

SPRING 08-Volume 2
April 2008

Las Positas Community College, 3000 Campus Hill Drive, Livermore, CA 94551-7623, 925-424-1000



Classified Senate
Meetings
Fourth Thursday of
each month
2:30 to 4:00 p.m.,
Room 1603



**LPC
CLASSIFIED
SENATE
OFFICERS**

PRESIDENT
Frances DeNisco
925.424.1467

**VICE
PRESIDENT**
Todd Steffan
925.424.1582

TREASURER
Carmen McCauley
925.424.1325

**ACTIVITY
COORDINATORS**
Carolyn Smutny
925.424.1290
Bill Eddy
925.424.1282

SENATORS

GROUP I
Laura Sparks
925-424-1339

GROUP II
Constance
Hildebrand
925.424.1510

GROUP III
Diana Navarro-
Kleinschmidt
925.424.1675

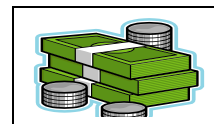
GROUP IV
Jennifer Ortiz
925.424.2985

CLASSIFIED CONNECTIONS

17TH ANNUAL LAS POSITAS OUTSTANDING



CLASSIFIED EMPLOYEE AWARD



Have you wanted to recognize one of your classified colleagues for a "JOB WELL DONE"? Well here's your chance, The "Outstanding Classified Employee Award" is an award given to one classified staff member who is nominated by another classified staff member for their selfless contributions, commitment and who represents the "best of the best" of LPC's Classified staff. Each person nominated needs to have worked at LPC:

- For a minimum of two years
- Is a full-time, part-time, and/or hourly classified staff member
- Are either a supervisory, confidential, bookstore and/or a district classified employees who works at the LPC Campus.

It is important that there is a description in detail of the characteristics that include:

- How does the nominee provide services to students and for the college?
- Why does the nominee make you glad to be their co-worker?
- What kind of a personal philosophy does the nominee see him/herself in relations to his/her job description?
- How does your nominee serve as a role model for others?

On a separate sheet of paper, you **must** answer the following questions:

1. State the nominee's name, area of employment, and length of employment.
2. Give examples of how your nominee reflects a positive image though interaction with students, faculty, and administrators.
3. In what ways does your nominee work to promote Las Positas College positive environment?
4. Has the nominee participated in professional advancement? (Pursuing a degree, or other professional enrichment such as staff development, or other course work?)
5. Did you know if the nominee serves on any committees? If so, which committee(s) does the nominee represent?
6. Is there anything you would like to add to help the committee make its decision?

The recipient will have:

- their name added to the permanent plaque in Building 100
- receive a cash award of \$200.00.

DEADLINE to nominate is FRIDAY APRIL 18, 2008.... (EXTENDED from 4-11-08)

Submit your nomination forms to Debbie Earney in Admissions and Records, Building 700.

You can send them via e-mail or submit a signed printed copy.

The awardee will receive their award at the LPC Town meeting scheduled for
Wednesday May 7, 2008.

How are our Groups represented?

GROUP I-Classified Staff from buildings 100, 400, 500 and 1800
GROUP II-Classified Staff from buildings 700, 900, 1000 and 1500
GROUP III-Classified Staff from buildings 1600, 2000 and 2100
GROUP IV-Classified staff from building 300, 800, 1300 and Maintenance and Operations including Grounds and Custodial.

Disclaimer:

Nothing in this newsletter is to be construed as disrespectful, condescending, or otherwise hurtful. If you have concerns about the information or would like to make a complaint please contact either Frances DeNisco at 925.424.1467 or Brenda Carr at 925-424-1598

Respectfully submitted Brenda Carr Ext. 1598

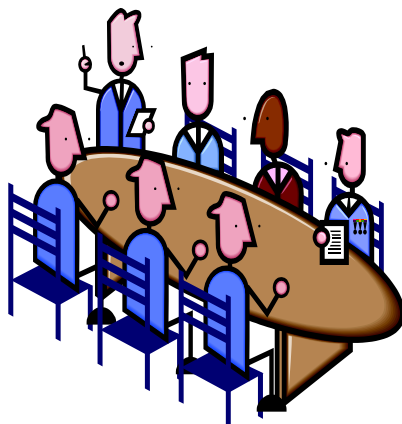
THE CLASSIFIED SENATE and SHARED GOVERNANCE

What supports shared governance through the senates so we can participate in committee work?

