

Bring your lunch & a treat to share if you have something!



AGENDA - Thursday, May 31, 2012

12:00 - 1:15 p.m. - Staff Lounge 1300D

- 1) **Welcome/Call to Order** Todd Steffan
- 2) **Introduction of New Attendees & New Staff** Todd Steffan
- 3) **Approval of Today's Agenda** Todd Steffan
Minutes from 2012 to be typed over the summer. S. Gach
- 4) **Treasury Report** Sharon Davidson
 - a. Report of Fund Balance 5/30/12
- 5) **Committee and Officers' Reports**
 - a. **Committee Reports** (p. 3,4)
 - b. **President's Report** Todd Steffan
 - c. **Sunshine Report** Sharon Gach
 - d. **Fundraising Report** Cindy Balero
 - i. Let's make plans for Fall 2012 (Virtual/Silent Auction)
 - ii. S. Gach will save people's items - bring in now!
 - iii. Examples: holiday gifts you don't need; *things you were going to re-gift!*
 - e. **Activities Report/Planning** Renee Pegues
 - i. Staff Dev. Funds - \$800 still in budget
Purchase Examples: software advanced tutorials, How to Deal with Difficult Situations, Motivational Film -- OK to Purchase? (consensus)
- 6) **Old Business**
 - a. Code of Ethics - Second review prior to e-Vote Heidi Ulrech (Pg 5-6)
 - b. Receipt of District Foundation's check for Staff Development!
 - i. \$500 rec'd and earmarked for Staff Dev. of Classified Professionals (as many people as possible, or purchase educational/leadership dvd's
 - ii. From the Ronald Kong Classified Development Fund (now distributed to all 3 sites)

7) **New Business**

- i. Classified Professional of the Year Committee Report Sharon Gach
Nominees and Winner attached
- ii. Classified Scholarships Committee 2012 - Report Sharon Gach
 - 1. Presented May 10 at Student Awards Ceremony
 - 2. Two at \$250 each, Gift Certificate to LPC Bookstore
 - a. Recipients: E'lese Lorentzen & Praneet Uppal (p. 7)
- iii. CARE/ Retirees Group/ Grant Open, see: <http://care-news.org/>
Anyone can apply for a grant until 9/15/12!! (p. 8)

8) **Other/Good of the Order**

- a. Note: the Four-10 hour day schedule: June 4 - Aug. 3
- b. Convocation at LPC this year: Thursday, August 16
 - i. Will need helpers for this!
- c. FYI: Joint Resolutions to Thank VP Kratochvil and Dean Baker for their years of service to LPC, as they depart to other positions
- d. Copies of thank you letters to Faculty Senate, Pres. Walthers, Rawk Hawks for the fun Staff Appreciation Party on May 9th (p. 9-10)
- e. Copies of Outstanding Classified Professional of the Year Nominations (p. 11-21)

9) **Adjournment**

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*The Classified Senate of Las Positas College
is a participant in the College Governance System
and welcomes all Classified Professionals,
as well as all Campus & District colleagues, to meetings.*

<i>2012-13 Senators and Officers to Serve You! Eff. 7/1/12</i>			
<i>Position</i>	<i>Name</i>	<i>Ext. #</i>	<i>Buildings</i>
President	<i>Vacant :</i>	<i>Opportunity To Serve!!</i>	
VP of Communications	Renee Pegues	1631	
VP of Fundraising	Cindy Balero	1548	
VP of Activities	Julie Thornburg	1406	
Treasurer	Sharon Davidson	1632	
Senator Group I	Todd Steffan	1571	100, 100B, 300, 400, 600, 4000
Senator Group II	Frankie Alexander	1690	800, 1700, 1800, 1900
Senator Group III	Jared Howard	1475	700, 900, 1300, 1300A, 1300B, 1300C
Senator Group IV	Jeff Sperry	1655	2000, 2100, 2300, 2400, 2500, 3000, 3100

Classified Senate Committee Report

Name

Committee

Date

Agenda items:

- I. Call to order
- II. Approval of minutes from March 23 meeting
- III. New DE accreditation guide evidence
 - a. Brainstorming
- IV. Updates
 - a. DE accreditation webinar
 - b. DE drop policy
 - c. Fall 2011 retention and success rates
 - d. Online Materials Fees
 - e. Open Educational Resources
 - f. DE waitlist

Discussion Items:

- Fall 2011 retention and success rates: Line graphs to visually show the rates better over time were created and uploaded to http://grapevine.laspositascollege.edu/distanceeducation/documents/de_rates_charts.pdf. The rates are below the rates for face-to-face classes and slightly above the average rates for California Community Colleges DE classes. Santa Barbara City College is one college with higher rates, possibly because it incorporates more "human presence" online, including more audios and videos. A workshop along the lines of "Online Success using Audio and Video" will be pitched to Staff Development for the next faculty flex day. The session could be recorded and made available to faculty who are not able to make the session.

Key action items:

Ongoing business:

- Online Materials Fees: According to the state chancellor's office, the second reading at the Board of Governors is May 7, and if all goes well, the new regulations would go into effect in July.
- Open Educational Resources: SB 1052, which would establish the California Open Education Resources Council, and SB 1053, which would establish the California Digital Open Source Library, both passed out of committee April 11. AB 2471, which would require community college districts to adopt policies to prohibit the assignment of e-textbooks unless they met 3 criteria, had a committee hearing April 17. No word on how that went. Also, AB 2320 has been introduced and would require the Legislative Analysts Office to convene a task force to identify the steps needed to establish the Western Governors University, California, as a degree-granting institution that is self-supporting and does not receive state funding.
- DE waitlist: At the April 23 Technology Committee meeting, CTO Jeannine Methe reported on a few changes to the waitlist procedures: a) Holidays won't count for waitlist days; b) Students cannot waitlist for classes they are registered for; and c) The following problem has been resolved: When DE instructors email students on the waitlist who then have 48 hours to decide, other students seeing those open slots and wanting in the course. The committee wanted to know how students could add DE classes at the start of instruction. Currently, students can attend the first class meeting of a face-to-face class to be considered for adding into the class if space is available. The committee tasked Scott with determining if waitlist instructions mention DE for this situation, and if not, to contact Jeannine to get the following verbiage added: "Online students"

Notes:

- Online tutoring: Ideas for instituting asynchronous Math tutoring include using email, MS Word, Google Docs, write by hand and scan, and YouTube. The most promising is using the free screen recording software Jing, along with a Wacom tablet to write out problems in MS Paint, and record audio to create a video. That video can then be saved as a Flash file and emailed to the student. It can be reused if a future student has a similar problem he needs help with. Students can submit their problems via email to the tutoring account and can even attach files. The process for asynchronous tutoring, specifically who will do the tutoring (the online Math tutor or the other Math tutors) and the length of time students can expect a response, still needs to be worked out. So will the issue of how the proposed tutoring software will work with asynchronous tutoring.
- Bb 9.1 Service Pack 7 demo: The enhanced Rubric tool was showcased. A couple of other minor enhancements, including the Auto-Submit feature in the quiz tool, were also shown. Auto-Submit allows an instructor the option of automatically submitting a student's exam when the time deadline has been reached. Scott will let Blackboard instructors know the ramifications of this when they have DSPS students in their classes. Reminder: Blackboard will be upgraded June 4-5.
- Other issues: Committee members indicated that they liked having today's meeting on CCC Confer and would like to explore its usage for future meetings. An agenda item regarding this will be placed on the next meeting agenda.



Development Process of the Classified Senate Ethics Code Statement

Committee Members: Sharon Gach and Heidi Ulrech

February 24, 2012

The development of this statement stems from the interview of the Classified Senate, conducted during the last Accreditation Site Visit and Accreditation Recommendation.

Document the process used to develop this statement in case there are questions in the future.

Review resources collected in the past 6 months:

- DeAnza college Classified Senate Code of Ethics
- Crafton Hills College Code of Ethics
- Fullerton College Classified Senate Code of Ethics
- Saddleback college Classified Senate Code of Ethics
- Las Positas College Statement of Ethics – Draft prepared by Bill Eddy
- Faculty Statement of Standards
- E-mail from Cari Plyley, Butte College, 4CS dated 2/21/2012
- Wikipedia – Ethical Code
- Guidance for Writing a Code of Ethics by Chris Mac Donald (internet)

Develop timeline for the process.

