

California Community Colleges Classified Senate



Resource Guide

www.ccccs.org



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CALIFORNIA COMMUNITY COLLEGES CLASSIFIED SENATE

INTRODUCTION

WHAT IS 4CS

The California Community Colleges Classified Senate (4CS) is the Statewide governance and leadership professional organization that grew from the need for improved Statewide communication among the local classified senates and participation in State governance activities. The 4CS Executive Board is composed of community college classified staff (as defined in Ed. Code). The Board members have been elected to serve from all of the regions and areas of the State and have many personal experiences with local and State governance and leadership. 4CS is a nonprofit, public benefit professional organization, created by the local classified senates and staff to promote the values of higher education and to work for educational improvements system-wide. 4CS coordinates and provides governance information, leadership training and professional development opportunities.

VISION STATEMENT

Community colleges in California will work together as a system to provide the greatest access and opportunity to the students and communities they serve. The system will recognize the contributions of all employee groups in creating an environment that will lead to the greatest level of student success and the realization of the California Community College's mission.

WHO

- California Community College Classified Professional Organization
- The Statewide California Community Colleges Classified Senate
- Shared Governance Organization of Member Classified Senates
- Organized With A Twenty Two Member, Volunteer, Elected Executive Board
- Advocate for Shared Governance Within the Community College System
- Serving the Classified Staff and Community College System Since 1995

WHAT

- Dedicated to the California Community College Student
- Represent CC Classified Staff's Shared Governance Interests
- Support the Concepts of an Educated Community
- Assist the State's Governmental and Higher Educational Officials
- Promote Staff Development, Leadership, Growth and Sharing
- Support the Mission of the California Community College System

HOW

- We Are Your Neighbors, Residing Throughout All Regions of California
- We Are Classified Staff as Defined by Section 88003, (1a) Ca. Ed. Code
- We Are the Largest Group of CC Permanent Employees - The Classified Staff
- We Are an Invaluable California Community College Information Resource
- We Are an Incredible Variety of Academic Expertise and Technical Skills
- We Are Significant to the Success of the California CC System's Students

WHERE

- Communicate by E-mail, Letters, Publications, Newsletters, Voice
- Co-Sponsor the Annual Classified Leadership Institute (CLI) With CCLC
- Maintain the 4CS Web Site and Personal Contacts for Sharing Information
- Meet Regularly as an Executive Board and With the General Membership
- Travel to California's Community Colleges and Senates to Share Ideas
- Contact Your Executive Board Officers and Representative - <http://www.ccccs.org>



A BRIEF HISTORY OF THE CALIFORNIA COMMUNITY COLLEGES CLASSIFIED SENATE (4CS)

THE BEGINNING

4CS began with an idea and a conversation. In 1990 Laura U'Ren, classified staff from Irvine Valley College, made a presentation at The League's Annual Convention regarding classified senates. That sparked people's interest and in 1991 the first organizational meeting occurred during the League's Annual Convention. Tamara Carnine, classified staff from Irvine Valley College was selected as the key contact person and an advisory board was created to begin working on creating a statewide classified senate.

Advisory board:

North - Lena Newman, Butte College and Christina Witkowski,
College of San Mateo

Central - Karen Garrett, Merced College and MaryAnne Fry,
San Joaquin Delta College

South - Tamara Carnine and Laura U'ren, IVC and Marge Nielsen
Saddleback College

In March of 1992 at the Staff Diversity Conference – a phone tree was established, officers and representatives were selected, and goals and purposes were discussed. The Ad Hoc California Community College Classified Senate was approved and established.

The Ad Hoc Committee was composed of the following individuals:

Chair Tamara Carnine – Irvine Valley College

Secretary - Mary Thompson – Chaffey College

Treasurer - Pattie McPhun – Ventura District

Area Representatives: - Victina Bella, West Valley - Betty Crenshaw, Diablo Valley - Theresa Frahm, Los Medanos - Karen Garrett, Merced - Fedruel

Harrison, Miramar - Cathy Vent, Ventura - Wendy Link, Columbia - Nancy Matthews, Chaffey - Reggi McCoy, LA Southwest –Paul Mercier, Mt. SAC - Lena Newman, Butte - Sally Smith, San Bernardino Valley – Craig Stenvall, Butte - Catherine Swenson, Sierra - Cari Plyley, Butte.

