4CS President Discusses Year of Challenge, Change, and Collaboration

This past academic year has been one of a roller coaster of emotions with so many important issues affecting us all: the implementation of the Student Success Task Force Recommendations, including Professional Development and SSSP, the changing nature of the economy and state budget, challenges to the accreditation process, and additional legislative initiatives. One of the highs for us was welcoming two new classified senates: Norco College and Willow International Community College Center. Welcome to the family!

As we tracked the progress of the Professional Development initiative, we were heartened to see such wide support for inclusion of classified staff, but dismayed at the complete lack of funding for this work that is critical to improving student success. Opportunities for advocacy remain and we are fully committed to keeping you apprised of more developments, and we will be asking you to join us in advocacy efforts.

Regarding professional development, we are pleased to announce that 4CS was selected and has been participating as a board member on the 3CSN group, the professional development arm of the Basic Skills Initiative. We began this collaboration at the 21st CLI, and have continued this collaboration through board meetings, the Leadership Roundtable organized by the Community College League and 3CSN will again present at CLI this year. 3CSN recognizes the valuable contributions of classified staff to Basic Skills student success and we recognize the value of their expertise and commitment to our hardworking students who have so much potential. This is a great collaboration and one that we will continue to see grow.

As we enter this coming year, my goals are to increase your participation in governance, both at the local and state level, further develop our collaborative relationships and represent you to the best of my ability! Please do not hesitate to contact your 4CS area representative or myself with any questions or concerns you may have.

I look forward to meeting you soon.

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4CS President
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News From 4CS

4CS Welcomes New Executive Board Members!

Linda Allen
Bay 2 Representative

Linda Allen is the Staff Assistant for the Disability Resources Center (DRC) and is the 2013-2014 Classified Senate President for Skyline Community College. She has been a member of the classified staff for 15 years within the San Mateo Community College District. During her 15 years as classified staff, she has held the position of President or Vice President of the Classified Senate for eight of those years.

This year, Linda serves as the Classified Senate President, classified representative on the College Governance Committee, Scholarship Committee, and various other district and college shared governance committees, as well as hiring committees. Linda has also met with the accreditation team to discuss classified’s role on campus.

Her commitment to the growth and engagement of classified staff in the college and community is unyielding as she states:

“The beauty of being classified staff is simple; we are a family within a college family. As Bay 2 Area Rep I want to bring this sentiment to my role."

I am excited to be part of the 4CS Board because of the hard work and the commitment that our board gives to the betterment of classified staff. I believe there is much more work to be done and I am committed to becoming part of this team and contributing member."

Linda also serves as a job steward with CSEA Chapter 33 and her goal is to ensure that each senate in the Bay 2 region, becomes familiar with their representative. She would like to help the 4CS board be successful and do what needs to be done to assist our members.

Shondra West
Bay 1 Representative

Currently, Shondra is employed at Los Medanos College (LMC) as a Senior Administrative Assistant, in the Office of Instruction. Prior to transferring to LMC, she was employed at Contra Costa College (CCC) for over fourteen years serving in different capacities; twelve years in Admissions & Records and 2 years as Senior Administrative Assistant in the Vice President’s Office. She enjoys working in the community college sector, and is vested in supporting students, faculty and classified employees in accomplishing their goals within the teaching environment.

During her term as Classified Senate (CS) President (2012-14) and as a classified representative on shared governance for over 5 years while at CCC, she held the position with honor. Her CS presidency was an inspirational period in which a lot was accomplished; increasing CS representatives, updating the constitution and bylaws, planning more classified events, and bridging collaborative relationships with Academic and Student senate.

Her interest to take on more CS responsibilities began when she attended the 4CS Leadership Institute conferences (2011-13). The leadership institute has been a motivational factor, while also serving as a catalyst to her desire to become part of a positive movement on a greater global scale, as the Bay 1 Representative. In taking on this role, she is eager to express her creativity, while advocating for CS at the local, district, and state levels.

And those of us on the 4CS Executive Board are equally excited to have her!
The Second Gathering of the Senates

by Karen Smith
4CS North Vice President

In response to numerous requests for this event to continue, we have scheduled July 17, 2014 for the Second “Gathering of the Senates”, to be held at Skyline College. Our first Northern California Senate gathering was at Santa Rosa Junior College was a huge success.

