



# CONNECTIONS

VOLUME 3, NUMBER 2  
NOVEMBER 2002

*A newsletter for the  
Classified Senates  
of the  
California Community Colleges*

## Meeting the Challenges of 2002



CARI PLYLEY 4CS PRESIDENT

**W**elcome to a new year of challenges and change. It has been a challenge to serve as your president of the 4CS and I look forward to the next year and working with classified leaders across the state.

By this time most of you are embroiled in budget and cost saving reduction discussions. Within the governance process classified staff will have the opportunity to provide valuable input that will assist our community college leaders in making hard but necessary decisions. Classified input and suggestions will guide our institutions in this difficult time --be part of that process and represent your institutions well. Your statewide senate is here to assist you in whatever way we can -- don't hesitate to call upon us.

With the cut in Staff Development funding we're all finding creative ways to provide professional growth and education-- 4CS is doing their best to assist you by providing travel ideas and workshops at your events. Professional development is an essential part of our lives, be an active participant in the discussion to keep this valuable component on our campuses.

The 4CS is planning a great Institute for next June and we hope to see you there. Your input at the last CLI resulted in another conference by classified, for classified, "Building Blocks for Participation." We are working to meet the challenge of transportation and have included innovative ideas regarding carpooling and shuttle services in the registration brochure. Look for it on our website <http://www.ccccs.org>. Copies will be mailed to your college this month.

**"YOU ARE THE HEROES  
FOR CLASSIFIED STAFF."**

Every year is a challenge in education and this year will be the same. Thank you to all of the classified leaders in our senates and unions who rise to the challenge and participate in the governance process to improve our institutions and education for our students. You are the heroes for classified staff. Have a good year and keep in touch!

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Monterey Peninsula College,  
Ohlone College, San  
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College, Los Angeles  
Mission College, Los  
Angeles Pierce College,  
Los Angeles Southwest  
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Angeles College

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Valley College, Long  
Beach City College, North  
Orange CCD, Orange  
Coast College, Rancho  
Santiago CCD,  
Saddleback CCD,  
Saddleback College,  
Santa Ana College,  
Santiago Canyon College

**SOUTHEAST 3  
VACANT**

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College, College of the  
Desert, Crafton Hills  
College, Mt. San Jacinto  
College, Riverside CC,  
San Bernardino CCD,  
San Bernardino Valley  
College, Victor Valley  
College



## News from our Classified Senates

### Across the State . . .



### ALL AROUND CALIFORNIA

BY SHIRLEY SCHMID, SOUTH VP

#### The Ambiance of the California Community Colleges

Greetings, fellow Classified! I'm Shirley Schmid and I proudly represent Pasadena City College. I have also proudly represented classified staff statewide for the past eleven years as a Senator of the California Community Colleges Classified Senate, also known as the 4CS; first as the southwest area 2 representative. I now represent the Senate as South Vice President. Each fall and spring our Executive Board meets to plan events for the year. We alternate our meetings between the north and south. In the Fall, we meet at a college in the north and in the spring we meet at a southern college.

After the first 4CS elections, the E-Board was invited by the staff at Taft Community College to visit their campus for our very first meeting. We were scheduled to meet in February, but it rained. The road into Taft from Highway 5 has some very low spots in it, which caused flooding and necessitated the delay of our meeting to March. It was at that meeting that we decided to visit different campuses for our executive board meetings.

In the years since, we have been invited to several other colleges and I have noticed the diverse architecture and landscape designs of our campuses--Sierra, Southwest, Long Beach, Butte, San Francisco, Pasadena, Tahoe, and Alameda to name a few. At each of these colleges I have come to recognize the flavor and similarities of each campus-- the flora, fauna, and speed limits, if you will. I can't say much about Taft's flora or fauna. I didn't see any, because I was busy getting my feet wet (no pun intended) as a 4CS senator. Since the rains had past, I did notice barren dry dessert, antique shops, oil wells, and restaurants--they have excellent Mexican food. I must say that we were very grateful for their hospitality.

