seat to:

- Protect our defined benefits
- Make sound investments with our hard-earned contributions
- Ensure we can retire with the benefits we've earned from a career of public service

Raised by a single mom, Kevin knows firsthand what it means to struggle financially. During the great recession, he saw how easily individual retirement investments can vanish when his mother was laid off, lost her home, and saw her 401k shrink to the point where she could not retire. After this experience, Kevin resolved to do all he could to protect CalPERS retirement benefits for himself and all CalPERS members.



Kevin is the right person for the job:

- As a longtime classified employees of San Bernardino Community College District, Kevin has served in numerous leadership roles with his local chapter, including former chapter president and current Regional Representative
- He serves on CSEA's investment committee, which manages a multi-million dollar investment portfolio
- He serves on the executive committee of the California School Employee Benefit Association, where he advocates for affordable health plans and trainings to help school employees navigate their benefits
- He has earned a master's degree in business administration from the University of Redlands
- He has accounting certificates from the Harvard School of Business and the American Management Association
- He holds a bachelor's degree from Cal State San Bernardino

Kevin will bring his fiscal expertise and real-world experience to the CalPERS Board of Administration, where he will be a strong advocate for classified employees' retirement rights and a fierce defender of our defined benefits.

©2021 CalPERS_Palkki_CSEA_0422

33562 Yucaipa Blvd. #4-208
Yucaipa CA 92399
909-312-4843
Palkki4calpers@gmail.com



“Taking vacation can reduce stress, help prevent burnout and promote work-life balance by allowing for more time to be spent with family, significant others and close friends.”

[Corporate Wellness Magazine](#)

Vacation Buy Back Program - Irrevocable Election Form

Cerritos College offers eligible employees that accrue vacation hours the ability to sell back up to a specified amount on an annual (July 1 – June 30) basis. Since our buyback program is not subject to substantial limitations or restrictions, this creates a constructive receipt issue under IRS regulation Sec. 1.451-2(a). Because this practice has been determined to violate federal laws, employees must irrevocably elect, by December 31, to participate in the buyback program for the subsequent year. Employees must complete the Irrevocable Election Form found on the [Payroll](#) website.

Vacation Buy Back Program

Those employees electing to participate in the vacation buyback program will have the ability to select one of two options.

- Option 1 – employees electing to sell back vacation hours will complete the Request Payment from Vacation Leave Form (found on the [payroll](#) website) return it to the Payroll Manager and payroll will process cash disbursement, or
- Option 2 – elect to have the cash value of the cash disbursement deposited into a 403(b) or 457 account. Those wishing to deposit into a 403(b) or 457 account must first establish Changes to the Vacation Buy Back Program an account. A listing of eligible 403(b) and 457 accounts can be found on the payroll website.

Hours Earned Per Month

Do you know how many hours of vacation you earn per month? Section 7.16 of the CSEA Collective Bargaining Agreement states:

Current Year of Service	10, 11, and 12-Month Employee
1st	8
2nd	8
3rd	8
4th	8.8
5th	9.6
6th	10.4
7th	11.2
8th	12
9th	12.8
10th	13.6
11th	14.4
12th	15.2

Earned vacation leave shall not accumulate beyond twice the annual vacation. Track your vacation accruals and plan time off so you can bring down your vacation under the maximum allotment before June 30, 2022.