This year we will continue with the topic of Administrative Unit Student Learning Outcomes (AUSLO) by building upon last year’s work, by helping you to set up a template for an AUSLO that will work for your college with parameters of measureable goals and/or reflections of goals met or unmet.

The second topic we will address will be a Senate Code of Ethics. Does your Senate have one? Though not required by State Accreditation, they do look favorably at Senates that have taken the time to set one in stone to guide their actions.

The third topic will be Student Equity. This is a challenging and fascinating topic campus-wide. Many think that this only applies to faculty. We will explore how Classified Staff plays an equal part in the pursuit of Student Equity. It is our hope that you will be able to take back several strategies you can offer your Equity Committee on Classified Staff’s role in the comprehensive campus-wide understanding of this critical topic.

Skyline College’s Classified Senate is hosting this wonderful event. Many thanks to the senate and Linda Allen for helping put together the day’s program. This year’s Gathering will be Thursday, July 17, 2014, 8am-4:30pm. Many college campuses run four ten-hour days in the summer. We are allowing for travel time to and from Skyline College. The cost will be $25.00, which includes morning treats and beverages and lunch. Payment options will be in a follow-up announcement.

The best part of all, is that this is NOT just for Colleges in the Central and Northern Area of California. All interested Senates are invited to come to this event. Please call or email Karen Smith, Foothill College for more information. You will LOVE this venue if you work at a hot weather college. Fog and wind will greet and welcome you and your energy, wonderful ideas and enthusiasm. To learn more about Skyline College, location and Classified Senate, please visit the website: http://www.skylinecollege.edu/classifiedsenate/

San Diego Community College District Hosts 4cs March Meeting

Rocio Sandoval, Southeast Area 1 Representative

The Annual March 4CS Executive Board Meeting was held at the North City Campus in San Diego, CA March 14-15th, hosted by the San Diego Continuing Education Classified Senate. Senate President, Neil Kovrig, and Senate Vice President, Mary LeDuc, joined the 4CS Executive Board and introduced them to one of SDCCD’s newest campuses. The board was also welcomed by Academic Senate President, Timothy Pawlak, as coincidentally, the state wide Academic Senate meeting was being held in the room next door to the 4CS Executive meeting. The Continuing Education Academic Senate also hosted lunch for the 4CS Executive Board. Many thanks for a memorable event!
# News From 4CS

## Classified Senate/Leaders Directory 2013-14

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Notice something missing or incorrect?
Contact cplyley@ccccs.org for changes to this information
In recognition of the long tradition of excellence in community college teaching and leadership, the League established the John & Suanne Roueche Excellence Awards in 2012. These awards are open to League Alliance member institutions to celebrate outstanding contributions and leadership by community college faculty and staff. Recipients are recognized in a series of activities and promotions, and honored at special events at the League’s Innovations conference each spring. This event has drawn well over 2,300 participants in the recent past and will continue to be one of the most popular events in the community college world. Most awardees are faculty or administrators, but the League continues to recognize the contributions of classified staff throughout the United States.

April Henderson
EOPS Coordinator, Extended Opportunity Program & Services (EOPS)
Foothill College

I aspire to assure that students from diverse backgrounds and adverse circumstances have the opportunity to actualize their potential and achieve academic success. Supporting students in reaching their educational goals means being fully invested and engaged in their journey while providing equitable services to meet them where they are. To be in a position where I can encourage students by letting them know they belong here and that I am here to help them to succeed is a privilege. Perseverance and resilience thrive when students are embraced by a college community that cares.

Elaine Kuo
College Researcher, Institutional Research
Foothill College

I am driven by a desire to understand how the college experience can be maximized to improve student outcomes. How do we document student learning/development and the practices that support students in accomplishing their educational goals? To be effective educators, we need to demonstrate what we do has a positive impact, providing access and opportunity, especially for non-traditional and underserved students, and developing citizens who engage with their communities.