- Identify key concepts to be considered in the statement
- Survey membership regarding key concepts – by-passed due to workload and timeline.
- Prepare first draft
- Classified union site rep to review first draft
- Senate Executive Board review first draft
- Senate Membership review first draft
- Prepare second draft to include feedback from first draft
- Senate Executive Board review second draft
- Senate Membership review/ publish and vote in accordance with the process stated in the Senate Constitution & Bylaws for making amendments.

Key concepts identified from the collected resources:

April 24, 2012

Committee met and compared and discussed their individually prepared draft documents based on identified key concepts. A format was agreed on. The committee members adjourned to work on a few specific areas for improved wording. Will prepare first draft for union, E-board and membership review.

April 25, 2012

Ms. Ulrech prepared First Draft; Ms. Gach sent to the Senate for the Agenda for Friday, April 27th.

- First Draft reviewed briefly in meeting, no comments added, no objections stated.
- Ms. Gach asked members to review further and email comments to either her or Ms. Ulrech before the May meeting.

May 31, 2012

Ms. Gach reported that __ additional comments received since April 27th meeting.

1. C. Reding – No changes, Ethics Statement looks very good.
2. ..
3. ..

This item agendized, and Ms. Gach asked the Senate for final review and vote.

Outcome:

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May 2012

LPC Classified Senate,
I want to thank
you for presenting
me with the LPC
Classified Senate
Scholarship. I am
grateful for this
gift. Thank you for
seeing something
in me & helping
me to reach my
educational goals!
I truly appreciate
this!

Best,
E'lese Lorentzen

P-7

From: Linda Barde
To: everyone
Date: 5/8/2012 7:58 AM
Subject: CARE Grant for all employees

CC: Karen Silva
Dear Colleagues

CARE, Chabot-Las Positas Association of Retired Employees knows that these are very difficult times and would like to provide some monetary help for all employees of the District, Faculty, Classified and Administration, through the CARE Fund. Specific information about the grants and application process is outline below and can be found on the CARE website. The application deadline is September 15, 2012.

The CARE Fund is the source of CARE's charitable activities and is designed to provide an extra measure of support to the colleges in the Chabot-Las Positas Community College District.

Using CARE Fund resources, CARE has implemented a small grant program intended to support special projects that improve service to the colleges. We want to help you do a better job of serving our students, staff, and institutions.

The grants are relatively small, but the effort required to apply is similarly small, and the winning applicants will be able to direct the awarded funds as desired. Any area of service is eligible, and any category of employee may apply: faculty, classified, administration, full-time, or part-time.

Applications will be judged by this standard: How will the project improve service to the colleges in your area of work responsibility?

For 2012-2013, one or more grants will be awarded in amounts up to \$3,000.

Application Instructions:

Please complete the fill-in Application form at the CARE website, www.care-news.org



May 10, 2012

President Kevin G. Walthers
Las Positas College

Dear Dr. Walthers:

The Governing Council of the Classified Senate is very grateful for the wonderful Staff Appreciation party put on by the Faculty and President's Office yesterday!

All types of employees appreciate this event each year, which enhances the morale and working relationships among all groups on campus. Even better, they serve to put individuals together in a festive atmosphere, where they can get to know each other on a more personal level.

We thoroughly enjoyed this time together, and appreciate your role in hosting, and making this happen!

Cordially,

Classified Senate Governing Council

Todd Shiff
Cindy Ahup
Sharon Davidson
Renee Regues

Stromberg
Sharon Gach



May 10, 2012

Staff Appreciation Party Committee,
Gift Donors, and The Rawk Hawks
The Faculty Senate
Melissa Korber, President
Las Positas College

Dear Ms. Korber, Committee Members, Gift Donors and The Rawk Hawks!

The Governing Council of the Classified Senate is very grateful for the wonderful Staff Appreciation Party put on by the Faculty and President's Office yesterday!

