



California School Employees Association  
Chapter 477 – Rio Hondo College  
MINUTES  
June 11, 2019

**APPROVED**

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**Call Meeting to Order:** President Sandra Rivera called the meeting to order at **12:07pm** with 29 members present.

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

**Roll Call of Officers:** Sandra Rivera, Lisa Sandoval, Janice Garcia-Lopez, Alberto Bretado Andrea Rivera Ringo, Rowena Mendoza, and Yolanda Ramirez.

**Absent:** Angelica Bio

**Approval of Minutes:** Secretary Ramirez presented the Regular Meeting Minutes for May 14, 2019. Having no corrections, Johnny Figueroa motion to approve the Minutes, Lisa Sandoval seconded the motion. Minutes were approved unanimously by the members present.

**\$232 Dues Overpayment and Reimbursement for Sandra Rivera.** It was found that HR deducted \$8 monthly for Chapter Dues instead of \$4 from Sandra Rivera's paycheck since 2014. Therefore, she's due \$232 in credit for overpayment of Chapter Dues for the last 4 years and 10 months. (\$4 x 58 mos. = \$232) A motion to approve the \$232 refund for overpayment of CSEA Chapter Dues for Sandra Rivera was made by Lisa Sandoval seconded by Janice Garcia Lopez. The motion was approved unanimously by the members present.

**Treasurer Report:** Due to desk duty Treasurer Angelica Bio could not attend. She will present the May expenditures at the next meeting.

**1st VP Report:** 1st Vice-President Lisa Sandoval informed members that the Maintenance and Operations Academy will be on October 12, 2019 in Upland from 9:00 a.m. to 5:00 p.m. They will cover health and safety to protect themselves, coworkers, and students against workplace hazards. Staff will learn about ALICE (Alert, Lockdown, Inform, Counter, Evacuate) with various trainings including evacuation procedures in case of emergency. Registration before 09/06/2019 is \$20 and includes continental breakfast, lunch, tool bag, and a knee pad. It is \$30 after that.

Lisa clarified that emails received about CalPERS offering services, are not affiliated with CalPERS. These companies are asking employees to invest money with them in IRAs or Annuities. Beware, they are only fishing for your contact and financial information To learn about your pension benefits and account balance, you can activate your online retirement account directly at [www.CalPERS.ca.gov](http://www.CalPERS.ca.gov). Also, the CalPERS Fair is this weekend, June 14th and 15th from 8:30 a.m.to 4:00 p.m. at the Hilton Hotel in Pasadena. There will be CalPERS Representatives with all kinds of information about the CalPERS benefits, including long-term care. It is free, and if you need to learn, it would be worthwhile to attend.

On Labor Relations, Lisa stated that AP 3510 was placed as an informational item on tomorrow's Board Agenda. In addition, the June 12 Board Agenda includes the possible announcement of the new RHC Superintendent/President. The Board Meeting starts at 6 p.m. and it is expected to be a long meeting probably lasting into midnight.

**2nd VP Report:** Janice Garcia Lopez head of the Ways & Means Committee asked members to RSVP to attend the Decade Dinner by Tuesday, June 18, 2019 and the W & M Committee is planning a Summer BBQ on Friday, July 12, 2019. Plan to Join Us!

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40 **President Report:** Sandra Rivera reported on various issues the Labor Relations team and  
41 Heng Lim our CSEA Representative continue to work on:

- 42 • On June 18, 2019 the Labor Relations team will meet with President Dreyfuss and VP  
43 Ramirez regarding employee and employer issues including having the Grievance Form on  
44 the P: Drive rather than impeding the process by having Staff go to HR to request a form.  
45 This interference prevents Staff from exercising their right to file grievances against  
46 misconduct from supervisors and managers. This is where AP 3510 policy applies, when  
47 employees are feeling bullied or harassed and they cannot file a complaint because the form  
48 is not easily accessible. (See Article 16 – Grievance Procedure)
- 49 • The District is assigning coverage from other areas or departments when Staff are on  
50 approved A-Days. If the District is hiring Substitutes to continue the work of Staff on A-Days,  
51 it is not only wrong, it is also a violation of the CSEA Collective Bargaining Agreement  
52 (CBA). We are asking Staff to assist us in making these contract violations known because  
53 they need to be reported and remedied. If another person is working your job while you are  
54 on an A-Day, that means you should be working as a 100% employee. (See Article 7.9)
- 55 • She gave an update on the planned layoff of three (3) employees. She said one of the  
56 employees was made “whole”, and will be working with other funds. CSEA wants to make  
57 sure there is a MOU, to make the transfer legal and to safeguard long-term funding for these  
58 individuals, and to prevent future layoffs. The other individuals were advised of their rights  
59 and were informed about exercising “Bumping Rights”. (See Article 17)
- 60 • She stated that the Transfers process, the location of interviews, and language need to be  
61 addressed. She has learned that interviews for employees with a “Request for Voluntary  
62 Transfer” are happening in the Administrative Offices of the Supervisors or Managers, and  
63 Staff are feeling uncomfortable about it, and this is not following the contract language. To  
64 keep it a professional procedure, the Transfer interview process should be handled by HR  
65 Staff and the interviews should be conducted in the HR Office, instead. (See Article 13)
- 66 • Utility and Audio/Visual Staff teams, comprised of two men each, report having a massive  
67 amount of work. In April the District had stacked events on April 26, with the Taste of RIO,  
68 an Officers Training and another event at the Board room, back-to-back, with only two Staff  
69 to take care of everything: putting up and putting down tents, tables and chairs all day long.  
70 The A/V Staff is also trying to move and configure equipment between events, rushing  
71 around with sensitive equipment across campus. This happened again on May 3<sup>rd</sup> with the  
72 Student’s Prom and other large annual events. None of the men in Utility or A/V are able to  
73 see the events in advance in Schedule 25 to know what is happening across campus or to  
74 be able to plan ahead. Sometimes they are not informed of the specific needs for each  
75 event until the last minute. They are running around and across campus, including on to the  
76 Outreach locations for ceremonies or special events. These men take pride in their work and  
77 want to ensure everything is taken care of with the proper equipment, at the right place at  
78 the right time, but it is not happening like that. CSEA has suggested a Master Calendar to  
79 help with planning huge annual events with only two people in these areas, to no effect. It is  
80 too much, and it is taking a toll on their bodies. This is now a Safety issue. (See Article 14)  
81 Eric Telles agreed that scheduling of events overlap with off-campus events and since  
82 Schedule 25 does not “talk” to Banner how can we create a Master Calendar for everyone to  
83 see how much is already scheduled? Janice added that even though Classified schedule

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- 84 events up to a year in advance, when others with more clout need the facilities, we are  
85 bumped. We would need an office person in both Utility and A/V to monitor the conflicts,  
86 especially when people with authority call or email their event requests at the very last  
87 minute instead of considering others by scheduling in advance.
- 88 • CSEA asked HR for a list of unfilled positions, including a list of the Substitute employees  
89 brought in to cover. The District may fill a position with a Substitute for a maximum of 80  
90 days in the temporary absence of the employee who is regularly assigned to that position.  
91 However, if the District has no intent to hire, Substitutes are not allowed to take on the  
92 position without going through the hiring process. This seems to be what is happening with  
93 the vacant Locksmith position. They have flown the position twice and not hired anyone.  
94 Since Harry went out on medical leave for a time, the Sub's time is not accounted for, but  
95 once the District reported his retirement, the Sub has 80 days to be replaced with a new full  
96 time Locksmith employee no later than July 15<sup>th</sup> when the 80 days are up. (See Article 5.5)
  - 97 • We would like to know if anyone of you submitted a Reclassification Request by January 31,  
98 2019. We want to know if HR has communicated with you at all about receiving your  
99 request. The CDC Teachers did file Reclassification requests, and if they or you have not  
100 received a confirmation letter, an update or progress notice from HR by May 1<sup>st</sup>, not replying  
101 on time is a violation of our contract and it is grounds for a grievance. (See Article 6.14)
  - 102 • President Rivera asked 1st VP Sandoval to elaborate on the Trust item listed on April's  
103 Board Agenda. Lisa explained that she learned the District was entering into a Trust to help  
104 supplement for the higher costs of CalPERS and CalSTRS, which continue to increase. Two  
105 questions remain: 1. Where did the money come from? 2. Where is the money going? Staff  
106 are welcome to attend the Board Meeting tomorrow and bring this up, especially because  
107 Yulian Ligioso will present the Budget. Maybe he brings up this Trust money and we can ask  
108 questions on how it will affect Classified.
  - 109 • Andrea spoke again about whether or not the Labor Relations team questioned HR on the  
110 subject of Faculty being able to participate in Staff Hiring Selection Committees and vice  
111 versa. According to AP 7217 some committees allow specialized Staff in the hiring of  
112 Faculty. Chris Soto participated in the hiring of the new Astronomy Professor, but we have  
113 no knowledge of Faculty being allowed into classified selection committees.
  - 114 • Sandra replied there was CP 5030 in 2014. Then, the District switched to a new number  
115 system, and it became AP 7216, which is nowhere to be found. The procedure included the  
116 Cost Center Manager, two (2) Classified and anyone else who interacts regularly with the  
117 employee. Last year the Chemistry Lab Technician could not participate in the hiring  
118 committee for a new Chemistry Professor. The Dean wanted her there and they were not  
119 allowed even when they took it to the President. The removal of procedures CPs and APs  
120 were done without an official vote in 2014. Although not published, AP 7216 was the  
121 accepted procedure, but the District continues to exclude both Faculty and Staff at their  
122 convenience without allowing us to represent and be able to select the best equipped  
123 employee or faculty who will be the best fit for the job. Right now, Custodians have 2 or 3  
124 level interviews, even one with the President, which is unusual and intimidating. Although,  
125 not everybody has gone through the president to be hired, it seems excessive to have a 2 or  
126 3 level procedure with an interview with the president who can override the committee's  
127 decision. CSEA has an interest in stopping this corrupted process, such as when a Manager

