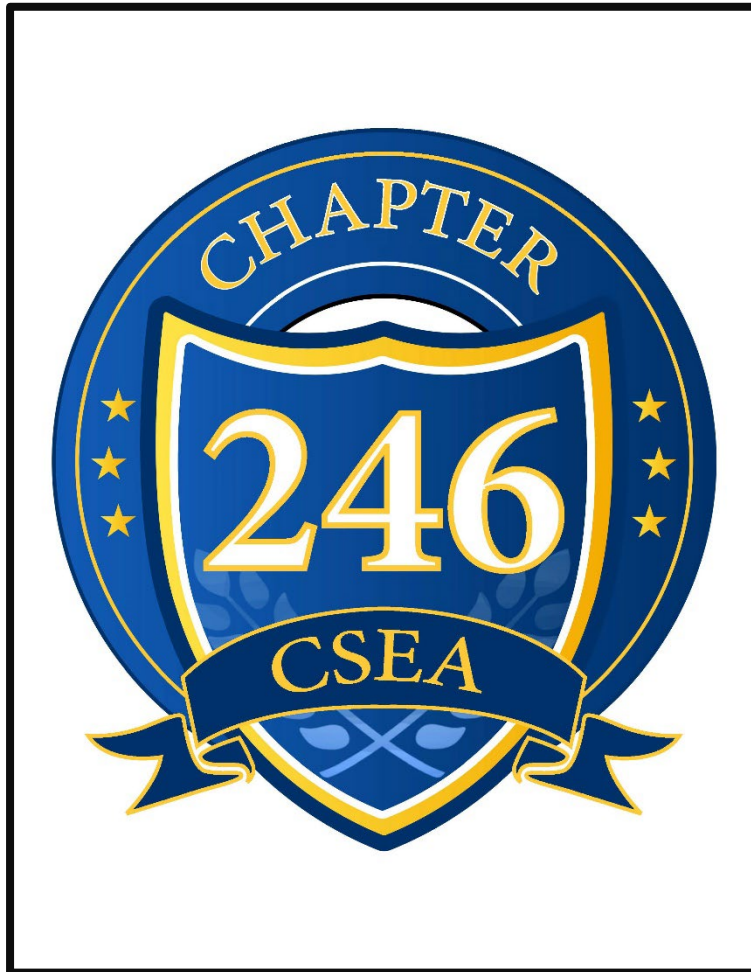


End of Year Report



CSEA Chapter 246 – Porterville College

January 2024 – December 2024

Chapter Vice President, Kristi Covington

Date of Submission to Membership: December 18th, 2024 @ 11:00am

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Introduction from Chapter Vice President, Kristi Covington

Dear Chapter 246 Brothers and Sisters,

As we close out 2024, it's my privilege and responsibility to present the End-of-Year Report (*Chapter Constitution & Bylaws, Article V, section 4, d*), highlighting our chapter's activities, achievements, and the progress we've made together in 2024. This report serves as a reflection of our collective efforts, celebrating the dedication of our members, the growth in our leadership, and the positive impact we continue to have at Porterville College.

From growth in membership participation, fundraising to professional development opportunity this document showcases the many ways Chapter 246 has worked to support and empower our members. It also includes updates on our financial standing, leadership transitions, and the goals we've set for 2025 to ensure continued growth and success.

Thank you for your ongoing commitment to our chapter and to the values we uphold as CSEA members. Your contributions make all of this possible, and I look forward to building on this year's accomplishments as we move forward together.

Kind regards,

Kristi Covington

2024 Vice President, Chapter 246 – Porterville College

Executive Summary

The 2024 End of Year Report for CSEA Chapter 246 at Porterville College highlights a year of progress, challenges, and plans for the future. Leadership transitions were a key focus, with Shauna Williams serving as President for 2024, succeeded by Kristi Covington as President for 2025. Other leadership roles for 2025 include Amy Tanguma as Vice President, Sariena Barton as Secretary, Kristen Plunk as Treasurer, and Ayla Mora as Communications Officer. Membership participation declined slightly, ending the year with 54 active members and 17 Victory Club members, reflecting an 8.4% decrease.

The chapter achieved significant milestones, including a shift to Interest-Based Bargaining, which resulted in a 5.5% off-schedule raise and health/welfare benefit adjustments. Events such as the Classified Appreciation BBQ and the Spooky Snacks Fundraiser engaged members and raised funds, while initiatives like Caring Campus earned staff recognition. Member achievements were celebrated, with service milestones, promotions, and academic accomplishments highlighted. Additionally, the chapter made progress on a comprehensive job description review, which is set to conclude in 2025.

