

# PACE

Professional Association  
of Classified Employees

Monthly Newsletter  
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**Issue 18: January 2024**

**Professional Development**



**Sub-Committee of  
CSEA Chapter 408**

Monthly Newsletter

## BLOOD DRIVE COMING TO COS

CSEA has partnered with Central Valley Blood Center and will be hosting a blood drive at our Visalia Campus on Thursday, January 25th from 9am-1pm. For those who are able to donate, [please use this link](#) to sign up for a time slot!



Central California Blood Center

## SAVE A LIFE EVERY 8 WEEKS.



COLLEGE OF THE SEQUOIAS  
BLOOD DRIVE  
JANUARY 25 | 9:00A - 1:00P

Miranda  
Castro  
Life Saved  
& Donor



## UPCOMING EVENTS

January

- 8 - National Clean Your Desk Day
- 12 - Convocation
- 20 - CSEA Union Steward Training, Level 1
- 25 - Blood Drive (Visalia Campus)
- 31 - CSEA Meeting



February

- 14 - CSEA Meeting
- 15 - CSEA Member Student Loan Reducer Application Deadline
- 29 - Staff Service Awards

## UPCOMING EVENTS

## IMPORTANT DATES

- **January 1-2** Winter Break
- **January 8** National Clean Your Desk Day
- **January 12** Convocation
- **January 15** MLK, Jr. Day - Offices Closed
- **January 16** Spring Semester Begins
- **January 20** CSEA Union Steward Training, Level 1
- **January 25** Blood Drive (Visalia Campus)
- **January 31** CSEA Union Plus Scholarship Application Deadline
- **January 31** Pay Day
- **January 31** CSEA Meeting

**Apply Now**

## UNION PLUS SCHOLARSHIPS DEADLINE

Are you or a dependent getting ready to start college and looking for what scholarships you can apply? CSEA offers a Union Plus Scholarship for its members and their dependents! The deadline to apply is January 31st. This scholarship is for members or their dependents attending higher education. The applicant must be accepted into a U.S. accredited college, university, community college, technical or trade school at the time the award is issued. For more information visit:

[Union Plus Scholarships](#)

# RAFFLE WINNERS!

Congratulations to Laura Maciel, winner of our Winter Basket raffle, and to Cassandra Garcia-Quiroz, winner of our Charcuterie Board! We raised \$102.45 for the chapter.

Thank you to all who participated by purchasing tickets, and a special thank you to Carolyn Franco for putting together the gift basket and to Vanessa Ramirez and Rosa Fagundes for donating and curating the charcuterie board. With your help, we hope to continue bringing more potlucks, more raffles, and more events to our CSEA Chapter 408! Remember that these fundraisers are critical to ensuring the continued success of our chapter.



The gift basket was won by Laura Maciel!

## WE NEED YOU!

If you want to be more involved with your union, then you're in luck! CSEA 408 is looking for volunteers to help support our chapter's continued growth!

Our Executive Board is in need of a Chapter Secretary. We are currently accepting nominations for or from individuals who would be interested. We will elect a new Secretary at the January chapter meeting on the 31st.

Our chapter is also in search of Chapter Site Reps & Stewards! For those who are interested, there are trainings year round to help guide your role as a site representative or job steward. Site reps help to distribute information and facilitate activities on their campus. Stewards are specially trained to understand the contract and our rights as classified employees to act as a representative when fellow members need support.

For more information, please email: [katiec@cos.edu](mailto:katiec@cos.edu)



WE WANT YOU  
IN OUR  
TEAM!

## HAVE-A-HEART DONATIONS

As February is quickly approaching, we are starting our donation outreach for Have-a-Heart. As CSEA members, we are fortunate to have the opportunity to help people in need. We care about our families, volunteer to make our communities a better place, and every day, we work in schools to make a difference in the lives of the students we serve. But sometimes, we need help too. That's why we give to the Dorothy Bjork Assistance Fund, which solely relies on your generous donations.

There are multiple way you can donate today!

- **Donate Online:**  
[Dorothy Bjork Assistance Fund Form](#)
- **Donate by Check:**  
CSEA Assistance Fund,  
2045 Lundy Ave., San Jose, CA 95131
- **Donate by Phone:**  
Call 866-ITS-CSEA (866-487-2732), option 1

The CSEA Assistance Fund is a tax-exempt nonprofit as described in Section 501(c)(3) of the Internal Revenue Code; EIN 82-3776783.



# HELLO *friends!*

Let's give a warm GIANT welcome to the amazing new staff who joined our family last month!



**Isaiah Castro**  
*he/him*  
Clerical Assistant, Financial Aid



## PROFESSIONAL TIP

“Accountability is the glue that ties commitment to the result.” - Bob Proctor  
One of the hallmarks of professionalism is accountability. Accountability helps build trust within your team. Here are a few examples of demonstrating accountability in the workplace:

- Pay attention to the details
- Acknowledge and fix your mistakes
- Help your coworkers
- Develop a proactive approach
- Show up as a leader
- Stand up for what's right
- Improve your attendance
- Be willing to accept criticism
- Offer solutions instead of complaints
- Offer a sincere apology

## PERSONAL TIP

Get rid of guilt! Guilt can be a destructive feeling. If you need to apologize for something to someone, do it. If it is impossible to do in person, close your eyes, ask for forgiveness, and LET IT GO! What is very important is to forgive yourself for not being a, or b, or c. Sometimes we set very high goals or make simple mistakes. Instead of overthinking our experiences, we need to look at them as a lessons, make conclusions, and move on.