EDUCATION CODE SECTION 70900-70902

70902-7

Establish procedures not inconsistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.



Shared Governance through Committee work- What is it and can I get involved?

- Committees are formed to discuss particular topics that need to be established or updated. A well rounded committee includes representation from each constituency group. These groups include: Administration, Faculty, Confidential, Supervisory, Management, Classified and Students. The individuals, who work on these committees representing each group, play a very important role in sharing information from their respective professional experiences. The information shared is to plan smoother operations for the college by helping develop processes which support the tasks performed by each constituency group. Agendas are available before the meetings and minutes are taken at the meeting to share the information that is being discussed. If you are interested in participating on a committee please contact Frances DeNisco, Classified Senate President.

Below is a list of committees. For more information about LPC's committees, please log on to: <http://grapevine.laspositascollege.edu/committees/index.php>

STANDING COMMITTEES

- *COLLEGE COUNCIL
- *ENROLLMENT MANAGEMENT
- *FACILITIES
- *PLANNING AND BUDGET (PBC)

COMMITTEES

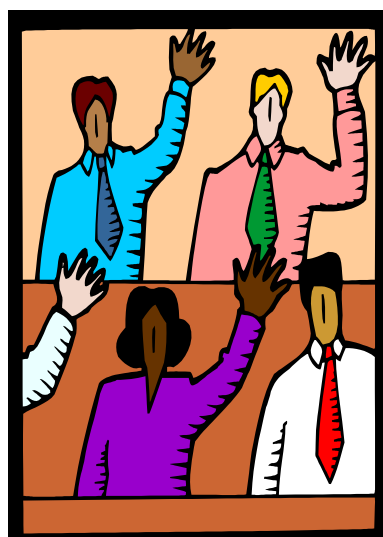
- *CURRICULUM
- *DISTANCE EDUCATION
- *HEALTH AND SAFETY
- *OUTREACH
- *STAFF DEVELOPMENT
- *STUDENT LEARNING OUTCOMES
- *STUDENT SUCCESS
- *TECHNOLOGY

DIVISIONS

- *ARTS AND COMMUNICATION
- *BUSINESS, COMPUTING, AND APPLIED TECHNOLOGY
- *SOCIAL SCIENCES AND WELLNESS
- *STUDENT SERVICES
- *MATHEMATICS, SCIENCES, ENGINEERING AND PUBLIC SAFETY

TASK FORCES

- *ACADEMIC FAIRNESS
- *BOOKSTORE
- *CAMPUS CHANGE NETWORK
- *ED-ORG TASK FORCE
- *FOOD SERVICES
- *GRADUATION
- *PROGRAM REVIEW
- *SCHOLARSHIP
- *STUDENT GRIEVANCE



WHAT IS THE CLASSIFIED SENATE?

The Classified Senate is an organization that represents all classified members. All Classified members include Confidential, Classified Supervisors/Managers and the Classified Bargaining Unit. Through the Classified Senate, classified staffs are requested to participate in shared governance through discussions with regards to academic programs, delivery of services, and the formulation and development of policies and procedures that promote the overall mission of Las Positas College and our Community.