Financially, the chapter-maintained stability, starting the year with \$3,378.19 and closing with \$2,828.81. Key expenses included support for delegates attending the CSEA Annual Conference and member appreciation events. Despite challenges such as low meeting attendance, reduced participation in voting, and the discontinuation of certain health benefits, the chapter identified clear goals for 2025. These include increasing membership by 6.5%, establishing standing committees, expanding fundraising efforts, and enhancing meeting accessibility through hybrid options. Outgoing President Shauna Williams expressed optimism for continued progress under the new leadership team, emphasizing the importance of member engagement to achieve success in the coming year.

By providing this End of Year Report, it is our hope that classified membership sees the good work being done, appreciates the transparency in our efforts, and recognizes opportunities for growth as a chapter. Together, we can look forward to a bright future, fostering a positive and inclusive environment where everyone's voice is heard and appreciated.

Executive Board & Membership Overview

Executive Board

Elections and Appointments for 2024:

Membership Nominations

Nominations for the 2024 Chapter leadership positions were held during the October and November 2023 regular chapter meetings. Voting took place electronically on December 11, 2023, with 25 ballots submitted.

- There was only one nomination each for **President**, **Secretary**, and **Treasurer**, resulting in uncontested elections for these positions.
- There were 4 nominations for **Vice President** (Christina Tristao, Alex Caudillo, Antonio Salazar, Nicholas Britt) with 2 withdrawing (Salazar, Britt).
- The position of **Communication Officer** remained vacant.

Election Results

The newly elected and appointed 2024 Executive Board members are as follows:

- **President:** Shauna Williams
- **Vice President:** Christina Tristao (15 votes; Alex Caudillo received 10 votes)
- **Secretary:** Kristi Covington
- **Treasurer:** Kelsee Jensen
- **Immediate Past President:** Vern Butler

Appointments

Union Stewards (*Chapter Constitution & Bylaws, Article IX, 1*) (*See Appendix E*) and Negotiators (*Chapter Constitution & Bylaws, Article VIII, 13*) (*See Appendix E*) were appointed in January 2024 by President Shauna Williams:

- **Union Steward:** Dena Tallerico (in addition to prior Union Stewards Vern Butler and Jacqueline Verduzco)
- **Negotiators:** Vern Butler and Alex Caudillo

Executive Board Changes within in the Year

- **Vice President:** Christina Tristao (last day 5/1/2024 due to leaving District). Kristi Covington (E-Board Nominated) and Antonio Salazar (Member nominated, withdraw).
- **Secretary:** Kristi Covington (moved to Vice President) then Amy Tanguma (E-Board nominated and membership voted 6/5/2024).
- **Treasurer:** Kelsee Jensen (last day 1/12/2024 due to leaving District). Dena Tallerico (E-Board Nominated 2/5/2024) and Amy Tanguma (Membership Nominated 2/5/2024). Membership voted, tie results, winner decided by luck of draw per Chapter Constitution (Article IV, Section 4, h) (See Appendix E). Dena Tallerico won Treasurer position.

Elections and Appointments for 2025:

Membership Nominations

Nominations for the 2025 Chapter leadership positions were held during the October and November 2024 Regular Chapter Meetings. Voting took place electronically on December 2-3, 2024, with 30 ballots submitted.

- There was only one nomination each for **Vice President**, **Secretary**, and **Treasurer**, resulting in uncontested elections for these positions.
- There were 2 nominations for **President** (Kristi Covington, Alex Caudillo), and 3 nominations for **Communications Officer** (Ayla Mora, Daisy Rodriguez, Brandon Pettitt (withdrawn)).

