

THE CARING CLASSIFIED

A Classified Senate Newsletter

▼ **IN THIS ISSUE**

From Me to **Everyone**:

- * Senator Spotlights
- * The Backpack Project
- * Caring Campus
- * Home Highlights
- * Supporting Senate

To: **Everyone** ▼

Type message here...

Welcome

This issue marks the return of the Classified Senate newsletter. The last issue was released in spring 2019. Since then, there have been many notable projects and welcomed additions to Classified Senate. With the return of the newsletter, we hope to share these and more with Chaffey's Classified Professionals.

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 the President and Vice President, you can find them below.

"Online learning is not the next big thing, it is the now big thing."
- Donna J. Abernathy

President, Trisha Albertsen



I have had the pleasure of working in the Budgeting & Fiscal Services office at Chaffey College for over 20 years. I started

my career in January of 2000 as an Accounting Technician II, promoted to a Senior Accounting Technician in 2003, and obtained the position of Accountant in 2010.

I am currently serving as the Classified Senate President; I have proudly served Chaffey College's Classified Senate for 18 years. I became part of the 4CS Board in 2015 where I currently serve as 4CS Treasurer. I enjoy serving on the state senate, having the chance to meet and work with some incredible Classified Professionals and contributing in a positive way to meet our mutual goals.

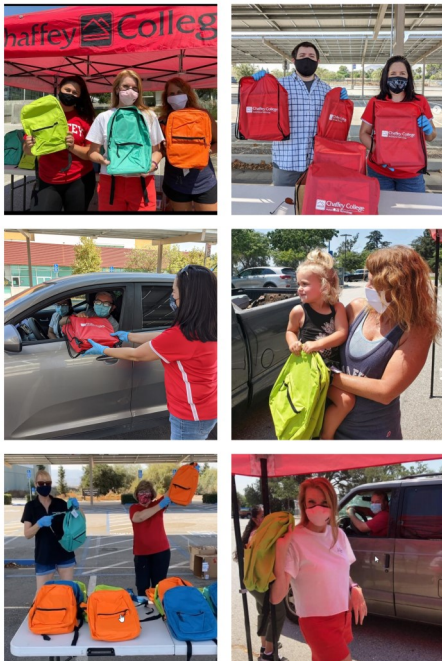
Vice President, Sarah Schmidt

I started my professional path at Chaffey in 2009 when I accepted a position as a writing tutor in the Fontana Success Center. In 2010, I became a fulltime Classified staff member as the Instructional Assistant IV of the Fontana Success Center, where I continue today, working with students and doing what I can to enable their success in college and in life.



Currently, I also serve as the Vice President of Chaffey College's Classified Senate, a position I have held since 2017.

Prior to that, I served as a Classified senator for three years. Senate has given me the tools to better embrace my Chaffey family and has taught me how to be the best me at work- for our students, our faculty, and our amazing classified staff.



The Backpack Project

At the end of August, Classified Senate distributed over \$900 worth of backpacks and supplies to students at all Chaffey campuses. Additionally, **Thank you** to the **Chaffey College Car Club** for donating 50 backpacks full of supplies. **Thank you** to board member **Kathleen Brugger** and the **Chaffeyans** for their monthly contributions to the project. The Backpack Project will return next term. If you would like to contribute, please reach out to Senate.

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Continued...

Caring Campus

Caring Campus, a partnership between the Chancellor's Office and the Institute for Evidence Based Change (IEBC), incorporates the work of classified professionals with the work of the faculty and administration to support the success of our students, thus creating a true partnership among colleagues. Classified Professionals from across our campuses can contribute substantially to enhancing student connectedness, thereby increasing the likelihood students will attain their educational goals.



Caring Campus uses an evidence-based coaching model to promote deep involvement of Classified Professionals in student success. IEBC's Caring Campus coaches will coach Classified Professionals on the fundamentals of increasing student connectedness to the college to directly enhance student engagement and success. This means working with every department that engages with students—directly or indirectly—at every point in the student's experience, from connection to completion. The one-year program also guides departments in developing strategies grounded in commitments that can be easily implemented campus-wide.