THINKING ABOUT AN ACTIVE ROLE IN LEADERSHIP? **THINK ABOUT THE CLASSIFIED SENATE.**

IF THE NEW CONSTITUTION AND BY-LAWS are passed by the Classified Senate, there will be 10 elected positions available which will include Senate President, Vice President of Communication, Vice President of Fundraising, Vice President of Activities, Secretary, Treasurer and 4 Senators. Please see list of responsibilities for each position below. If you do not want to run for office, you might consider being a committee member. Committee members have the opportunity to obtain information from the committee which would be shared with the Classified Senate and they then provide input to the committee from the Senate which will help the committee consider the classified staff's perspective prior to finalizing policies, procedures, and the delivery of a variety of services.

Are you considering a leadership position? Would you like to be a little more involved in the decision making process? Would you like to run for office? Watch your mail as Classified Senate Elections are coming up real soon.

Classified Senate OFFICERS and their responsibilities:

1. Classified Senate President

The President shall prepare Classified Governing Council and general Senate meeting agendas as well as preside at all Classified Senate Meetings. The President shall also act as the liaison officer to the students, staff, college administrators, district administrators, and the Board of Trustees.

The President or her/his proxy shall attend all regularly scheduled Board of Trustee meetings and workshops, College Council¹, Chancellor's Council meetings, and shall represent the Senate where deemed appropriate by the Senate or the College President **and report back to the Senate any relevant information.**

The President will collaborate with the Union Representative to appoint or fill vacancies on college standing committees, **college and district task forces** and hiring committees.

The President shall review all budget matters of the Classified Senate and approve operating expenditures for the Classified Senate.

The President will establish goals, at the beginning of each academic year, in collaboration with the Classified Governing Council.

2. Classified Senate Vice President of Communications

The VP of Communications shall serve as an officer on the Governing Council and advisor to the president. This position will be responsible for preparing and sending all correspondence on behalf of the Senate including but not limited to: memos, letters, e-mail, newsletters and etc. The VP shall be responsible for reviewing, approving and sending all Senate documents or changes to the College Webmaster and/or Content Coordinator for updating of the Classified Senate web pages. The VP of Communications shall be the first in line to assume the duties of the President in the President's absence.

3 Classified Senate Vice President of Fundraising

The VP of Fundraising shall serve as an officer on the Governing Council and advisor to the president. This position will coordinate and oversee all approved Senate fundraising activities. The VP of Fundraising shall work with the Senators to solicit volunteers to assist in planning, coordination and implementation of activities. The VP of Fundraising shall be the second in line to assume the duties of the President in the President's absence.

4. Classified Senate Vice President of Activities

The VP of Activities shall serve as an officer on the Governing Council and advisor to the president. This position will oversee and coordinate flex day(s), socials and any other on-going Classified Senate activities, subject to Classified Governing Council approval. The VP of Activities shall work with the Senators to solicit volunteers to assist in the planning, coordination and implementation of approved senate activities. The VP of Activities shall be the third in line to assume the duties of the President in the President's absence.

5. Classified Senate Secretary

The Classified Senate Secretary shall be responsible for the following:

- Maintaining a list of Classified employees by their representative group;
- Taking attendance at meetings;
- Preparing and distributing the agenda two days prior to the Classified Senate meeting;
- Recording, preparing and posting Senate minutes;
- Preparing and posting fliers and notices.

The Classified Senate Secretary is a non-elected and non-voting position within the Governing Council. The Senate Secretary may vote as a member during the general meetings.

6. Classified Senate Treasurer

The Treasurer shall serve as an officer on the Governing Council. The Treasurer shall oversee the Classified Senate Budget, including responsibility for all record keeping and preparation of deposits and disbursements of funds. The Treasurer shall review all financial reports for accuracy and report briefly on the finances of the organization at each Classified Senate meeting.

7. Senators

Senators shall be responsible for attending Governing Council meetings and general Classified Senate meetings and present any received proxy votes.

Senators are responsible for welcoming new classified employees to their representative group and making arrangements to provide new employee(s) a copy of the Classified Handbook, Senators will introduce new employee(s) to the Senate-at-large.