Election Results

The newly elected and appointed 2025 Executive Board members are as follows:

- **President:** Kristi Covington (25 votes; 5 votes Alexander Caudillo)
- **Vice President:** Amy Tanguma
- **Secretary:** Sariena Barton
- **Treasurer:** Kristen Plunk
- **Communications Officer:** Ayla Mora (23 votes; 7 votes Daisy Rodriguez)
- **Immediate Past President:** Shauna Williams



President, Kristi Covington



Vice President, Amy Tanguma



Secretary, Sariena Barton



Treasurer, Kristen Plunk



*Communications Officer,
Ayla Mora*



*Immediate Past President,
Shauna Williams*

Appointments

Chief Union Steward (*Chapter Constitution & Bylaws, Article IX, 1*) (*See Appendix E*) will be appointed by newly elected Chapter President Kristi Covington with Chapter Membership ratification in January 2025. The Chapter President will appoint Union Stewards with ratification of the Executive Board (*Chapter Constitution & Bylaws, Article IX, 1*) (*See Appendix E*). Negotiators (*Chapter Constitution & Bylaws, Article VIII, 13*) (*See Appendix E*) will be appointed in January 2025 by newly elected Chapter President. Lastly, the Chapter President will appoint Chapter Standing Committees Chairperson(s) and members in January 2025.

- **Chief Union Steward & Union Steward(s)**
- **Negotiators**
- **Chapter Standing Committee's**

Membership Overview

Membership Totals Beginning January 1st, 2024

- Active Members: 59
 - Victory Club Members: 17
- Potential Members: 2
- Pending Reinstatement Members: 15

New Classified Hires during the Year

- Arthur Beltran – Maintenance & Operations Custodian I
- Nicole Campos – EOP&S Department Assistant III
- Robin Jones – Human Resources Assistant
- Oscar Leon – IT Computer Lab Assistant
- Rebecca Martinez – Student Services Department Assistant II
- Yatziry Mendez – Foster Youth Program Technician
- Alora Moisa – Safety & Security Public Safety Officer II
- Rhondelyn Moreno – Business Office Account Technician
- Bernardo Ochoa – Maintenance & Operations Custodian I
- Miriam Orbe – IT System Support Specialist I
- Lilly Short – Financial Aid Assistant
- Sydney Short – Financial Aid Program Technician
- Christopher Zavala – Maintenance & Operations Grounds Worker I

New Classified Membership Enrolled (active/voting members)

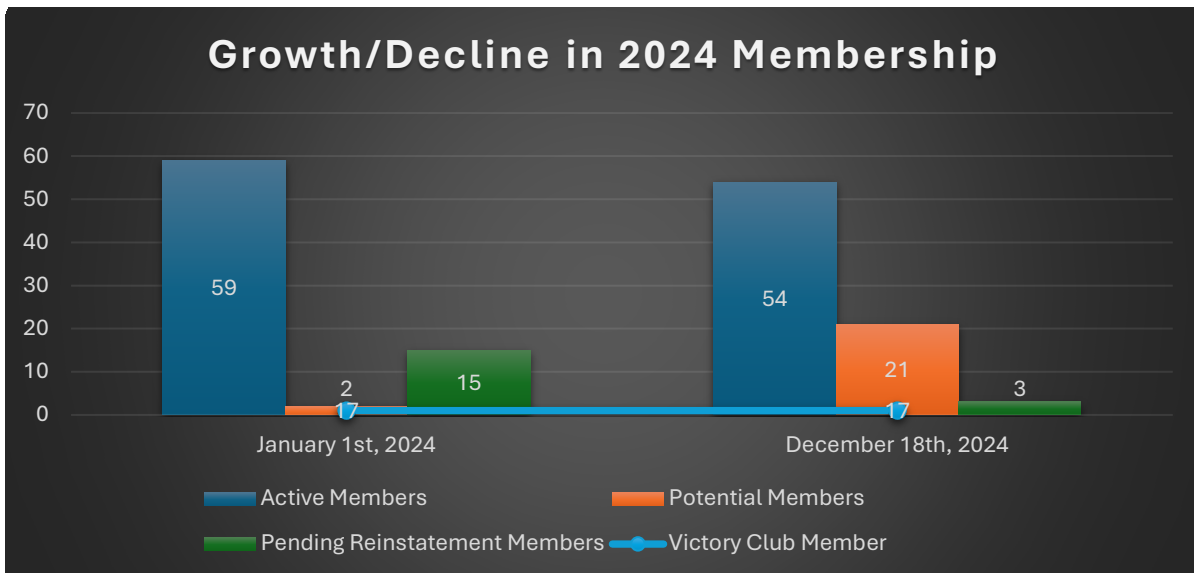
- Arthur Beltran
- Nicole Campos
- Gina Hunter
- Rhondelyn Moreno
- Annabelle Rivera
- Daisy Rodriguez

Membership Totals Ending December 18th, 2024

- Active Members: 54
 - Victory Club Members:17
- Potential Members: 21
- Pending Reinstatement Members: 3

