

WOMEN'S LEADERSHIP GROUP



“Maricopa Women: Architects for Change”

2009-2010 HANDBOOK

Women's Leadership Group Executive Council Handbook

Welcome to WLG!

As we progress through this next academic year we seek to construct effective communication, build budding relationships, and challenge each and every woman to become “Architects of Change.” Ladies, welcome to the 2009-2010 Women’s Leadership Group. Inspiring women through educational leadership opportunities, recognizing stellar achievements, and improving the professional environment is our quintessential goal.

This year we expect excellence and are committed to serving you. The aims and mission of WLG are assembled to make more awesome the workplace and the opportunities and experiences housed therein. It is because of your membership that our dynamic group continues to flourish, as such we thank you and again extend to you a sincere welcome. **WELCOME** to WLG!

Dannan Glasper & Sasha Flores
2009-2010 Co-Chairs

Women's Leadership Group Executive Council Handbook

TABLE OF CONTENTS

WELCOME LETTER	2
TABLE OF CONTENTS	3
WLG MISSION & PRIORITIES	4
2009-2010 WLG EXECUTIVE COUNCIL MEETINGS.....	5
WLG GOALS 2009-2010	6
WLG EXECUTIVE COUNCIL ROLES & RESPONSIBILITIES.....	7-11
CO-CHAIR	
CO-CHAIR ELECT.....	
PAST CO-CHAIR.....	
TREASURER.....	
MEMBERSHIP COORDINATOR	
COMMUNICATION COORDINATOR	
WEBMASTER.....	
CAMPUS REPRESENTATIVES.....	
EMPLOYEE GROUP REPRESENTATIVES	
CONSTITUENCY GROUP REPRESENTATIVES	
CEC REPRESENTATIVE.....	
SCHOLARSHIP CHAIRPERSON	
DIVERSITY ADVISORY COUNCIL REPRESENTATIVE	
WELLNESS COORDINATOR	
MEMBERSHIP DUES AND TICKET SALES PROCEDURES.....	12-14
PUBLIC STEWARDSHIP – CASH HANDLING POLICY.....	15-16
COMMUNICATION.....	17
INITIAL MEETING WITH COLLEGE PRESIDENT	18
WLG MENTOR PROGRAM.....	19
WOMEN OF DISTINCTION.....	20-22
TIME LINE.....	
SELECTION CRITERIA	
COLLEGE SUBMISSION FORM.....	
WLG EXECUTIVE COUNCIL MEMBERS	23-24
2009 - 2010 OFFICERS & ADVISORS	
2009 - 2010 COLLEGE REPRESENTATIVES.....	

Women's Leadership Group Executive Council Handbook

WLG Mission

The mission of the Maricopa Community College Women's Leadership Group (WLG) is to provide for the continuous development of a strong and supportive work environment for the diverse women of the Maricopa Community Colleges.

WLG Priorities

Advocacy

Represent the interests of all Maricopa women to the administration and on committees district-wide. Advocate ensuring Maricopa policies serve women's diverse needs.

Communication

Develop communication channels, which will expand, promote, and support cooperation and collaboration between WLG and other groups. Maintain communication between women at all levels in the District regarding WLG activities, issues, and opportunities

Network Opportunities

Promote meaningful interaction between Maricopa women by providing opportunities for networking.

Partnership

Create partnerships with other District groups that further the interest of women. Utilize college-based groups to accomplish objectives.

Personal & Professional Development

Sponsor learning and mentoring opportunities to enable Maricopa women to improve their skills and advance their careers.

Recognition

Coordinate programs that recognize Maricopa women for leadership, service, and innovation.

Women's Leadership Group Executive Council Handbook

2009-2010 WLG Executive Council Meeting Dates

Thursday	July 16, 2009	Orientation/Transition	2:30-4:30 p.m. Rio Conference Center
Tuesday	August 4, 2009	Executive Council Meeting	2:00-3:30 p.m. Rio Conference Center
Tuesday	September 15, 2009	Special Executive Council Meeting: Event Planning	2:00-3:30 p.m. Rio Conference Center
Tuesday	October 6, 2009	Executive Council Meeting	2:00-3:30 p.m. Rio Conference Center
Tuesday	November 3, 2009	Executive Council Meeting	2:00-3:30 p.m. Rio Conference Center
Tuesday	December 1, 2009	Executive Council Meeting	2:00-3:30 p.m. Rio Conference Center
Tuesday	January 5, 2010	Executive Council Meeting	2:00-3:30 p.m. Rio Conference Center
Tuesday	February 2, 2010	Executive Council Meeting	2:00-3:30 p.m. Rio Conference Center
Tuesday	March 2, 2010	Executive Council Meeting	2:00-3:30 p.m. Rio Conference Center
Tuesday	April 6, 2010	Executive Council Meeting	2:00-3:30 p.m. Rio Conference Center
Tuesday	May 4, 2010	Executive Council Meeting	2:00-3:30 p.m. Rio Conference Center

