

Board of Trustees Agenda Item

Board Meeting Date: March 7, 2011

Title of Item: California Community Classified Employee of the Year Nomination

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 one nomination to the California Community Colleges Chancellor's Office. Award winners are selected by representatives of that office, the Board of Governors and the Foundation for California Community Colleges. Up to six recipients are honored annually at the May Board of Governors meeting.

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

This year, Foothill-De Anza is proud to nominate Lois Jenkins, De Anza Marketing/Communications Program Coordinator, to be one of the recipients of the prestigious award. She has demonstrated and exceeded all qualifications.

Recommendation: Information only

Chancellor Linda Thor recommends Board endorsement of Lois Jenkins' nomination for a California Community Colleges Classified Employee of the Year Award.

Submitted by:	Linda Thor, ext 6104
Additional contact names:	Brian Murphy, ext 8705; Marisa Spatafore, ext 8672
Is backup provided?	Yes

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 15th 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 Lois Jenkins **Date** Feb. 28, 2011

Marketing/Communications Program Coordinator

Job Title of Nominee

De Anza College, 21250 Stevens Creek Boulevard, Cupertino, California 95014

Address City Zip Code

408.864.8948

Telephone:

Foothill-De Anza Community College District

College District

12345 El Monte Road, Los Altos Hills, California 94022

Address City Zip Code

Linda Thor, Chancellor 650.949.6104

Name of District Chancellor/College President **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.

650.949.6104 Linda Thor
Signature of Nominator with Contact Telephone Number **(Print Name)**

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

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

Name of Nominee Lois Jenkins

10.5 **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 mission of the California Community Colleges Board of Governors and the State Chancellor's Office is to empower the community colleges through leadership, advocacy and support.

Lois Jenkins, who has worked as the De Anza College Marketing/Communications program coordinator for a decade, embodies the mission of the California Community Colleges in her formal leadership as a senator and president of the De Anza Classified Senate and the numerous activities she spearheads on and off campus. She served as interim director of the Marketing/Communications Office in the period following the departure of the previous director, guiding her fellow staff members during the transition. Equally importantly, she acts as an informal leader, collegial, knowledgeable and proud. According to Pippa Gibson, executive assistant in Finance & Educational Resources, Lois is "highly respected across the district. She is an excellent example of how an outstanding employee positively influences others and a shining example for her peers to try to emulate."

Lois' advocacy for her colleagues is synchronous with her advocacy for students, which is always understood by her to be the essential reason for her position and all others at the college. By definition, staff do not teach in a formal sense, but informally, all—particularly Lois—do. She is an excellent instructor by example, and her lessons are always valuable, in the support she provides her department, its director, her colleagues and by ultimate extension, the students referenced in the district mission:

The mission of the Foothill-De Anza Community College District is student success. We accomplish this by providing access to a dynamic learning environment that fosters excellence, opportunity and innovation in meeting the diverse educational and career goals needs of our diverse students and community.

Without question, Lois is a key contributor to that student success, that dynamism, and is the very embodiment of excellence. Innovation is a quality she appreciates and embraces; she is always willing to consider new, improved or alternative approaches to a task or situation, with student needs always top of mind. Mission statements are for Lois living things; something, she says, "to guide our hearts as well as our heads." Lois is the beating heart of the institution.

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.

The Marketing/Communications office necessarily holds a holistic view of De Anza College programs, services and operations, and Lois' knowledge must therefore be equally broad as she collaborates with faculty, staff, administrators and students across the college and the district. Her duties include—in working closely with the director—implementing timely internal and external messaging using a variety of vehicles including electronic billboards, and editing and coordinating the production of a wide variety of electronic and print publications, including the college catalog. She manages, updates and consults on numerous webpages. She is central to the assembly, editing and production of the annual report and the creation of presentations, and is pivotal in major event planning. She manages the day-to-day operations, workflow and deadlines in a very busy office in which several positions have been casualties of budget reductions and reorganizations.

Lois was key to the Marketing/Communications office winning five awards from the California Community College Public Relations Organization (CCPRO) and eight awards from the National Council for Marketing & Public Relations (NCMPR) in recent years.

All of Lois' duties are performed extraordinarily well; her knowledge base and skills are exemplary. She is exceptionally talented at writing and is an outstanding copyeditor and proofreader. She is currently serving, for the second time, as editor of De Anza College's Self-Study in preparation for accreditation, a role that carries tremendous responsibility.

Lois' colleagues directly remark upon her professionalism and extol her other virtues as well. A sampling of these comments speaks volumes.