## SPREAD THE LOVE & SHARE THE JOY

**CONGRATULATIONS TO ALICIA EATON ON HER FIRST GRANDBABY, ELEANOR ROSE!**



Have a coworker (or maybe a group of workers) that you would love to recognize? Do they go above and beyond for students? Are they an uplifting motivator to their peers? Know someone who is working hard to make improvements for our District? Let us give them a shout out and recognize that!

Email: [katiec@cos.edu](mailto:katiec@cos.edu) or [luzd@cos.edu](mailto:luzd@cos.edu)



# MEET YOUR CSEA 408 EXECUTIVE BOARD

## President

Katie Cain

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## Vice President

Carolyn Franco

Basic Needs Coordinator  
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## Secretary

Vacant

Vacant

Vacant



## Treasurer

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Payroll Specialist  
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## Communication Officer

Mari Dedon

Admin. Assistant, LRC  
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# MASTER AGREEMENT FEATURE

## Article XVI: Transfers

### 16.3 Filling Vacancies (Voluntary Transfer):

This language was rendered void by legislation in 2018 and removed in negotiations. No replacement language has been established.

### So what does that mean?

Our current contract has no outlined provisions for a voluntary transfer. That means that there's no formal or required process for advertising openings that equitably allows anyone interested, including all potential internal applicants, to know about the position. If someone finds out about a vacancy before it flies and management agrees to it, they will just transfer the employee without flying the job.

# KNOW YOUR RIGHTS!

## Public Employees are entitled to a safe and healthful workplace.

Source: Cal. Labor Code Sections 6400, 6401.5; Health & Safety Code Section 113693; Title 8. Cal. Code of Regulations Sections 330 - 340

- Public employees have the right to a safe and healthful environment. Their employer must provide safety devices and safeguards to reasonably ensure their health and safety. The employer must also use methods and processes reasonably adequate to insure health and safety, and do every other thing reasonable to protect public employees' lives, safety, and health.
- The California Occupational Safety and Health Administration (CAL-OSHA) adopts occupational safety and health standards. The employer must comply with these standards. The standards, in addition to specifying certain safe work practices, also describe unlawfully hazardous equipment and work practices, including exposures to COVID-19, excessive heat, wildfire smoke and toxic materials.
- Each district must have a written Injury Prevention Plan identifying its system for identifying unsafe conditions and correcting these. The employer must keep certain records of its steps to implement its plan, including documenting inspections and completion of training.
- Food service employees are entitled under the Health & Safety Code to handwashing breaks at least every thirty (30) minutes.

# BENEFITS FEATURE

When you're a CSEA member, you have access to member-only discounts and corporate rates on everything from pizza and the zoo to movie tickets, car rentals, and hotels! Explore over 302,000 offers across 10,000 cities with Union Plus Entertainment Discounts, provided by Abenity. Enjoy delicious meals and receive discounts when dining at your favorite restaurants like Applebee's, Chili's, Olive Garden, and local restaurants when signing up with Abenity through Union Plus. To access your Union Plus restaurant discounts, register or log in to the Abenity website.

# EDITOR INFORMATION

The PACE Monthly Newsletter is published monthly through collaboration with CSEA and PACE members. All articles are written by the editors unless otherwise noted.

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Our Web Pages:



COS.edu  
PACE Page



COS.edu  
CSEA Page



CSEA.com/  
chapters/408

# MEET YOUR NEGOTIATIONS TEAM



Jordan L.



Michael F.



Nick T.



Ashley M.



Shane H.

## Chair:

Jordan Lamb

## Administrative & Fiscal Services:

Heather Zantos

## Maintenance & Operations:

Michael Fox  
Janet Leija

## Academic Supports:

Nick Terry

## Technology & Communications:

Jeremy Mallouf

## Student Support Programs:

Ashley Martinez

## Matriculation, Counseling, & Outreach:

Regina Trevino

## District Police:

Shane Hettick

## Ex-Officio:

Katie Cain



Heather Z.



Janet L.



Jeremy M.



Regina T.



Katie C.

# NEGOTIATIONS AND GRIEVANCES

Recently, your Chapter Leadership worked on your behalf to:

- Clarify duties and work areas to be covered by custodians. We are still working with Management to reach agreeable assignments.
- Investigate supervisors requiring justification for vacation requests.
- Finalize ranking those issues most important to members in preparation for the 2024 negotiations cycle.
- Meeting with COSAFA and COSTA to align mutual goals during negotiations.
- Investigating potential District over-use and/or misuse of non-permanent employees.

# MEET YOUR STEWARDS

These CSEA members have undergone specialized training and are ready to help you navigate issues.

## Katie Cain

Chief Union Steward  
csea408president@gmail.com  
559-471-6176

## Osiris Deleon

Union Steward  
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If you are interested in becoming a Site Representative or Union Steward, please contact your Chapter President.