



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

UNAPPROVED

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2 **Call Meeting to Order:** Vice-President Lisa Sandoval called the meeting to order at **12:08pm**
 3 with 29 members present.

4 **Pledge of Allegiance:** Steven Gonzalez led the Pledge of Allegiance.

5 **Roll Call of Officers:** Sandra Rivera, Lisa Sandoval, Andrea Rivera Ringo, Angelica Bio,
 6 Rowena Mendoza, Steven Gonzalez and Yolanda Ramirez.

7 **Absent:** Janice Garcia-Lopez, Alberto Bretado.

8 **Approval of Minutes:** President Rivera requested to strike lines 59 to 64, 66 to 71, and 76 to
 9 84. M/S F. Garcia/M. Henley. Minutes approved unanimously by the members.

10 **Nominations for Delegates to Attend the CSEA Conference:** VP Lisa Sandoval opened the
 11 floor for nominations for delegates to attend the CSEA Conference from July 28th to August 2nd
 12 2019 in Las Vegas. Graciela Trejo, Clerk Typist at EMEC, nominated herself. Sylvia
 13 Viramontes Bunday, nominated Eliana Valdes, Clerk Typist in Marketing. Lisa asked her if she
 14 accepted and she said yes. Secretary Ramirez nominated Carolyn Gonzales, Division Secretary
 15 in Health Science. She asked Carolyn in person if she would accept the nomination and
 16 Carolyn accepted to be nominated. Lisa closed the nominations for March. We will be taking
 17 more nominations in April and we will vote to see who goes to conference. Although we are
 18 eligible for 4 delegates due to the number of members, only three are in the contract. CSEA will
 19 pay for two delegates and the Chapter President to attend conference, including, hotel, per
 20 diem, registration, and travel.

21 **Guest:** CSEA member dependent scholarship checks to Kevin Figueroa son of Erwin Figueroa
 22 in Printing Services along with our own Angelica Bio were awarded the CSEA \$250 Scholarship
 23 for Fall 2018. Jim Sass presented the Scholarship checks to both Kevin and Angelica. Secretary
 24 Ramirez reminded everyone that from now on, scholarships will be awarded every other year.
 25 The next one will be in 2020.

Congratulations to Angelica and Kevin!



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27 **Treasurer Report:** Treasurer Angelica Bio reported balance for February ending with
 28 \$8,126.32. She asked for a motion to approve the expenditures for February. Motion by Liz
 29 Telles to approve the budget for February, second by Rowena Mendoza.



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30 **CPRO:** No report.
31 **2nd VP:** No report.
32 **1st VP:** Lisa reported CSEA will hold a Retirement Seminar here at RIO in Room S236 on
33 Saturday, March 16, 2019. If you still want to register go to the website to see if you can be
34 there for this Saturday. Other retirements: Michael Henley, Range Master and Gloria Reyes,
35 Secretary at EMEC. We congratulate each of them for their contributions to the college and for a
36 job well done.

37 **President Report:** Andrea Rivera Ringo introduced our new DSP&S Media Technician.
38 Magnus Bennette, WE welcome you to CSEA Chapter 477. The Safety Committee will be
39 meeting this Friday March 15, 2019. Chris Hruby volunteered to attend the meeting from 11 to
40 12 p.m. The Safety Committee has been on hold for a very long time, almost two years, due to
41 the many changes in the Director of Facilities who oversees the Safety Committee. Article 14 of
42 our contract deals with Safety on the job and it allows CSEA Staff to sit on the committee. This
43 is not only to talk about safety issues on campus, but also to communicate if we need
44 equipment to do our jobs safely, such as the boots for the Facilities staff. If you can think of any
45 equipment needed to do your job, or any safety issues, tiles falling, broken lights, potholes on
46 the road, or any other safety concerns you can think of email Sandra or Chris Hruby to ensure
47 they can bring it to the Safety Committee. Remember that the District must pay for any
48 equipment that ensures our safety on the job. Let your manager know and we will report back to
49 you how it went.

