

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of March 11, 2014**

ITEM TITLE: *Nomination of Ms. Sheryl Queen for Classified Employee of the Year Award.*

SPECIFIC BOARD ACTION REQUESTED:

Approval of nomination of Ms. Sheryl Queen for the Classified Employee of the Year Award.

ITEM SUMMARY:

The California Community Colleges' Board of Governors along with the State Chancellor's Office and the Foundation for California Community Colleges seeks nomination for their annual Classified Employee of the Year Award.

Chancellor Ortiz, in consultation with his Cabinet, recommends the nomination of Ms. Sheryl Queen. The District-wide Classified Senate also endorses the nomination.

Until her untimely and unexpected passing on August 1, 2013, Ms. Queen served for more than 32 years as a classified employee at Peralta Community College District. She demonstrated the highest level of professionalism and collegiality, serving as District Classified Senate President for many years and shop steward for Local 1021 SEIU. She also served as a leader beyond Peralta Colleges. Sheryl volunteered in numerous community and Peralta activities. She was active with her parents in the local Alameda County chapter of The California Council of the Blind. She is remembered for her assistance in the marathon sessions of the State Resolutions Committee whose efforts had a material impact on legislation and other programs for the blind. At the national conventions of the American Council of the Blind, she co-managed the large exhibit hall with its one-hundred plus exhibitors.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT): N/A

BACKGROUND/ANALYSIS:

The California Community Colleges' Board of Governors along with the State Chancellor's Office and the Foundation for California Community Colleges seeks nomination for their annual Classified Employee of the Year Award. 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. A \$500 cash award and

plaque is presented to each recipient.

Each trustee is asked to fill out the enclosed "Community College Classified Employee of the Year Award Scoring Form". Also enclosed is the nomination form describing Ms. Sheryl Queen's incredible professionalism and commitment to excellence.

DELIVERABLES AND SCOPE OF WORK: N/A

ANTICIPATED COMPLETION DATE: N/A

ALTERNATIVES/OPTIONS:

None, as Board is required to submit nomination by March 15, 2014

EVALUATION AND RECOMMENDED ACTION:

Chancellor recommends approval.

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

YES _____ No X

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? CHANCELLOR ORTIZ

(*****Board contract approval is subject to negotiation and execution by the Chancellor.)

DOCUMENT PREPARED BY:

Prepared by: Preparer Signature Here in Script Date: _____
[Enter Here - Your Name and Title of Individual]

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Presenter/Approver Signature Here in Script Date: _____
[Enter Here - Name of College President, (if originating from a college) or Vice-Chancellor (if originating from the District)]

FINANCE DEPARTMENT REVIEW

_____ Finance review required _____ Finance review *not* required

If Finance review is required, determination is: _____ Approved _____ Not Approved

If not approved, please give reason: _____

Signature: _____

Susan Rinne, Interim Vice Chancellor for Finance and Administration

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

Legal review required Legal review *not* required

If Legal review is required, determination is: Approved Not Approved

Signature: _____

Thuy Thi Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda

Not Approved, but Place on Agenda

Signature: _____

Dr. José M. Ortiz, Chancellor