Squirrels scurried about as we walked to lunch in the cafeteria at Sierra, enjoying the rural wooded surroundings. Then, as we continued, I saw a sign that read, "Beware of snakes." Whoops!!! Finals aren't the only things students have to be concerned with at that campus. Southwestern in Otay was the same. Now, at Long Beach, they have lots of furry rabbits. At Pasadena,

we're surrounded on all sides by the city. We don't have snakes, but we have squirrels, ravens, and very pesky blue jays. The blue jays have been known to fight you for your lunch, or swoop down when you least expect it because you have walked too close to a bush that has their nest in it. At Tahoe we enjoyed good old fashioned, glorious mountains! I've been told that at Chaffey they have had cougars visit their campus.

Now the community college in the City of Alameda--that's another story. They have the most beautiful geese wandering all over the campus. You have to walk looking at the ground or you might step in one of the geese presents they leave around. Did I mention the speed limit? You never drive over 25 miles per hour. It's the posted speed limit throughout the city!

That's all for now. Please email, snail mail or call me with anecdotes about your campus. I'll be only too happy to share some of the unique flora, fauna, speed limits, or what have you, in future articles.

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### REEDLY COLLEGE CLASSIFIED PROFESSIONALS HELP SPARE THE AIR

BY JULIE WHITING, CENTRAL 2 REP

For the first time ever, the Reedley College Classified Senate sponsored a Spare the Air Potluck this past summer.

Potlucks were held simultaneously at the Reedley, Clovis and Madera sites.

"ALL IN ALL IT WAS A GREAT DAY AND EVERYONE SEEMED TO HAVE A GOOD TIME."

Staff members enjoyed a delicious lunch and each other's company while making a difference in the Valley air quality by staying on campus at lunchtime.

The San Joaquin Valley Air Pollution Control District provided an informational video and promotional items such as flashlights and pens to be given away at each site. Former RC Classified Senate President Tony Romero arranged for an all-electric car from Honda North to be displayed at the potluck. Clovis Center potluck coordinator Barbara Wells said, "All in all it was a great day and everyone seemed to have a good time."



# FACULTY AND STAFF DEVELOPMENT ADVISORY COMMITTEE STILL WORKING HARD . . . EVEN WITHOUT A BUDGET

by DON STRAUCH, 4CS ASSOCIATE

**A**s we know by now, Governor Davis deleted the state budget line item for Faculty and Staff Development within the community colleges. Even with no budget for this essential program, an advisory committee to the State Chancellor is still working hard to maintain the program.

The committee believes that because of the governor's position and other political issues, a name change is in order that would be more descriptive of the program's mission. The current suggestion is "California Community Colleges Professional and Organizational Development." They noted that "Faculty and Staff Development" has not worked in our favor, and repackaging the concept and marketing it in a new and different way is essential. Furthermore, the need to educate those who make the financial decisions both at the state and local level is paramount. It is important to increase the understanding of what professional development is and the essential need for quality education and student success and retention.

A vision statement that focuses on improving our colleges and achieving student success is being developed by the advisory group. An action plan has been developed by the committee and will be worked on further at future meetings. This is collaborative effort involving a number of community college organizations including 4C/SD, Academic Senate, CVC, @ONE, and 4CS. Julie Whiting of 4CS is a member of the committee and will keep us updated on how this program can still be implemented even without a state budget line item.

## DELTA COLLEGE CLASSIFIED PROFESSIONAL GROWTH COMMITTEE TAKES CHARGE!

BY MARY ANNE FRY, 4CS SECRETARY

**A**fter years of management by the Human Resources Department, the Classified Senate of San Joaquin Delta College has taken ownership of the Classified Professional Growth Committee that administers the distribution of staff development funds to classified employees. This committee is now led by a classified chairperson who sets the agenda and directs the meetings.