Michael Birong
Technical Support Specialist, Instructional and Information Technology Services
Long Beach City College

I am grateful to have been given the opportunity to provide a service to the students, faculty, and staff at Long Beach City College. The advances in technology that we have incorporated into our business processes here at the college have allowed us to better communicate important information to our students, which in turn, helps them achieve their educational goals in a more efficient and organized manner. I hope to continue working with new ideas and emerging technologies that will help us provide the best service to our college and community.
Juan Tirado  
North Scholarship

Juan works at Reedley College, an institution with a healthy reputation for producing leaders. “Juan welcomes leadership opportunities”, according to his supervisor, Linda Nies, where Juan works in Accounts Payable. Ms. Nies states that after the Classified Senate had pretty much disintegrated, Juan took on the project to energize classified staff and rebuild the Senate. He is currently their Senate President and active with college governance.

He has served on the Classified Professional Development Steering Committee and is a member of the Muro DeHonor Committee that selects and honors former and present staff leaders. He has served on the Strategic Planning Committee, Chancellor's Council Committee, along with holding the titles of President of the Latino Faculty and Staff Association, Budget committee, Soccer Club Advisor and Latin Dance Club Co-Advisor.

Through Juan’s active support, their Senate has been able to establish a sustainable food bank. His efforts have lead to recognizing the importance of the visibility of all staff at Commencement and the establishment of a permanent seat alongside other college delegates and dignitaries. He has established a pool of funds set aside to send staff to the CLI. Juan will be presenting at this year’s CLI. Don’t miss it!

Juan feels that that the CLI can change staff into life changing mentors geared towards student success. We do too.

Ruth Leal  
South Scholarship

Ruth Leal is a natural leader well deserving of the south Scholarship for this year’s CLI. She works as an Instructional Production Specialist. She is practically a one-man show in bringing a Classified Senate to Norco College, It is our newest Senate as of 2013. She won the election for the Senate Vice-President position. She has served as VP at several meetings with college administration regarding Senate issues, shared governance and the role of classified staff in the college’s strategic planning process. While it has been a great learning experience, Ruth feels the leadership opportunities are endless. Damon Nance, the Dean of Technology and Learning Resources states that Ruth “works to plan, develop and implement staff development workshops and activities and constantly gives so much of herself to the cause of her college, community, co-workers and others. Her initiative to improve her own skills and abilities shows the signs of a great leader”.

Her leadership style and ability is obvious from how she serves her college and its students. Ruth is currently the Co-Chair of the Technology Committee and Staff Tri-Chair of the Institutional Strategic Planning Committee (SPC) along with the Committee of the Whole at Norco College.

Her position on the Technology Committee also provides her a seat on the District’s Information Technology Strategic Council. This Council advises and recommends strategic decisions regarding the provision of information services and technology. She leads with the implementation of the Norco’s Tech Plan. Her contributions include creating principles and guidelines, technology forms, surveys and workshops. She is gifted in making presentations to strategic planning committees, including Student Government, Academic Senate and Committee of the Whole. If that weren’t enough, she serves on the Grants Advisory Committee and Library Advisory Committee. She serves as a co-leader for a literacy program called Read 2 Succeed. This program was spotlighted in an outgoing report from the Chair of their recent Accreditation visit. Talk to Ruth. Find out what makes her tick. She’s only just begun.
Breanne Holland is an Admission and Records Evaluator II at Cosumnes River College and currently serves as her Classified Senate President. Through Breanne’s leadership, Cosumnes River College has developed and maintained healthy constituency relationships. Ask her about these initiatives! Her Senate sponsors monthly department recognition events. They also receive great feedback on how each department contributes and feeds into student success. Their Senate’s clothing-exchange serves as a student scholarship generator through their Patron’s Club. Any unsold items go to Goodwill.

The President of Cosumnes River College states that Breanne has an easy-going personality and that she facilitates communication and problem solving. She is focused, energetic and reliable. Breanne feels CLI can be a positive leadership experience and that it is a strong venue for professional development.

Julie Scarpelli has won the Jim Wilson Scholarship for this year’s CLI. She is a Senior Admissions & Records Technician from Butte College and serves as a Senator for the College’s Classified Senate. Julie is also a member the Butte College Leadership Development Institute 2013-2015 Cohort (BCLDI). The BCLDI is a two year program Butte College created to provide interested staff members in-house training in management theories and applications. Graduates of the program obtain skills and knowledge to become Butte’s leaders of tomorrow. As part of her work in BCLDI, she is developing a campus-wide Wellness Program.