Membership Totals – 2024 at a Glance

- January 1st, 2024 Membership Total: 77.63%
- December 18th, 2024 Membership Total: 69.23%
- Total for 2024: -8.4% decline in Membership
 - 22.08% of Active Members being a Victory Club Member

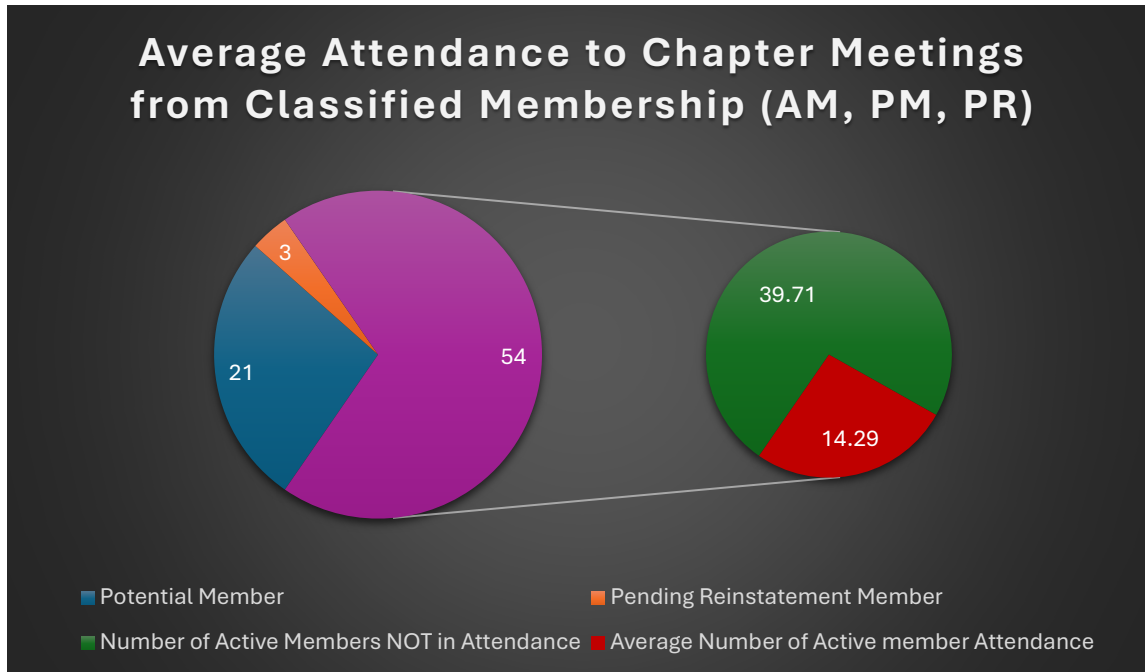


Chapter Meetings & Voting

- Total Membership Meetings: 17
 - Regular Chapter Meetings: 12
 - Special Chapter Meetings: 2
 - Informational Chapter Meetings: 3
- Chapter had 6 guest attendances. There were 4 guest appearances from Region 83 Representative, 1 from Interim Region 83 Representative, and 1 from Porterville College Interim President Primavera Monarrez.

