



CHAPTER & VERSE

CHAPTER 262 CELEBRATES 45 YEARS

Your Mt. San Antonio College Chapter 262 celebrates its 45th year in the California School Employees Association (CSEA) this year.

Chartered by the CSEA in 1969, Mt. San Antonio College Chapter 262 has been "improving the lives of its members, students, and community" for the past four decades. Since its inception, the Chapter has instituted collective bargaining, improved working conditions for classified employees, and increased classified staff professional development opportunities.

More than 75 percent of the classified employees in Unit A (the administrative and academic support professionals) are Chapter members. This makes Mt. SAC Chapter 262 one of the most successful community college chapters in the state.

This month Chapter leaders have a lofty goal. In celebration of the Chapter's 45th year as a union, the goal is to sign on 45 new members. The goal for the end of the year is to have 400 members. You can help by spreading word among your colleagues who are not members and encourage them to join the Chapter.

While all Mt. SAC employees pay "fair share" dues, these dues go to the State Association. For only \$10 a year, you can join the Chapter and reap the many benefits.

When you join Chapter 262, you can vote on contract issues, participate in negotiation discussions, and seek CSEA representation for disciplinary matters. You can also benefit from the many CSEA member discounts.

Membership also provides you access to some of the best employee benefits in the state, including a number of discounts available through CSEA's member benefits program. Log on to www.csea.com and visit the CSEA store to purchase discounted tickets to sporting events, entertainment venues, and movies.

To learn more about your Chapter, you can attend Chapter meetings, which are held on the third Wednesday of the month, or visit the Chapter's new and improved web site at <http://www.csea262.org>.

MEET YOUR 2009 CHAPTER LEADERS



Your CSEA Chapter 262 2009 E-Board members attended their Officer Installation luncheon in January. Pictured here with Regional Representative Dolores McPherson (second from left) are Mark Fernandez, Public Relations Officer; Cason Smith, 2nd Vice President; Rosa Asencio, Secretary; Katherine MacDonald, Chief Job Steward; and Bill Rawlings, Chapter President. Not pictured: Laura Martinez, 1st Vice President; Linda Tackett, Treasurer; and Odette Richardson, Past President.

in this issue . . .

Chapter Celebrates 40 Years

This year marks the 40th Anniversary of Chapter 262 in the California School Employees Association.

Mr. Bill Goes to Washington

Chapter 262 President Bill Rawlings attends inauguration of US President Barack Obama in Washington, D.C.

Bleak Budget = College Cuts

Budget news from Sacramento is grim as lawmakers ponder community college cuts to fix a \$45B state budget deficit.



MR. BILL GOES TO WASHINGTON

Chapter 262 President Bill Rawlings Attends Obama Inauguration

Bill Rawlings, Chapter 262 President, was one in a million who attended President Barack Obama's inauguration as the 44th President of the United States on January 20 in Washington, D.C.

"It was a great honor," said Rawlings, "I had never been to Washington, D.C. before, so I made the most of the trip." Rawlings, a Lab Supervisor in Library and Learning Resources, has been a Mt. SAC employee since 1999. He was elected Chapter president in 2007.

Rawlings also serves as the Assitant Area Director for CSEA Area G, which encompasses Mt. SAC, and sits on the Political Action for Classified Employees (PACE) committee.

This year's inaugural theme, "A New Birth of Freedom," commemorated the 200th anniversary of Abraham Lincoln's birth. In his Gettysburg Address, Lincoln spoke of his hope the sacrifice of those who died to preserve the United States would lead to "a new birth of freedom" for the nation.

The theme was selected by the Joint Congressional Committee on Inaugural Ceremonies in consultation with the Senate Historian's Office. Barack Obama was elected the first African-American president on November 4, 2008, by one of the largest margins in recent history and will serve as the 44th President of the United States.

