



Classified Crier

Central Services Classified Senate Newsletter



April 13, 2012

A Message from the President:

Carol Skoog

During this school year, the classified staff enjoyed the opportunity to chat with coworkers and eat a delicious meal during the fall barbecue and holiday party. I'm sure those attending the holiday party have fond memories of the raffle led by Chancellor Thor, and her elves, Dorene Novotny, Charles Allen, Kevin McElroy, and Fred Sherman. Thanks to the Executive Team for their enthusiastic support. Other memorable highlights include the hilarious raffle commentary by Tom Roza and the carolers led by Jerri Woo.

Would you like to be involved in the Central Services Classified Senate, or do you know a coworker who would be a good representative on the Senate? We will be nominating and electing a new President Elect and several Senators for Central Services Classified Senate for the new school year. Please nominate a colleague or yourself to serve in any of these positions. Serving in the Senate is a great way to be involved and to learn more about issues affecting classified staff. Details are contained elsewhere in this newsletter.

On May 11, Central Services Classified Staff will join DeAnza Classified Staff for a joint retreat focusing on dealing with stress, taking care of yourself, and connecting with colleagues. Many interesting presentations are scheduled, such as iLaugh, iDance, iEat, and iAware. We hope you will take time from your busy schedule to attend the retreat. Be sure to preregister. Details are contained in the following article.

Classified Professionals 2012 Staff Retreat



Save the date!

Friday, May 11

8:30 a.m. - 4:00 p.m.

De Anza Campus

Conference Room A & B

Central Services and De Anza classified staff will hold a joint retreat on May 11, 8:30-4:00, on the De Anza Campus. This year's theme is "iCare, iCount, iConnect". Attend workshops offering techniques to deal with stress, take care of yourself, and connect with colleagues.

Breakfast and lunch will be provided for people who register. Watch for details at: <http://www.deanza.edu/gov/classifiedsenate/cpretreat.html>.

Volunteers will soon be needed to assist with various small tasks related to the retreat. If you're interested, or have questions, please contact Carol Skoog at x 6259 or skoogcarol@fhda.edu.

Your 2011-2012 officers are:

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|---------------------------------|-------|
| President – Carol Skoog | x6259 |
| President Elect – Craig Gawlick | x6202 |
| Past President – Dawn Allshouse | x6162 |
| Secretary – Tom Roza | x5730 |
| Treasurer – Kathy Nguyen | x6923 |

A Typical Day at the Foundation

Robin Lyssenko

Well, there are no typical days here at the Foundation. We are located in the Carriage House. Yes, it's that building with the red sign that says to enter at your own risk! But I've been here for more than 14 years and other than the occasional wild animal in the building, I've been just fine!

One of the most important things the Foundation does is to raise private funds for the colleges and we do that with a lot of help from volunteers, staff and faculty. But not only must we raise the funds, we must make sure they are spent in accordance with the donor's wishes and invested wisely.

We manage over 100 volunteers – from our own Board of Directors to each College Commission. We steward current donors and cultivate new donors. How does one steward or cultivate? It could be any number of things, but we like to call them 'touches.' A touch can range from a phone call, a letter of thanks, an invitation or a visit. We enjoy bringing donors on campus because they are always amazed to see the caliber of our students, our facilities and our faculty.

Our days can include committee meetings with our volunteers or a donor tour of the campus. Or it could be stuffing envelopes for a mailing or writing a newsletter for donors. We make deposits to the bank and enter gifts into Banner. Or we could be gathering information for a grant or rushing to accounts payable to get a direct pay request in the check run!

But the favorite part of our day at the Foundation is the mail! We love to open the mail, because you never know when that big donation is going to come! (well sometimes you do!) The 'big' gift can come after years of cultivating a donor, or it can come from someone's estate, or sometimes, donors come to our colleges and are so impressed by what we do here, they write a check on the spot.

Did you know you can go on our website at <http://foundation.fhda.edu> and download a payroll deduction form? You can give to the program of your choice or may I suggest the CSCS Scholarship? All gifts are tax-deductible!

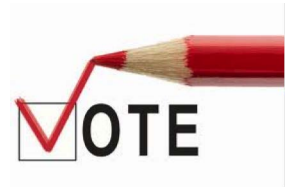
But that is why the Foundation is here – to help the colleges raise funds that will benefit our students. And I know I not only speak for myself, but the whole Foundation team, that we find our jobs personally rewarding knowing our hard work ultimately touches hundreds of students every day. Come by for a visit!



Our Team: Sheryl Alexander, Kathy Nguyen, Jennifer Dirking, Robin Lyssenko and Laura Woodworth.

by Carol Skoog and Craig Gawlick

Central Services Classified Senate nominations and elections will take place in April. Nominations will be available online from April 16 – April 20. Elections will take place April 25-26.



