

CALIFORNIA COMMUNITY COLLEGES CLASSIFIED EMPLOYEE OF THE YEAR AWARDS PROGRAM NOMINATION FORM

The Classified Employee of the Year Awards honor community college classified employees who demonstrate the highest level of commitment to the *Vision for Success* and equitable student outcomes. Recipients are nominated by their colleagues and endorsed by the local Board of Trustees. Each local Board of Trustees may forward the information for one nominee to the California Community Colleges Chancellor's Office postmarked by **March 25, 2022**. Award winners are selected by representatives from the California Community Colleges Board of Governors, Consultation Council and the Chancellor's Office. Recipients will be announced and honored at the May 23, 2022 Board of Governors meeting in Sacramento, California. Classified employees with a minimum service of five years 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 *Vision for Success* and equitable student outcomes; professional ethics and standards; serving the institution's diverse student population through participation in professional and/or community activities; and serving as a leader beyond their local institution.

Nominee's Name Carolyn Scott Date 3.7.22

Executive Assistant - VP of Academic Services

Nominee Job Title

[REDACTED] 925-424-1104

Nominee Address, City, Zip Code Telephone

Chabot-Las Positas Community College District

Community College District

7600 Dublin Blvd. 3rd floor Dublin, CA 94568

Address, City, Zip Code

Chancellor Ronald Gerhard/ President Dyrell Foster 925-485-5217

Name of District Chancellor/College President Telephone

Disqualification warning: It is the responsibility of the nominator to initiate this nomination form and see that all pages are COMPLETELY filled out, on the CORRECT form, and NO alterations have occurred.

Signature Required.

| | | |
|----------------------------|------------------|---------------------|
| <i>Jean O'Neil-Opipari</i> | 925-424-1306 | Jean O'Neil-Opipari |
| Signature of Nominator | Telephone Number | (Print Name) |

3000 Campus Hill Drive, Livermore, CA 94551

Mailing Address, City, Zip Code

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

Carolyn Scott
Name of Nominee

15 yrs, 9 mos
Years of service with the district ***NOTE:** employees with a minimum five years of service as a permanent employee within the nominating community college district (full-time or part-time) are eligible for the award.

1. Describe how the nominee demonstrates a commitment to the *Vision for Success* and equitable student outcomes? Please provide examples of the employee's demonstrated commitment.

Carolyn Scott has been one of the most visible and impactful equity leaders on the Las Positas College campus. She has, for over a decade, been a courageous voice for equitable outcomes for minoritized students--especially Black students of the Chabot-Las Positas Community College District. Ms. Scott is a contributing member of the Black Education Association. This group sponsors events for Black History Month as well as Black graduation, a jubilant event for which Ms. Scott plays a large organizational role. Over the course of the last year, Las Positas College has garnered resources to create a Black Cultural Resource Center (<http://laspositascollege.edu/bcrc/>). Carolyn worked alongside others to ideate and create a rich, welcoming space for students. She volunteers hours each week to staff the center and serves as a mentor in our Connect UP program (<http://laspositascollege.edu/bcrc/connectup.php>). Moreover, she serves laudably on the college's President's Advisory Council on Race and Equity.

2. Describe the nominees' commitment to high standards of job performance and ways the classified employee exemplifies professionalism. Factors to be considered may include: competence and knowledge on the job to serve a diverse student population; leadership role in employee/management collaboration; promotes collaboration within the work environment; commitment to high standards of performance and professionalism.

Ms. Scott has served on the District EEO Advisory group tasked with creating equity practices, statements for job descriptions, and questions used in hiring, all with the goal of diversifying our employee groups.

She is the first Tri-Chair of the Professional Development Committee, is active with the Classified Senate, and supports the Enrollment Management Committee, the Accreditation Steering Committee, and the ALO.

Ms. Scott was a member of the 2nd CLIP cohort and is a wonderful ambassador for this program.

All of Ms. Scott's committee and volunteer work is done above and beyond the demanding duties of being an Executive Assistant to the Vice President.

3. Provide examples of how the nominee demonstrates a commitment to serving the institution's diverse student population through participation in college, professional and/or community activities. Factors to be considered may include: involvement in college and/or district activities; organizes others within the work environment; promotes open communication among work groups; willingness to take the extra step.

In addition to her involvement with the LPC Black Cultural Resource Center, the Black Education Association and Connect UP, Ms. Scott is a member of the Umoja Advisory Board, and the REACH Collaborative. Carolyn was in the first cohort of Admin 001 through the Association of California Community College Administrators.

Carolyn is also a member of the Commencement Task Force and has served as an Ambassador of the Classified Senate.

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.

Beyond the boundaries of our District, Carolyn has been a contributing member of The Village Demands Statewide Coalition on Black American Affairs (<https://thevillagedemands.org/>), sharing events and recommendations from the group. In our local Tri-Valley community, Carolyn and her husband Rob serve the community through Quench Life Ministries (<https://quenchliflife.org/>).

5. Briefly provide any additional reason(s) this nominee should be selected as a 2022 Classified Employee of the Year.

Carolyn Scott is welcoming, a consummate professional and a wonderful mentor to faculty, classified professionals, students and administrators! She is a key source of institutional knowledge and is regarded as a go-to campus leader. She is a gem that helps to make things happen.

EACH LOCAL BOARD OF TRUSTEES MAY FORWARD ONE NOMINEE FROM THEIR DISTRICT IN DIGITAL OR HARD COPY POSTMARKED BY MARCH 25, 2022 TO:

INFO@CCCCO.EDU

SUBJECT: 2022 CLASSIFIED EMPLOYEE OF THE YEAR AWARDS

TO MAIL A HARD COPY SEND MATERIALS TO:

California Community Colleges Chancellor's Office

Attn: Classified Employee Awards Program/BOG

1102 Q Street, 4th Floor

Sacramento, CA 95811-6549

* Note: The signature below certifies that the nominee has been endorsed by the local Board of Trustees

Signature of Board of Trustees President

(Print Name)

Name of Community College District