HAPPY BIRTHDAY CLASSIFIED COLLEAGUES

January

Lisa Baas
Suzy Basmadjian
Madhu Bhatnagar
Gregory Conteras
Claudia Coronado
Lucy DeLeon
Enrique Diaz
Linda Diaz
Celine Dougherty
Ardean Downs
Maribel Gonzalez
Gabriella Hernandez
Craig Hobson
Terri Hood
Rowena Imes
Mike Imes
Christine Lam
Gary Martinez
Cheryl McGee
Chuck Porter
Michelle Ramos
Alyce Roldan-Aragon
Mike Taylor
Jay Truman
Lori Truman
Darlene Vale
Daniel Wheeler
Traci Whittenberg
Christine Willey
Brandi Williams
Yiu-Jung Yi

February

Maribel Buono
Evelyn Capili
Terri Colvil
Gary Cravens
Brian Crichlow
Jose Jimenez
Evie Loadjaja
Debby McConnell
Sheryle Ocampo
Rosa Ortiz
Juan Perales
Miyoko Pruitt
Linda Rodriguez
Ron Titus
Maria Torres

March

Mary Walters
Doris Wang
Sandra Bollier
Kathleen Dorr
Joyce Ellison
Eula Gray
Joanne Greenspan
Linda Group
Lisa Harris
Barbara Harris
Amy Sue Hillard
Ernestine Le
Carole Ludwig
Desiree Marquez
Laura Martinez
Katherine Martinez
Sonya Masl
Lorena Molina
Rosemary Nahas
Carol Nelson
Doreen Ramirez
Odette Richardson
Michael Sanchez
Marlene Sandoval
Linda Tackett
Ana Tafoya-Diaz
Wilton Tan
Lee Taylor
Chuong Tran
Melonnie Winters



CHAPTER & VERSE

Volume 45, Number 1

Mark A. Fernandez, Editor in Chief

Editorial Staff / Contributors

Katherine MacDonald, Laura Martinez, Bill Rawlings, Cason Smith.

Chapter 262 Officers

Bill Rawlings, President
Laura Martinez, 1st Vice President
Cason Smith, 2nd Vice President
Rosa Asencio, Secretary
Linda Tackett, Treasurer
Katherine MacDonald, Chief Job Steward
Mark A. Fernandez, Public Relations Officer
Odette Richardson, Past President

Chapter Web Site: <http://www.csea262.org>

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for the **GOOD** of the **ORDER**

As a Chapter member in a member-run organization, you have the right to speak out about issues that concern you. Whether you want to lay praise or constructively criticize or just inform, the "Good of the Order" is your soapbox upon which to stand.

This is a time set aside for members to offer comments or observations (without formal motions) about how your Chapter leadership is doing.

This space will be devoted to your comments. Your voice can and does make a difference.

If you want to comment on any Chapter or union-related issue or inform your colleagues about things happening on campus that you think we all should know about, here is the space for it.

Send your "Good of the Order" comments or ideas for stories (like the one below about our very own Cason Smith) to the Chapter Public Relations Officer or any Chapter Executive Board member.

Submissions can be printed anonymously or with a byline by request. All submissions should include your name, phone number, and office location.

CSEA CHAPTER 262

CALENDAR OF EVENTS

MARCH

- Mental Retardation Awareness
- Women's History Month
- 2 National School Breakfast Week
- 8 International Women's Day
- 9 Daylight Saving Time
- 17 St. Patrick's Day
- 20 Spring begins
- 21 CSEA Board of Directors meeting
- 30 Cesar Chavez Day

APRIL

- Keep America Beautiful Month
- 2 International Children's Book Day
- 12 Easter
- 12 National Library Week
- 18 CSEA Board of Directors meeting
- 22 Earth Day
- 19 Administrative Pro's Week
- 22 Administrative Professionals Day

CHAPTER MEETING DATES

Noon — 1 pm Room 6-160

January 21	February 18
March 18	April 15
May 20	June 17
July 15	August 19
September 16	October 21
November 18	December 16

Cason Smith Wins Five "Golden Mike" Awards

Cason Smith, Chapter 2nd VP and Operations Coordinator for Mt. SAC's KSAK Radio Station, took home five "Golden Mike" awards at the Radio and Television News Association of Southern California annual awards ceremony in January.

Smith took home awards for "Best Sports Segment," "Best Writing," "Best Documentary," "Best Business and Consumer Reporting," and "Best Use of Sound."

Competition for the "Golden Mike" awards is tough. There is no distinction between commercial broadcast stations and non-commercial stations (like KSAK). So, KSAK competes simply as one of many professional radio stations in Los Angeles—the nation's second largest market.