All types of employees appreciate this event each year, which enhances the morale and working relationships among all groups on campus. Even better, they serve to put individuals together in a festive atmosphere, where they can get to know each other on a more personal level.

We thoroughly enjoyed this time together, and appreciate your tremendous efforts in gathering gifts, shopping, decorating, hosting, and making this another memorable event!

Gratefully,

Classified Senate Governing Council

Todd Holt
Cindy Amy
Sharon Davidson
Renee Regues

Sharon
Sharon Jack



Outstanding Classified Professional Award

Name of Nominee: Carolyn Smutny

Department/Division: PE /Athletics, Health & Wellness

Your Name: Connie Reding, Staff Assistant, Arts & Communication


Please provide a statement to support your nomination based upon the aforementioned nomination criteria and purpose.

Carolyn Smutny personifies the words "Outstanding Classified Professional" at LPC. She has worked at LPC since 1999 in many areas of the campus. Carolyn was first hired as an on-call hourly in the summer of 1999 to work in the Library (then the LRC) as an Assistant II, where she worked in that capacity for quite some time. She was then hired as a temp on-call Counseling Assistant in the summer of 2001 where she worked closely with our DSPS students. She took her work there very seriously and developed many close, personal relationships with several of our DSPS students. She was a huge blessing to them in so many ways. She went out of her way on her personal time to help them with various issues. When she would bump into them on campus, she'd always give them a cheery "hello" and introduce them to anyone that might be with her walking across campus, making them feel welcome and appreciated at LPC. In Feb. of 2002 Carolyn started working 45% as a Staff Assistant in Athletics, while also working as an A & R Assistant I.

Over the years, Carolyn has worn many hats, and worn them well --with a smile, a good attitude of service, and a friendly disposition...not to mention all the hard work she's done in many different departments. She was and is attentive and responsive to the needs of our students. Carolyn continued to work in the Library until 2004-05 when she started as an 11 month, 75% Staff Assistant in Athletics working with our LPC sports teams members. Again, Carolyn took her job to heart and got to know many of our players individually while trying to help them with their inquiries and issues. Within a few years, Carolyn became an 11 month, full time employee in Athletics. Then she became a 12 month employee (full time) still working in our growing Athletic Program at LPC.

In addition to her work in Athletics, where Carolyn individually verifies school records/grades and eligibility for every single member of every sport team at LPC, Carolyn took on added division responsibilities when the Administrative Assistant position became vacant within the PE Division. She helped to train temps who were hired in that position and picked up the slack for some of the division work on top of taking care of all of Athletics responsibilities by herself. Various temps were hired as support staff. There were also several deans and interim deans in PE Division, with Carolyn Smutny behind the scenes trying to help out through many transitions. All the while Carolyn was the constant person behind the scene who worked hard and knew the history of things within that division. Carolyn put in countless extra hours to keep up with the growth in Athletics and also help with other division responsibilities. On many occasions she never took so much as a break or lunch time away from her desk because she was consistently committed to serving our athletes as well as the needs of the division as it went through several transitions. Carolyn also worked very long hours for weeks at a time.

As a role model, Carolyn exhibits great fortitude, patience, grace, flexibility and hard work. She ALWAYS puts our student first and rises to the occasion no matter how heavy her workload. Carolyn has served on the Bookstore Committee at LPC and has worked at graduation ceremonies helping students in various ways. Carolyn has always made herself available to help our students and even other staff in various ways as needed.

Carolyn Smutny has been a very active member of the Classified Senate. She served as an Activities Coordinator 

Return form to Julie Thornburg by Wednesday, April 18, 2012

Handwritten signature: Julie Thornburg

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Carolyn Smutny has been a very active member of the Classified Senate. She served as an Activities Coordinator working alongside Bill Eddy. The responsibilities of that office are time consuming and create lots of extra work. She's participated in many Flex Days and other Classified activities when time permits. Carolyn lead one Flex Day session by teaching classified staff how to make floral arrangements and decorate pumpkins. She helped to decorate countless tables with her expertise as our resident "florist extraordinaire" - perking things up for college week bar-b-ques, luncheons, and other classified gatherings. She's spent many hours making centerpieces and decorations for many of our Classified events. She volunteered to do this and was happy to help. Carolyn contributes to the greater good as a team player and a go getter. She does not hesitate to serve the college, its staff and its students.