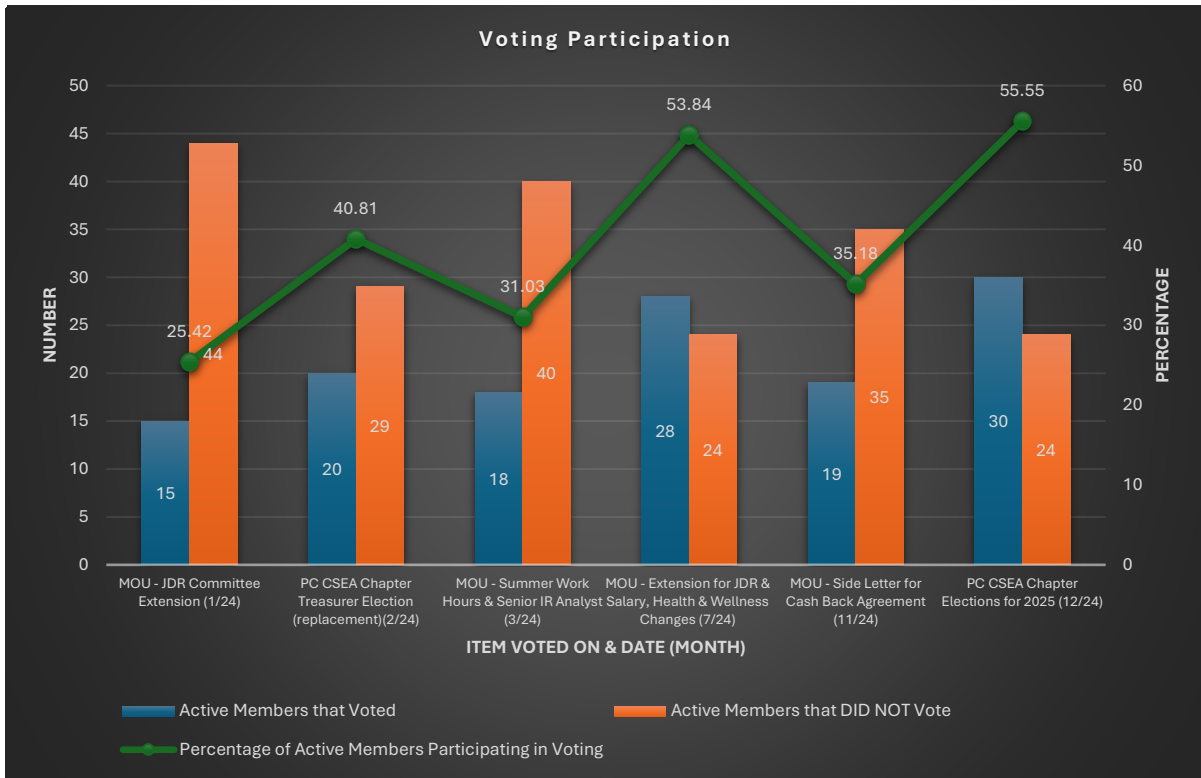
Average Attendance to Chapter Meetings from Membership, Potential Member & Pending Reinstatement Member for 2024

- Average number of members in attendance in a chapter meeting is 14.29 that have voting rights (Active Membership).



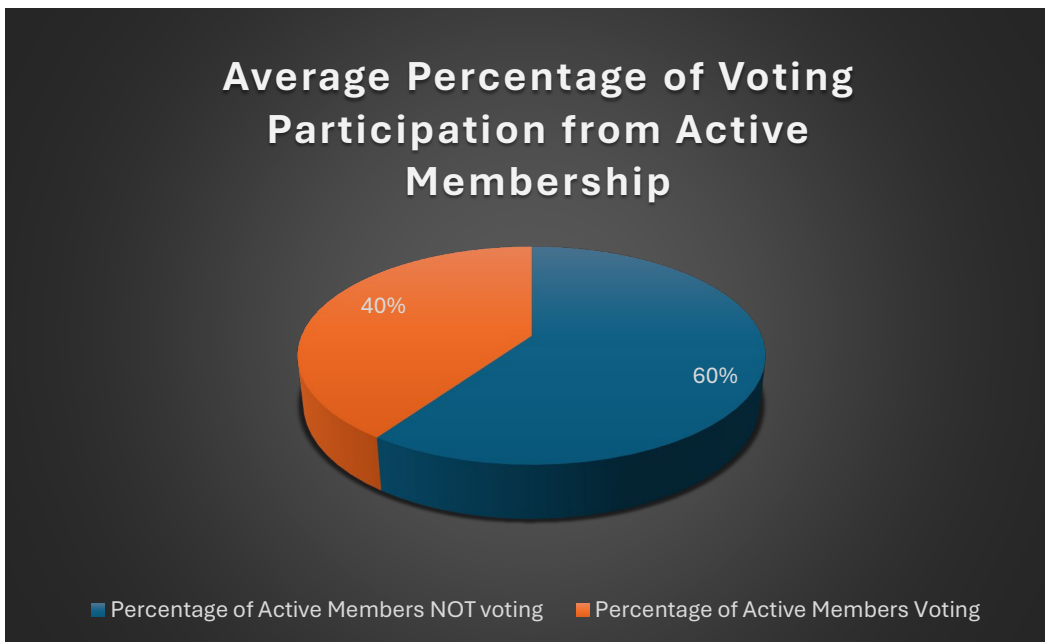
Voted on in 2024 by Balloteer or In-Meeting

- MOU - JDR Committee Extension – January 2024
- PC CSEA Chapter Treasurer Election (replacement) – February 2024
- MOU – Senior IR Analyst – March 2024
- MOU – Summer Work Hours – March 2024
- MOU – Extension for Job Description Review – July 2024
- MOU – Salary, Heath & Wellness Changes – July 2024
- MOU – Side Letter _Cash Back Agreement – November 2024
- PC CSEA Chapter Elections for 2025 – December 2024



Average Voting Participation from Membership

- o Percentage of Active Membership that is participating in voting is 40.31%.