KSAK usually competes for the "Golden Mike" in radio division "B" which is for stations with five or fewer full-time staff members. KSAK has only one full-time staff member — Cason Smith. Division "A" is for larger stations like KFI, KFVB, or KNX with six or more full-time staff members.

For the second straight year, Smith has prevailed in a "One" division category. In "One" division categories, stations compete directly with each other regardless of size. In short, for the past two years, KSAK has gone up against big commercial stations... and won!

This is the third year Smith has entered the "Golden Mike" competition. Last year he took home four of the awards for his outstanding work at KSAK. He won his first "Golden Mike" in 2006.

During his more than twenty years of broadcasting experience, Smith has worked as an air talent, producer, and engineer at



several commercial radio stations and has worked on national as well as local programs.

Smith has won several distinguished broadcasting awards in the past, including three Associated Press Television and Radio Association "Mark Twain" awards in 2006 and 2007. Just this February he won two more "Mark Twain" awards, including the prestigious "Bill Stout Award for Enterprise." This was in addition to being nominated in four additional categories.

He recently won a "World Gold Medal" from New York Festivals, a National Headliner Award from the Press Club of Atlantic City, and a sports reporting award from the L.A. Press Club.

Smith is also a multiple winner of the OMNI Intermedia, MarCom, Communicator, Hermes, and Davey award.

KSAK is staffed by volunteers who want to learn the workings of a professional radio station. They can learn all aspects of the radio station, from running the engineering boards to being an on-air personality or "disc jockey." All volunteers are supervised and trained by Smith.



campus

COMMITTEE Reports

with Cason Smith

COLLEGE DEVELOPING RISK MANAGEMENT PLAN

Chapter Health & Safety Committee representatives report the college is developing a Risk Improvement Action Plan with Keenan & Associates, the college's contracted risk management organization.

Jim Hudson, Sr. Loss Control Consultant from Keenan & Associates, presented the college's loss analysis based on worker's compensation claims over a three year period (05-06 to Oct 08).

According to the analysis, labs and trade (maintenance) staff accounted for 22.7% of total claims or 5.3% of the total cost. Clerical workers made 14.2% of the total claims for 20.2% of the district's total cost. Unsurprisingly, facilities employee injuries accounted for 24.5% of all claims and 37.2% of the total cost.

Based on these trends, a Risk Improvement Action Plan was created to focus on decreasing the occurrence of claims. The plan will focus on creating and

implementing an Industrial Ergonomics Management Program (including lifting & material handling) for Maintenance and Operations employees to reduce claims/losses and ensure prevention.

This will include refresher training for custodians, grounds and maintenance. For administrative and clerical employees, the plan is to develop and implement a clerical/admin employee loss prevention program. This will include safe lifting, slip & fall prevention and ergonomic safety.

Jim Hudson has come on board as the College's Safety Consultant. He presented the committee with a list of new online safety training courses that will soon be available through Keenan & Associates. He is working with Karen Saldana to identify training needs by employee classification. Once completed, employees will be able to complete required training on-line.

Mt. SAC has several campus-wide committees that advise the President and President's Advisory Council on campus-related issues. Chapter 262 also has several standing committees that do work on behalf of classified employees. If you are interested in serving on a committee, call Cason Smith at ext. 4678 or send e-mail to csmith@mtsac.edu

CSEA COMMITTEES

To keep you informed about statewide CSEA activities, each issue will spotlight one of the many CSEA State Committees formed to benefit members.

Committees are made up of volunteers who donate their time to serve. Most committees focus on issues the general membership is concerned with. Some committees focus on specific issues, such as the Community College Committee.

The purpose of the Community College Committee is to research and communicate issues of concern to community college employees.

The committee also provides a liaison between the membership, other standing committees, and the CSEA Board of Directors.

While this committee does center on community college issues and members, another vital role is to foster and reaffirm partnerships with K-12, community college, and county office of education members.

Currently, Odette Richardson, Chapter Past President, serves as the Area G representative. She began her term in 2007. The committee's chairperson is Tanna Thomas, who also plays an influential and vital role on the State Board of Governors as the representative for classified professionals.

More information about the committee, its history, goals, and projects, is available at its web site <http://www.csea.com/content/committees/1/html/index.htm>.



If you are interested in joining this committee or any other CSEA committee, you can fill out and submit a Volunteer Form on the CSEA web site.