Women's Leadership Group Executive Council Handbook

WLG Wildly Important Goals 2009-2010

- | |
|---|
| <p>1. WIG #1: Host 2 activities per year at the campus level, by May 2010.</p> <p>a. Co-chairs are available to help each campus co-host an activity if desired.</p> |
| <p>2. WIG #2: Host Women's Leadership Conference no later than December 2009.</p> <p>a. The conference will offer breakout workshops and a key note session.</p> |
| <p>3. WIG #3: TBD by Executive Council</p> |

Women's Leadership Group Executive Council Handbook

WLG Executive Council Roles & Responsibilities

Executive Council members serve a one-year term on a fiscal year basis unless otherwise noted.

Co-Chair Responsibilities

Each year, the Co-Chairs Elect who were selected during the previous fiscal year will take over responsibility of the WLG Council. During their year of service, they will have the following responsibilities. They determine between them how to divide the responsibilities.

- Participate as an active member on the WLG Council: attend monthly meetings, provide input, volunteer for sub-committees
- Plan WLG Council Meetings: make arrangements for guest speakers, communicate with those who will be on the agenda, bring necessary materials
- Facilitate goal setting and annual planning for the WLG Council
- Delegate responsibility for WLG Events to Campus Representatives, and make sure the event sponsors have all the information they need to plan a successful event. Follow-up to ensure success of events
- Serve as a liaison between WLG and MCCD administrators such as the Chancellor, Board Members, Hiring Committee members, etc.
- Serve as the communication contact for outside entities wishing WLG representation

Co-Chair Elect Responsibilities

Each year, two WLG Council members will be elected by the WLG Council to perform the role of Co-Chair during the following fiscal year. During the year prior to their year of service they will have the following responsibilities.

- Participate as an active member on the WLG Council: attend monthly meetings, provide input, volunteer for sub-committees
- Host and/or help implement the annual WLG Spring Recognition Program
- One member will assist communication coordinator with communication efforts

Past Co-Chair Responsibilities

Each year, the previous WLG Co-Chairs will assume the Past Co-Chair position.

- Participate as an active member on the WLG Council: attend monthly meetings, provide input, volunteer for sub-committees

Treasurer Responsibilities

Elected by the WLG Council

Women's Leadership Group Executive Council Handbook

- Participate as an active member on the WLG Council: attend monthly meetings, provide input, volunteer for sub-committees
- Collect and deposit all money for WLG activities
- Distribute portion of dues checks to campus treasurers for deposit to individual campus accounts.
- Distribute checks and maintain scholarship accounts
- Pay bills
- Provide monthly budget/expenditure reports at meetings
- Balance and track accounts
- Make spending recommendations

Membership Coordinator Responsibilities

Elected by the WLG Council

- Participate as an active member on the WLG Council: attend monthly meetings, provide input, volunteer for sub-committees
- Update membership distribution list (dl-wlgmembers)
- Provide campus reps with updated membership list
- Coordinate annual recruitment campaign with Communication Coordinator and college representatives

Communication Coordinator Responsibilities

Elected by the WLG Council

- Participate as an active member on the WLG Council: attend monthly meetings, provide input, volunteer for sub-committees
- Take minutes at each WLG Council Meeting and distribute to the WLG-Rep distribution list and WLG webmaster in a timely manner
- Serve as a liaison between WLG and the WLG webmaster to communicate changes.
- Monitor and maintain WLG memo account
- Communicate to WLG members utilizing WLG memo account
- Update and maintain WLG Representative distribution list (dl-wlgreps)

Webmaster

- Update, Monitor, and maintain WLG official website
- Collaborate with Communications Coordinator
- This is a new position and responsibilities will be evolving

Campus Rep Responsibilities:

Selected at the college level

Women's Leadership Group Executive Council Handbook

- Participate as an active member on the WLG Council: attend monthly meetings, provide input, volunteer for sub-committees
- Mandatory contribution with implementation for district-wide activities: e.g. Spring Recognition Luncheon
- Recruit and promote campus membership
- Market WLG District Wide events to campus and encourage participation
- Collect dues from new members
- Organize at least two college specific activities/events during the year
- Communicate WLG activities/issues at the college level
- Provide feedback/input from the college level to the district group
- Provide communication to the college administration of WLG issues and activities

Employee Group Representatives

Selected by the employee group

- ❖ Adjunct Faculty Association
 - ❖ College Safety
 - ❖ Crafts
 - ❖ Faculty Association
 - ❖ Maintenance & Operations (M&O)
 - ❖ Management Administration & Technology (MAT)
 - ❖ Professional Staff Association (PSA)
- Participate as an active member on the WLG Council: attend monthly meetings, provide input, volunteer for sub-committees
 - Host or assist with implementation of WLG events and/or help
 - Communicate WLG issues and goals to representing group and to WLG from representing group
 - Organize employee group-specific WLG events (optional)

Constituency Group Representatives

Selected by the constituency group

- ❖ Arizona Association of Chicanos for Higher Education (AACHE)
 - ❖ Asian Pacific Islanders Association (APIA)
 - ❖ Equality Maricopa (formerly known as GLHRA)
 - ❖ Maricopa Association of Chicanos in Higher Education (MACHE)
 - ❖ Maricopa Council on Black American Affairs (MCBAA)
 - ❖ United Tribal Employee Council (UTEC)
- Participate as an active member on the WLG Council: attend monthly meetings, provide input, volunteer for sub-committees
 - Host or assist with implementation of WLG events and/or help

Women's Leadership Group Executive Council Handbook

- Communicate WLG issues and goals to representing group and to WLG from representing group
- Organize employee group-specific WLG events (optional)

CEC Representative

Selected by the WLG Co-Chairs and officially requested through the Chancellor

- Serves a 1 year commitment
- Participate as an active member on the WLG Council: attend monthly meetings, provide input
- Communicate WLG issues and goals to CEC
- Communicate CEC issues of interest to WLG
- Advocate for group to get WLG presence on important committees
- Serve as an advisor to WLG Co-Chairs

Scholarship Chairperson

Elected by the WLG Council

- Serves a 2 year commitment
- Participate as an active member on the WLG Council: attend monthly meetings, provide input concerning the WLG Scholarship
- Delegate responsibility for WLG Scholarship to the scholarship committee, and make sure that scholarship process is completed.
- Serve as the communication contact for outside entities wishing information concerning the Gina Kranitz scholarship.
- Prepare and present report to WLG committee at meetings
- Responsible for promoting and advertising the WLG Scholarship
- Ensure that the applications are processed and distributed throughout the district
- Review Applications with committee and evaluate applications for the scholarship winner
- Notify the winner
- Invite winner to attend the Executive Council meeting in March
- Introduce winner at the WLG Spring Luncheon
- In August/September request proof of enrollment and send checks
- Follow – up on recipient for the end of first semester with transcript – verify grades for beginning of next semester

Committee:

Chairperson – elected by WLG council

Member of Gina's Family

2 WLG members - elected by WLG council

Women's Leadership Group Executive Council Handbook

Diversity Advisory Council Representative

Appointed annually by the WLG Co-Chairs for the year in which they serve

- Participate as an active member on the WLG Council: attend monthly meetings, provide input, volunteer for sub-committees
- Host or assist with implementation of WLG events
- Communicate WLG issues and goals to the Maricopa Diversity Council and to WLG from the Diversity Council
- Champion the advocacy priority by bring diversity related issues to the attention of the WLG and Diversity Councils.

Wellness Coordinator

Appointed annually by the WLG Co-Chairs for the year in which they serve

- Participate as an active member on the WLG Council: attend monthly meetings, provide input, volunteer for sub-committees
- Host or assist with implementation of WLG events
- Communicate WLG issues and goals to Wellness Maricopa and to WLG from Wellness Maricopa
- Champion the advocacy priority by bringing wellness related issues to the attention of the WLG Executive Council and to Maricopa Wellness.

Women's Leadership Group Executive Council Handbook

Membership Dues Procedures

Any Maricopa employee can be a member of WLG (men are welcome!). Cost to join WLG is \$10.00 annually. Membership runs from July 1 to June 30. The last day to pay dues is established by the Executive Council in the spring to coincide with the Spring Luncheon.