Carolyn IS an Outstanding Classified Professional who has always shown a strong interest in LPC and our Mission.

She does not waiver in her commitment to LPC. When first employed here, she worked 3 part time jobs to remain working here. She was determined to be part of this institution. Carolyn is now an indispensable part of the college as the only office support person in Athletics. She works behind the scenes without much fanfare and gets the job done, even as the Athletics Dept. has grown significantly since she started working there.

I highly recommend that the selection committee think seriously about awarding the Classified Outstanding Professional Award to Carolyn Smutny this year.

Carolyn Smutny



Outstanding Classified Professional Award

Name of Nominee: Pam Bracey-Levingston

Department/Division: Maintenance and Operations

Your Name: Constance Hildebrand

Please provide a statement to support your nomination based upon the aforementioned nomination criteria and purpose.

Pam deserves this award because of the thoroughness, care, dependability, and matter of fact way she goes about her duties. It is a rare individual who goes about their daily routine without any outward appearance of being irritated, annoyed, or put upon.

It has been in the last 2 years or so that I have observed her work ethics and had the opportunity to work with her. The first time we worked together was at a Transfer Day event which was held outdoors. She was very busy setting up for the event and was being constantly interrupted by students and staff. She was questioned by students as to what event was taking place and asked by other staff to retrieve some items that were needed or to move tables or other items from one place to another. What struck me most was her absolute knowledge of the day's event. I was volunteering at the event and frankly couldn't answer half the questions being posed to her. Her profound knowledge of another department inspired me to learn about other areas on campus so that I might be able to answer questions concerning other areas than my own. Her ability to change course in the middle of doing something with such grace and composure still sticks in my mind.

A well informed staff benefits us all. It reflects very well with the students, fellow staff, faculty, administrators, and the community. It shows that we are well informed and we care about Las Positas. It is always easy to give the "I don't know" or "that's not my department" spiel. It takes an individual who takes pride in their work and where they work to go above and beyond.

I do hope you consider Pam for this award. I am sure she would say that she is just doing her job. I would just say that she is doing a fantastic job.

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Nomination for Classified Staff of the Year

Sharon Davidson

oHow does the person add to the excellent student and community service in customer service, leadership, teamwork, and/or community involvement?

Sharon is the epitome of helpfulness to all departments on campus. Her position as College Administrative Assistant hides the actual amount of varied work she does – Sharon's duties include all H.R./PAF recording at LPC, proper account number coding, educating new Division staff on all facets of Banner, load sheets, and proper entry, just to mention a few.

Sharon has also volunteered to fill in during a vacancy in the position which performs the Facilities Rental duties, twice! She took care of those duties for many months until the Exec. Asst. position could be posted then filled.

But what makes Sharon the TOP Classified Professional of the Year is her attitude:

- **Supreme helpfulness**
- **Always willing to educate**
- **Willing to back-track and research to fix a problem**
- **Excellent relationships with District staff to work together to make things right**

oHow does the person serve as a role model for others? What examples can you give for how the nominee reflects a positive image through all interactions and promotes a positive environment at LPC.

Sharon models excellent work habits and the ability to research to resolve problems, even when highly complicated and frustrating. Many of the situations Sharon deals with are confidential and involve digging for information from various departments, therefore deal with delicate situations. Despite the emotional context of some of these situations, she encourages and assists people to see the positive way to look at things. Sharon is always looking for a way to 'make it right, and make it better.'

oHow does the person rise above average and demonstrate that astounding extra effort?

Sharon is always digging, always 'getting it right', always wanting to make the task turn out better. She is an astounding record keeper for detailed and myriad records.

oDo you know if the person serves now or has served in the past, on any Classified Senate and/or College committees? Does the person actively continue to improve the college for its' students?

Sharon is also a never-ending recruiter for the Classified Senate. She seeks out people to help with both small tasks and to serve as Senators and Officers. She works on several Senate events each year, and bring in funds from many creative sources! (meaning: the fall Raffle)..

oWhat attributes does this person demonstrate that would make a student want to attend LPC, or another staff/faculty member wish to call on this person for assistance or information?