The Association President appoints members in each of the CSEA Regions from the forms submitted by members.

For more information about this or other CSEA committees, log onto the CSEA member web site at www.csea.com/memberHome.



know your RIGHTS

Job Steward Notes

with Katherine MacDonald

EVALUATIONS DESIGNED TO IMPROVE PERFORMANCE

What do you like most about your job? Ask anyone that question and you will most likely not hear “performance evaluations.”

Nobody likes evaluations, but they are an important and necessary process. What we all need to remember, supervisors included, is that evaluations are a tool to help employees improve their job skills. The purpose of evaluations is to encourage improvement and make employees even more valuable.

What is sometimes forgotten, though, is that evaluations are a process negotiated between the District and CSEA Chapter 262. Supervisors should follow the process because when this process fails, employees can unfairly receive poor evaluations.

If this should happen to you, you should remember that you have rights. Here, then, are just a few things you should know about your rights.

The first thing to remember is that you have the right to review your evaluation at least two days prior to your meeting with your supervisor. This gives you the opportunity to consider your supervisor’s comments and not react (emotionally) to what might be negative comments. You can also use this period to review your evaluation with a job steward and determine whether and how to respond.

You have the right to rebut any negative comments, and your rebuttal comments must be included with the evaluation.

Your supervisor must also provide specific details for any performance objective marked as “needs improvement.” A supervisor should not write, for example, “Employee interacts poorly with students.”

The appropriate comment would be, “On several occasions, the supervisor received complaints from students about the employee reacting angrily when students requested assistance. The employee was observed turning away student requests for assistance. When asked about this, the employee said she did not have time to help students because other work had to get done.” This is a specific example of the type of performance that should be improved.

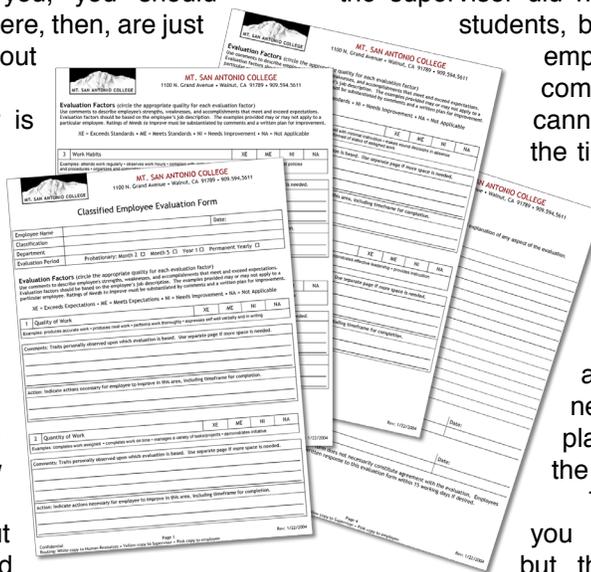
The above example comment also illustrates two other very important aspects to an evaluation. Your evaluation (first) should not include hear-say evidence alone, and (second) the supervisor can only comment on directly observed behavior. In the above example, the supervisor did not just act on hear-say from students, but also directly observed the employee’s activities to verify the complaint. Granted, supervisors cannot watch every employee all the time, but if there are concerns about an employee, the supervisor should make time to investigate.

Another important part of the evaluation process is that any performance marked as “needs improvement” also needs to have a clear “action plan” with a timeline to remediate the behavior.

There are many other rights you have regarding evaluations, but the most important right to remember is you have the right to

contact your CSEA representative at any time if you have questions or concerns about your evaluation.

If you have questions or concerns about the evaluation process or your rights, contact me or any CSEA chapter leader immediately.



You have rights! As a classified employee, you have rights that protect you from contractual violations and unilateral changes to working conditions, which include among others your work hours, work schedule, and work assignment (job description). If you believe your rights have been violated, have heard about another classified employee’s rights being violated, or think your or someone else’s rights have been violated, immediately contact Katherine MacDonald, Chapter Chief Job Steward with your information. Your report will be investigated confidentially. Remember, the most common rights violations are those that go unreported because you may not realize . . . **YOU HAVE RIGHTS!**



news from the STATE

Politicians Propose Cuts Schools Can't Afford

When the state budget was approved nearly three months late in September, Gov. Arnold Schwarzenegger's solution to the budget deficit was to slash more than \$10 billion to essential state services, including a \$3.5 billion cut to schools.