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128 selects and instructs the hiring committee to hire a “specific” person. Specialized Staff such  
129 as Ethel Battles would like to participate in hiring her replacement before she retires. Jim  
130 Sass agreed that process is necessary with specialized positions, but it is not a Standard  
131 Operating Procedure (SOP). Lisa stated that we could suggest it as amendment language at  
132 the next PFC meeting, to have Faculty/Staff hired before predecessor leaves. Someone  
133 asked if we can file a grievance against the District for removing the AP 7216 procedure?  
134 President Rivera explained that a grievance is filed only for a violation of the CSEA contract.  
135 Since this is an administrative policy and process, we cannot file a grievance.

- 136 • Lisa brought back a little bit more Labor Relations by stating the team is still working on the  
137 MOU regarding the vacation and sick leave withholdings. The committee is doing some  
138 edits to include everyone who was affected, by adding language to include the retirees that  
139 were affected and include Staff who resigned to make sure everyone gets their vacation and  
140 sick leave reinstated and/or paid. They hope to present the MOU to the members next  
141 month and maybe ratify and vote on it in the June meeting.
- 142 • Lisa wanted to restate that Labor Relations, CSEA E-Board, and Negotiations Teams do not  
143 drag our feet in addressing contract violations and seeking solutions and remedies. These  
144 are our CSEA dues at work and we are working to make our investment worthwhile. Help us  
145 help you. Read your contract, learn and exercise your rights, recognize and report violations  
146 and participate in activities which are partially covered by your union dues.
- 147 • Sandra returned to AP 3510 Prevention of Workplace Violence and Disruption to say that  
148 Board President Gary Mendez added the item for discussion to the Board’s Agenda for  
149 tomorrow. We are glad he is bringing it up. She mentioned that Kevin Smith, Academic  
150 Senate President texted to ask why the District was meeting without CSEA to discuss AP  
151 3510. Sandra clarified: Since the District is in violation of AP 3510 and we filed a [PERB](#)  
152 action, this is now a negotiable item. CSEA cannot attend those meetings because the  
153 District will think we're negotiating and that's not what we're doing anymore. Also, CSEA  
154 sent a Cease-and-Desist letter because the violation is affecting the Staff’s performance,  
155 and thus, the subcommittee's meetings are on hold, and might resume in September when  
156 Faculty return to modify the procedure. Kevin said the sub-committee was not told that  
157 CSEA was filing a PERB. Sandra told Kevin that she told Rebecca Green directly to her  
158 face, and thus the District was informed. Now that the violation has been acknowledged, we  
159 are not attending those meetings because the PERB action takes precedence.

160 **Good of the Order:** President Rivera showed pictures and thanked the volunteers to the food  
161 drive, Jim and his wife, Gabriela, Erwin and his son Kevin. Two tons of food was collected. It will  
162 be sorted and disturbed to union pantries and our affiliation to the Fed has benefited us with  
163 food many times. Sandra introduced Juan Mendez, son of our beloved Custodian and friend,  
164 Joaquin Mendez, who passed away a couple of years ago. Juan is a product of Rio Hondo. He  
165 was a student, returned and started working as a Clerk I in Communications and will now be  
166 working as a 65% Instructional Assistant at The Writing Center. Joaquin would be so proud!  
167 Amy Ulloa was promoted from a 47.5% Clerk Typist III to a 100% Support Services Aide at the  
168 DSP&S Office. She is not happy with the title, but said she is glad to be a full-time benefitted  
169 employee. We welcome both of them gladly and we know they are going to do a great job!

170 **Adjournment:** President Rivera adjourned the meeting at **1:00 p.m.**