Sharon is entirely approachable, and from her first 'Hello, this is Sharon...' you realize she is listening and wants to help. Many of us were first contacted for an interview at LPC by the friendly and helpful Sharon D. She is widely spoken of, as in:

- **'Ask Sharon, she'll know'**
- **'Ask Sharon, she'll know who to ask'**

By [signature]

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- 'Ask Sharon, she'll probably do it!' ☺

oIs there anything else you would like to add to help the committee make its decision?

If we had more 'Sharon Davidsons' not only would the world run better, Classified Senate would have no end of volunteers and good ideas!

Thank you,
Sharon Gach
4/18/12

pg 2072 15

NOMINEE: Sheri Moore
Nominator: Sharon Gach
4/18/12

How does the person add to the excellent student and community service in customer service, leadership, teamwork, and/or community involvement?

Sheri exudes excellent service to our students in the ASLPC office and to other LPC colleagues. She researches the best and fastest way to do every task and does so with a cheerfulness combined with efficiency.

Sheri is amazing in so many ways. She is incredibly efficient and hard-working and very professional.

For Student Life, she does all the accounting for both ASLPC and ICC. She's basically in charge of all the clubs, doing the training and necessary admin work required. She keeps both ASLPC & ICC webpages updated. She does all the admin work for the Director of Student Life - preparing senator packets, election packets, memos, bylaws, etc. She creates posters and flyers and keeps the bulletin boards updated with club information. She is truly invaluable to the Student Life office.

oHow does the person serve as a role model for others? What examples can you give for how the nominee reflects a positive image through all interactions and promotes a positive environment at LPC.

Sheri's composure and comporment serve as a model for students. Her professionalism is evident by her excellent work products, her can-do attitude, and her consistent smile!

oHow does the person rise above average and demonstrate that astounding extra effort?

In addition to her duties with Student Life, she is also working with Kristin Moore (counselor) and Kimberly Tomlinson for the Career Learning Cohort. She is supposed to work 20 hours for Student Life and 15 for the C-L Cohort, but she puts in way more (unpaid) time in both areas. For the CLC she is a case manager and I know she works with students to determine their eligibility for the program, among other things.

oDo you know if the person serves now or has served in the past, on any Classified Senate and/or College committees? Does the person actively continue to improve the college for its' students?

Sheri works part-time in 2 areas and has younger kids at home, so unable to work with Senate right now. However, I have watched her in the ASLPC office working with our AS students and she is an amazing role model. By her example she gives students the exact right picture of what it is to be a responsible adult.

oWhat attributes does this person demonstrate that would make a student want to attend LPC, or another staff/faculty member wish to call on this person for assistance or information?

Sheri is always open to new information which would help her do her jobs better, and is receptive to anything that works. She is not defensive, and can 'make lemons out of lemonade'.

oIs there anything else you would like to add to help the committee make its decision?

I don't know how Sheri does all she does! She is an Energizer Bunny.

Sharon Gach

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Jadin Lee-Forbes

Nominators: Sharon Gach and Natasha Lang
(sorry, I cannot get the font to change from ALL CAPS. Sg)

oHow does the person add to the excellent student and community service in customer service, leadership, teamwork, and/or community involvement?

WE NOMINATE JADIN LEE-FORBES FOR OUTSTANDING CLASSIFIED PROFESSIONAL THIS YEAR **BECAUSE SHE DOES AN ABSOLUTELY EXTRAORDINARY JOB OF ASSISTING PEOPLE WHO WALK INTO OUR CAMPUS WITH LITERALLY HUNDREDS OF PROBLEMS!** THIS INCLUDES COMMUNITY MEMBERS, STAFF, FACULTY, IMPORTANT GUESTS OF THE PRESIDENT, AND PEOPLE WHO ARE UPSET OR CONFUSED.