Restructured Senate:

In December, CSCS voted to restructure the Senate Sections as follows: Accounting & Foundation, ETS/Network & Client Services, ETS/Systems & Applications, Human Resources & Chancellor's Office, Purchasing & Plant Services, and Safety & Security. We hope this will increase participation in the Senate. Our goal is to have a senator on the Executive Committee from each of these areas.

Nominations – April 16-20:

To nominate a coworker or yourself, use the online nomination form at <http://hr.fhda.edu/personnel/CSCSnominations>. Hard copies of the nomination forms will also be available for Plant Services. For a list of employees in each Senate Section, look on the CSCS website at <http://hr.fhda.edu/personnel/classified/senate>, scroll to the bottom of the webpage to the Documents section, and click on "Classified Senate Sections" to obtain the list. If you have any questions or would like more information, contact Craig Gawlick at x6202 or gawlickcraig@fhda.edu.

This year, we need nominations for the following:

President Elect

Senator, ETS/Network & Client Services

Senator, Human Resources & Chancellor's Office

Senator, Safety & Security

Elections – April 25-26:

Elections will take place April 25-26. We plan to have online voting available, but will have paper ballots available in Plant Services and the District Office for those who are unable to vote online.

Duties of the offices:

The President Elect serves as President in the absence of the President, then serves as President the following year, and then as Past President.

Senators serve 2-year terms as members of the Executive Committee, discussing issues that arise in their areas and disseminating information to coworkers about issues discussed in the CSCS meetings. To read about the duties of a Senator, see What Does a CSCS Senator Do? in the September 2011 newsletter, located at <http://fhdafiles.fhda.edu/downloads/personnel/CSCSNewsletterSeptember11.pdf>.

To read the history of the beginning of CSCS and the history of the CSCS logo, see the December 2011 newsletter, at <http://fhdafiles.fhda.edu/downloads/personnel/CSCSNewsletterDecember11.pdf>.



Scholarship News

Janice S. Lee

I have some great news for all of us in CSCS. This year we are able to award two scholarships. There will be one for De Anza and one for Foothill. This is possible due to monthly contributions made by members of the CSCS and a generous donation by our former interim Chancellor Mike Brandy. The criteria for the award are as follows:

"Must have at least a 2.5 cumulative GPA from Foothill College or De Anza College, completed 24 units at Foothill Colleges or De Anza College towards a program, Associate Degree or transferring program, be enrolled as full-time student, show community service, either on-campus or in the community. This may be illustrated by the applicant's activity in leadership by holding a student body office, or by participating in work, college, and community activities that have goals of good citizenship, and demonstrate a financial need."

We decided this year we would ask the Financial Aid office to help us read the applications because there were 108 of them that met the criteria compared to 99 last year.

The committee comprised of Patience McHenry, Marilyn Williams, Ryan Phillips and I have read and scored 34 applications. The Financial Aid department will gather all the applications to figure out the top applicants to send for our final selection. This is a work in progress and the committee will be meeting soon to make a decision.

I wanted to thank those that volunteered to be on the committee. We actually had more people than we needed so I hope you will either get involved as chair of this committee for next year or as a reader. If anyone is interested please contact me at x6254.

I want to thank the committee as we move into the next phase of selection. I also want to say thanks again to all those that contribute each month specifically to the Scholarship fund.

Editor's Note

Craig Gawlick

Thanks to all who voted in December to re-align the Senate and hopefully re-invigorate participation in our decision making. With fun activities coming up such as the Retreat, we hope to get a renewed interest in the shared governance process that moves our group forward.

And don't forget to visit our web site at URL:
<http://hr.fhda.edu/personnel/classified/senate>.



CSCS President Carol Skoog presenting former interim Chancellor Mike Brandy with plaque.

Please Donate

Rachelle Licon

Want to support the CSCS but don't have the time to get involved? There are several donating options available to you for either the CSCS or our Scholarship fund. The most commonly known way is to set-up a payroll deduction, which can be done through Foundation for the Scholarship at a minimum of \$5.00 a month or through payroll for CSCS at a minimum of \$2.00 a month. There are, however, a few other options you may not have known are available to you. Rather than a once a month deduction you can choose to give a lump sum amount through either a payroll deduction or directly to one of our CSCS executive members:

Carol Skoog , President x6259
 Kathy Nguyen, Treasurer x6923

If you are constrained for time and neither of those options appeal to you, you are welcome to stop by Janice Lee's desk in Accounts Payable where there is a CSCS Scholarship Fund donation box. We gladly accept loose change and bills of every denomination.

Please remember that donations to the CSCS help fund our Classified Retreat, the summer BBQ, and our much loved Central Services Holiday Party. In addition our Scholarship Fund allows Classified Staff to have a hand in helping dedicated students reach their college goals. Your support is greatly appreciated.