

# PACE

Professional Association  
of Classified Employees

Monthly Newsletter  
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**Issue 14: September 2023**

**Professional Development**



**Sub-Committee of  
CSEA Chapter 408**

Monthly Newsletter

## 2023 LEADERSHIP RETREAT

In early August, CSEA 408 executives and negotiators met to do a deep-dive into the needs of the chapter during their first annual Leadership Retreat. Those present participated in a line-by-line audit of the chapter's adherence to our constitution, a line-by-line readthrough and audit of the collective bargaining agreement, brainstorming the chapter's fulfillment of the CSEA mission, and various other ways in which the chapter has and will continue to serve our members, students, and communities. From this full day of discussion and review, several action plans were drawn up to improve the efficacy and impact of Chapter 408. These include the creation of four new committees (Membership, Elections, Auditing, and Political Action for Classified Employees) and the installation of chairpersons over each committee and the installation of a new Communications Officer. Additionally, a robust calendar of unity events and community engagement events has been created to increase and promote morale amongst members and the communities in which we live and serve. All classified staff are encouraged to visit the CSEA 408 webpage or reach out to chapter leaders to get more information on how to be more involved and help support the growth and development of our chapter.

### UPCOMING EVENTS

#### September

- 6 - Computer Skills Series: Canva
- 27 - Last Wednesday Lunch
- 21 - ROPES
- 29 - Tri-Union Gathering Bowling Night



#### October

- 4 - De-Stress Session: Yoga
- 11 - CSEA Meeting
- 11 - Computer Skills Series: Excel
- 20 - DIY Series: Succulent Pumpkins
- 25 - Last Wednesday Lunch

### UPCOMING EVENTS

## IMPORTANT DATES

- September 4 Labor Day - Offices Closed
- September 6 Computer Skills Series: Canva
- September 13 CSEA Meeting
- September 13 International Programmers Day
- September 15 National Tradesmen Day
- September 19 National I.T. Professionals Day
- September 21 ROPES
- September 27 Last Wednesday Lunch
- September 29 Pay Day

Fall 2023 Tri-Union Gathering

# BOWLING NIGHT

FRIDAY, SEPTEMBER 29 | 6PM-8PM  
BOWLERO VISALIA | 1740 W CALDWELL AVE

EACH MEMBER IS ALLOWED ONE GUEST  
INCLUDES LANE AND SHOE RENTAL, DINNER,  
AND UNLIMITED SOFT DRINKS  
NO HOST BAR AVAILABLE  
\$10/PERSON TO RESERVE YOUR SPOT  
RSVP BY SEPTEMBER 26

Click image to RSVP. \$10 per person can be paid to Valiree Gonzalez, Chapter Treasurer

# HELLO *friends!*

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



**Amanda Alcantar**  
*she/her*  
Clerical Assistant,  
A&R (Full-Time)

Familiar face, new position!



**Angela Cavazos**  
*she/her*  
Senior Clerical Assistant, ESS



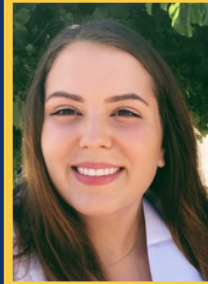
**Lladira Cisneros**  
*she/her*  
Test Proctor, AAC



**Corey Cox**  
*she/her*  
Instructional Asst. Lab Setting, ESS



**Adrian DeLuna**  
*he/him*  
Welding Shop/  
CTE Lab Tech



**Tamra Diaz**  
*she/her*  
MESA Academic Coach



**Juan Gutierrez**  
*he/him*  
Mental Health Case Coordinator



**Bernie Lawrence**  
*she/her*  
Student Support Svcs Specialist, Hanford



**Freddie Lopez, Jr.**  
*he/him*  
Center Student Svcs Specialist

Familiar face, new position!



**Gaby Martinez**  
*she/her*  
Student Support Svcs Specialist, Visalia



**Vanessa Pacheco**  
*she/her*  
EOPS Specialist

Familiar face, new position!



**Elvia Rangel-Lemus**  
*she/her*  
Student Success Coordinator

Familiar face, new position!

## Professional Tip

Feeling like you've lost the purpose in your day-to-day? No matter what your job title is, the responsibilities you perform as a COS employee have an important impact on the lives of our students and the greater community. Our organization relies on each of us to meet its goals, and the work you do helps others to empower themselves and improve their quality of life. This means your job has meaning and recognizing that can help you feel happier about the work you do.

## Personal Tip

It's easier said than done, but limiting stressors in your life can significantly improve your overall well-being. Stress releases hormones into your bloodstream that negatively affect digestion, metabolism, sleep, blood pressure, and an assortment of other systems and bodily processes. Maybe you're taking on too much at work to help provide coverage, you've taken on too many personal commitments, or too many people in your life are overly dependent on you and it's time to set boundaries. Whatever the source, your body will thank you for limiting stressful environments.