In Person to a WLG Representative

- Collect membership dues, \$10 per member.
- Fill out carbon receipt. Give one copy to the new member, keep the other copy for your campus records and attach the third copy to the cash or check. If you run out of carbon receipts, please contact Cyndi DeBoer.

On-Line Membership Application

- When someone registers on-line, membership chair (Michele Kemp) will receive a copy of their registration via email from the website.
- Membership chair will verify receipt to prospective member and notify campus representative of on-line registration.
- Campus representative collects \$10 membership fee.

In the event membership chair gets sent money directly, she will record the member's name on the WLG membership list, send the money to the treasurer to be deposited, and provide representatives with a copy at the monthly meetings.

Collection and Dues Process

- 1) Collect membership dues, \$10 per member.
 - \$4 goes to the Executive account housed at Desert Schools Federal Credit Union
 - \$4 goes to the Campus account – a check will be issued to the campus rep. by the WLG Treasurer twice per year – at the November meeting and at the May meeting.
 - \$2 goes to the scholarship account - a check will be issued to the Foundation twice a year - in November and May.
- 2) Add name(s) to your own campus membership list. Please keep your own records.
- 3) Give all of the dues to the treasurer with a list of the new member(s). (dividing the \$10 into separate accounts will be done by the Treasurer)
 - Dues can be sent by blue bag to the WLG Treasurer, Cyndi DeBoer – be sure to label the intercampus envelop “**PLEASE PUT IN BLUE BAG FOR CYNDI DEBOER @ SCC**”.
 - The name of the campus and list of the new member(s) must accompany the dues with the copy of the receipt attached.

Women's Leadership Group Executive Council Handbook

- A copy of the **Cash Balance Sheet** must be included with ALL forwarded money transactions – please have another rep. or someone on your campus confirm and sign the sheet before sending your money or give it to the treasurer in person. Please keep a copy of the Cash Balance Sheet for your records – it is highly recommended that the copy of the campus receipts be attached to your copy of the Cash Balance Sheet as you turn in money. This can then be used to reference any questions. The Cash Balance Sheet can be obtained from Cyndi Deboer.
 - Whether you turn your dues in at the meeting or by blue bag, we strongly recommend confirming your list of new members and amount of dues via email to Membership Coordinator and Treasurer.
- 4) The Treasurer will **issue a check from the WLG Desert Schools checking account to each campus representative. It will be the representative's responsibility to deposit their campus portion into their respective campus account. Please work with your college fiscal office to do this as each campus has its own requirements. This should be done within a week of the time that the check is disbursed.** To simplify the process this will be done twice a year, at the November and May meetings.
- For example, if SMCC has 40 paid members by November 1, the Treasurer will issue a check for \$160 that the SMCC rep. will then deposit to the SMCC campus account and an \$80 check will be issued to the foundation for the scholarship account.

Account Numbers:

Account Name	Account Code
WLG Executive Account (Fund 2)	230-701-252190-48091
Scholarship Account (Fund 9)	910-701-917300-48090
Campus Account (Fund 9)	910-XXX-917300-48091
100 PC: Phoenix College	350 RS: Rio Salado College
150 GC: Glendale College	400 SM: South Mountain
200 GW: GateWay College	450 CG: Chandler/ Gilbert
210 Maricopa Skills Center	500 PV: Paradise Valley
250 MC: Mesa College	550 EM: Estrella Mountain
300 SC: Scottsdale College	700 DO: District Office

Women's Leadership Group Executive Council Handbook

Ticket Sales

- 1) Give ticket money and list of names to the WLG Treasurer, Cyndi DeBoer.
- 2) Send a memo to the Treasurer and person responsible for RSVP's for the particular event with the following information:
 - Amount of money collected.
 - Names of people who bought tickets
- 3) If College President's purchase tickets for employees
 - **Preference** is: transfer funds from their designated account to the WLG executive account: 230-701-252190-48091
 - When sending their email to transfer money, please make sure the following people are copied:
 - WLG Treasurer (Cyndi DeBoer)
 - The person handling RSVP's for the event

Note: College President's can also use WLG as a vendor and process a Purchase Order, although we highly recommend the above mentioned process.

More information about the official Cash Handling policy can be found in the Online Policy Manual. We've included the information on the next two pages for your convenience.

