



insider

Staff News for Santa Rosa Junior College, October 25, 2002

Employee of the Month Wilma "Billie" Firpo

Congratulations to this month's *Employee of the Month*, Wilma "Billie" Firpo, Administrative Assistant II in Child Development. Billie was introduced at the October Board of Trustees Meeting by her supervisor and the Director of SRJC's Child Development Center, Joel Gordon.

Billie was hired by Santa Rosa Junior College in 1995 as an Administrative Assistant in the Child Development Center. Before joining the SRJC's staff, she ran a household of eight, raising six children, and was employed as a USDA Inspector for Tri-Valley Growers in Lodi, a restaurant owner and operator in Bigfork, Montana, Production Manager at EMCO Hi Voltage in Amador City, Administrative Assistant for the Center for Attitudinal Healing in Tiburon, and Assistant Director of the FreeWheeler's Association in San Francisco.

Although Billie was born in the old Tanner Maternity Hospital in Santa Rosa and spent the first 15 years in Santa Rosa, she moved to Stockton where she graduated from St. Mary's High School. She attended Stockton College (now Delta College) for a year and spent three years at UC Davis, earning a bachelor of science degree in home economics as well as a high school teaching credential. Billie did graduate work at UC Davis and San Francisco State University, and returned to Santa Rosa in 1994, assuming the Administrative Assistant II in SRJC's Child Development Center in 1995.

Billie's key responsibilities in Child Development include providing administrative support to the director, faculty, and staff and serving as a primary resource to students and a liaison with the campus community. She represents the department and college as the first contact person, and coordinates the maintenance of the entire Child Development facility and department records. Billie has also been key in coordinating all facets of the department's special events.

Billie's numerous contributions to students and fellow work effectively to ensure students' success at SRJC. According to Child Development Instructor Susan Carpenter, "Billie is constantly kind, courteous, and respectful to all who come into our office. Her compassion and willingness to help others never falters. She has an amazing facility to soften even the most disgruntled student." Joel agrees: "Billie is, in many ways, the glue that holds our instructional department together. She provides the administrative support for the whole department and, as such, makes sure that 25 to 30 faculty members have what they need, when they need it."

Billie notes that what would surprise others most about her job is that "I do most of the graphic design for the department." Joel concurs, "She provides the design work for the department's flyers, brochures, and newsletters, and also serves on the frontline with our students explaining to them the different requirements of professional permits, certificates, and licensing regulations." She coordinates the multifaceted tasks for the department's annual Common Ground Conference,

which draws hundreds of professionals in the field from numerous local and state agencies to SRJC in fall.

Billie stresses that what she likes best about her job is "Definitely the people! Working with and for children tends to make you have clear priorities. You have a better sense of what's good about each person and how to encourage that." Joel adds that "in spite of the wide range of people she works with and all their different needs, she is not only able to get along with all of them, they admire her and have great respect for her work. Her work is usually done quickly and accurately, and faculty members know they can focus on teaching because they can count on her to do all the support necessary to make it happen. She is very organized, professional, and has a great sense of humor. People ENJOY working with her!" Billie attributes her success on the job to being a strong facilitator. "I think it is my job to facilitate everyone else's job or task, everyone I have contact with on the job. She emphasizes that "This is a great place to be - as student or staff- and I think almost everyone understands that." She describes her greatest asset in accomplishing so much is "keeping a cool head no matter what."

Billie participates in campus committees and community service efforts. She serves on the Safety Task Force, Gate Free Task Force, Day Under the Oaks, and Common Ground Conference, and is actively involved as a United Way volunteer and in other community efforts. "She has made Child Development a better place because of her sincere efforts. She is also an active community volunteer with the United Way, Burbank Home and Gardens docent, Sebastopol/Graton Regional Child Care Initiative for Sonoma County Child and Families Commission, and an INA fundraiser," Joel points out. "It's also notable that Billie is the owner of the two black labs in front of the campus art museum. They've been in her family since she was a little girl and have been on loan to the campus since WWII."

