

CLASSIFIED NEWSLETTER

INSIDE THIS ISSUE:

*Duplicating &
Operations
Classified Staff*

Contribution to Student Success

*We contribute by duplicating instructors materials and they instruct students.

*By ensuring the campus is kept maintained and clean.

*By providing a safe and clean atmosphere for students to learn in.

*Julie's Student Success Story: I remember a single mom with three kids going to CRC and working for me in duplicating. I remember picking her up from school and picking her up from daycare. It was tough but she was a great worker. She went on to CSUS and graduated and we still keep in touch.



DEPARTMENT RECOGNITIONS

GETTING TO KNOW OUR CLASSIFIED

Describe your role and duties in your department:

Dustin Burks—All facets of duplicating and mailroom.

Craig Seavers—Office titles are “printing services operators,” we duplicate materials and post, sort and deliver mail to faculty, staff and administrators. We also answer the directory telephone main line.

Julie Elliot—role is as Lead of duplicating and mailroom and Answer the main campus phone line.

Gina de la Torre—I book all rooms on campus for non-instructional facilities. I take care of all the campus work orders for repairs, setups, routine maintenance and emergencies. I keep the campus facility schedule and send out copies weekly.

Grace Corpuz—Role of Administrative Assistant for Facilities and Operations department. I assist with the coordinating, planning of campus wide repairs and scheduling. Maintenance and handle vendors. Coordinates the removal of hazardous/bio-hazardous materials every semester.

How long have you worked at CRC? How long have you worked in the department?

Dustin Burks— Since July 28, 2008.

Craig Seavers—In my 27th year at CRC working only in duplicating.

Julie Elliot—10 years total. 8 years in duplicating and 2 years in police department.

Gina de la Torre—I have worked 1 year in facilities and I also worked at SCC.

Grace Corpuz—7 years at CRC– in facilities and operations 6 years—LRCCD 8 years.



Craig, Gina, Dustin, Grace,
Cory and Julie



Gina and Grace
CRC Operations



Craig, Dustin, and Julie
CRC Duplicating

What You Need to Know

- *With only 3 people in duplicating we produce so much in such little time
- *We have guidelines for doing the best work we can
- *We are there for them (faculty, staff and administrators)
- *Always willing to help! Give us a call.
- *Coordinate between 60-80 community events by outside organizations who use the campus

Stress Relievers and Having Fun

- *Comic relief
- *Laugh a lot
- *Crack jokes, laugh and eat
- *Celebrate birthdays
- *Stroll around campus and take in the scenery