The goal of the Classified Professional Growth Committee is to provide encouragement and support to classified employees who participate in professional growth activities that enrich and upgrade the individual's professional knowledge and skills as is beneficial to both the employee and the College. To that end the following activities are supported both monetarily and with release time: conferences, workshops and seminars to improve and enhance job performance; and, tuition and book reimbursement for educational enhancement. The Committee also plans and produces two annual flex day retreat activities.

Despite the recent cut in staff development funding from the state budget, Delta's Classified Senate and Administration are committed to providing funds for professional growth. The Senate has held numerous innovative fund-raising activities. A few of the most successful ventures include: the sale of College lapel pins; the annual "Job Shadow" activity for which tickets are sold and the College President job shadows the winning ticket-holding employee for a day; and, candy-filled Christmas stockings and Easter baskets which are sold to be delivered as candy-grams to on-campus employees.

Classified employees at Delta College are reaping the benefits of a successful staff development program thanks to the efforts of their Senate and Classified Professional Growth Committee.

## SOUTHWESTERN COMMUNITY COLLEGE SENATE INITIATES INNOVATIVE EDUCATIONAL INCENTIVE PROGRAM

BY WANDA MAXWELL SE 2 REP

**T**he Classified Senate of Southwestern Community College has established an Educational Incentive Program for Senate Representatives. Classified staff members serving as Senators have the option of applying for educational credit up to 2.75 units for a two-year commitment to the Senate as a Representative.

Applicants applying for educational incentive must first have prior approval from their immediate Supervisor and the area Vice President and complete the Educational Incentive Program form. They are required to apply for vacation time in lieu of release time or official comp time. Verification of attendance at Senate meetings will be documented through a sign-in sheet and Senate minutes listing Senators present.

HERE ARE TWO GREAT EXAMPLES OF SENATES WORKING TO CREATE CLASSIFIED PROFESSIONAL GROWTH OPPORTUNITIES!

Senate reps are granted one unit of coursework equivalency for participation in each Senate activity. This consists of one monthly Senate meeting 1.5 hours in length. Eleven meetings are held each year totaling 16.5 hours for the year. An additional 30 minutes must be earned each month totaling 5.5 hours for 11 months. This allocation of time is to be used for dissemination of Senate information to constituents in their assigned area(s). The combination of units plus monthly allocation for dissemination of information equals a unit earning of 1.375 units each year for a one-time 2 year commitment for a total of 2.75 total units.



# CLASSIFIED SENATES -- NETWORKING ON THE WEB!

by JIM WILSON, 4CS PAST PRESIDENT

Spread across the State from the far North to the warm South, California Community Colleges Classified Senates are working to enhance our college districts and services for students and staff. Classified Senates are effectively contributing to each of their districts in as many ways as there are districts across the state. Making use of new technologies, a growing number of Classified Senates are creating senate websites to communicate with their members and colleagues and share information across the state and the World Wide Web.

Senates operate on the principle of open communication and sharing ideas and actions. By establishing and actively using a senate web site, senates utilize one of the newest and most open method of communications available to them. Today, it is easy to create and use the Web to communicate.

"TODAY, IT IS EASY TO CREATE AND USE THE WEB TO COMMUNICATE."

Your classified senate website can be a serious and significant tool to share ideas between senates across the state, to improve (two-way) communications between the senate and its members, to highlight senate activities and events, to increase access (24/7) to governance information and senate documents, to provide senate accountability and visibility, and to furnish up-to-date senate membership and contact information.

"Ok – you've convinced me, but how can I accomplish this?"

All you need is a server (computer with server software connected to the internet) and a computer with software to help you create your web pages, and (oh yes) a bit of time to learn, play and create. Your college probably has or rents space on a server that you might be able to use. Assuming that you don't have thousands of dollars to buy a new server, old surplus computers can be adapted cheaply. Whatever computer you use, it must be constantly connected to the Internet with its own ID address. Your computer technicians should be able to help with this. If none of this works, for about \$100 per year you can commercially rent server space and apply for your senate's own Web address. The advantage of renting space is that it's fast and easy because someone else is responsible for setting up and maintaining the server for you.