SHE ASSISTS PEOPLE FROM THE COMMUNITY WITH GENERAL AND **CONFUSING QUESTIONS**, STUDENTS WITH PARENTS WHO ARE **STRESSED**, STUDENTS WHO CANNOT REMEMBER THEIR **COURSE NAMES, ROOM NUMBERS OR INSTRUCTORS NAMES**, AND OF COURSE **THE ALWAYS PERSISTENT QUESTION: WHERE IS A&R OR COUNSELING.**☺

oHow does the person serve as a role model for others? What examples can you give for how the nominee reflects a positive image through all interactions and promotes a positive environment at LPC.

- **JADIN IS A ROLE MODEL TO US**, AND WE SEE IT IS FOR OTHERS ALSO – A ROLE MODEL OF HOW TO:
 - BE FAIR, AND EVEN-TEMPERED TO ALL,
 - BE PREPARED FOR COMING EVENTS,
 - KNOW EVERY DETAIL ABOUT HER JOB,
 - FIND OUT IN A NICE WAY WHAT SHE NEEDS TO KNOW. (We sometimes forget to tell Reception about events.), AND
 - SERVE OUR COLLEGE AND LARGER COMMUNITY IN EVERY WAY SHE CAN.

oHow does the person rise above average and demonstrate that astounding extra effort?

- I HAVE NEVER SEEN JADIN 'LOSE IT' IN ANY WAY. SHE IS **ALWAYS CALM** AND PRESENTS THE AURA OF EQUANIMITY TO ALL VISITORS!
- THERE HAVE BEEN A NUMBER OF **ANGRY VISITORS** AND SHE HAS ALWAYS HANDLED THE SITUATIONS WITH EQUANIMITY, FAIRNESS, AND **COURTESY**.

oDo you know if the person serves now or has served in the past, on any Classified Senate and/or College committees? Does the person actively continue to improve the college for its' students?
JADIN HELPS WHENEVER SHE CAN W/ **CLASSIFIED SENATE ACTIVITIES**, AND ESPECIALLY HELPS CINDY AHRE **SAVE THE TEXTBOOKS** THAT INSTRUCTORS DO NOT WANT. She also helps with activities set ups, shopping and lends an ear to those who are working hard for the Senate.

oWhat attributes does this person demonstrate that would make a student want to attend LPC, or another staff/faculty member wish to call on this person for assistance or information?

PA (of J

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- JADIN IS **VERY PATIENT** WITH VISITORS, STUDENTS, AND STAFF – WE RECEIVE **COMMENTS FROM VISITORS** ON HOW HELPFUL SHE HAS BEEN AND THAT SHE MADE THE DIFFERENCE IN THEIR VISIT TO THE COLLEGE.

SHE TRULY SERVES ON THE ‘FRONT LINES’ IN THE BEST POSSIBLE WAY AND IS TO BE CONGRATULATED FOR HER COMPOSURE AND SERVICE TO THE COLLEGE!!

oIs there anything else you would like to add to help the committee make its decision?

- HOW DO YOU KEEP TRACK OF 500 PEOPLE AND THEIR DUTIES ALL AT ONCE? Ask Jadin, She Knows How!
- HOW DO YOU ANSWER THOUSANDS OF QUESTIONS EACH MONTH? Ask Jadin, she knows how!
- HOW DO YOU MAKE SURE OTHERS KNOW THE SAME ANSWERS?
JADIN IS A LEADER TO THE RECEPTION TEAM, MAKING SURE THEY – AND OTHERS IN BLDG 100 - KNOW WHAT HAS HAPPENED AND WHAT IS PLANNED.
- HOW DO YOU **BE** A CAMPUS RECEPTIONIST? Just ask Jadin - SHE IS EXTREMELY KNOWLEDGABLE ABOUT STUDENTS’ NEEDS, FACULTY AND STAFF NEEDS AND NEEDS AND PROGRAMS, AND WHERE EVERYTHING IN THE CAMPUS TAKES PLACE !
- **“JUST ASK JADIN”** is a common phrase heard from M&O to the Mertes Center!

Pq Jadin

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Outstanding Classified Professional Award

Name of Nominee: Chyi Chang/Renee Pegues

Department/Division: Business Services

Your Name: Community Education/Frances DeNisco

Please provide a statement to support your nomination based upon the aforementioned nomination criteria and purpose.

