

December 2021 | Volume 1 | Issue 12

# **CSEA CERRITOS COLLEGE CHAPTER 161 CLIPBOARD**



AFL-CIO

A dark blue rectangular sign with the words 'CERRITOS COLLEGE' in white, uppercase, sans-serif letters. To the left of the sign is a white stone pillar with a circular emblem containing a stylized 'C'. In the background, there is a modern, multi-story building with large windows and a clear blue sky with some clouds.

CERRITOS COLLEGE

**OUR MISSION:  
TO IMPROVE THE LIVES OF OUR MEMBERS,  
STUDENTS, AND COMMUNITY**

## Chapter 161 Members,

As we draw 2021 to a close, this is the final issue of the year! We hope you have enjoyed these monthly newsletters as much as we have enjoyed creating them for you. We wish everyone a great end to the semester and we hope you take this time to unwind and catch up with your loved ones and prepare some exciting resolutions for the new year.

We want to THANK our members for giving your time to completing surveys, attending board meetings, serving on shared governance committees, negotiations committee, hiring committees, constitutional committees, supporting the CalPERS elections and continuing to be resilient as we work on negotiations during a pandemic. It is with your continued support that we succeed as a chapter and a union.

### Executive Board (highlights)

- 1st CSEW drive-thru event. The event was successful and we thank all the members who picked up their CSEW merchandise.
- Appointed 10 members to serve on 5 district task forces for the Return to Campus Plan.
- Volunteered to perform 20 on-campus walk-thrus.
- CPRO created and sent out 12 monthly newsletters this year!
- Appointment of 62 members to 35 hiring committees

### Negotiating Committee/Team and Election Committee (highlights)

- 1 new job description (Business Systems Analyst).
- 1 revised job description (Student Placement)
- MOU-Return to Work Impact and Effects
- Tentative Agreement-Article 5 and Article 25
- MOU-COVID Vaccination/Testing Impacts and Effects
- MOU-Retiree Health Benefit
- 2021-24 Contract negotiations (on-going)
- Mandate Vaccination MOU (on-going)

### November Chapter Meeting Recap:

The second and final round of nominations for executive board officers occurred at the November chapter meeting. These positions had single nominees and therefore duly elected.

- President - Irlanda Lopez
- 1st VP - Erik Duane
- 2nd VP/Chief Union Steward - Amna Jara
- Secretary - Ramona Mellgoza
- Corresponding Secretary/Historian - Kathy Hogue
- Treasurer - Michele Kingston
- Communication Officer/Web Author - Isabel Aguilar

The chapter approved funds for the 2021 CSEA holiday event. We hope to see as many members as possible at these events. If you're not scheduled to work but wish to join in, please complete Optimum HQ the day of the event. Once you receive your green badge, come and join us for some in person socially distanced socializing.

### Mandatory Vaccination beginning January 3, 2022

Both CSEA and the District want to ensure that none of our employees end up in a disciplinary or termination process. PLEASE adhere to the timelines for meeting the full vaccination requirement or ensure you have completed and have an approved exemption on file. Allow yourself enough time to meet these deadlines. If you have any questions, please send them to [hadministration@cerritos.edu](mailto:hadministration@cerritos.edu).

The Student Health and Wellness Center offers Moderna vaccinations; call (562) 860-2451 Ext. 2321 (press option 3) to make an appointment to get vaccinated. You can also go to [myturn.ca.gov](https://myturn.ca.gov) to find a vaccination center near you and schedule your appointment.

**Reclassification**

It is that time again, reclassification applications will be accepted beginning November 22, 2021 through December 22, 2021. Please see the email from Nancy Buvinger that has all the supporting documents.

**Employment Opportunities/Hiring Committees**

- There are job openings available on campus, so if you are interested in applying for these jobs, do so before the deadlines.

Below are some current employment opportunities:

- [Research Analyst \(Categorically Funded\)](#)

- With the posting of jobs, there will be opportunities for members to volunteer to serve on hiring committees. If you are interested in serving, be sure to complete the interest form by the deadline to be considered.

**It's never too late to join CSEA!**

- Are you a classified employee and not part of CSEA? We urge you to join CSEA today! Visit [www.csea.com/join](http://www.csea.com/join) and complete the online application. It's fast and your membership helps preserve all the benefits we enjoy today.