Educational version of web design software is available for Mac and PC computers, relatively cheaply. There is also "free" software (freeware and shareware) available on the Internet that can help you design and create web pages. You do not need to learn how to program in html any longer (unless you want to learn). As with many things, some versions

of web page software are better than others. Adobe GoLive and Macromedia Dreamweaver are generally well liked and powerful, but it will take a little more time to learn to use. You have a newer version of Microsoft Word, try simply taking any small document and re-saving it as "save a web page." Word will convert your word document into a web page in a matter of seconds – and your website is on its way!

Ok now, you have a server to house your senate's Web site and you have learned to create your first Web page, so what's next?

Decide with your colleagues on the senate what content or topics you want on your senate's Web site. List the topics and who will be responsible to gather (or write) the information. From the perspective of the Internet user that will come looking for information, how should your site's pages be linked together? List about

four to six general areas of information within which your specific pages of information can be grouped. Look at some of the other classified senate Web sites for organizational and design ideas. Visit the 4CS Web site for a complete list of Community College Classified Senate Web sites: <http://www.ccccs.org/contacts/senwebz.html>.

Remember, to let 4CS know as soon as you establish your Web site so we can add a link to your senate's site on the statewide list of classified senates with Web sites.

If you need help, remember to contact your colleagues on your campus. There are probably many classified that would be willing to help your senate establish your senate's site. If after trying to use local help, you still need assistance, contact 4CS and we will try and help however we can. Between you, your senate, your classified colleagues and 4CS, we will get your college Classified Senate Web Site up and running, ASAP!

## WEB RESOURCE SITES

4CS: [www.ccccs.org/contacts/index.html](http://www.ccccs.org/contacts/index.html)

State Classified Senate Web Sites:

[www.ccccs.org/contacts/senwebz.html](http://www.ccccs.org/contacts/senwebz.html)

Foundation for CCC: [www.foundationccc.org/](http://www.foundationccc.org/)

4C/SD: [www.4csd.org/](http://www.4csd.org/)

CCLC: [www.ccleague.org/](http://www.ccleague.org/)

Chancellor's Office: [www.cccco.edu/](http://www.cccco.edu/)

Consultation Council: [www.cccco.edu/executive/consultation/consultation.htm](http://www.cccco.edu/executive/consultation/consultation.htm)





11<sup>TH</sup> ANNUAL  
**CLASSIFIED LEADERSHIP INSTITUTE**  
**June 18-20, 2003**  
**BUILDING BLOCKS FOR PARTICIPATION**  
**Granlibakken Conference Center**  
**Tahoe City, California**



*Sponsored jointly by the Community College League of California and the California Community Colleges Classified Senate (4CS)*

### ***Leadership Training***

This training seminar will focus on the important role that classified staff plays in the success of the community college; the positive aspects of classified involvement in participatory (shared) governance, and emphasize improving individual leadership effectiveness. Activities will include both interactive and information sessions with ample time for networking and discussion.

### ***Seminar Goals***

- Recognize and celebrate the classified role in education and serving community college students.
- Encourage the exchange of ideas and information, and further develop the network of positive communication among classified leaders.
- Develop personal leadership and communication skills.
- Active participation from every attendee at the seminar.

### ***Some of the Topics to be Covered***

- Successful participatory (shared) governance relationships and techniques:
  - Starting and supporting your classified senate
  - Legislative awareness
  - Fundraising
  - Communication
  - Effectively fulfilling your shared governance responsibility
- Renewing enthusiasm for continuing classified participation
- General classified senate updates and information
- 4CS Annual Business Meeting\*

\*The 4CS Annual Business Meeting, which occurs during the Institute is an open meeting and all community college delegates and representatives are welcome and encouraged to attend without registering for the three day Institute.

### ***Registration and Fees***

Total tuition for the Institute is \$415 (double occupancy). Tuition covers lodging costs (Wed. & Thurs. evenings), all meals, materials and speaker expenses. Transportation is not covered by the registration fee. A limited number of single rooms are available for an additional \$150. Single rooms must be requested on the registration form.