Chaffey College worked with IEBC to establish a Caring Campus group. That group, comprised of 39 classified professionals, met three times before COVID-19 closed the campus and established three behavioral commitments that they planned to implement. Those commitments are: nametags, 10-foot rule, and warm hand-offs. Shortly after the group established these commitments, COVID-19 threw us into a completely new reality. This has caused the group to refocus on how to implement these commitments. Nametags and the 10-foot rule were great for in person interactions, but implementing them online is not feasible. Warm hand-offs are still important even in the online environment, so Caring Campus will be focusing on implementation of that behavior. Look for more information about what a warm hand-off is and how you can incorporate it into your work.

Home Highlights



[A conversation with Sonia Torres](#)
Educational Services Generalist
Admissions & Records

From [Joseph Cascio](#) to [Sonia Torres](#): 10:05 AM
Hi Sonia! How have you been doing?

From [Sonia Torres](#) to [Joseph Cascio](#): 10:06 AM
Hi Joseph! 😊 Now that I finally invested in a second monitor, I am doing AMAZING!

From [Joseph Cascio](#) to [Sonia Torres](#): 10:08 AM
How have you adjusted to working from home?

From [Sonia Torres](#) to [Joseph Cascio](#): 10:08 AM
To be honest, it has been an adventure. I faced a few emotional and social challenges the first few months, but with the support of a few campus leaders and mentors, I have been able to make this transition a positive experience

From [Joseph Cascio](#) to [Sonia Torres](#): 10:09 AM
I'm sorry to hear that. 😞 Do you mind sharing some of your challenges? And is there anything you are doing to stay connected to the campus and students?

From [Sonia Torres](#) to [Joseph Cascio](#): 10:11 AM
Not having the office space and equipment to work remotely (screen monitors, chair, desk, mouse, etc.) along with not having the ability to resolve student problems in real time, thus creating delays, was one of the first challenges I faced. As months went on, social challenges such as face-to-face colleague and student interactions impacted my social well-being. I really miss interacting with the Chaffey Community (in-person). However, I have been able to overcome these challenges by utilizing the resources I have at home and staying connected to the campus by attending committee meetings and workshops. At this point, I might have a hard time transitioning back to working on campus haha 😊

From [Joseph Cascio](#) to [Sonia Torres](#): 10:12 AM
It's great to hear you have overcome some of those challenges. I will say attending committee meetings is even easier on Zoom. Do you have any other tips?

From [Sonia Torres](#) to [Joseph Cascio](#): 10:14 AM

- * Have a morning routine- wake up early, go for a walk, have breakfast and get dressed - wear Chaffey gear if you have it, it'll make you feel connected to the campus
- * Have a disciplined and strategic approach to managing your daily tasks- use "time-blocking" on your outlook calendar, it helps assign designated time to work on specific tasks/project (shout out to Marisal Israel, manager of Success Teams/The Chaffey Experience for this life changing tip!)
- * Have a designated workspace outside of your bedroom- make it feel like you are "going to work"
- * Take your two 15-minute breaks!

From [Joseph Cascio](#) to [Sonia Torres](#): 10:15 AM
Those are great. It was nice catching up. I have to get to my next zoom meeting. I hope you have a wonderful weekend. 😊

From [Sonia Torres](#) to [Joseph Cascio](#): 10:15 AM
Thank you, Joseph! Stay safe and I am looking forward to seeing you soon! (in-person)

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](#).

Payroll Deduction Form	
Chaffey College Auxiliary / Classified Senate	
New Contributors	
Please enter <input type="text"/> each month from my payroll system for the <input type="text"/> amount listed on the Chaffey College Auxiliary Account. I understand that these funds will be deducted monthly from my payroll check each month over each workday on setting.	
Starting Date: <input type="text"/>	
Printed Name: _____	Chaffey College ID Number or SSN: _____
Signature: _____	Date: _____
Changes	
I wish to change my <input type="text"/> 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

September Meeting 09/04/20 October Meeting 10/02/20
November Meeting 11/06/20 December Meeting 12/04/20

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THANKS FOR READING
The Caring Classified Team
Alyssa Kraus, Hope Ell,
Joseph Cascio, Sarah Schmidt,
Trisha Albertsen