Senators shall maintain open communication with their area regarding Classified Senate matters, and distribute information by the most efficient method and report to the Governing Council on matters of concern or interest from members of their group.

Senators will be responsible for soliciting at least one member (including themselves to serve on Senate activities or fundraising committees)

The Senators shall perform other duties as may be requested by the Governing Council or Classified Senate President.

The Governing Council shall have one Senator to represent each of the following groups:

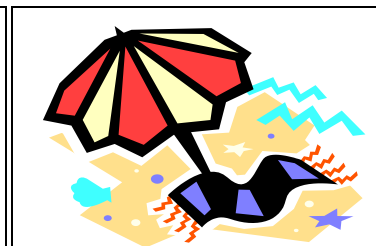
- Group I - classified staff from buildings 100, 400, 500 and 1800.
- Group II - classified staff from buildings 700, 900, 1000 and 1500.
- Group III - classified staff from buildings 1600, 2000, 2100, 2400 and 2500
- Group IV - classified staff from buildings 300, 800, 1300 and Maintenance and Operations (M&O) staff including Grounds and Custodial staff.

Every attempt will be made to nominate a senator from the respective area. If such attempts are unsuccessful nominations will be solicited from the general membership.



UPCOMING CLASSIFIED FUNDRAISER **SUMMER BASKET**

The basket will include: flip-flops, towels and other donations from the Classified Staff. Come to the next Classified Senate meeting to learn more!!! Your donations will be greatly appreciated.





BIRTHDAY CORNER

January

- o 15 Saudra Ashburn
- o 18 Donna Hawkinson
- o 29 Cheryl Rothman

February

o

March

- o 20 Linda Peifer

April

- o 3 Julia Song
- o 4 Donna Impey
- o 11 Judy Martinez
- o 13 Ann Jones
- o 14 Cindy Ahre
- o 16 Debbie Earney
- o 20 Diana Navarro
- o 27 Leslie Gravino
- o 28 Jeanne Virgilio
- o 29 Jocelyn Santos
- o 30 Mary Straight

MAY

- o 1 Ann Loyola
- o 2 Jennifer Ortiz
- o 8 Stan Barnes
- o 10 Michael Halleck
- o 19 Gail Ehrhorn
- o 20 Robert Brusstar
- o 29 Elizabeth Noyes
- o 30 Brenda Carr

JUNE

- o 28 Connie Reding

JULY

- o 5 John Armstrong
- o 8 Kim McCallister
- o 22 Sharon Davidson
- o 25 Dave Vigil

AUGUST

- o 14 Mitzi Kashiwamura
- o 16 Angelina Gandara
- o 22- Todd Steffan

SEPTEMBER

- o 23-Constance Hildebrand

OCTOBER

- o 30-Jan Cantua
- o 31-Peggy Egan

NOVEMBER

- o 12 Alexandra Crosetti
- o 15 Andi Schreiber
- o 20 Karen Zeigler
- o 21 Don Saugar
- o 27 Cindy Balero

DECEMBER

- o 6 Alice Moyer
- o 14 Lilia Camino
- o 27 Greg Johns
- o 30 Virginia Edwards
- o 31 Barbara Stuart

**DID WE MISS YOU? SEND
YOUR NAME
TO
BRENDA CARR
EOPS DEPARTMENT
and HAVE IT ADDED TO
THE BIRTHDAY LIST!!**

LPC GRADUATION TO BE HELD MAY 30, 2008-

STUDENT SERVICES IS LOOKING FOR VOLUNTEERS

Student Services is seeking volunteers who would like to help at this year's graduation ceremony, which is scheduled for Friday, May 30 (rehearsal 4 p.m., ceremony 6 p.m.). Our graduation day has always been exciting and eventful because of your help and assistance.

As we have done in the past, Classified Staff who are interested in volunteering are to request and then work out straight time schedule change with their immediate supervisor and/or administrator.