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Additional registration materials and seminar details will be distributed **soon** to your campus 4CS Classified Representative, Staff Development Office or are available by calling the Community College League of California (CCLC) at (916)444-8641 or via email to:

[cclc@cleague.org](mailto:cclc@cleague.org)

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## 4CS AWARDS CLIS SCHOLARSHIP ... CALL FOR NOMINATIONS

11<sup>th</sup> Annual Classified Leadership Institute  
"Building Blocks for Participation"  
June 18-20, 2003

The California Community College Classified Senate (4CS) will award two \$500.00 scholarships for the 2003 Classified Leadership Institute to classified employees who are active in the campus community and exhibit strong leadership potential.

The Classified Leadership Institute (CLI) was established to promote leadership and strengthen classified staff participation in shared governance. **Co-sponsored by the California Community Colleges Classified Senate (4CS) and the Community College League of California (CCLC), the 11th annual CLI will be held June 18-20, 2003 at the Granlibakken Conference Center in Tahoe City, California.** This year's theme is "Building Blocks for Participation."

Nomination forms were sent to all 109 community colleges in California in September and are **due no later than December 13, 2002.** The 4CS Executive Board will review all nominations and award the two scholarships by the end of January 2003. *(4CS Executive Board members are ineligible for scholarships, and other eligibility requirements are listed on the application form.)* Nomination forms are available on the 4CS website <http://www.ccccs.org/> or by contacting Julie Whiting, Conference Chair at (559) 675-4839.

Completed forms can be sent by mail to:

**Julie Whiting, 4CS Conference Chair**  
State Center CCD  
30277 Avenue 12  
Madera, CA 93638  
or  
Fax to (559) 675-4820

## 10th Annual CLI Highlights

*Participants enjoy successful leadership conference.*

Evaluations from the 10th Annual Classified Leadership Institute have been tallied and the overwhelming response from participants is excellent!

Classified professionals enjoyed seminars promoting leadership and communication skills. They returned to their campuses revitalized and ready to utilize their new found skills.



CONFERENCE CHAIR JULIE WHITING  
ADDRESSES THE AUDIENCE.



PRESIDENT PLYLEY CONGRATULATES CLI SCHOLARSHIP RECIPIENTS,  
ANDRE HARRIS AND JOHN CHRISTENSON.



CONFERENCE PARTICIPANTS ENJOYED MANY DIFFERENT ACTIVITIES AT THE CLI. MARY ANNE FRY SHOWS OFF THE BASKET SHE WON AT THE SILENT AUCTION. PARTICIPANTS ENJOYED THE MUSICAL TALENT AT THE 10TH ANNIVERSARY CELEBRATION DINNER.



### NOVEMBER 2002

- 14-16 CCLC Annual Convention
- 14 4CS Executive Board Meeting
- 15 League Board of Directors Meeting  
Board of Governor's Meeting
- 21 Consultation Council Meeting

### DECEMBER 2002

- 12 CCLC Meeting
- 18 Consultation Council Meeting

### MARCH 2003

- 7-8 4CS Executive Board Meeting

## TIRED OF JUNK MAIL?

Tired of receiving junk mail and being interrupted at dinner by telemarketers? Here's your chance to get off all of those mailing and phone lists. Send a letter to either or both of the addresses listed below telling them you wish to be removed. IT WORKS!

#### Mailing List Removal:

The Direct Marketing Association  
Mail Preferences  
PO Box 9008  
Farmingdale, NY 11735-9008



#### Phone List Removal:

The Direct Marketing Association  
Phone Preferences Services  
PO Box 9014  
Farmingdale, NY 11935-9014



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Please submit your suggestions and/or articles no later than October 1st for the November issue and May 1st for the June issue to: Mary Anne Fry, Newsletter Editor, San Joaquin Delta College, 5151 Pacific Avenue, Stockton, CA 95207, or email to [mfry@deltacollege.edu](mailto:mfry@deltacollege.edu).



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