In November 1993 the first Constitution and Bylaws were drafted by the 4CS Ad Hoc Committee and ratified by delegates from classified senate across the state during a general session meeting at the CCLC Annual Convention.

The first Executive Board of the California Community Colleges Classified Senate was elected by the state's classified senate delegates, in November 1994. David Viar, Community College League of California Executive Director, was invited to install the first officers and representatives. They were as follows: President Mary Thompson, Chaffey College; Regional V.P. Jeffrey Kennedy, Contra Costa, Gloria McLeod, Chaffey College, & Laura U'Ren, Irvine Valley College; Secretary Bea Griffiths, Santa Rosa Jr. College; Treasurer Shirley Schmid, Pasadena City College; Past Chair/AdHoc Committee Tamara Carmine, Irvine Valley College; Area Representatives: (Bay) Mike West from Los Medanos College, Yvonne Lewis from Laney College, Christina Witkowski from College of San Mateo, (Central) Ron Duva from San Joaquin Delta College, Beverly Lencioni from Merced College; (North) Craig Stenvall from Butte College, Vicki Byers from Sacramento City College; (Southeast) Fedrual Harrision from Miramar College, Wesley Goodvin from Southwestern College, Marianne Hatherill from Rancho Santiago; (Southwest) Ed Haines from Pasadena City College, Mary Sandoval from Mt. San Antonio College.

4CS developed a close working relationship with the Community College League and has maintained a seat on the Board of Directors since 1994. In 2005, the League Board added a second seat for a 4CS representative and allowed 4CS to rent office space at their offices in Sacramento.

In addition to the League, 4CS has built a strong relationship with the California Community Colleges Council for Staff and Organizational Development (4C/SD). 4CS typically presents

workshops at the 4C/SD annual conference and the two organizations share information for newsletters and other projects. In 2001 and 2005 4CS received the 4C/SD Executive Board Award of Merit for Outstanding Contribution to Staff and Organizational Development.

Throughout its history 4CS has received many challenges to its legitimacy and status as a community college organization. Not being specifically recognized in Ed Code and with no dedicated source of funding 4CS continues to thrive as a volunteer organization made up of dedicated individuals. The 4CS Executive Board understood that a major step in strengthening the organization was to become incorporated and attain non-profit status. 4CS was recognized as a non-profit organization by the federal government on May 4, 2001 and the 4CS Articles of Incorporation were signed by the Secretary of State on September 2, 2003.

4CS Presidents

Julie Whiting, State Center CCD	2005-2007
Tony Prestby, Santa Monica College	2003-2005
Cari Plyley, Butte College	2001-2003
Jim Wilson, Sierra College	1999-2001
Mary Thompson, Chaffey College	1994-1999

The 4CS Leadership Award

Recognizes an individual for significant support of classified participation in governance at the state level. Past recipients include:

Leslie Wang, San Joaquin Delta College and Board of Governors for the California Community Colleges, 2006

Scott Lay, Community College League, 2005

Bonne Slosson, Community College League, 2004

Dr. Sandra Acebo, Butte College, 2003

Dr. Kevin Ramirez, Sierra College, 2002

David Viar, Community College League, 2001

Classified Leadership Institute Scholarship

Each year the 4CS offers two scholarships to attend the annual Classified Leadership Institute (CLI). The Classified Leadership Institute is jointly sponsored by 4CS and CCLC and was

established to promote leadership and strengthen classified staff participation in shared governance. The award began in 1998 to assist campus administrators in recognizing classified employees who have positive leadership skills and/or exhibit strong leadership potential and are actively pursuing leadership roles at their colleges.

CLI Scholarship Recipients

North

2006 Kim Toledo, Folsom Lake College
2005 Joyce Giovanetti, San Joaquin Delta College
2004 Tanya Prior, Reedley College
2003 Linda Bumgarner, Butte College

2002 John Christensen, Contra Costa College
2001 Margaret Munoz, Feather River College
2000 Linda Hayes, College of the Redwoods

South

Phil Cestone, Chaffey College
Pat Murray, Grossmont College
Kimi McSwain, San Diego Miramar
Adam Philipson, Santa Monica
College
Andre Harris, Southwestern College
Lucy Paez, Oxnard College
Beverly Joseph, San Diego Miramar



THE CLASSIFIED LEADERSHIP INSTITUTE



4CS and the Community College League of California sponsor the Classified Leadership Institute (CLI) for California's Community College Classified Staff. Focused on governance, leadership and communication, this three-day event is designed to develop personal skills, discuss governance ideas and practices, learn new technologies, and provide networking opportunities for classified staff statewide.

