

Board of Trustees Agenda Item

Board Meeting Date: 3/1/10

Title of Item: California Community Colleges Classified Employees of the Year Nominee

Background and Analysis:

Each year the California Community Colleges honor community college classified employees who demonstrate the highest level of commitment to professionalism and community colleges.

Each district's Board of Trustees may forward the information for one nominee to the California Community Colleges Chancellor's Office. Award winners are selected by representatives of the Community Colleges Board of Governors, Chancellors Office, and the Foundation for California Community Colleges. Up to six recipients are selected and honored annually at the May Board of Governors' meeting.

The guidelines to be used in making the selection of nominees and finalists are attached.

This year Foothill-De Anza is proud to nominate Mr. Art Hand, Foothill Senior Library Technician, to be one of the recipients of the prestigious award. Mr. Hand has demonstrated and exceeded all of the qualifications of the award.

Recommendation: Chancellor Linda Thor recommends Board endorsement of Mr. Hand's nomination for one of the California Community Colleges Classified Employees of the Year awards

Submitted by:	Linda Thor, ext. 6104
Additional contact names:	Judy Miner
Is backup provided?	Yes

8/1/03

California Community Colleges Classified Employees of the Year

The awards honor community college classified employees who demonstrate the highest level of commitment to professionalism and community colleges. Recipients are nominated by their colleagues and endorsed by the local Board of Trustees. No later than March 10th each local Board of Trustees may forward the information for one nominee to the California Community Colleges Chancellor's Office. Award winners are selected by representatives of the Community Colleges Board of Governors, Chancellors Office, and the Foundation for California Community Colleges. Recipients will be announced and honored at the May Board of Governors meeting.

Up to six recipients are selected and honored annually at the May Board of Governors' meeting. Classified employees with a minimum of 5 years of service as a permanent employee within the nominating Community College District (full-time or part-time) are eligible for the award. The nominees are evaluated on their commitment to: the mission of community colleges; professional ethics and standards; serving the institution through participation in professional and/or community activities; and serving as a leader beyond the local institution. A \$500 cash award and plaque is presented to each recipient.

Guidelines and Criteria for Selection of California Community College Classified Employees of the Year

Each local Board of Trustees may forward to the California Community Colleges Chancellor's Office the name of one nominee for the Community College Classified Employee of the Year Award sponsored by the California Community Colleges Board of Governors and the Foundation for California Community Colleges and funded by the Foundation for California Community Colleges.

The following guidelines are to be used in making the selection of nominees and finalists.

1. The nominee should be committed to the fundamental principles of the California Community College mission as well as the mission of the local college district. The response should reflect the nominees commitment to the college at which the classified employee works.
2. The nominee should be committed to high standards of job performance and exemplify professionalism. The essay response and supporting letters should reflect this commitment.
 - Motivated and interested in the job
 - Demonstrates high skills, competence, and knowledge on the job
 - Plays a leadership role in employee/management collaboration
 - Promotes collaboration within the work environment
 - Is committed to high standards of performance
 - Exemplifies professionalism at all times
 - Steps up to cooperatively work through problems
3. The nominee should be committed to serving the institution through participation in college, professional and/or community activities. There should be evidence of this participation.
 - Is involved in college and/or district activities
 - Organizes others within the work environment
 - Promotes open communication among work groups

- Willingness to take the extra step (identify)

4. The nominee should be committed to serving as a leader beyond the local institution through service in local, statewide and/or national activities. There should be evidence of activities that reveal leadership through participation in employee organizations, community groups, or participation in state or national organizations.

- Is involved in professional and/or community volunteerism/activities
- Organizes others within the community
- Acts of service above and beyond the call of duty (identify)

Community College Classified Employee of the Year Award Scoring Form

Employee Name: _____

College District: _____

Job Title: _____

Document(s) provides evidence of:	Possible Points	Points Given
-----------------------------------	-----------------	--------------

(Total Points = 60)

Commitment to the fundamental principles of the California Community College mission as well as the mission of the local college district.	1 - 10	
---	--------	--

Commitment to high standards of job performance and exemplifies professionalism.	1 - 15	
---	--------	--

- Motivated and interested in the job
- Demonstrates high skills, competence, and knowledge on the job
- Plays a leadership role in employee/management collaboration
- Promotes collaboration within the work environment
- Is committed to high standards of performance
- Exemplifies professionalism at all times
- Steps up to cooperatively work through problems

Commitment to serving the institution through participation in college, professional and/or community activities.	1 - 15	
--	--------	--

- Is involved in college and/or district activities
- Organizes others within the work environment
- Promotes open communication among work groups

Comments and Recommendations:

Rank: _____ of _____

COMMUNITY COLLEGE CLASSIFIED EMPLOYEE OF THE YEAR AWARDS PROGRAM

The awards honor community college classified employees who demonstrate the highest level of commitment to professionalism and community colleges. Recipients are nominated by their colleagues and endorsed by the local Board of Trustees. No later than March 10th each local Board of Trustees may forward the information for one nominee to the California Community Colleges Chancellor's Office. Award winners are selected by representatives of the Community Colleges Board of Governors, the Chancellor's Office and the Foundation for California Community Colleges. Recipients will be announced and honored at the May Board of Governors meeting. Classified employees with a minimum of 5 years of service as a permanent employee within the nominating Community College District (full-time or part-time) are eligible for the award. The nominees are evaluated on their commitment to: the mission of community colleges; professional ethics and standards; serving the institution through participation in professional and/or community activities; and serving as a leader beyond the local institution.

Name of Nominee Art Hand

Date March 1, 2010

Senior Library Technician
Job Title of Nominee

12345 El Monte Road, Los Altos Hills 94022
Address City Zip Code

650.949.7209
Telephone

Foothill-De Anza
College District

12345 El Monte Road, Los Altos Hills 94022
Address City Zip Code

Linda Thor
Name of District Chancellor/College President

650.949.6106
Telephone

Disqualification warning: It is the responsibility of nominator to initiate this nomination form and see that all pages are COMPLETELY filled out, that it is on the CORRECT form, and that NO alterations have occurred.

Signature Required.

Signature of Nominator with Contact Telephone Number

650.949.7200

Judy C. Miner
(Print Name)

12345 El Monte Road, Los Altos Hills 94022
Mailing Address City Zip Code

INITIAL NOMINATIONS MUST BE SUBMITTED TO THE LOCAL BOARD OF TRUSTEES FOR REVIEW AND ENDORSEMENT.

Name of Nominee

Art Hand

_____24_____ **Years of service** with the district NOTE: minimum of 5 years of service as a permanent employee within the nominating Community College District (full-time or part-time) are eligible for the award.

1. Explain ways the nominee demonstrates commitment to the fundamental principles of the California Community College mission as well as the mission of the local college district?

The vision statement of the California Community Colleges Board of Governors and the state Chancellor's Office holds that:

“The vision of the board and chancellor is to build a better future for California by providing exceptional leadership, advocacy and support on behalf of California's Community Colleges. These efforts will foster access, success and lifelong learning for all students while simultaneously advancing the state's interests in a skilled workforce and an educated citizenry.”

Accordingly, our district mission states:

“The Foothill-De Anza Community College District provides a dynamic learning environment that fosters excellence, opportunity and innovation in meeting the educational needs of our diverse students and community.”

Art Hand, the Foothill-De Anza nominee for this prestigious award, exemplifies the dedication and work ethic that is essential for our district to deliver on the promise of outstanding education for a diverse student body. Art has been a Senior Library Technician at Foothill College for 24 years and has served our faculty and students in ways that are typically invisible to them but are critical to a comprehensive and high-functioning library.

2. Describe the nominees' commitment to high standards of job performance and ways he/she exemplifies professionalism. Factors to be considered include: motivated and interested in the job; demonstrates high skills, competence, and knowledge on the job; plays a leadership role in employee/management collaboration; promotes collaboration within the work environment; is committed to high standards of performance; exemplifies professionalism at all times; steps up to cooperatively work through problems.

Art had worked in private industry for in capacities as varied as firefighter, telephone lineman, executive headhunter, and manager at Cost Plus. Having an uncommon breadth of experience in the world of work, he makes informed comparisons when he describes his deep attachment to Foothill College and the colleagues with whom he works. Over the years, he has grown in his technical expertise, but most impressive is the stature he has earned as a result of his interpersonal skills. Art is calm, fair-minded, patient, and kind. Combine those attributes with the fact that he is very well-read in areas of organizational development and leadership, and the result is a colleague who understands how to be a high-performer and is.

Libraries throughout California have endured devastating reductions and as Foothill College has struggled with ways to envision the future and reinvent operations accordingly, Art is an important contributor. He asks questions and offers suggestions in a manner that is respectful of other perspectives while working towards collaboratively developed solutions to problems and improvements in operations.

3. Provide examples of how the nominee demonstrates commitment to serving the institution through participation in college, professional and/or community activities. Examples should include: involvement in college and/or district activities; efforts to organize others within the work environment; promotion of open communication among work groups; willingness to take the extra step.

