

# 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 15<sup>th</sup> 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** Sheryl Queen (deceased) **Date** 03-02-2014

Curriculum and Systems Technology Analyst

**Job Title of Nominee**

Peralta CCD, 333 E. 8th St. Oakland, CA 94606

**Address City Zip Code**

(510) 466-7308 (Vice Chancellor)

**Telephone:**

Peralta

**College District**

same as above address

**Address City Zip Code**

Dr. José Ortiz

(510) 466-7202

**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.**

(510) 466-7308

Michael Orkin

**Signature of Nominator with Contact Telephone Number**

**(Print Name)**

Dept of Educational Services, Peralta CCD, 333 E. 8th St., Oakland, CA 94606

**Mailing Address City Zip Code**

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

Name of Nominee Sheryl Queen (deceased)

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**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?**

Sheryl worked tirelessly as a Curriculum and Systems Technology Analyst and various other positions at Peralta for 32 years until her untimely passing on August 1, 2013. Sheryl believed, above all, in the success of Peralta students. She became an expert in curricular matters and was the liaison between curriculum committees and the state curriculum inventory. She did whatever it took to ensure that Peralta students were able to take the courses they needed. She worked with faculty, counselors, administrators, and staff to pave the way for student success. Sheryl was also a functional analyst who played a key role in the implementation of our PeopleSoft system. She made sure that faculty and students were able to use this complex system and wasn't satisfied if there were any glitches or problems. She was the go-to person for faculty, administrators, and staff for issues regarding curricula, Ed Code, and other state regulations. She was President of the Peralta Classified Senate for many years. She was a key member of the Educational Services staff and we are still struggling with her loss.

- 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.

Sheryl was dedicated to Peralta. She was highly skilled in both technical and qualitative areas. She was a repository of knowledge for regulations, procedures, laws, processes, and other matters related to curricula and functional areas of our enterprise system. She was a key staff member in connecting staff, faculty, and administrators to work out problems and develop new procedures. She acted as a crucial link between employees and management in working out problems and developing new policies in her area. She was a perfectionist and wasn't satisfied until things were done right. Even in stressful and volatile situations, Sheryl maintained her composure and helped keep discussions on an even keel. She was a problem solver and would repeatedly take a leadership role in working through difficult problems.

**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.

Sheryl was always active in Peralta and community activities. She was a Union Steward for Local 1021 SEIU. She was President of the Peralta Classified Senate for many years. She volunteered and was active with her parents in the Alameda County chapter of The California Council of the Blind. She worked with the state resolutions committee of the Council of the Blind and co-managed the exhibit hall at national conventions of the American Council of the Blind. Sheryl happily participated in committees and Peralta events, including flex days, potlucks, planning sessions, and accreditation efforts. She was always willing to take the extra step and organize/network with others to promote communication and collaboration.

- 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.**

As mentioned above, Sheryl volunteered and was active with her parents in the Alameda County chapter of The California Council of the Blind. She worked with the state resolutions committee of the Council of the Blind and co-managed the exhibit hall at national conventions of the American Council of the Blind. She was also active in union activities for local 1021 SEIU. She was President of the Peralta Classified Senate for many years. She participated in charity drives, community outreach activities, employee groups, and was always ready to participate in acts of service in the local community.

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

**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, 4<sup>th</sup> Floor  
Sacramento, California 95811-6549

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

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Signature of Board of Trustees President

(Print Name)

Peralta CCD

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Name of Community College District