Chapter

Key Activities, Achievements & Impacts

- **Classified Spring Flex Day Presentation**
 - President, Shauna Williams shared Classified updates at the event on Friday, January 12, 2024.
- **Contract Negotiations Survey**
 - Anonymous survey went out, February 21, 2024, from Chapter President, Shauna Williams, to all Classified Staff seeking topics the members felt that Negotiations should focus on during contract openers. 18 classified staff responded.
- **Summer 2024 Hours Survey**
 - Chapter President, Shauna Williams sent out survey to all Classified Staff, March 26th, 2024, regarding extending Porterville Colleges Summer 4-day 10-hour work schedule to August 16th to align with the District Office, Cerro Coso, and Bakersfield College. 39 classified staff responded.
- **2024 Annual CSEA Conference Delegates Survey**
 - President, Shauna Williams sent out a survey, April 11, 2024, for Classified Members to nominate delegates to attend the Annual CSEA Conference. 15 classified staff responded.
- **Classified Appreciation Week Hamburger & Hotdog Lunch** *(see Appendix A)*
 - Cost approved by membership for event \$278.61 on 5/7/2024. Total paid by chapter \$244.60.
 - Served 61 Classified Members.
- **2nd CSEA Conference Delegate Survey**
 - President, Shauna Williams, sent out a survey to all Classified Members to nominate a 2nd delegate to attend the Annual CSEA Conference. 26 classified staff responded.
- **2024 Annual CSEA Conference** *(see Appendix B)*
 - July 28th – August 1st, 2024 in San Jose, California at the San Jose Convention Center.

- The Chapter applied for and was granted Delegate Assistance funding from the Association for one chapter selected delegate.
 - Chapter approved on 5/7/2024 to cover costs of 2nd delegate (\$1,753.62) + (\$121.70 hotel increase – approved 7/15/2024), and delegate 1 registration fee (\$150). Total chapter cost to attend: \$2,025.32.
 - Membership nominated: Christina Tristao, Kristi Covington, Alex Caudillo, Antonio Salazar.
 - Membership voted: Kristi Covington (1st Delegate). Withdrawn: Salazar, Tristao (moved). 2nd Delegate Alex Caudillo.
 - Kristi sent out created PowerPoint on Conference highlights on 9/11/2024 to membership. (See Appendix D)
- **Spooky Snacks Fundraiser** *(see Appendix C)*
 - Tuesday, October 29th, 2024 in the PC Quad from 11:00am to 1:00pm.
 - 14 Members brought items for sale.
 - There were 14 items for sale: caramel popcorn, DIY decorating cupcakes, banana bread, pudding cups, donuts, dipped pretzel rods, chocolate chip cookies, pumpkin cookies, vanilla cake pops, zucchini bread, brownie bites, chips, hostess cakes and pan dulce. Prices range from \$0.25-\$5.00.
 - There were 16 Member Volunteers for table coverage for the event.
 - Fundraising total was \$200.00.
- **Classified Initiatives**
 - Caring Campus – Classified initiative and classified ran committee to promote a caring campus through activities reflecting the 5 behaviors.
 - Committee Members: Kristina Arellano-Chung, Antonio Salazar, Nicholas Britt, Christina Tristao, Donna Watson and Kristi Covington; were recognized with a special award during the Staff & Faculty Service & Retirement Awards in April 2024.
 - Future Initiative under consideration: Possible partnership between CSEA Chapter, PC Human Resources, PC Professional Development Committee, and PC Caring Campus Committee next year to create an onboarding Canvas shell with Professional Development Assistant Director, Debbie Lou Angeles. Contingent on establishing our CSEA Chapter Standing Committees – particularly our own Professional Development Committee. Utilize this partnership to resume our chapter’s involvement in the New Employee Orientation.