Women's Leadership Group Executive Council Handbook

Public Stewardship

Online Policy Manual

1.17 Cash Handling SCOPE OF COVERAGE OF THIS REGULATION: This regulation covers all Maricopa County Community College District (MCCCD) employees or offices (including, but not limited to: all employees – Board-Approved or part-time, cashiers offices, performing arts centers, athletic facilities, program offices, etc.) that accept payment for any MCCCD services or donations (including, but not limited to: tuition, fees, dues, event tickets, etc.). Cash is defined as coins, currency, checks, money orders, credit cards, electronic funds transfers, and all cash equivalents (including, but not limited to: tokens, gift cards, tuition waivers, parking tickets, stamps).

GENERAL STANDARDS:

- A. To ensure strong internal controls over cash handling, to safeguard against loss and to meet our obligation to the community as stewards of public resources, the following elements of internal controls must be adhered to:
 - 1. Proper segregation of duties (i.e., dual controls)
 - 2. Specific safeguards for handling, transporting and storing cash
 - 3. Specific safeguards for deposits
 - 4. Independent reconciliation of deposit documents to receipts
 - 5. Management oversight and review of cash handling processes and personnel
- B. Each college and the District Office are required to establish written procedures for all locations that handle cash. Such procedures shall ensure compliance with all of the required internal control elements identified in A. Such procedures shall address all control elements identified in A by reflecting the space, physical configuration, staff and other particulars of each location.
- C. The District's Business Services division will review such written procedures for potential areas of concern relating to the required internal control elements. Such concerns will be noted and communicated back to the applicable College/District Office for further action.
- D. On or about January 1st of each year, each college and the District Office are to review the written procedures relating to cash handling. If significant changes are required, such changes are to be reviewed by the District's Business Services division as in C. above.
- E. The District's Internal Audit and Management Advisory Services Department may test the written procedures for compliance in accordance with their established audit plan.
- F. If inappropriate activity is suspected or determined (i.e., a pattern of cash shortages, forgery or alterations of checks, misapplication of tuition waivers, loss or damage to securities, computer fraud, etc.), the college or District Office staff should immediately notify their appropriate Vice President or Vice Chancellor, who should then notify Risk Management and Internal Audit and Management Advisory Services of any real or potential losses. The notifications stated above are critical as MCCCD has a limited discovery period in which to report such activity to our insurance carrier.
- G. If it is suspected that a theft has occurred, the appropriate law enforcement authorities must be notified.

Women's Leadership Group Executive Council Handbook

- H. Annually, each employee responsible for handling cash will be required to complete an acknowledgement that they have read and agree to abide by established procedures for proper handling of cash.
- I. Annually, each Vice President or senior level administrator with supervisory or management responsibility for any and all areas that handle cash and the college President and Vice Chancellors with any and all responsibility for cash shall complete an acknowledgement that they will enforce the established procedures for the proper handling of cash.
- J. The Vice Chancellor for Business Services shall develop, make available and has the authority to require training as may be appropriate for any and all persons handling cash or supervising these individuals at the colleges, District Office or any district location.

**Adopted by the Governing Board on February 27, 2007.
Motion No. 9412**

Women's Leadership Group Executive Council Handbook

Communication

WLG Web Page

www.maricopa.edu/wlg

Available on the web site include minutes from current and prior years, pictures of the Women of Distinction winners from 1999 to 2008, the history of WLG, up-to-date committee contacts and event information.

WLG Distribution Lists

dl-WLGREPS@memo.maricopa.edu

(maintained by communication coordinator)

dl-wlgmembers@memo.maricopa.edu

(maintained by membership coordinator)

WLG E-mail Account

wlg@memo.maricopa.edu

All official communication from WLG officers regarding WLG events should come from the WLG email account. See the Communication Coordinator for the password and profile instructions.

WLG Logo

An electronic version of the logo is available for download on the district WLG website.

Women's Leadership Group Executive Council Handbook

Initial Meeting with College President

By September 19, each college rep should have scheduled and conducted a meeting with the respective college president and vice chancellors to establish communication channels, share goals, and gain commitment.

Things to consider

- What is the protocol for scheduling a meeting?
- Who will attend the meeting?
- What will you discuss?