Billie's favorite hobbies are "Those four cuties that call me Nana, as well as gardening, reading, cooking, antiques, and Irish lace." Billie's family includes son Andrew and wife Helene, son Matthew and wife MarySue and their children James and Cecelia, son Gregory and wife Elan and their children Emma and Joseph, daughter Meri, daughter Michele and husband Rob and almost child Claire, and daughter Catherine and husband Sheridan.

Without question, it is Billie's multiple skills, strong dedication, and her ability to shift priorities and communicate well with others that make her "the woman who keeps our department running smoothly. She is a mentor and friend to us all," says Susan Carpenter. Joel wholeheartedly agrees: "She is a treasure to our department and to our community."

Upon hearing that she was selected as *Employee of the Month*, Billie exclaimed: "It's a privilege and a challenge to join the ranks of all the terrific people who have been so honored. I was a little surprised. I still think I'm new here, so I must be having fun!"





Santa Rosa Junior College Sonoma County Junior College District Personnel Agenda for October 2002

Management

Employment

1. Ahrens, Scott: Director/SRJC Technology Academy/Petaluma campus, 1.0 FTE, 12 months/year, replacement/T. Boag, effective 10-21-01.
2. Jayne, Rae: Correction of salary placement, (Interim) Director, ADN Program, from: Management Salary Schedule, Range 13, Step B, to: faculty salary schedule, Class D, Step 6, effective 8-14-02 to 5-25-02 and management salary schedule, Range 13, Step B, effective 5-26-03 to 6-30-03.

Change in Title

1. Garrison, Douglas: from: Executive Dean, Petaluma campus, to: Vice President/Executive Dean, Petaluma campus, effective 7-1-02.
2. Buckley, Edmund: from: Vice President of Academic Affairs, to: Vice President of Academic Affairs/Assistant to the Superintendent, effective 7-1-02.

Faculty

Employment

1. Persons, Nancy: Public Services Librarian/Mahoney Library/Petaluma campus, 1.0 FTE, Replacement/M. Gray, effective 10-01-02.
2. Usina, Phyllis: Public Services Librarian/Plover Library, 1.0 FTE, replacement/J. Black, effective 9-16-02.

Leaves of Absence

1. Egli, Ida: Request for partial medical leave of absence with pay, Instructor/English, from: 1.0 FTE, to: .50 FTE, effective 8-14-02 to 12-20-02.
2. Romo, Manuel: Administrative leave of absence with pay, Instructor/Social Sciences, 1.0 FTE, effective 8-14-02 to 12-20-02.
3. Simons, Joseph: Request for partial medical leave of absence with pay, Instructor/Behavioral Sciences, from: 1.0 FTE, to: .60 FTE, effective 8-15-02 to 5-24-03.
4. Waxman, Gerald: Request for partial medical leave of absence with pay, Instructor/Earth & Space Sciences, from: 1.0 FTE, to: .40 FTE, effective 8-14-02 to 12-20-02.

Classified

Employment

1. Amin, Sachin: Help Desk Technician/Computing Services, .50 FTE, 12 months/year, new position, effective 9-09-02.
2. Davis, Gregory: Science Lab Technician/Engineering/Physics, .50 FTE, 238 days/year, replacement/L. Drake, effective 9-23-02.
3. Engelsgaard, Lois: Temporary increase in hours, Childcare Teacher/Child Development, 199 days/year, from: .5625 FTE to: .65 FTE, coverage/C. Coke's temporary reduction in hours, effective 7-01-02 to 6-30-03.
4. Espenship, Shellie: Temporary increase in hours, Child Development Master Teacher/Child Development, 199 days/year, from: .8438 FTE, to: .9688 FTE, reason/coordinate parent education project, effective 7-02-02 to 6-09-03.
5. Hinchman, Jane: Temporary increase in hours, Scheduling Technician/Scheduling, 12 months/year, from: .50 FTE, to: .70 FTE, coverage/R. Robinson's temporary reduction in workload, effective 9-03-02 to 8-29-03.