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News From Across the State

The Board of Governors 2014 Classified Employee of the Year Awards were announced at the Consultation Council May 19 Meeting in Sacramento. 4CS joins the Board of Governors in acknowledging the outstanding excellence in service of the following California Community College classified employees:

The 2014 Award Winners

Katy Fitzgerald, West Valley Mission Community College District
Katy Fitzgerald is the Student Enrollment and Financial Services Recruitment Supervisor at Mission College and has been with the district for over 8 years. Katy has been recognized with several awards including the Mission College Classified Excellence Award for Community Outreach and the California Community College Student Financial Aid Administrators Association Leadership Award for outstanding leadership in furthering the mission of the organization and the financial aid profession. In addition to her efforts at the college, Katy works tirelessly in the community to support foster youth programs and services.

Michael Mitchell, San Mateo County Community College District
Michael Mitchell is the Director of Transfer Services at the College of San Mateo and has been with the district for 24 years. Since 1990, Michael has proven his dedication to the success of students through his dedication in the Transfer Center and also volunteers and mentors young people at Hillcrest Juvenile Hall/Youth Services Center and teaches a program offered at his church called “Teach the Youth”.

Brooke Sauter, South Orange County Community College District
Brooke Sauter is a Senior Administrative Assistant in the Transfer, Career and Special Programs Division at Saddleback College. During her 10 years of service to the district, Brooke has consistently gone above and beyond through her work with the Basic Skills Committee, high school outreach, the administration of Perkins grants, and other cross institution efforts, and positively impacted the instructional side of the institution. In keeping with Brooke’s dedication to helping our veterans, she aided the California Community Colleges Chancellor’s Office in the collection of data regarding veteran’s services research.

Hoover Zariani, Glendale Community College District
Hoover Zariani is the Senior Coordinator of the Student Services Program and has been with the district for 24 years. As the Senior Student Service Coordinator for the Center for Student Involvement, he is responsible for directing a program that places annually over 1,300 students in service learning assignments in approximately 150 non-profit organizations and schools. Hoover’s commitment to the college is evidenced by his participation in many different activities such as, coordinator of the Leadership Plenty program, advisor for the Alpha Gamma Sigma Honor Society, co-chair of the Scholarship Committee, President of the Classified Council, and a member of the Superintendent/President’s Mini-Cabinet. His civic commitments are impressive as well, focusing on children and families in need of support and guidance.
News From Across The State

Cosumnes River College Classified Senate Initiates New Program on Campus to Create a Sense of Community

For the past year the Classified Senate at CRC has been conducting “Department Recognitions” for the classified staff on our campus. Department Recognitions consist of selecting a department on campus each month to recognize and celebrate their contributions to our students and the campus as a whole. The Classified Senate coordinates with the deans and supervisors of the department to stop by and bring balloons, and refreshments. We also create a certificate of appreciation for all of the classified staff and we take photos of the staff and put it in the Classified Senates monthly newsletter. Our goal in doing this is to not only let our classified staff know how much we appreciate them but we also feel that it is important for the campus to be able to put a face to a name and know which classified staff and/or departments to refer our students to when they need services.

Since we started the department recognitions the Classified Senate have received many thanks and praise from all employees including management, faculty and classified staff.

Chaffey College’s Classified Senate’s Busy Year!

This past year’s selection of the One Book One College, was The Things They Carried, by Tim O’Brien. In further developing the conversation for the year, Classified Senate, in collaboration with the organization Soldiers’ Angels, adopted a Marine Corp staff sergeant currently stationed in Afghanistan. This adoption included the commitment of sending the minimum of one letter a week and one care package a month through April 2014. In a group effort, Senate will fulfill this commitment in hopes of making a small gesture that shows.

Sending warm wishes to our soldier

In addition, Classified Senate hosted “Cards for Kids” at the Chino and Fontana campuses during the Spring semester. For many kids, the hospital is a home away from home. The children are patients with illnesses that vary from mild to terminal and they often undergo long uncomfortable treatments and recovery periods. These cards can be the perfect distraction to help them through the difficult time. Through the efforts of United Way, the cards that were created at the events will be distributed on the lunch trays of children at Loma Linda University Children’s Hospital and Pomona Valley Hospital. We sent over 230 cards from Chaffey College students and staff.