**Meeting Opportunity Winners**

Our November chapter meeting opportunity winners are Vanessa Rodriguez, Mayra Radillo and Kim Applebury. Congratulations!

***“Our labor unions are not narrow, self-seeking groups. They have raised wages, shortened hours, and provided supplemental benefits. Through collective bargaining and grievance procedures, they have brought justice and democracy to the shop floor.”***

***– John F. Kennedy***

**In Solidarity,  
Executive Board**

AFL-CIO

**Upcoming Executive Board Meeting**

Wednesday, December 8, 2021

11:00 am via Zoom

Meeting ID: 990 0635 7657

Passcode: 225234

**Upcoming Chapter Meeting**

Wednesday, December 15, 2021

12:00 pm via Zoom

Meeting ID: 930 2179 9797

Passcode: 032219

**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**

Roxanne Mitchell  
 rmitchell@cerritos.edu

**Corresponding Secretary**

Ramona Mellgoza  
 rmellgoza@cerritos.edu

**Treasurer**

Michele Kingston  
 mkingston@cerritos.edu

**CPRO**

Isabel Aguilar  
 iaguilar@cerritos.edu

**Past President**

Kathy Hogue  
 khogue@cerritos.edu

This monthly publication is created by:  
 CSEA Cerritos College Chapter 161  
 11110 Alondra Boulevard  
 Norwalk, CA 90650  
[www.cerritos.edu/csea](http://www.cerritos.edu/csea)

For questions, please contact  
 Isabel Aguilar, CPRO  
[iaguilar@cerritos.edu](mailto:iaguilar@cerritos.edu)

**Negotiation Update**

The Sunshine proposal has gone to the board meeting for public review for 2 months (November & December) with the districts going simultaneously then we can start negotiations in December.

All members received a copy of this proposal on October 19th, 2021 so you can see that what we're negotiating is comprehensive.

Mandatory Vaccine MOU (impacts & effects) under item #10 of the vaccine/testing MOU we agreed to come back to the table if the district mandated vaccines. Based on that, we drafted an MOU and submitted it to the district. Our proposal seeks to continue protections emplaced for members in previous agreements, and to use work-time for activities related to the implementation of AP/BP 2905. The district's counter should be in our hands in the coming week and we will keep you informed of any developments.

Your negotiations Committee meets every week to work on language drafts, MOUs, etc. We can still use more members.

Additionally, as per our Constitution and bylaws we'll be electing another negotiations team & Chief Negotiator for the coming year. That election will be held before March 2022 and each member's term will be 1 year. The negotiations Team and Chief negotiator are elected from within the committee. If you are looking for a way to get involved in your chapter, this is a great way to get started. The time involvement is minimal and you can learn about & be involved in the bargaining process.

If you are interested in negotiations training you can attend a virtual training on December 4, 2021 from 9am-3pm. The link to sign up is here: [Bargaining 101 training](#)

**NEGOTIATING COMMITTEE**

(\* Team)

Duane, Erik\*  
 eduane@cerritos.edu  
 Chief Negotiator

Hogue, Kathy\*  
 khogue@cerritos.edu

Kingston, Michele\*  
 mkingston@cerritos.edu

Lizarraga, Carmen  
 clizarraga@cerritos.edu

Lopez, Irlanda\*  
 ilopez@cerritos.edu

Mellgoza, Ramona\*  
 rmellgoza@cerritos.edu

Mitchell, Roxanne  
 rmitchell@cerritos.edu

Pirtle, Sarah  
 spirtle@cerritos.edu

Radillo, Mayra  
 mradillo@cerritos.edu

Senf, Jan  
 jssenf@cerritos.edu

Senf, Joy  
 jlsenf@cerritos.edu



### Member Announcements

Yesenia Ramirez, Financial Aid Specialist, had a baby girl, Emilia.

Richard Garcia, EOPS Specialist, had a baby boy, Richie.

**Congratulations!!!**



### Townhall - 2021-22 Reclassification Information

Friday, December 3, 2021  
Day (noon) Zoom Town Hall Meeting


Zoom Meeting ID: 983 6515 3494  
Passcode: 640564

and

Friday, December 3, 2021 Evening  
(5pm) Zoom Town Hall Meeting


Zoom Meeting ID: 998 9937 1950  
Passcode: 521467

**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.

Get the form here.