6. James, Daniel: Police Officer/District Police, 1.0 FTE, 12 months/year, replacement/L. Seevers, effective 9-09-02.
7. Obrador, Gilda: Temporary increase in hours, A & R Technician II/Admissions, Records & Enrollment Development, 12 months/year, from: .50 FTE, to: .75 FTE, effective 9-09-02 to 12-20-02.
8. Ramseier, Robert: Temporary working out of class, Financial Aid Technician I/Financial Aid, 1.0 FTE, 12 months/year, coverage/J. Olsen vacancy, effective 9-01-02 to 11-30-02.
9. Robinson-Peirce, Renee: Temporary reduction in hours, Scheduling Technician/Scheduling, 12 months/year, from: 1.0 FTE to: .80 FTE, effective 9-03-02 to 8-29-03.
10. Sweningsen, Yarrow: Temporary increase in hours, Media Assistant/Communication Studies, 217 days/year, from: .375 FTE to: .50 FTE, reason/increase in technical production work, effective 8-28-02 to 5-23-03.
11. Walter, Robert: Micro Computing Lab Specialist II/Academic Computing, 1.0 FTE, 12 months/year, new position, effective 9-09-02.
12. Willat, David: Police Officer/District Police, 1.0 FTE, 12 months/year, replacement/R. Garcia, effective 08-26-02.

Summer, Break & Employment Outside of Calendar

1. Allen, Jennifer: Childcare Assistant/Child Development, .6250 FTE, 199 days/year, reason/attend workshop, effective 8-06-02 to 8-08-02.
2. Zacher, Janice: Childcare Teacher/Child Development, .9725 FTE, 199 days/year, reason/attend workshop, effective 8-06-02 to 8-08-29.

Shift Differential

1. Holzworth, Jeff: Police Officer/District Police, 1.0 FTE, 12 months/year, effective 8-01-02.
2. Pell, John: Police Officer/District Police, 1.0 FTE, 12 months/year, effective 9-01-02.

Leave of Absence

1. Chaney, April: Request for family medical leave of absence without pay, Coordinator, Assessment Testing/Assessment, 1.0 FTE, 12 months/year, effective 10-09-02 to 12-31-02.
2. Tuscany, Barbara: Continuation of (Partial) Family Leave of Absence, A & R Technician III/Admissions, Records & Enrollment Development, 12 months/year, from: 1.0 FTE to: .50 FTE, effective 9-09-02 to 12-20-02.

Approval to Hire

Classified

1. Administrative Assistant II, Business Office Technology, replacement: R. Wade.
2. Bookstore Clerk II, Bookstore, replacement: R. Peterson.
3. Community Services Officer (categorically funded, two positions), District Police, new positions.
4. Custodian, Public Safety/Facilities Operations, new position.
5. Financial Aid Technician II, Financial Aid, replacement: J. Olsen.
6. Groundskeeper I, Public Safety/Facilities Operations, new position.

We Tip Our Hats

ESL Instructor Ron Balsamo was recently named the Reviews Editor for the *TESOL Journal*, a professional publication of the international organization Teachers of English to Speakers of Other Languages. In this role Ron will select and edit reviews of current textbooks and other teaching materials in the field of ESL. Congratulations, Ron!

Elections Web Page

If you need more information before you vote, the SRJC Library's "Elections" Web page offers links to the text of state ballot propositions, pro and con arguments, Web pages of candidates and political parties, candidates' positions on hot issues, detailed information on campaign finance (who contributed how much to which candidates and which causes), and even a political promises archive where you can decide whether current state officers and legislators have kept their previous campaign promises. To reach the elections Web page, go the Library's Internet reference collection at www.santarosa.edu/library/Refs and select "Elections."

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