And last, but not least, Classified Senate led a team of 15 to participate in the 2014 Inland Empire Walk for Wishes. The Make-A-Wish Foundation grants the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength, and joy. Our team the “Chaffey College Panthers” was able to raise over $1,900 which also earned us a place on the events “Wall of Fame.” Classified Senate sends a big thank you to the Chaffey College Car Club and the Bookstore for being such big supporters in our fundraising efforts.
Each year the California Community Colleges Classified Senate (4CS) recognizes an outstanding individual who has shown significant support for classified participation in governance at the state level. We are honored to be able to add the 4CS Leadership Award to Dr. Todd Burnett’s resume of accolades.

Tod A. Burnett, Ed.D. is a results-oriented leader with a distinguished education and public service career. Since 2008 he has served as president of Saddleback College—a leading comprehensive community college with over 40,000 students, 1,350 employees, and $100 million annual budget. Previously, he was vice chancellor for the California Community Colleges—the largest higher education system in the world with 112 colleges and over 2.5 million students. Dr. Burnett has the unique distinction of having served full-time positions in the administrations of a U.S. president, California governor, and Los Angeles mayor. He also has an extensive finance and management background in the private sector. Dr. Burnett has a long history of community service and he has been recognized at the national, state, and local levels for his many accomplishments. Dr. Burnett holds an Education Doctorate Degree in Organizational Leadership from Pepperdine University, Master of Business Administration from the University of Southern California, Bachelor of Arts in Political Science/Administrative Studies from the University of California, Riverside, and Certificate for Senior Executives in State and Local Government from the Kennedy School of Government at Harvard University. Upon Dr. Burnett’s arrival at Saddleback College as its New President after serving as Vice Chancellor in the State Chancellor’s Office, he immediately included classified senate in all administrative, financial, and procedural processes that had Academic Senate representation. This inclusion is marked by open dialog between faculty, administration, district, managers, directors and supervisors.

He has made it widely known that he expects all of his Administrators, Directors, Supervisors to make reasonable accommodations for those that wish to participate in classified Senate and governance participation. He has actively supported this expectation by intervening on behalf of staff members with supervisors when there was any confusion about this expectation, and encouraging that participation without expectations for any particular outcomes.

The Classified Senate President has an open door policy with Dr. Burnett, should the need arise, along with a pre-scheduled meeting at least every other week. He has yearly given from his college budget to Classified Senate $35,000.00 to administer for Staff Development. Some examples of how these funds are used are: workshops, attendance at CLI, classes, Staff Development Day, and a campus-wide license for the training software Lynda.com ($3,500).

He supported classified staff with the State Chancellors Office when there was an opening on Consultation Counsel for inclusion of a non-union, Classified Staff appointment. He continues to offer Saddleback to 4CS for meetings and events.

At Saddleback College, classified are more respected and have a better attitude since Dr. Burnett has become President, and 4CS has benefited greatly by his inclusion and open door policy.
News From 4CS

Senate Leader Spotlight: 4CS Outstanding Service Award
Trisha Albertsen, Classified Senate President

Trisha Albertsen, accountant in the Budgeting & Fiscal Services Office and Classified Senate president, has been employed at Chaffey College for fifteen years. At the 2014 Classified Leadership Institute Trisha will be recognized for the first 4CS Outstanding Service Award as classified senate president for eight continuous years, perhaps the longest serving continuous term for a senate president.

Trisha is known for her outstanding performance of professional duties and her record of active participation on campus and beyond. She is a team player, always willing to help others, and an asset to the accounting and budgeting services offices. She is a tireless fundraiser, and through her leadership as Classified Senate president, the senate has awarded a number of scholarships each year. Albertsen also donates time to Juvenile Diabetes, Teddy Bears for Hugs (Loma Linda Children’s Hospital), Ontario Tent City, and several other community outreach programs on and off campus. Under Trisha’s leadership, the Classified Senate has hosted a number of on-campus support/initiatives and community outreach. In addition to her leadership as Classified Senate president, Trisha serves or has served on several key committees on campus and has chaired events.

