



California School Employees Association  
Chapter 477 – Rio Hondo College  
MINUTES  
February 12, 2019

**UNAPPROVED**

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2 **Call Meeting to Order:** President Sandra Rivera called the meeting to order at  
3 **12:08pm** with 31 members present.

4 **The Pledge of Allegiance:** Angelica Bio led the Pledge of Allegiance.

5 **Roll Call of Officers:** Sandra Rivera, Janice Garcia-Lopez, Andrea Rivera Ringo,  
6 Angelica Bio, Rowena Mendoza, and Yolanda Ramirez.

7 **Absent:** Lisa Sandoval working at the Lab; Alberto Bretado taking pictures of an event;  
8 and Steven Gonzalez came in later.

9 **Approval of Minutes:** Corrections to the December Minutes: Lines 42-43 change that  
10 Valladares replaced Shapiro not Pacheco. James Sass asked to have the corrected  
11 November Minutes posted to the website. A motion by Jim Sass to approve December  
12 Minutes as corrected was second by Frank Garcia. Corrections to the January Minutes:  
13 Change 2017 to 2018, add unfair labor practice. Strike-out lines 58 to 62. At the end,  
14 change name President Rivera adjourned the meeting, not Lisa Sandoval. A motion by  
15 Andrea Rivera Ringo to approve January Minutes as corrected, Frank Garcia second  
16 the motion, and both Minutes were approved unanimously by the members.

17 **Treasurer/ 2<sup>nd</sup> VP Report:** Treasurer Bio presented the Budget along with her notes.  
18 Jim Sass asked for an explanation on the LA Federation of Labor fees, which divide  
19 \$1,200 to fund four \$300 events and/or charities. She said it helps with transparency  
20 both here and at the Fed.

21 At this time, President Rivera noticed that new member Lizbeth Angel was leaving and  
22 she introduced her. Liz Angel started working part-time in November 2018 as a CDC  
23 Aide. Everyone Welcome her. We are glad she could attend the meeting to be informed.

24 Treasurer Bio continued with the Budget and the fact that we need to cut back on  
25 expenses. The E-Board agreed to cut back on the scholarship fund from 1,000 to \$500  
26 per year. Also, the scholarship would be offered only every other year. For now, we will  
27 pay \$250 to each of two recipients for fall 2018. The scholarship fund will not be offered  
28 in 2019, and it will return in 2020, with \$500 to cover two recipients. To stay within  
29 budget, Alberto suggested we should ask that maybe the Foundation could fund our  
30 scholarship. He said he would ask them.

31 The E-Board acknowledges that the Ways and Means Committee (W&M) needs to do  
32 more fundraisers. However, Janice Garcia-Lopez who leads the W&M Committee  
33 stated that we are running out of steam. We have the very same staff working very hard  
34 to plan, organize, and man the fundraisers, and it is always the same people. It has  
35 taken a toll. Janice asks for help from the new members to participate by bringing their  
36 ideas on how to generate new revenue and to participate with hands-on activities and  
37 fundraising. She wants to do the Boutique, but we did not get enough vendors. She  
38 would like for us to cook, serve and sell the lunch instead of paying someone to provide  
39 it. Lunch would take a lot of work and a lot of people to make it happen. Halloween



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40 received mixed reviews because we did not have the party. We just celebrated with the  
41 contests in 2018. Sandra asked for volunteers to Chair the Halloween event/party. Now  
42 that we all know the exact budget, the Chair can work it to make it a great Halloween  
43 celebration, and she added “Who doesn't like to plan a party?” Janice reminded  
44 members that she will be having the W&M Committee meeting on February 21, 2019 in  
45 LR 106. She said: “There are only so many of us who can do so much. Come to the  
46 meeting, share your ideas. We need your help with set-up, clean-up, and decorations. It  
47 is lots of work, but it is fun!” Join the Ways & Means Committee to generate the revenue  
48 that will help the Chapter continue doing all the wonderful activities and events for the  
49 members of Chapter 477.

50 Angelica wrapped up the budget items as presented and she asked for a motion to  
51 approve. Gabriela Olmos motion to approve the Budget for 2019 and Frank Garcia  
52 second the motion. The Budget for 2019 was unanimously approved by the members.