Participants explore topics that develop the skills, confidence and encouragement to be stronger leaders on their campuses. Activities include both interactive and informational sessions with ample time for networking and practicing leadership skills in a supportive environment. This successful event also provides a chance for renewal and refreshment of the mind and spirit. It allows time for classified staff to exchange ideas and focus on the mission of the California Community College System and the important ways they, as classified staff, can most effectively contribute.

THE PURPOSE

- Recognize and celebrate the classified role in educating and serving community college students
- Exchange ideas and information with colleagues, further developing a network of positive communication among classified leaders
- Discover and develop personal leadership skills
- Encourage and support active participation from every attendee



CLASSIFIED LEADERSHIP AWARDS & SCHOLARSHIPS

CLASSIFIED STAFF MAKING A DIFFERENCE!

In 1998 the Classified Leadership Institute Scholarship was established to assist campus administrators in identifying classified employees who are active in the campus community and exhibit strong leadership potential. The scholarship is intended to significantly reduce the cost of attending the Institute. Two scholarships are awarded each year.

4CS LEADERSHIP AWARD

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. The recipient of this award:

- Supports classified involvement in governance at the local and state level
- Exhibits the characteristics valued by 4CS in strengthening our community colleges
- The 4CS Leadership award is presented at the annual 4CS Classified Leadership Institute as part of the awards dinner and presentation.

OUTSTANDING CLASSIFIED LEADERS

Although we recognize that all classified staff “make a difference” at their respective colleges and districts, the California Community Colleges Classified Senate wants to expand the recognition that many of our colleagues have received in their local districts for excellence in service, leadership and participation to a statewide level. As part of our annual Classified Leadership Institute held each year in June we recognize and honor outstanding classified employee(s) of the year from across the State. It is our goal to include honorees from every community college in this presentation.

While we hope that at least one representative from each college included can be present at the Institute, we realize that is not always possible. All honorees are included in a recognition slide show that runs during the Institute “Awards” dinner. Information on how to submit information from your college to be included can be found on the 4CS website at www.ccccs.org.

4CS MODEL SENATE RECOGNITION

Recognition of Classified Senate organizations that exercise their role in shared governance with autonomy and professionalism is one way in which the California Community Colleges Classified Senate (4CS) can assist other colleges in developing their local Senates or Councils. Model Classified Senates define the standard of staff participation within the learning environment for California community college students; encourage staff leaders to become stronger, and offer reference and experience for novice organizations and those seeking organizational revitalization.

The following criteria are used to determine if a Classified Senate is granted “Model” status by 4CS.

A ‘Model Classified Senate’ is one that:

- Is a participatory governance body elected by its constituents
- Operates professionally under bylaws and/or a constitution approved by its constituency
- Has a copy of their current bylaws/constitution on file with 4CS
- Is recognized by the college administration as a governance participant
- Encourages a cooperative working and professional relationship with a collective bargaining agents (if one exists) and considers input or concerns of such groups
- Is organized to actively engage in the shared governance process
- Communicates routinely with 4CS

Model Senates are recognized at the annual 4CS Classified Leadership Institute as part of the awards dinner and presentation. Five Senates received this designation in 2006: Butte College, Chaffey College, Foothill College, Pasadena City College, and Sierra College.

4CS SPEAKERS BUREAU

*A SERVICE OF THE CALIFORNIA COMMUNITY COLLEGES
CLASSIFIED SENATE AND ITS LOCAL CLASSIFIED SENATES*

INTRODUCTION TO THE 4CS SPEAKERS BUREAU

The 4CS Speakers Bureau is a service of the California Community Colleges Classified Senate. The Speakers Bureau connects you with a network of community college leaders who can provide a variety of presentations and facilitate workshops. Our speakers and workshop leaders are current or past employees of the California Community College System who have years of direct experience working with students, staff and local districts. Each of our speakers have extensive and direct experiences working with community college participatory governance and closely related topics. Many of our workshops are designed to assist you in discovering your own potential and solutions by providing a structure for effective communication and by sharing ideas from across the State. 4CS speakers and workshops will bring new ideas and possibilities to your campus and groups; ideas that you can successfully adapt to your local needs and situations.