Volunteers are needed to work from 2:30 p.m. to approximately 6:30 p.m. The areas where volunteers will be utilized are:

- checking grads in
- helping to dress grads
- helping faculty staff get ready
- greeting the guest, handing out commencement programs
- assisting guests to seats
- assisting elderly or disabled guests
- assisting disabled or elderly graduates
- assisting Student Government with Reception
- taking pictures

If you are interested, please notify Kit at extension 1406.

From: Karen Kit

MEMORANDUM

FROM: Vice President Pam Luster

SUBJECT: GRADUATION 2008

RE: SEEKING GRADUATION MARSHALS!

Believe it or not the annual graduation ceremony is just around the corner (Friday, May 30). Student Services is seeking faculty who would like to be Graduation Marshals. If you have attended a ceremony within the past few years, you may have seen our Graduation Marshals and the generous help and assistance they provide on this wonderful day. Some of the duties are:

- leading the grads in
- sitting with the grads
- leading the grads toward the picture booth
- leading the grads to the ramp/stage to receive their diploma
- leading the grads back to their chairs
- ushering the grads out to celebrate and meet/greet family and friends

No experience is necessary, the only condition is that all graduation marshals must attend and participate in the graduation rehearsal that begins at 4:00 p.m. Please join us!

Interested? Call (x1406) or email Karen Kit.

RECOGNIZE A COLLEAGUE

Is there a new staff member in your area?

Is there a long time staff member who you'd like to say a lot of nice things about and just not sure where to share the information?

Is there someone whose professionalism you admire, respect and want the world to know about it?

Why not start here, with the Classified Connection?

Send a picture and a few words to acknowledge our colleague...everyone deserves a "PAT ON THE BACK" for a "JOB WELL DONE"

Send your email for bcarr@laspositascollege.edu or through inter-office mail to: Brenda Carr, EOPS Department, LPC



"Come to the
Classified Senate meeting
on
April 24 at 2:30
for our
Strawberry Shortcake
Celebration!"



POETS CORNER

Children Learn What They Live By Dorothy Law Nolte

*If children live with criticism,
They learn to condemn.
If children live with hostility,
They learn to fight.
If children live with ridicule,
They learn to be shy.
If children live with shame,
They learn to feel guilty.
If children live with encouragement,
They learn confidence.
If children live with tolerance,
They learn to be patient.
If children live with praise,
They learn to appreciate.
If children live with acceptance,
They learn to love.
If children live with approval,
They learn to like themselves.
If children live with honesty,
They learn truthfulness.
If children live with security,
They learn to have faith in
themselves and others.
If children live with friendliness,
They learn the world is a nice
place in which to live.*

*This is the author-approved short
version.*



CLASSIFIED
Bargaining Unit
Represented by:
SEIU Local 1021

CLPCCD OFFICERS
President
Mark Smythe
Network Systems
Specialist II
510-723-7117

Chapter Secretary
Gregory Correa
District Painter
510-723-6628

Chapter Treasurer
Accountant II
Dee Sanchez
925-485-5289

LPC Vice President
Staff Assistant
Judy Martinez
925-424-1322

LPC Recording
Secretary
Staff Assistant
Gail Ehrhorn
925-424-1278

District Vice President
Linda Wilson
Purchasing
925-485-5230

District Recording
Secretary
Kyle Judson
Programmer/Analyst
925-485-5237

Chabot Vice President
Catherine Powell
Instructional Assist III
Language Arts
510-723-7151

Chabot Recording
Secretary
Nancy Olson
Child Care Center
510-723-7289

Greg Carter
Worksite Organizer
SEIU Local 1021
510-350-4527

NEW NUMBER
Please update your
address books!!

IS there anything you'd like to see in the newsletter? Please send requests for information through to
Frances DeNisco, LPC Classified Senate President.

Special Thanks for feedback from Debbie, Todd, Roni, Connie, Kit, Sharon, Diana, and Frances.....