- **Juneteenth CSEA Lawsuit**
 - CSEA won lawsuit for staff that worked on the holiday Juneteenth in the years 2021, 2022, and 2023. Kern Community College District was named in the lawsuit, specifically for years 2021 and 2022.
 - Classified staff did not work in 2022 or 2023 on Juneteenth due to MOUs with District. Classified staff may have worked on Juneteenth 2021. If they were working any Fridays during the 4-day/10-hour summer work schedule.

- **Negotiations**
 - Negotiations Teams (PC, BC & CC) decided to change from Traditional Contentious Bargaining to Interest Based Bargaining with the District Office.
 - Due to the change in negotiations style, the team has experienced more cooperative and productive agreements.
 - Began bargaining in April 2024; Thru December 16th, 2024, the 2024 Negotiations Team has successfully negotiated the following additions to the contract:
 - Salary Increase Formula (% change = 4th ranked (may round up to the tenth decimal)
 - Comparable Districts: Antelope Valley, Riverside, San Bernardino, San Joaquin Delta, Santa Clarita, College of the Sequoias, State Center, West Hills, West Kern and Yosemite.
 - Due to the negotiated salary increase formula, Classified received an off schedule 5.5% raise. In addition to the scheduled step increase.
 - Salary/Health & Welfare Changes (Article 7 & 8)
 - 0.5% one-time cash back for all
 - Insurance premium refund payments stopped beginning October 2024; 1-time payment for those whose raise and 0.5% cashback were not enough to offset the loss of healthcare premium refunds.
 - Job Description Review Extension
 - Going into 2025, the Negotiations Team hope to refine the Health & Welfare Benefits, Professional Growth and Development, Catastrophic Leave and COLA Language.

- **Job Description Analysis**
 - As of December 16th, 2024, 98% is completed.
 - Once completed, the report will be handed over to a mutually agreed upon consultant in January 2025.
 - After the Consultant is finished, the report will be turned over to the Negotiations Team to range check the changes made.

- **Chapter Constitution & Bylaws amended** *(see Appendix E)*
 - Replacement for correct Pronouns, revised 11/7/2024.

- **Participatory Governance Classified Representation**
 - Chapter Executive Board is currently obtaining an up-to-date list of all Porterville College Standing Committees to ensure there is full Classified Representation and participation.
 - Plans on implementing a process in which the classified representative shares the information to CSEA Chapter leadership for share out to the membership.

- **2025 will be the first year that this Chapter will have a complete full Executive Board per Chapter Constitution & Bylaws consisting of: President, Vice President, Secretary, Treasurer, Communications Officer and Past President.**

Member Accomplishments

- Jacqueline Peters (*Administrative Assistant*), Lurdes Bolaños (*Program Technician*) and Shauna Williams (*Sign Language Interpreter I*): Completed the 2023-2024 KCCD Leadership Academy in Spring 2024.
 - Nicholas Britt (*Program Technician*): Earned Bachelor's Degree from Fresno State University in Spring 2024.
 - Victoria Palomino (*Custodian I*): Earned Associate's Degree from Porterville College in Spring 2024.
 - Eric Bailly (*Skilled Craftsworker*): Completed 10 years of service as a Porterville College Employee.
 - Ludres Bolaños (*Program Technician*): Completed 10 years of service as a Porterville College Employee.
 - Efren Ramirez (*Groundsworker I*): Completed 10 years of service as a Porterville College Employee.
 - Rebecca Velasco (*Executive Secretary*): Completed 15 years of service as a Porterville College Employee.
 - Alexander Narvaiz (*Grounds Maintenance Supervisor*): Completed 20 years of service as a Porterville College Employee.
 - Irene Duran (*Library Technician II*): Completed 25 years of service as a Porterville College Employee.
 - John Ortega (*Financial Aid Technician*): Completed 40 years of service as a Porterville College Employee.
 - Nicholas Britt (*Educational Advisor*): Promoted from Program Technician to Educational Advisor.
 - John Ortega (*Financial Aid Technician*) and Jacqueline Peters (*Administrative Assistant*) were recipients of the 2024 PC Spirit Award.
 - Stephanie Baes (*Educational Advisor*): Promoted from Program Coordinator of Career, Transfer, and Internships to Educational Advisor, Dual Enrollment/Student Services.
- We recognize that there are many more accomplishments that our Classified Staff are achieving. Please share those with the Chapter Leadership so that we can recognize those individuals throughout the year and through the End of Year Report.