Trisha has been a significant participant and presenter for a number of years at the Annual Classified Leadership Institute, hosted by the 4CS and Community College League. Trisha’s talents and professionalism have not gone unnoticed. Trisha is clearly a respected and valued leader on and off her campus and deserving of this special recognition.

Trisha also received recognition in 2011, being named one of six “California Classified Employee of the Year” Award recipients. The award is given out annually honoring California community college classified employees who demonstrate the highest level of commitment to professionalism and community colleges. In the words of her nominator, “Trisha has shared her knowledge and experience with co-workers who turn to her for her expertise. Her pleasant demeanor and willingness to help are always appreciated.”

In recognition of Trisha’s outstanding service to her college, students, and colleagues, 4CS congratulates Trisha on her valued commitment and ongoing leadership.
Upcoming LEAGUE EVENTS 2014/2015

ANNUAL CONVENTION
November 20–24, 2014
California Community Colleges
An Oasis of Opportunity
Westin Mission Hills
Rancho Mirage, CA
Registration is now open

www.ccleague.org

LEGISLATIVE CONFERENCE
January 25–26, 2015
Sheraton Grand
Sacramento, CA
Registration opens November 2014

Community College League of California
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4CS needs your support. Together, we can create our future. Will you help us?

We are your neighbors, supporting the benefits of higher education in and for our communities. 4CS is a non-profit public benefit corporation dedicated to California’s Community Colleges and our excellent students. We receive no direct state funding, instead depend upon donations in the form of sponsorships from individuals and corporations, and supporting memberships from our member Senates and earning additional funds from various activities, including the Classified Leadership Institute (conference), Speaker’s Bureau, and by providing other services! The 4CS Board has the responsibility to carry out the directives and goals of its members, the Community College Classified Senates. In order to appropriately acknowledge your support, we have established a variety of funding categories and financial participation levels, one of which may be right for you. We would be pleased to answer any questions you may have. More information can be found at www.ccccs.org/support/support.html

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We now have an easy method for you to become an “Individual Sponsor” and support the work of 4CS and our senates.

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Supporting Members 2013-14
District Level
Chaffey College Classified Senate

Senate Level
Butte College Classified Senate
Chaffey College Classified Senate, Contra Costa College Classified Senate
Copper Mountain College Classified Senate
Mt. San Jacinto Classified Senate, Sacramento-San Diego Mesa College Classified Senate
West Valley College Classified Senate

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4CS Calendar of Activities and Deadlines 2013-14

July
7-8 Board of Governors’ Meeting, Sacramento
14 3CSN Board Meeting, Sacramento
17 Consultation Council, Sacramento

August
21 Consultation Council Meeting, Sacramento

September
8-9 Board of Governors’ Sacramento
12-13 4CS Fall Meeting, Northern California, West Valley College
18 Consultation Council

October
20 Consultation Council Meeting, Sacramento

November
17-18 Board of Governors’ Meeting, Foothill-DeAnza CCD
20 4CS Winter Meeting, Rancho Mirage
20 Consultation Council Meeting, Rancho Mirage
20-24 CCLC Convention, Rancho Mirage

January 2015
20-21 Board of Governors’ Meeting, Sacramento
25-26 CCLC Legislative Conference, Sacramento

March
16-17 Board of Governors’ Meeting, Sacramento
13-14 4CS Spring Board Meeting, Southern California TBD

May
18-19 Board of Governors’ Meeting, Sacramento

June
3 4CS Executive Board Meeting & Training, Granlibakken Lake Tahoe
4-6 Classified Leadership Institute, Granlibakken, Lake Tahoe
6 4CS General Business Meeting, Granlibakken, Lake Tahoe
6 Post-CLI Executive Board Meeting, Granlibakken, Lake Tahoe

CONNECTIONS is published twice yearly, November and June, by the California Community College Classified Senate (4CS), 35 Heritage Lane Suite 3, Chico, CA 95926

Please submit your suggestions and/or articles no later than October 1st for the November issue and May 1st for the June issue to: Cari Plyley at cplyley@ccccs.org

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