50 President Rivera stated there is a Labor Relations meeting scheduled on March 19th. The
51 Bargaining and Negotiations team comprised of Gabriela Olmos, Lisa Sandoval, Janice Garcia
52 Lopez and Sandra Rivera are missing one person since Suzanne Frederickson retired. The
53 District's team includes: Henry Gee, Yulian Ligioso, Laura Ramirez and Teresa Dreyfuss. They
54 will meet to discuss Labor Relation matters. Let us know what to bring up. Andrea would like
55 them to ask why faculty cannot be in CSEA hiring committees for staff who will interact closely
56 with faculty. Heng said the language of the policy is too broad. He said the Cost Center
57 Manager could designate to bring people who interact closely with the person being hired. e.g.
58 Faculty wanting to sit on the hiring committee for a Division Secretary.

59 Frank Garcia stated he spoke with VP Yulian Ligioso. The District needs to hire another full-time
60 person to do Utility work. There are so many event set-ups now, they have been pulling
61 custodians from their duties to help set-up. They are so short-staffed and they need help. Frank
62 requested that we keep pressing to get another person to help with Utility. The demands placed
63 on them are too many: deliveries, door openings, 2 or 3 event set-ups per day, it is a lot for two
64 men. He stated: "I would love to help everyone but it is getting to the point where we can't be
65 there for you."

66 Sandra stated that they will take this to PFC because there is no Universal Planning Calendar to
67 forecast the need for more Utility staff. To move equipment, to do set-ups, install signage, move
68 tables and chairs from one end of campus to another and the two people in Utility or in A/V are
69 not being informed or involved until the last minute. Also, A/V guys do not have access to
70 Schedule 25 to see where they are going to be needed. Lisa said she has seen that Schedule
71 25 has events that are not taking place and room reservations and work orders are not being
72 cancelled, which have the men doing jobs no longer needed. Lisa asks every staff member to
73 be mindful to cancel all unneeded reservations in Schedule 25, and cancel work orders in
74 SchoolDude, and notify the guys via email so they are informed. Lisa has found that when she



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75 needs to do updates and work on the computers, the computer rooms are scheduled and
76 they're not being used, but she cannot work because the reservation is still showing in R-25. Let
77 us have consideration for the hard work that other employees need to accomplish based on our
78 reservations and needs. Last minute items and changes can be understood, but Frank gave the
79 example that when they put up 25 canopies for an event that doesn't happen, it is a waste of
80 time and energy that takes away from doing the jobs that need to be done for the day or the
81 week. We are asking all staff to be considerate of our understaffed Utility, Warehouse, and A/V
82 staff to inform and cancel events and work orders no longer needed. We need to take care of
83 each other, and help each other as many as much as we can.

84 President Rivera informed that no one is allowed to substitute for an employee out on A-days. If
85 So and So is out on an A-Day in Transfer Center and a person in Counseling is called to help,
86 that is a NO-NO. Call Sandra, Lisa or Rowena. Substitutes may work when a person is on
87 vacation or sick leave, but never work in place of a person on an A-Day. If you are unsure, ask
88 questions of the person missing or the supervisor if they are on an A-Day. In addition, student
89 workers are not allowed to do our job. President Rivera reported the issue regarding vacation
90 and sick leave accruals withheld. HR is still calculating accruals. Steven brought up the fact that
91 vacation and sick leave are not reported on our pay stubs, and since IT does not have a
92 Secretary. Sandra stated that all employees can call Helia in HR to ask about their accruals,
93 and be sure to use the contract to see your hours are accurate. Sandra said this issue will also
94 go Labor Relations for discussion.

95 **Good of the Order:** Secretary Ramirez stated she created an Excel template to have it done
96 individually. She will email it to everyone. Staff should use the contract to enter the correct
97 percentages to make it work. CSEA E-Board asks Department Secretaries to please inform
98 their co-workers on their accrual balances as they receive the report from HR, every month.

99 **Adjournment:** President Rivera adjourned the meeting at **12:56 p.m.**