Financial Summary

Year: 2024	Beginning Balance	Ending Balance	Credits	Deposits
<i>January</i>	\$3,378.19	\$3,378.19		
<i>February</i>	\$3,378.19	\$3,444.19		\$66.00
<i>March</i>	\$3,444.19	\$3,444.19		
<i>April</i>	\$3,444.19	\$3,630.19		\$186.00
<i>May</i>	\$3,630.19	\$3,509.19	\$244.60	\$123.60
<i>June</i>	\$3,509.19	\$3,330.39	\$300.00	\$121.20
<i>July</i>	\$3,330.39	\$3,451.59		\$121.20
<i>August</i>	\$3,451.59	\$2,309.61	\$1,141.98	
<i>September</i>	\$2,309.61	\$2,376.81		\$67.20
<i>October</i>	\$2,376.81	\$2,639.21		\$262.40
<i>November</i>	\$2,639.21	\$2,766.41		\$127.20
<i>December</i>	\$2,766.41	\$2,828.81		\$62.40

***Will report Finalized December 2024 Credits/Deposits and Ending Balance at the January Regular Chapter Meeting.**

Challenges and Goals

Challenges

- ❖ Low Membership attendance for Chapter Meetings.
- ❖ Low Membership participation in voting.
- ❖ Change to the new Interest Based Bargaining (IBB) process compared to the Traditional Bargaining.
- ❖ Discontinuation of cash-back health insurance options and impact to lower salary ranges.
- ❖ Vacation Caps notifications and usage.
- ❖ Lack of fundraising opportunities.
- ❖ Lack of Membership social events.
- ❖ Negotiation updates when negotiators are not present in chapter meetings.
- ❖ JAQ process; promotion; salary range changes.

Goals

- Increase Membership by 6.5%.
- Increase Victory Club Membership by 9.26%
- Increase Membership participation in meetings by 9.26%
- Create Chapter Standing Committees and solicit volunteers from membership.
- Increase fundraising efforts.
- Increase Membership workshops: create educational workshops twice per year; and identify sections of the contract to highlight for Q&A during each monthly chapter meeting.
- Increase Membership events: Summer and Winter event, possible no-host events scheduled.
- Create different modalities for Chapter Meetings. Hybrid in-person& zoom.
- Create separate Chapter zoom account offered thru Association.
- Create Chapter Action Network (bulk email) account to replace current Gmail mail merge process (currently used for sending Balloteer login information to members with voting rights).
- Ensure full classified participation in Participatory Governance Committees at Porterville College; full classified committee membership and require report-outs of relevant items.

Message from 2024 President

Hello PC Classified,

2024 has been an eventful year for our CSEA chapter and members. Classified staff are increasingly active in chapter, campus, and district activities and initiatives, and I anticipate that this will have positive short-term and long-term outcomes for our chapter.

Your Porterville College CSEA Executive Board (E-Board) has been hard at work bringing our chapter together and soliciting member involvement in chapter activities including chapter meeting attendance, responding to chapter surveys, voting, volunteering for chapter events, and campaigning for E-Board offices. As a result, our members have accomplished:

- Our first official PC CSEA Classified Appreciation BBQ in several years
- Our first chapter fundraising event in several years
- An average of 14 classified staff attending chapter meetings
- An average of 40% of active members participating in voting
- Chapter surveys received anywhere from 15 to 39 responses
- In 2025, we will begin the year with a full E-Board for the first time in years

Negotiations have had mixed results so far, but they are not over yet! Our Negotiations Committee will continue pushing for beneficial changes and additions to the contract.

I am looking forward to transitioning to the Immediate Past President position and seeing our 2025 Chapter E-Board continue to work on improving the chapter throughout the next year. I hope you will all find ways to be involved, from engaging in surveys, meetings, and voting, to chapter event planning and volunteering, to serving on chapter standing committees and running for future E-Board offices. Participation is the key to our chapter's success!

Thank you all,

Shauna Williams

Your 2024 Chapter President à 2025 Immediate Past President

Appendix

A.



**Let's Celebrate our
Classified Professionals!**

Join us for Lunch!
Thursday, May 23rd
12:00 pm to 1:30 pm
In the SCCR


**EMPOWERING
GENERATIONS**
CLASSIFIED SCHOOL EMPLOYEE WEEK | 2024

**The PC CSEA Executive Board will be providing all
classified employees with a hamburger or hotdog,
chips and a drink to show our appreciation.**

B.



C.



D. 98th Annual CSEA Conference

E. Chapter 246 PC Constitution_revised 11072024