The state's failure to close corporate tax loopholes and find new revenue makes the situation worse. California's legislative analyst predicted that the state's budget deficit could reach \$27.8 billion over the next 20 months.

Instead of remedying the state's fiscal problems, cuts to education have only hurt schools. As a result, schools face larger class sizes and layoffs of classified employees as well as teachers.

Gov. Schwarzenegger recently proposed some ways of raising more money through a temporary 1.5 percent increase in the state sales tax, along with other taxes on alcohol and oil production. He also thinks once again that cuts to education and other vital services is the solution to the budget problem, even though cuts didn't work the first time.

New Law Threatens Worker Overtime Protections

Governor Schwarzenegger signed a new law February 23 allowing employers to take away a non-union worker's right to earn overtime pay.

The new law allows workers to choose approved "alternative" work schedules, including a 10-hour day, without overtime compensation. The new law only applies to non-union workers in the private sector.

Assemblyman Van Tran (R-Costa Mesa) introduced the bill, SB 141, stating the intent was to "create jobs and help revitalize our economy" according to Tran's web site. Previously, employees in the private sector were guaranteed overtime pay.

Schwarzenegger proposed cutting funding for K-12 education and the community colleges by another \$2.5 billion and eliminating the current year COLA. Community Colleges would lose \$39.8 million by eliminating the current 0.68 percent COLA and another \$292.4 million in apportionments.

Higher Education Still Affordable In California

California was the only state to receive a passing grade in college affordability, thanks to its community colleges and public university systems, a recent report showed.

The San Jose-based National Center for Public Policy and Higher Education released its biannual "Measuring Up" report last December. The non-profit, non-partisan organization's report awarded California the only passing grade in college affordability in the nation mainly because of the low cost of its community colleges.

According to the report, 65 percent of college students in California are enrolled in community colleges, and 23 percent are enrolled in public four-year universities. The average annual cost of tuition and fees for a California community college is \$594 while public universities can cost more than \$6500.

However, the costs for receiving a higher education in California is increasing. When the center released its first report in 2000, an average family had to allocate 20 percent of its annual income to pay for college expenses. In 2008, they had to allocate 25 percent.

Lawsuit Would Increase Fees for Immigrants

In September, California's Third District Court of Appeal in Sacramento gave a green light to a lawsuit challenging whether undocumented immigrant students are allowed to pay lower in-state tuition to attend California's public colleges and universities.

State legislators in 2001 passed AB 540, which allows any student—regardless of immigration status—who attends a California high school for three years and receives a diploma or GED from a California school to pay the lower resident fees.

The lawsuit claims the state is granting undocumented immigrants postsecondary education benefits by allowing them to pay the lower state fees. The California Community College system estimates nearly 18,000 students currently enrolled in community colleges will have to pay higher tuition if the court sides with the plaintiffs.

This law protects employees from being coerced to quit, for example, if the changes to their work hours or schedule conflict with their personal schedules or responsibilities.

An employee's right to negotiate these and other working conditions does not prevent employers from ensuring work gets done in a timely or cost-effective manner. It simply protects individual employee from changes that could cause personal hardship.

CSEA keeps constant vigil over legislation that threatens classified employee rights. For more information about pending legislation, visit the member's only section of the CSEA web site at <http://www.csea.com>.



news from the CAPITOL

LEGISLATURE PASSES BUDGET

The State Legislature passed a tentative budget February 15 to address the state's \$42 billion deficit. All that remains is for each house to concur on the set of bills. Barring any unforeseen problems these bills are expected to be passed and sent to the Governor.

The deal was put together by the Governor and Legislative leaders without the usual process of budget hearings and public input. Much of the information surrounding the agreement has been kept so confidential that many members of the legislature did not know what it entailed until just before they voted. Printed copies of the bill were not even provided to legislators. They were only allowed to read the bills in a room.

CSEA and the Education Coalition as well as key labor organizations and social services advocates actively opposed many aspects of the budget agreement. The agreement contains draconian cuts to education funding and other social services programs. Over 9,000 classified employees have already lost their jobs due to the \$3 billion cut in September. The additional cuts contained in this budget could cause more layoffs, cripple the economy, and put more families at risk.