Lois Jenkins exemplifies the integrity and professionalism that are hallmarks of classified staff members in California's Community Colleges. At every stage of major institution-wide projects, including accreditation, strategic planning and shared governance, Ms Jenkins serves essential functions of support, facilitation, and coordination. Colleagues from throughout the institution rely upon the quick, thoughtful, and open participation of Lois. Lois has served frequently in leadership roles that helped her entire employee group reach new levels of engagement, enthusiasm, and professionalism. She is an invaluable member of the community whom the entire college depends upon. —Gregory Anderson, President, Academic Senate

I have had the pleasant experience of working with Lois Jenkins. She is a model professional who has exhibited a devoted effort towards the work of the college. She is pleasant, entirely capable and fun to work with. The college is more than fortunate to have her as an employee. —Coleen Lee-Wheat, Vice President, Academic Senate

Not only does Lois exhibit the highest degree of professionalism and competence in her daily work, her dedication to the mission and goals of the college are exemplified in her actions with students and staff. Lois has worked to improve and promote the communication between classified professionals, administrators and faculty. She has been a voice of reason and calm in the often turbulent budget discussions. —Donna Jones-Dulin, Associate Vice President, Finance & Educational Resources

Lois demonstrates professionalism in all aspects of her writing and editing with all the college publications and communications. We have worked very closely and seamlessly over the past 10 years. Together we have won numerous awards for our teamwork on college publications. —Lori Susi, Senior Web and Publications Coordinator

In the time that I have had the honor of working side by side with Lois Jenkins, I discovered a person that embodies the true nature of a professional. Over the rocky road of transition and through the smooth sailing of stability, Lois has been a foundation on which many of her colleagues, including me, have relied upon to help maintain our own sense of direction and purpose. Equally, Lois's joviality engenders a feeling of family in which all around her participate. Ultimately with her leadership, personal courage and expertise of her profession, Lois Jenkins is a role model for which all of us should endeavor to epitomize. —Bradley Creamer, Webmaster

Lois Jenkins is one of the most dedicated employees I know. She works effectively at all levels—whether wordsmithing a publication, collaborating on a team project, or serving as Classified Senate president this past year. As a member of the marketing team, Lois consistently juggles multiple projects while on tight deadlines. At the same time, Lois is the first person everyone encounters when they enter the department, so she fields a wide range of questions, many of which are unrelated to marketing. Yet Lois always maintains a calm and cheerful demeanor, even when she is under deadline pressure. —Jennifer Dirking, Associate Director, Foothill-De Anza Foundation

Lois is creative, dedicated, ethical and responsive to the campus and the community. She exemplifies the qualities that have made De Anza College a top community college since 1967. The district's founders would be pleased to know that their legacy is in the hands of quality people such as Lois Jenkins. —Marty Kahn, Supervisor, Technology Resources Group

The thing that stood out to me, being a new employee, is that Lois has always been very welcoming, ready and willing to assist me in any way, and always willing to offer advice and feedback when I need it. —Mallory Newell, College Researcher

Lois's expertise in marketing and publications, coupled with her love for and knowledge of De Anza's students and programs, are essential to creating the positive "face" of the college. Her advocacy for classified professionals and her measured, yet ardent reminders of the pivotal role classified professionals play in the college reflect her dedication to and respect for the campus community. A person with many talents, Lois combines creativity, professionalism and devotion to ethical and social causes. —Kathleen Moberg, Dean of Admissions

When information or help are needed in the district office, Lois Jenkins is the first—and usually the last—stop for me. Her incredible breadth and depth of knowledge of all things De Anza, combined with her extreme competence and willingness to go out of her way to assist others, are truly noteworthy. Lois' attention to detail, her initiative in always making sure the best possible job is done and her commitment to the college and the district resoundingly communicate the highest standard of professionalism. —Becky Bartindale, Coordinator, Foothill-De Anza District Communications

Lois' own comments underscore both her high standards and her commitment to students: "We have to work together in our jobs the way we want our students to work together in their classes and their jobs. We expect high standards of our students. Why not ourselves?"

- 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.

Lois served as president of the Classified Senate for 2009-10 and agreed to serve for half of 2010-11, given her significant responsibilities for accreditation. She worked closely with the president-elect, Virginia Marquez, to smooth her early transition to the position. Virginia says that Lois “has been a thoughtful mentor to me and serves as a model of graceful, respectful leadership.”

In her role as Classified Senate president, Lois was a voting member of the districtwide Chancellor’s Advisory Council. As president, she held positions on the Campus Budget Committee as well as the District Budget Committee, and maintains those memberships.

