

PACE

Professional Association
of Classified Employees

Monthly Newsletter
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Issue 19: February 2024

Professional Development

Sub-Committee of

CSEA Chapter 408



Monthly Newsletter

HAVE -A- HEART MONTH

February is Have-A-Heart Month! 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. To help in this endeavor, you can participate in a silent auction benefitting the foundation during the month of February. See the CSEA website for more details.



**Dorothy
Bjork**
ASSISTANCE FUND



UPCOMING EVENTS

February

- 13 - New Hire Reception
- 14 - CSEA Meeting
- 29 - Emotional Intelligence Workshop
- 29 - Pay Day



March

- 8 - DIY Series: Spring Door Signs
- 13 - PACE Service Awards
- 13 - CSEA Meeting
- 22 - Brown Bag Orientation
- 27 - Pay Day

UPCOMING EVENTS

IMPORTANT DATES

- **February 1** CSEA Dependent Scholarships Application Deadline
- **February 14** CSEA Meeting
- **February 14** Valentine's Day
- **February 15** CSEA Member Student Loan Reducer Application Deadline
- **February 16-19** Presidents' Weekend - Offices Closed
- **February 29** Emotional Intelligence Workshop
- **February 29** Pay Day

PROFESSIONAL DEVELOPMENT REIMBURSEMENTS

Did you know Classified Staff are eligible to receive cash reimbursements for tuition, workshops, webinars, and/or conferences? Due to a staff development grant, PACE is able to offer a reimbursement of up to \$300 for professional development activities in the 2023-2024 school year. Prior authorization is required by your supervisor and the PACE treasurer (Carolyn Franco). This is in addition to any PD funds available through your department. For more information on PACE Reimbursements visit: [PACE - Professional Association of Classified Employees](#)

HELLO *friends!*

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



Wendy Gutierrez
she/her
Senior Instructional Specialist, ESS



Sonya Cortez
she/her
Clerical Assistant, Counseling



Arely Powell
she/her
Clerical Assistant, Financial Aid



Yissel Lemus-Reyes
she/her
Student Services Specialist, TRiO



Kelsee Jensen
she/her
Grant Program Specialist/CTE Grants, CTE



SPREAD THE LOVE



SHARE THE JOY

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 or luzd@cos.edu

PROFESSIONAL TIP

Let's set some goals in the workplace! Goals can help us complete certain tasks or achieve bigger goals, such as a promotion or career change. Creating goals can help track the progress we make. Here are some examples of professional goals we can start setting for ourselves:

- creating/implementing a new marketing campaign
- promotion to a higher-level position
- getting an employee of the month award
- switching careers or industries
- getting hired by your dream company

Remember, if someone helps you achieve a goal, it's always a good idea to send them a thank you!

PERSONAL TIP

Take Responsibility for Your Own Life! This is a very significant thing to understand that will boost your life. This is your life, and everything you have or do with your life is totally your responsibility. You are the person who makes decisions about your life.

This doesn't mean you can do whatever you want and not consider other people's opinions or forget about consequences. It merely means whatever you have now and at whatever position you are now is 99% the result of your decisions and your work.

The good news is that it is totally in your power to change things for the better and make it the best life possible.



GIANT STAFF MEMBER OF THE MONTH: *Corey Cox*

Classification: Instructional Assistant

Office/Department: Educational Support Services

Main Campus: Visalia

How long have you been at COS? I have been at COS since the beginning of the Fall 2023 semester, just about 6 months.

Have you held any other classifications at COS? No

Are you involved with any committees or clubs on campus? No

Are you also a faculty member? No

Would you describe yourself as an introvert or an extrovert? I would describe myself as an extrovert, I love being a social butterfly and meeting new people.

What's the best way to spend a free weekend? The best way to spend a free weekend is hanging out with my friends. It doesn't matter what we are doing, as long as I am with them, then I am having a great time.

What is your favorite holiday and why? My favorite holiday is Halloween. I love scary things and getting to dress up in different costumes.

Who was your childhood celebrity crush? Zac Efron

You have to sing karaoke. What's your song of choice? Unwritten by Natasha Bedingfield

What is your favorite hot beverage? A hot chai tea latte with a shot of espresso

What is the best sandwich? A toasted BLT with avocado

What would the title of your autobiography? The Corey Cox Chronicles

What is your favorite thing about working at COS? My favorite thing about working at COS is being able to help students succeed in difficult classes.

If you had a magic wand, what would you improve for classified staff at COS? I would make the student discount for The Grind also apply to staff.



MEET YOUR CSEA 408 EXECUTIVE BOARD

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MASTER AGREEMENT FEATURE

Article 13.7: Personal Necessity Leave

Bargaining unit members shall be eligible to use up to seven (7) days of sick leave benefits in cases of personal necessity as defined by this Section.

13.7.1 The death of a member of the bargaining unit member's immediate family when additional leave is required beyond Bereavement Leave.

13.7.2 As a result of an accident or illness involving a bargaining unit member's person or property or the person or property of his/her immediate family.

13.7.3 An appearance in any court or before any administrative tribunal as a litigant, party, or witness.

So what does that mean?

If you have a family emergency or have to go to court as a witness, you can use up to seven (7) days of your sick pay balance to cover that absence instead of using up your vacation time. This allowance for Personal Necessity Leave helps keep the unexpected from ruining future plans.

KNOW YOUR RIGHTS!

Classified Employees are Entitled to Jury Duty Leave

Source: Cal. Education Code Section 87036 (Community College Districts)

- Classified employees are entitled to a leave of absence with pay for the purpose of serving on a jury. The district must pay a classified employee called for duty the difference between the employee's regular salary and the amount the employee receives as juror's fees.
- It is illegal for any district to, directly or indirectly, suggest to any classified employee that they seek exemption from jury duty. It is also illegal for any district to discriminate against any employee with respect to assignment, employment, promotion, or in any other manner because of the employee's service on a jury.

BENEFITS FEATURE

Need to build your credit? The Capital One Union Plus Credit Card offers a competitive 1.5% Cash Back on all purchases. Featuring competitive interest rates and valuable Mastercard benefits, members can choose from three different option to earn rewards and build credit with responsible use. Rebates and discounts are also available with some retailers. Visit CSEA.com to get more details and apply.



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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Heather Z.



Janet L.



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Regina T.



Katie C.

NEGOTIATIONS AND GRIEVANCES

Recently, your Chapter Leadership worked on your behalf to:

- Finalized and ratified the Initial Proposal for the 2024 contract.
- Meeting with COSAFA and COSTA to align mutual goals during negotiations.
- Investigating potential District over-use and/or misuse of non-permanent employees.
- Supporting three separate members with ADA interactive process.

MEET YOUR STEWARDS

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

Katie Cain

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Osiris Deleon

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