MAKING ARRANGEMENTS TO GET THE EDUCATIONAL PROGRAM YOU NEED

After reading the offerings in the 4CS Speakers Bureau, please feel free to contact us directly for the most recent information. Check the Web site for more recent additions or updates. Contact 4CS for any specific requests or modifications of existing presentations that might meet the needs of your special event. Our goal is to provide you with quality assistance and services as you plan your retreat, flex activities or meetings.

To begin the process, please fill-out the 4CS Speaker Bureau Request Form on page 17 or you can download directly from our Web site, “www.ccccs.org”. Please feel free to contact 4CS if you need assistance or have additional questions.

SCHEDULING A PRESENTATION

Please remember as you schedule your speaker or workshop leader, that our speakers are volunteering on behalf of 4CS to provide this service to you. Although it is our intent to meet your needs, the speaker's availability is subject to their daily schedules, personal calendars and work obligations. Please be understanding as we work together and try to meet your specific requests.

While the Speakers Bureau is a service of 4CS, it is also a Statewide Classified Senate fundraising activity. 4CS receives no direct funding from the State budget and relies partially on various fundraising activities that enable us to perform our Mission. Your organization or group will be asked to donate an honorarium to 4CS for this service and to pay for any travel or lodging cost, if needed, to come to your event. At times, we may need to switch speakers or leaders if unforeseen events prevent the requested speaker from attending. If this were to happen, we would notify you of the change and find an appropriate speaker from the Bureau who is experienced with the topic or workshop that was scheduled. Rather than establish set fees for our speakers and workshop leaders, we prefer to work with you to establish a fair, reasonable and economically feasible rate for the services you request.

4CS SPEAKERS, PRESENTATIONS AND WORKSHOPS

A variety of speakers, facilitators, presentations, and workshops are available. If you do not find what you want, we can work together to plan something different that meets your specific needs. We offer traditional presentations, multimedia illustrated presentations, panel and round table workshops, and a variety of other informal guided discussions. We can also assist or train your group to present their own workshops and presentations. Although our topics are mostly associated with governance and leadership, other non-collective bargaining topics can be presented.

PARTIAL LIST OF AVAILABLE TOPICS

Anger Diffusion
Beginning A Classified Senate
California Community Colleges Classified Senate (4CS)
Creating Your Professional Development Portfolio
Classified Senate Involvement In Professional Development
Classified Senates As Employee Participation Groups
Classified Staff, Classified Senates and Governance
Communication, Learning, Black Holes and Governance
Creativity and Governance
Designing Your Perfect Web Site for Communication
Discovering Leadership
Effective Committees -- Learning To Work Together
Exploring The Importance Of Customer Service
Fish
Fundraising
Governance and Leadership
Just Do It -- Creating A Local Conference Or Retreat
Leadership: How To Get Where You Want To Go?
Learning With Governance and 4CS
Meeting With Consensus
Participatory Governance: Finding The Time To Make It Happen
Senates and Unions Successfully Working Together For Their Districts
Strengthening Our Colleges: Transforming Our Future Through Professional Development
Strengthening Your Classified Senate
Teaming Up For Success Senates and Unions
The Benefits Of A Positive Attitude
Using Technology To Enhance Governance
Why Should We Volunteer?
Your Legal Rights To Participate In Community College governance

SAMPLE DESCRIPTIONS OF AVAILABLE SEMINARS

CREATING YOUR PROFESSIONAL DEVELOPMENT PORTFOLIO

We spend countless hours serving on committees, working to improve ourselves, and hoping for opportunities to grow and advance. Yet, how many of us actively keep track of what we've done and work to set realistic goals for planning our future? Learn how to bring together your professional development history into a portable, usable portfolio. Be amazed at what you've already accomplished and hadn't realized. Look for leadership experiences in places you never thought to look before. Presenter utilizes PowerPoint and will need a projector, screen, and electrical outlet. Handouts will be provided. Presentation best suited to a 30-minute session can be adapted and or combined with the presentation Leadership: How to Get Where You Want to Go

LEADERSHIP: HOW TO GET WHERE YOU WANT TO GO

Unlock the mystery of leadership to realize your own expertise and potential . Gain an understanding of the strengths necessary to become a great leader and identify those qualities in yourself as well as areas for personal improvement. Learn to recognize yourself as leader and set a direction for yourself. Leadership is a challenge, can be rewarding, and can even be fun. The tips and ideas presented here can help you on the road to leadership nirvana. An additional component on creating a professional development portfolio can be added. Presenter utilizes PowerPoint and will need a projector, screen, and electrical outlet. Handouts will be provided including a suggested reading list. Presentation is best suited to 1 hour or 1.5 hours, if the Creating Your Professional Development Portfolio seminar is included.