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!



# ★ 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 re-schedule it until a representative is pre-sent.
- 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 vacation request procedure is part of the bargaining agreement.

According to our agreement, Vacation requests shall be made by email and followed with a District Vacation Request Form signed by the employee within five (5) work days from the submission date of the email to be considered official.

During the pandemic this process isn't being followed in some areas, but we want to remind you to get that form signed by your immediate manager to have the vacation time approval documented.

Please view the [form](#) and to make your life easier, we recommend using Adobe Sign to get your appropriate manager's signature.

You can also read the section about vacation time as noted in our [CSEA bargaining agreement](#) starting on page 32.

## ***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



## Get Your CSEA Stocking Stuffers While They're in Stock

The holidays are upon us and CSEA is full of the most generous of people! When it comes to the giving season, times have changed and online shopping is more convenient and user friendly than ever before.

CSEA Member Benefits is making the transition from snail mail to completely online, self service discounts. Your favorite member benefit discounts are more accessible and convenient to shop for with the help of Union Plus and our very devoted and long standing Benefit Providers.

### Physical Tickets and Gift Cards - DON'T WAIT, ORDER NOW! Call (866) ITS - CSEA

Before we make that transition, we do have an inventory of amusement & attraction tickets, like: LA Zoo, Medieval Times Dinner and Tournament, Winchester Mystery House, movie tickets like: Cinemark, Regal and Harkins Theaters, and gift cards such as: Chili's, Panera, Applebee's and Olive Garden, that can help you get through this holiday season. Take a look at all of the benefits and programs you have access to, at [www.unionplus.org/csea](http://www.unionplus.org/csea).

Take advantage of the very last of your favorite physical tickets and gift cards and place an order early by calling CSEA Member Benefits Service Center at (866)-487-2732 during business hours. Additional fees for regular mail and shipping will be added to your order. Please allow one week for your order to be sent out and up to 2-4 weeks to receive regularly mailed items.

\*Please be advised that orders placed, which are valued at \$250 or more in total, will require an overnight shipping option, with signature required, that can cost anywhere from \$10 - \$22 to be sent to you.

### Harry and David Gifts

Save 15% with Harry and David gifts on your online order and have them delivered to a loved one, or enjoy a basket for yourself. Enter promo code CSEAMD0095 at check out.

### Teleflora

Save 30% on Teleflora flowers or GiftTree gift baskets. The promo code is already applied in the link above. Promo Code: BAAUP30

### Give the gift of FREE COLLEGE!

Download our Holiday postcard in black and white, or in color. Print it out, sign your name and the recipient's name and address and send it to a loved one who can take advantage of your union membership with free college.

### Union Plus BeFrugal- Online Instant Cash Back Shopping

Do you know anyone who doesn't shop online? Get instant cash back with BeFrugal, guaranteeing a higher cash back rate than any other cash back shopping site. Shop your favorites, like Macy's, JCPenney, Kohl's, Ulta Beauty and so many more. Earn up to 40 percent cash back when shopping online with Union Plus and BeFrugal and you can choose how to get your cash back: direct deposit, check, Venmo, Zelle, gift card...or save even more by combining coupons with cash back rates. Go to [www.unionplus.org/cashback](http://www.unionplus.org/cashback) to learn more and to get started. BONUS: Union members will receive an extra \$15 as a welcome bonus when they earn \$10 in cash back

### CSEA Branded Merch- CSEA E-Store

Featuring CSEA Custom Wrapping Paper

Look no further for the perfect gift for that amazing co-worker! Our CSEA e-store contains branded items that are here today but may be gone tomorrow. If you find something that catches your eye, buy, buy, buy, or say goodbye. Most items in our store will sell out and make for perfect unique gifts for your CSEA brothers and sisters. Wrap yourself up in CSEA this year with CSEA's new custom gift wrap for your holiday gifting needs, also available in our e-store. This wrapping paper comes in packs of 5 sheets for \$3, and is 100 percent recyclable. Each sheet measures 21.5 by 34 inches, and is double sided with our beautiful CSEA logos. Visit your CSEA e-store.

### Happy Holidays to all of our CSEA family members!

For additional questions or assistance, call CSEA Member Benefits at (866) 487-2732 or email [memberbenefits@csea.com](mailto:memberbenefits@csea.com)