The budget agreement also trades away temporary tax revenues for a permanent spending cap and includes billions of dollars of permanent corporate tax giveaways. The spending cap will kick in during the biggest deficit in California's history and give corporations billions in tax credits.

At the same time, working families will have to pay more in taxes. This is an inexcusable and immoral assault on working families.

Constitutional Provisions

The budget also places a Constitutional amendment on the ballot to limit the amount of revenue that can be appropriated for General Fund purposes based on the previous 10 years of revenue growth. Any revenue the state receives that exceeds this amount must be deposited in the budget stabilization fund, except for funds that go to fund the Proposition 98 maintenance.

All revenues are temporary and sunset after two years unless the voters pass the a spending cap amendment, extending the sunset to four years. These provisions, however, burden working families, including:

- \$5.8 billion (\$1.2 billion in 2008-09 and \$4.6 billion in 2009-10) in revenue from a temporary 1 cent increase in sales tax.
- \$3.3 billion starting in 2009 from a temporary 5 percent surtax on personal income.
- \$1.4 billion from A temporary reduction to the dependent tax credit from \$309 to \$99 beginning in the 2009 tax year.
- \$1.7 billion from increasing the vehicle license fee from the current rate of 0.65 percent to 1.15 percent.
- \$2.1 billion from a 12 cent per gallon increase in gasoline excise tax.

While these provisions further burden working families, other provisions provide tax giveaways, loopholes, and labor takeaways that unfairly burden working families but benefit big business and the rich.

For example, the State would lose \$1.5 billion from the multi-state corporation single sales tax credit beginning in 2011. The State would lose another \$500 million over the next five years for the Hollywood tax credit, and \$400 million over the next two years for a private sector new employee hiring credit.

Provisions would also eliminate two state holidays and sick leave accrual toward overtime for state employees.

What Next?

While there is no indication on the action the Governor will take, he is expected to sign the budget. CSEA, the Education Coalition, and the Fair Budget Coalition will be working on several levels to hold the Governor and legislators accountable for their votes on this horrendous budget.

This report is based on the limited information released on the budget agreement at press time. As we learn more about important details in this budget, we will provide you with additional reports on any new and significant findings.

CALPERS PENSIONS AT RISK

Rumors have been circulating of late that your CalPERS pensions are under attack through a voter initiative authored by former Representative Keith Richman.

While our defined benefits often come under attack, particularly during election years or times of economic downturns, this initiative started in 2007 and failed to meet the January 2008 deadline and is therefore dead.

Informally known as the "Richman Initiative," the initiative intended to reduce retirement health care, increase the age of retirement, and change the plan from a defined benefit to a defined contribution plan.

Another initiative, the *McCauley Public Employee Pension Reform Act* would allow employers to renegotiate pensions for retirees under certain conditions.

How or even if this initiative would affect classified school employees is unknown, but CSEA will fight any attacks on our retirement benefit. This is not the first time our retirement plan has come under attack, and it probably will not be the last. CSEA, though, will be ready to fight for you. You should be ready to help CSEA any way you can. After all, it is your retirement plan and your union.



did you **KNOW?** Keeping You Informed

with Laura Martinez

THE EVALUATION PROCESS IS NOT FOR DISCIPLINE

Negotiations conducted last year secured a much needed improvement to our evaluation process. Managers are now required to provide employees with their evaluations two days before the face-to-face meeting with them.

While the majority of employees may work their entire career without needing assistance from CSEA, there is an unfortunate increase in Managers using this process to impose future discipline. It is important for employees to know this is a violation of their rights!

The evaluation process is designed to provide employees with an evaluation of their work. This is not the time for managers to document poor behavior and "spring" it on them in the evaluation meeting. Managers are required to bring deficient behavior to the employee's attention throughout the year.

Exercising the right to review an evaluation before meeting with the Manager allows employees time to prepare a response to any negative comments. The importance of exercising this right cannot be stressed enough!

CSEA will continue to fight to preserve this right. Without this right, managers can impose the "past practice" rule and deny the review process to employees who need the review time.

Employees should also know that signing the evaluation does not necessarily mean they agree with what has been written. Employees have 15 days to write a rebuttal, and CSEA is here to help

If you have any questions or concerns about any issue, contact a Job Steward or Executive Board member. We will be happy to meet with you!

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