# GIANT STAFF MEMBER OF THE MONTH:

*Velia Rodriguez*



- **Classification:** Admissions and Records Lead Coordinator
- **Office/Department:** Admissions and Records, Student Services
- **Main Campus:** Visalia
- **How long have you been at COS?** I have worked at COS for 22 years.
- **Have you held any other classifications at COS?** Yes. The first job I held at College of the Sequoias was as a student worker for the Business department computer lab. Then I was hired for two special projects as a temp, developing and working on database management systems for the Faculty Enrichment Committee and Foundation. After, I was employed fulltime as a Senior Secretary for the Student Development Center. Later I worked as a Banner Implementation Assistant for Academic Services and Admissions & Records; Senior Secretary- Athletics; Administrative Assistant- Admissions and Records; A&R Coordinator – Admissions and Records; Academic Resource Coordinator-Academic Services; and currently Lead Coordinator-Admissions and Records.
- **Are you involved with any committees or clubs on campus?** Not currently but over the years I have contributed my time to the following groups - Banner Steering Committee, Calendar Committee, Banner Student Consulting, Catalog Committee, and Curriculum Committee.
- **Would you describe yourself as an introvert or an extrovert?** People would say I am an introvert but it really depends on the place, situation, and people around me. So maybe an ambivert.
- **What's the best way to spend a free weekend?** Family gatherings, drive to the beach, working on home projects.
- **What is your favorite holiday and why?** For me Thanksgiving and Christmas are equally my favorite holidays. Great time spent with loved ones, remembering God's blessings, and cooking delicious food.
- **Who was your childhood celebrity crush?** I do not recall any celebrity crushes. ;-)
- **You have to sing karaoke. What's your song of choice?** My song choice would be "Ain't No Mountain High Enough", a dedication to my children.
- **What is your favorite hot beverage?** Beside coffee, I enjoy drinking tea. Either kombucha or cinnamon tea.
- **What is the best sandwich?** I have two favorite. The Rueben sandwich which has sliced corned beef, Swiss cheese and sauerkraut on rye bread with Thousand Island dressing, and the BLT on thick toasted bread with bacon, tomato, cheese, arugula, fried egg, and avocado.
- **What would the title of your autobiography be?** Leave the past where it belongs...behind.
- **What is your favorite thing about working at COS?** Flexibility and opportunity. I have been fortunate to work in areas that provided me options to help meet the demands of work and my personal life. Over the years, COS offered me chance for growth, learning new skills, and attending conferences to stay updated with the latest regulations in education that help students achieve academic standards.
- **If you had a magic wand, what would you improve for classified staff at COS?** For starters, I would give everyone their own magic wand to make improvements. Guaranteed yearly raise, greater benefits, and free childcare for employees who need it.



## MEET YOUR CSEA 408 EXECUTIVE BOARD

### President

Katie Cain

Admin. Assistant, TRC  
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### Vice President

Carolyn Franco

Basic Needs Coordinator  
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### Secretary

Osiris Deleon

Counseling Technician  
csea408secretary@gmail.com



### Treasurer

Valiree Gonzalez

Payroll Specialist  
csea408treasurer@gmail.com



# MASTER AGREEMENT FEATURE

## Article 14.1: Retraining and Study Leave

14.1.1 A leave of absence, not to exceed twelve (12) months, for retraining and study may be granted to any bargaining unit member within a three (3) year period.

14.1.2 Leaves will be taken in any appropriate periods not to exceed six (6) months in a continuous one (1) year period.

14.1.3 Eligibility for leave under this Section requires a bargaining unit member to have been employed for at least three (3) consecutive years.

14.1.4 The District shall establish procedures for enactment of this Section.

14.1.5 Leave granted under this Section shall not constitute a break in service for purposes of seniority within the classification of assignment. No other benefits shall accrue during such leave.

## So what does that mean?

If you are in need of time to focus on advancing your skills or education and have worked at COS for at least 3 consecutive years, retraining and study leave are available. The leave can't exceed twelve (12) months within a three (3) year period and cannot exceed six (6) months within a continuous one (1) year period. Any leave taken will not take away your already accrued seniority, but no other benefits will accrue during the leave (sick, retirement, etc.)

# KNOW YOUR RIGHTS!

Permanent classified employees have the right to due process, including the right to receive written notice of disciplinary charges, the right to be represented, the right to respond to the charges before action is taken, and the right to appeal the disciplinary action.

Source: Cal. Education Code Sections 88001, 88013, 88016 (Non-merit System Community College Districts)

Permanent classified employees cannot be disciplined or dismissed unless there is just cause for the action. Permanent classified employees have a "property interest" in their employment under the California Constitution which requires the district to comply with due process rights before imposing discipline. These basic rights, which are often called "Skelly" rights, include: notice of the action and the reasons for the discipline, a copy of the charges and materials on which the charges are based, a right to respond orally and/or in writing, and the right to representation. Classified employees also have the right under the Education Code to be notified in writing of the charges against them. The document must set forth the "cause" for which the action is taken and, "in ordinary and concise language, the specific acts or omissions upon which the disciplinary action is based." Before a district can impose discipline, the district must hold a "Skelly" hearing, where an "objective" district official who was not involved in bringing the charges, listens to the employee's response and issues a "Skelly" decision, upholding, modifying, or rejecting the proposed disciplinary action. Under the Educational Employment Relations Act (Govt. Code § 3540 et seq.), classified employees have a right to union representation in investigative interviews that could reasonably lead to discipline and in Skelly meetings.

# BENEFITS FEATURE

First Financial is committed to helping the California educational community and their family members reach their financial goals, and has been doing so with pride for 90 years. It's important to find a financial partner committed to helping you maintain and improve your financial well-being. Whether you're looking to access your home's equity, a low fixed-rate Platinum Visa, an affordable auto loan, free checking and more, First Financial has money-saving solutions for you.

# 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 fought on your behalf to accomplish:

... negotiating on MOU for a new Foster Care Services & YESS/ILP Advising Specialist position.

... negotiating an MOU for a new Agriculture Lab Technician (OH-Plant Science) position.

As a reminder, the Collective Bargaining Agreement is closed to open negotiations until Summer 2024.

# MEET YOUR STEWARDS

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

## Katie Cain

Union Steward  
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## Osiris Deleon

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csea408secretary@gmail.com

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