53 **President’s Report:** President Rivera reminded members that the [Presidential Search](#) is  
54 on! She along with Mary Becerril, Hector Molina and Jim Sass are part of the Presidential  
55 Selection Committee and they will attend an orientation on February 25. The PFC will review the  
56 Board Policies to eliminate conflict of interest when appointing to the presidential selection and  
57 citizen oversight committees.

58 President Rivera presented a second item regarding a complaint lodged against a  
59 manager in Facilities. Four Facilities Classified Staff signed a 40-page petition against  
60 this manager who is violating Administrative Procedure [AP 3510](#) – Prevention of  
61 Workplace Violence and Disruption, which protects against bullying, intimidation and  
62 stalking. When an allegation of bullying, intimidation or stalking is received the district is  
63 supposed to assemble a subcommittee with a designated Staff, Faculty, and Manager  
64 plus the District’s Title IX Officer, in this case, HR Director Shawn Smith. The  
65 subcommittee would be in charge of the hearing, and the subcommittee would decide  
66 the outcome of the grievance. We think this procedure is unfair when dealing with a  
67 manager, because managers will stick together, and therefore we might not find a Fair  
68 Outcome from that arrangement. When the 40-page petition was taken to HR Director,  
69 he denied it by saying that bullying and workplace violence was not a violation of AB  
70 3510 but a violation of Title IX. He said he will not be able to deal with that, and we  
71 would need to convene a committee for a Title IX violation. CSEA disagrees with  
72 Director Sean Smith, and we are willing to take this to the [Planning and Fiscal Council](#)  
73 [\(PFC\)](#) meeting, and ask the Council to help us draft a document to follow-through on  
74 this claim of bullying and violence in the workplace.

75 Someone asked how AP 3510 came about. Sandra reminded us it was when President  
76 Martinez charged two faculty members with bullying and harassment. If this behavior  
77 was from a CSEA staff, he/she could be led directly to the chopping block, but a  
78 manager gets due process from the constituency. In this case, President Rivera would  
79 prefer to bring some external expert or professional to seriously look into these issues  
80 and allegations. She would like to take it to the next Board of Trustees meeting during



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81 the 3-minute comments, and to PFC to ask them what we should do, because right  
82 now, we have no redress. What do we do with bullying and intimidation by a manager  
83 when managers are the only ones allowed to hear these allegations? We cannot allow  
84 managers to be the accusers, jury, and executioner of any of us. However, it is not  
85 always the manager on a subordinate. President Rivera explained that if any of the  
86 staff encounters disrespectful conduct by a manager, faculty or staff, we can protect  
87 ourselves with this statement: “Your behavior is potentially in violation of AP 3510” and  
88 it helps maintain our ability to represent an aggressive employee. Still, we need a  
89 process to address bullying when a manager is the aggressor. Once again, as it  
90 happened with the gun incident, the Board Policies and/or Administrative Procedures  
91 are not adhered to when a manager is involved. We hope the new Superintendent  
92 President will bring these issues to light and correct them.

93 President Rivera brought up the fact that some employees who work less than 12  
94 months were “inadvertently” short-changed in their vacation and sick accruals. At least  
95 51 employees working 11 months or less were affected by this miscalculation. We will  
96 do a Memorandum of Understanding to codify it and to allow employees one or two  
97 years to use the vacation they did not receive or to have it paid. Staff was never notified,  
98 but one employee brought it to our attention, and now we know that 51 employees were  
99 short-changed up to 39 99 vacation hours, that’s a whole week, and at least 24 hours of  
100 sick leave was withheld from employees over three last few years. If you are an  
101 employee working 11 or 11 ½ months check your accruals or talk to HR to see if you  
102 were affected. Kristen and the ladies at HR will help you get the corrections for you.

103 She also talked about the Personal Necessity form. It is located in the P: Drive. We are  
104 no longer required to give a reason when we request Personal Necessity Leave. ([See](#)  
105 [§12.6 of the CBA](#)) The new form allows more discretion and privacy to use the time off.

106 **Good of the Order:** Secretary Ramirez asked everybody how their buildings were  
107 doing with the heat or cold. There were various statements of being too hot or too cold.  
108 We're still waiting to see that everything is stabilized, and at least now we have the  
109 seven messages from VP Ligioso letting us know the specifics of the work they are  
110 doing to get it fixed.

111 **Adjournment:** President Rivera adjourned the meeting at **12:55 p.m.**