Some agenda suggestions

- Ask your college president to pay his/her dues or thank him/her for already being a member. (Bring your dues receipt book with you).
- Have him/her calendar the date for the Spring Luncheon.
- Share both the campus and district-wide goals (a handout is available on the website)
- Ask him/her for support by:
 - Encouraging his/her administrative team to join WLG
 - Continuing involvement in the selection of the Woman of Distinction Award (now would be a good time to discuss the process)
 - Involving WLG members on search committees
 - Providing funding for campus special events
- Ask him/her what WLG can do to assist him/her

Women's Leadership Group Executive Council Handbook

WLG Mentor Program

Mentor Program Summary

The Women's Leadership Group priorities include the support of professional development for Maricopa women. In 2000, in conjunction with the MCCD Legal Department, the Women's Leadership Group designed a mentoring program to provide a vehicle for women to prepare to take advantage of advancement opportunities within the Maricopa Community Colleges.

Mentor Program Goals

The goals of the Women's Mentoring Program include:

- Explore mentees' personal and professional goals and expectations.
- Encourage continued professional development activities, such as advanced degrees and other educational opportunities, training and internships.
- Explore job options and opportunities within Maricopa.
- Enhance personal and job development skills.
- Improve job survival techniques for succeeding in Maricopa.
- Provide a support network through regularly scheduled group activities.

The program is open to women in Governing Board approved positions, who have worked for at least two years, in MAT, PSA, M&O, crafts or security. It is designed to support upward mobility for female employees, particularly those interested in management positions. Participants have come from all of the Maricopa Colleges and the Skills Center. The largest numbers are from PSA, and often they aspire to management. Some have clear goals in areas such as technology or student services, others are exploring options. Those participants who are MAT are typically interested in moving into director or dean level positions. Many participants are working on a degree, typically at the bachelors or masters level.

Mentor Program Components

There are two key components to the program. Each participant works with a mentor to provide an opportunity for discussion of her personal and professional strengths and challenges, as well as career options. Participants also attend monthly sessions designed to help them learn more about the Maricopa Community Colleges, and how to be successful in reaching their professional goals. Networking is emphasized in the program. Evaluations show that participants felt that the program accomplished all of the goals, many to a significant degree.

Women's Leadership Group Executive Council Handbook

Women of Distinction Award Time Line

January 5:

Criteria approved by WLG Board, at Executive Council Meeting

Last week of January:

Memo to college presidents from Dr. Glasper

January:

WLG Reps meet with College Presidents

Feb – March:

Campus Selection

March 1:

WLG Rep Submits Selection Bio to committee (Reps)

April 14:

Women of Distinction Luncheon

(These dates are to be used as a general guideline and are subject to change)

Women's Leadership Group Executive Council Handbook

Women of Distinction Award Selection Criteria

DESCRIPTION – For ten years running, the MCCD Women’s Leadership Group has honored exceptional women from each of the ten colleges and the district office at the annual Spring Luncheon. This tradition is rooted in the truism that we don’t often enough publicly recognize achievement. In accordance with our mission, WLG wants to celebrate our outstanding women once again this year.

ELIGIBILITY – All MCCD women (PSA, MAT, CEC, M&O, Crafts, College Safety, Faculty, Adjunct Faculty, and Specially Funded) are eligible for this award. Each college selects one winner.

CRITERIA

- **Leadership** – How does she demonstrate leadership at any level of the organization? What initiatives has she progressed for the good of the students, college or district?
- **Innovation** – How has she developed ‘out of the box’ solutions to college issues?
- **Service** – How does she go ‘above and beyond’ her immediate job responsibilities?
- **Contribution to Women** – How does she contribute to the professional lives of Maricopa women?

(Selection information is subject to change)

Women's Leadership Group Executive Council Handbook

THE PROCESS – Process steps and deadlines are at the discretion of the college or site. However, WLG recommends the following process to ensure inclusivity, fairness, and standardization across the district.

1. All employees are encouraged to submit nominations. The following information should be submitted to the WLG campus representative by the date they specify.
 - a. Name, title, college, and position held of the woman you are nominating.
 - b. A summary of why she is being nominated. Include how she exemplifies the above criteria (Leadership, Innovation, Service, Contribution to Women).

2. A committee consisting of each of the past WLG Recognition Award winners and the WLG campus representative will select the finalist from the submitted nominations. Others may be invited to be on the selection committee as appropriate. The committee will decide by consensus the finalist and will forward this to the college president for concurrence. Once this process is complete, the WLG campus representative will forward the name, position, and executive summary for the winner to Sasha or Dannan. The winner must be submitted by March 1st.

WLG Woman of Distinction Award

College Submission Form

Name of College:
Contact Person:
Name of Winner:
Brief Bio (<u>25 words</u>):

Return submission in electronic format to Co-Chairs by March 1st.