There is no better evidence of Art's "willingness to take the extra step" than his eighteen years of service as Chief Steward at Foothill first for SEIU and currently for the Association of Classified Employees (ACE). However, Art's volunteerism alone is not the primary reason why Art is so deserving of the Board of Governors' award. He is deserving because of the manner in which he discharges his duties. The Chief Steward role is highly demanding and without the right person, it can be politically charged and even polarizing. Fortunately, Art Hand is indisputably the right person for this position.

Art is meticulous in fact-finding, whatever the issue might be. He never rushes to judgment but investigates allegations and complaints with an open mind that is made up once he has all the information that he can gather. Personnel matters can often give rise to rumor and speculation, thereby creating an unhealthy or even destructive environment if misinformation is left unchecked. Art takes an active role in open communication and is highly effective because he is widely trusted.

Art possesses outstanding organizational skills, particularly in record keeping to memorialize actions and understandings. His longevity with the district establishes him as an important player in institutional memory both in written and oral traditions. Art's grasp of collective bargaining history inspires confidence at this time of change to a new representative association.

4. Describe the nominees' commitment to serving as a leader beyond the local institution through service in local, statewide and/or national activities.

Provide evidence of activities that reveal leadership through participation in employee organizations, community groups, or participation in state or national organizations. Include acts of service above and beyond the call of duty.

Throughout his service as Chief Steward at Foothill College, Art has been a frequent resource for De Anza College as well. He has always been willing to apply his expertise across the district and has never refused to provide assistance or advice when asked. Art's "call of duty" is more than legalistic protection of employees' rights but encompasses the cultivation of mutual respect and collegiality in the workplace.

Maureen Chenoweth, Past President of the Foothill Classified Senate, describes the significance of Art's service:

"As Chief Steward, Art Hand has been a tremendous resource for staff and administrators for many years. Art affords all individuals with the utmost respect while adhering to consistent and honorable principles. He uses potentially painful and difficult situations to find "win/win" solutions, all with an amazing wit and sense of humor! He serves as our "institutional memory"; his experience, combined with his high standards of record keeping, has sometimes been the sole source of problem solving for complex procedures. The position of Chief Steward is one fraught with the potential of confrontation and ill will. Yet, Art Hand uses the position to create and maintain constructive relationships. He is a true and faithful public servant."

It should be noted that when the classified employees of Foothill-De Anza initiated decertification of SEIU, Art entered the debate with principled adherence to his role as Chief Steward. Once the decertification was accomplished and the Association of Classified Employees was established, Art stepped forward again to be of service as Chief Steward. Employees and management alike are confident that responses to our budgetary and organizational challenges will greatly benefit from Art's participation and leadership.

5. Briefly provide any additional reason(s) this nominee should be selected as Community College Classified Employee of the Year.

The core values of Foothill College are honesty, integrity, trust, openness, forgiveness, sustainability, and transparency. Art models each one of these values and has earned respect and admiration throughout the district as a consequence. He can always be counted on to follow his conscience, to speak the truth, and to think the best of others unless they prove untrustworthy. Many seek his advice because they can depend on his wisdom and insight.

When asked to describe how he feels about working at Foothill, Art said:

“I have two jobs to do; I intend to do them both. And I'm in for the duration.

Also, we have endured too much loss lately, and I don't like it. I want it to stop for a while, although it won't. July 1 of this year, and probably of next year, will be days of great loss. A significant number of people will simply vanish from our lives, with no certain return date. They will not be happy days, but the rest of us must absorb the loss and carry on. Easier said than done, but the alternative is a kind of defeat that could dog us for years. I find that unacceptable.”

It is also accurate to say that he takes his work and relationships seriously but never himself. In fact, Art has a delightfully wry sense of humor that often finds expression in apt quotations from Groucho Marx, Mark Twain, Winston Churchill, or Cullen, his five-year-old grandson, just to name a few. When asked what he considered to be the most important qualities for a Foothill-De Anza employee to possess, he quipped:

“At the moment, independent wealth. Lacking that, resilience.”

Foothill-De Anza does not have independent wealth but it does have Art Hand and could not be prouder!

EACH LOCAL BOARD OF TRUSTEES MAY FORWARD ONE NOMINEE FROM THEIR DISTRICT POSTMARKED BY MIDNIGHT, MARCH 10, TO:

(**Note:** If March 10 falls on a Saturday or Sunday, the deadline is the following Monday.)

California Community Colleges Chancellor's Office
Attn: Classified Employee Awards Program/BOG
1102 Q Street, 4th Floor
Sacramento, California 95811-6549

* Note: Signature Below certifies that the nominee has been endorsed by the local Board of Trustees

Signature of Board of Trustees President

Bruce Swenson
(Print Name)

Foothill-De Anza
Name of Community College District