

# The Caring Classified

A Classified Senate Newsletter

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Chaffey family,

I would like to wish everyone the happiest of holidays. This will be the first year since 2000 that Classified Senate is not able to host the Holiday Luncheon. The focus of the luncheon has always been to bring the campus together and to successfully fundraise for Classified Professionals and students.

Since we are not able hold the luncheon this year, I hope you will continue to show support for our goal by either donating to the Panther Care Program or Classified Senate. This can be done by monthly payroll deductions or one-time donations ([contact Tina Altis for more information](#)).

Classified Senate and I hope that you and your family stay safe and have a wonderful holiday season!

Trisha Albertsen, CS President

"Unity is strength...when there is teamwork and collaboration, wonderful things can be achieved." – [Maffie Stepanek](#)

## Senator Spotlights

Each week, Classified Senate releases a short highlight of one of the senators on the Chaffey College Classified Senate [Facebook](#) and [Instagram](#) pages. If you missed the highlights from Theresa Rees and Sonia Torres, you can find them below.

### Senator, Theresa Rees



My career at Chaffey College began fifteen years ago in the Office of Instructional Support. I came to Chaffey from the private sector with experience in a wide variety of industries from banking and computer technology to construction and law just to name a few. Working in higher education was a completely new horizon to me since I only spent one year in college at the time but it was of great interest to me because of my children.

Throughout my years at Chaffey, I worked my way up from an Administrative Assistant to an Educational Program Assistant to eventually my current position as Executive Assistant. Most of my time here has been on the Instruction side, learning about scheduling classes to help students progress through their educational goals efficiently and about dealing with all the behind-the-scenes issues that are important to the college. It was a wonderful opportunity to work with the deans, faculty and staff to make sure our students' education is top-notch. In addition, I participated on numerous planning committees for the college as well as the Classified Senate.

Three years ago, I transferred to the student services side of Chaffey. With my knowledge of instruction, I am now able to work more closely with students and with the various service areas that students need to enable them to complete that top-notch education I learned about earlier in my career. I still participate on a variety of college committees, as well as the Classified Senate, in an effort to make sure each student receives full benefit of all that Chaffey has to offer them.

### Senator, Sonia Torres

I am a proud Chaffey College Alumni! When I graduated Chaffey College, as a student athlete, I made a commitment to myself to return and give back to the community that provided me with the tools to believe in higher education. I began my professional career at Chaffey College in 2014. This year will be my 4th year serving as a Senator on Classified Senate. My time with Classified Senate has connected me to my campus community and has inspired me to serve students in a different capacity. I was inspired to establish the first scholarship through foundations for undocumented students through the support and encouragement of classified professionals. Senate has provided me with opportunities of growth and has taught me leadership skills that I implement in my everyday life. I am excited for the new opportunities this year will present.

Once a Panther, always a Panther! 



## Candied Apples Fundraiser, Coming Spring 2021



# The Caring Classified

Continued...

## Scholarship Updates

In November, Classified Senate offered a scholarship drawing for math students to win a **TI-84 Plus calculator** valued at \$100. Six calculators were offered and eligibility for the drawing was simply being registered for a particular math class and maintaining a GPA of at least 2.0.



Ninety-three applications were received. **The winners will be selected by random drawing and happily announced on December 18.**

Classified Senate will be offering multiple student scholarships for academics in spring. **More information will be announced after the spring semester begins.**

## Caring Campus Quarterly Update

### The Warm Hand-Off

Caring Campus is continuing to focus on the warm hand-off. What is a warm hand-off? **A warm hand-off ensures that students are successfully moved to the next location to continue receiving the help they need.** In the in person environment, this could include walking the student to their next location or calling ahead to ensure someone is available to help. Caring Campus is focusing on ways to make warm hand-offs easier in the online environment. One suggestion is to include the link to the Online Student Toolkit in your email signature. If you have other ideas you can share, please send those to one of the Caring Campus tri-chairs: Trisha Albertsen, Hope Ell, or Vicky Valle.



## Zoom Tips & Tricks

### Schedule a meeting containing a Zoom link in Outlook Calendar

- Log in to your [conferzoom.org](https://conferzoom.org) account
- Go to **profile**
- At the bottom of the page, you will see **"Calendar and Contact Integration"**
- Select "Calendar and Contact Service"
- Toggle calendar event and contacts
- Select continue
- Select **Office 365**
- Select option on the left
- Select continue
- Add the Zoom Add On for [Outlook](#) web—[video here](#).
- You will be able to schedule events with a zoom link in your Outlook when you click "New Event"
  - Look for the small Zoom icon in the upper right corner

[Click here to view many more tips and tricks!](#)

## Featured Ted Talk

Click or tap to watch!



MORRA AARONS-MELE

### 3 steps to stop remote work burnout

Too much screen time, too many video calls and too few boundaries make working from home hard for all of us. Podcast host and writer Morra Aarons-Mele shares honest advice on what you can learn from the introverts in your life about...

## Supporting Senate

Each year, Classified Senate hosts events and distributes scholarships to staff and students. The easiest way to support senate is by making a monthly payroll contribution. To do so, [please complete this form and return to payroll](#). If you would like all or part of your contribution to be used to support the backpack project, please email [Tina Altis](mailto:Tina.Altis@chaffey.edu).

Payroll Deduction Form	
Chaffey College Auxiliary / Classified Senate	
<b>New Contributors:</b>	
Please attach <b>SSN</b> and <b>check amount</b> from my payroll system for the <b>Payroll Deduction</b> account held in the Chaffey College Auxiliary Account. I understand that these items will be deducted monthly from my payroll check each school year until I revoke or re-verify.	
Starting Date: <input type="text"/>	
Printed Name: _____	Chaffey College ID Number or SSN: _____
Signature: _____	Date: _____
-----	
<b>Changes:</b>	
I wish to change my <b>Payroll Deduction</b> contribution from <input type="text"/> to <input type="text"/>	
Starting Date: <input type="text"/>	
Printed Name: _____	Chaffey College ID Number or SSN: _____
Signature: _____	Date: _____
Please return this form to the Payroll Office for processing.	

## Classified Senate Members

**Officers:** Trisha Albertsen (P), Sarah Schmidt (VP), Hope Ell (RO), Tina Altis (T)  
**Senators:** Joseph Cascio, Laura Crespo, Christine Martinez, Theresa Rees, Leticia Mowrey, Sonia Torres, Lorie Vazquez, Susan Bishop, Alyssa Kraus, Lisa Bruchet, Ashira Murphy

## Upcoming Meetings

December Meeting 12/11/20      January Meeting 01/08/21      February Meeting 02/05/21

## Follow Us (click or tap the icons)



### The Caring Classified Team

Alyssa Kraus, Hope Ell,  
Joseph Cascio, Sarah Schmidt,  
Trisha Albertsen