Both Chyi and Renee have been invaluable in helping guide Community Education this year. They have given generously of their time to try and understand the unique situation that Community Education operates in on the campus, and they have contributed a number of innovative ideas that have helped to streamline and enhance Community Education's program planning in the areas of pricing and budget and room reservations and on campus room scheduling/room use charges.

Chyi has graciously responded and set-up excel sheets for me that have helped me personally understand and plan better for catalog and pricing concerns in the program. He never ceases to answer my unending "but i don't understand" questions, and is consistently challenging me to continue my come up with the numbers analysis that make my program more understandable by the entire campus community. His help has been very much appreciated this year!

Renee has improved the responsiveness of the room schedule that has to go on (quick room changes, cancellations) for a program like Community Education to exist. She has also kept the program up to date on the availability of new kinds of classrooms, given our program the heads up on closures, and made sure that we understand all of the costs associated with using rooms on campus. I feel she is an asset to the coordination of the Community education program!

Both of these employees deserve to be recognized for enhancing the work experience of every staff member on campus...even us "unusual suspects" who never cease to come up with the most creative problems for them to face!

Thank you so much to Chyi and Renee!

Frances

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Outstanding Classified Professional Award

Name of Nominee: Chyi Chang/Renee Pegues

Department/Division: Business Services

Your Name: Community Education/Frances DeNisco

Please provide a statement to support your nomination based upon the aforementioned nomination criteria and purpose.

Both Chyi and Renee have been invaluable in helping guide Community Education this year. They have given generously of their time to try and understand the unique situation that Community Education operates in on the campus, and they have contributed a number of innovative ideas that have helped to streamline and enhance Community Education's program planning in the areas of pricing and budget and room reservations and on campus room scheduling/room use charges.

Chyi has graciously responded and set-up excel sheets for me that have helped me personally understand and plan better for catalog and pricing concerns in the program. He never ceases to answer my unending "but i don't understand" questions, and is consistently challenging me to continue to come up with the numbers analysis that make my program more understandable by the entire campus community. His help has been very much appreciated this year!

Renee has improved the responsiveness of the room schedule that has to go on (quick room changes, cancellations) for a program like Community Education to exist. She has also kept the program up to date on the availability of new kinds of classrooms, given our program the heads up on closures, and made sure that we understand all of the costs associated with using rooms on campus. I feel she is an asset to the coordination of the Community education program!

Both of these employees deserve to be recognized for enhancing the work experience of every staff member on campus...even us "unusual suspects" who never cease to come up with the most creative problems for them to face!

Thank you so much to Chyi and Renee!

Frances

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Outstanding Classified Professional Award

Name of Nominee: Greg Johns

Department/Division: Computer Lab

Your Name: Cindy Balero

Please provide a statement to support your nomination based upon the aforementioned nomination criteria and purpose.

In January I experienced the magic of Greg Johns on multiple levels. I was in charge of coordinating the Welcome Center and the week before the center was set to open I still had 40 hours without computer coverage. I sent Greg a panic-stricken email hoping that he would fill many of the open time slots, never expecting that he and his Computer Center colleagues would almost immediately volunteer for 39 of the 40 open hours! During the two weeks the Welcome Center was open I was fortunate to watch and learn from Greg. Nothing ruffles this man!!! At times multiple students with differing needs wanted his attention simultaneously. For many students, the application procedure alone is daunting. Interacting with someone like Greg gives the student the confidence to continue. Greg walked students through the online college application. He taught them to navigate Class-Web, the Zone and the LPC website in general. He helped students with the new Waitlist procedures and with various other questions. Most importantly, Greg responded to each and every student with kindness and patience.

Greg's smile and 'can-do' attitude are inspirational, especially during these difficult times. He has a calming presence about him that I truly appreciate and admire. Each year Greg volunteers to coordinate the election of new Classified officers. He has used his computer skills to create numerous documents for Classified Senate and was instrumental in the success of our "rummage sale". In my opinion, Greg is a quiet role model who definitely deserves to be named the Outstanding Classified Employee of 2012.

Respectfully,

Cindy

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