Women's Leadership Group Executive Council Handbook

WLG Executive Council Members

2009 - 2010 Officers & Advisors

Sasha Flores	RIO	Co-Chair President	sasha.flores@riosalado.edu	480-517-8542
Dannan Glasper	RIO	Co-Chair President	dannan.glasper@riosalado.edu	480-517-8138
Yvette Strickling	CGCC	Co-Chair Elect	yvette.strickling@cgccmail.maricopa.edu	480-732-7310
Darlene Newman	MCC	Co-Chair Elect	darlene.newman@mccmail.maricopa.edu	480-461-7410
Carol Vaughan	MCC	Past Chair	carol.vaughan@mccmail.maricopa.edu	480-461-7272
Christine Neill	SMCC	Past Chair	christine.neill@smccmail.maricopa.edu	602-243-8185
Azra Mahmood	DO	Communication Coordinator	azra.mahmood@domail.maricopa.edu	480-731-8485
Linnea Sarkis	DO	Web Master	linnea.sarkis@domail.maricopa.edu	480-731-8404
Nadine Johnson	EMCC	Web Master	nadine.johnson@emccmail.maricopa.edu	623-935-8319
Michele Kemp	RIO	Membership Coordinator	michele.kemp@riosalado.edu	480-517-8160
Cheryl Crutcher & Kay Martens	SMCC	Mentor Program Co-Chairs	cheryl.crutcher@smccmail.maricopa.edu kay.martens@smccmail.maricopa.edu	480-659-3071 602-243-8031
Cyndi DeBoer	SCC	Treasurer	cyndi.deboer@sccmail.maricopa.edu	480-423-6513
Dr. Jan Gehler Karen Dale	SCC	CEC Advisor (Admin Assistant)	jan.gehler@sccmail.maricopa.edu karen.dale@sccmail.maricopa.edu	480-423-6310 480-423-6310
Lanna Dueck	RIO	Scholarship Chair	lanna.dueck@riosalado.edu	480-517-8226
Dannan Glasper	RIO	Diversity Advisory Council Rep	dannan.glasper@riosalado.edu	480-517-8138
Vacant		Wellness Coordinator		

Women's Leadership Group Executive Council Handbook

2009 - 2010 College Representatives

CGCC	Yvette Strickling Franklene Smith	yvette.strickling@cgcmail.maricopa.edu franklene.smith@cgcmail.maricopa.edu	480-732-7310 480-732-7126
DO	Linnea Sarkis Letty Graham-Corona Danay Bell	Linnea.sarkis@domail.maricopa.edu Leticia.graham-corona@domail.maricopa.edu Danay.bell@domail.maricopa.edu	480-731-8404 480-731-8399 480-731-8720
EMCC	Jennifer Means	Jennifer.Means@estrellamountain.edu	623-935-8035
GCC	Patti Judd	patti.judd@gcmail.maricopa.edu	623-845-3563
GWCC	Tricia Phillips LaTonya Hampton	Tricia.phillips@gwmail.maricopa.edu Latonya.hampton@gwmail.maricopa.edu	602-286-8130 602-286-8380
MCC	Darlene Newman Katherine Perry	Darlene.newman@mcmail.maricopa.edu katherine.perry@mcmail.maricopa.edu	480-461-7410 480-654-7702
PC	Elena Hernandez Lisa Strow	elena.hernandez@pcmail.maricopa.edu lisa.strow@pcmail.maricopa.edu	602-285-7110 602-285-7741
PVCC	Sheri Bakunowski Michaelle Shadburne	sheri.bakunowski@pvmail.maricopa.edu michaelle.shadburne@pvmail.maricopa.edu	602-787-6754 602-787-6778
RIO	Anna Flores Claudia Lopez Chantele Carr	Anna.flores@riosalado.edu Claudia.lopez2@riosalado.edu Chantele.carr@riosalado.edu	480-517-8171 480-517-8374 480-517-8577
SCC	Barbara Bentz Debi Moser	bj.bentz@sccmail.maricopa.edu debi.moser@sccmail.maricopa.edu	480-423-6220 480-423-6411
SMCC	Barbara Kutnick Cate McNamara	barbara.kutnick@smcmail.maricopa.edu cate.mcnamara@smcmail.maricopa.edu	602-243-8284 602-243-8192

Revised 7/27/2009