Lois was invited to be the classified staff representative on the Instructional Planning & Budget Team, a shared governance group, and served in that role for five years, after which she co-chaired the Finance & Educational Resources Planning & Budget Team, a position she has held for two years.

- 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.

Lois is exceptionally dedicated to her family. For familial, personal and community reasons, she served for two years as an organizer (a "team captain") for the American Cancer Society's "Relay for Life," with her team directly raising \$5,000 both years. She continues to serve in a fundraising capacity for the project. For the past two years, she has been instrumental in the regional fundraiser for the Foundation Fighting Blindness, which raised \$30,000 in 2009 and \$25,000 in 2010.

Foothill-De Anza Foundation Associate Director Jennifer Dirking views this community engagement as one of many examples of how Lois "consistently goes the extra mile, helping to coordinate canned food drives and taking a leadership role in the partnership between Relay for Life and the De Anza campus, even serving as team captain for 'Making Tracks for the Cure.'" The canned food drive Jennifer cites was a college holiday initiative for the regional food bank, Second Harvest. More than 1,600 pounds of food and almost \$1,000 were donated over two years.

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

Lois is, simply put, incredibly deserving. She gives her all to her job, and offers to work extra hours when necessary. She began her education at De Anza College, served an internship while attending journalism school at San José State University, and returned to De Anza yet again to serve in a professional capacity.

That Lois excels at multitasking is clear in her assertion that she enjoys having more than one project going on at a time, and the fact that she completes them all well, thoroughly and accurately. It is not only the quantity or even the quality of her work that makes her such an outstanding employee. It is also the manner in which she approaches and performs the work, with the good will and humor referenced by so many of her colleagues. According to Jennifer Dirking of the district foundation, "Lois is the ideal employee because of her great intellect, work ethic and above all, heart."

EACH LOCAL BOARD OF TRUSTEES MAY FORWARD ONE NOMINEE FROM THEIR DISTRICT POSTMARKED BY MIDNIGHT, MARCH 15, TO:

(**Note:** If March 15 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

	Pearl Cheng
_____ Signature of Board of Trustees President	_____ (Print Name)

Foothill-De Anza Community College District
_____ Name of Community College District



Office of the President

21250 Stevens Creek Blvd.
Cupertino CA 95014
408.864.8705
408.864.8900 FAX

February 28, 2011

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

Dear Board of Governors and Committee:

I am delighted to write in support of Foothill-De Anza's nomination of De Anza College Marketing/Communications Program Coordinator Lois Jenkins for a Classified Employee of the Year Award. Lois is an exceptional colleague, superb in her work, tireless in her support of our students and the college, and essential to the life of our community.

Lois's work is consistently exemplary, as detailed in the nomination form we have provided. Moreover, she is a ballast of the college; faculty, staff, and administrators alike recognize her as indispensable. Beyond her work, her leadership in shared governance has been critical in a period of relentless budget reductions, and her very presence one of calm, thoughtfulness, and stability.

Lois is an asset to De Anza College, the Foothill-De Anza Community College District, and by extension, California Community Colleges. I urge her selection as a Classified Employee of the Year.

Please contact me if I may provide additional information. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Murphy", written over a horizontal line.

Brian Murphy
President



Office of Marketing/Communications

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Cupertino CA 95014
408.864.8672
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March 1, 2011

Classified Employee of the Year Award Selection Committee
California Community Colleges Chancellor's Office
1102 Q Street, 4th Floor
Sacramento, CA 95811-6549

Dear Classified Employee Award Selection Committee:

I write in enthusiastic support of the nomination of Lois Jenkins, program coordinator in the Marketing/Communications Office, as a Classified Employee of the Year for California Community Colleges.

Within the confines of the college organizational chart, Lois reports to me. While she does support me personally, as well as the Marketing/Communications Office, the scope of her responsibilities—broadly, internal and external communications—is such that she in fact works for the entire college, and for all of our students. She is central to critical projects, including but not limited to serving for two consecutive cycles as Accreditation Self-Study editor.

In terms of the award criteria: Lois' commitment to the college, district and system missions, interrelated as they are, is total and evident in all of her work; her professionalism and devotion to the job unassailable, with numerous supporting examples detailed in the nomination form; her commitment to college activities substantial, as witnessed by her extensive participation in shared governance; and her contributions beyond the college significant, as manifested in her numerous community fundraising activities.

These are not easy times. However, Lois' outstanding daily work, together with her active participation in Classified Senate, is an asset to De Anza College and the Foothill-De Anza Community College District in moving ahead. I very much hope she may be recognized as a statewide Classified Employee of the Year. Thank you.

Sincerely,

Marisa Spatafore
Director, Marketing/Communications