CLASSIFIED SENATE INVOLVEMENT IN PROFESSIONAL DEVELOPMENT

Classified Senates are great vehicles for providing or enhancing staff development programs in the community colleges. Investigate ways in which your Classified Senate can contribute to professional development at your campus. This workshop will explore the role Classified Senates play in creating, promoting, and enhancing professional development programs highlighting examples from various community colleges throughout Califor-

nia. Some areas of focus will be Celebrating Our Success; Continuing Education; Network Building, Communication; Conference and Development Days; and Leadership Programs. Presenter utilizes PowerPoint and will need a projector, screen, and electrical outlet. Handouts will be provided. Session is designed for 1.5 hours to include audience interaction and questions, can be adapted as necessary.

TEAMING UP FOR SUCCESS: SENATES AND UNIONS

Explore how Classified Senates and Unions partner to promote full participation in governance. We'll look at how some colleges utilize MOU's and Delineation of Duties documents to facilitate a collaborative environment and avoid negative conflict. The presenter will utilize a PowerPoint presentation to highlight key issues and tools. Handouts referencing various bills and policies will be distributed. Group discussion will seek to identify additional needs and ways 4CS can address them.

STARTING YOUR COLLEGE SENATE

4CS has been consulting with community Colleges that currently do not have a Senate on campus or whose Senates are struggling. Our services include helping to establish a Purpose and Mission Statement for the Senate. The presenter then illustrates how the Mission is tied into shared governance participation at that particular institution with consideration of the campus climate and the working relationship between the proposed Senate group and that of any union group(s) on campus. The intended outcome is to establish a functional Senate that enhances the governance and leadership opportunities for all classified staff. With the passing of SB235 it is crucial for classified staff to understand the important role of the Classified Senate and how establishing a Senate or increasing its effectiveness will further enhance classified opportunities in leadership on their campus.

SPEAKER REQUEST FORM

The 4CS Speakers Bureau is a service of the California Community Colleges classified Senate and its network of local community College Classified Senates. The 4CS Speakers Bureau connects you with community college leaders who can provide a variety of presentations and facilitated workshops. Our speakers and workshop leaders are current or past employees of the California Community College System who have years of experience working in local districts. Each of our speakers have a working knowledge of participatory governance and closely related topics. Many of our workshops are designed to assist your attendees in discovering their own potential and finding solutions by providing a structure for effective communication and by sharing ideas from across the state. 4CS speakers will bring new ideas and possibilities to your campus and events, ideas that you can successfully adapt to your local needs and situations. For more specific information, visit our Web site or contact your local 4CS Area representative. [Http://www.ccccs.or/connected/speakers_bureau.html](http://www.ccccs.or/connected/speakers_bureau.html)

Contact Information

Your Name: _____ Organization: _____
Phone: (____) _____ Email Address: _____
Fax #: (____) _____ Best time to contact you: _____
Name and Purpose of Event: _____

Location (including address) of Event: _____

Date: _____ Start Time: _____ Length: _____
Anticipated number of attendees: _____ Special Needs? _____
Presentation or workshop Topic Requested: (See list of options or suggest a topic)

Request a Speaker (by name): _____ or Group Presentation _____

In our effort to provide and tailor presentations to your needs, we will contact you to discuss in detail your request. We may ask for financial assistance with travel costs depending on the situation and, as feasible, request a reasonable donation or fee for our services, payable to 4CS. The 4CS Speakers Bureau is a service of 4CS to our members and is also one of our organization's fundraising efforts. Please remember that 4CS speakers and workshop leaders are volunteering their time to 4CS to provide this service for you and your event. When making arrangements, we will make every attempt to meet your needs and schedule, as well as that of the speaker's, since many of them are currently employed as Classified Staff in their local districts and colleges. Thank you for your interest in the 4CS Speakers Bureau and requesting its speakers for your next event.

Please send this request to:
Barbara Salmon, 4CS Secretary,
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Pasadena, CA 91106-2003
E-mail: basalmon@cccs.org

4CS Executive Board Directory



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