



News and Notes

from the
Office of the President

Announcements ♦ Updates ♦ Meetings ♦ Events

August 25, 2008

Volume 1

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Submissions

Please e-submit ALL Bulletin articles directly to Barbara Butler and Lydia Gonzales in the President's Office by 12:00 p.m. on Thursdays one week prior to publication. Thank you.

Evening and Weekend
Administrator:
Cellular Phone
(619) 559-3468

Message from the President



Welcome back everyone! I hope you enjoyed a much-deserved summer vacation. Summer school was another big success, with more students than in the past. The fall Semester is looking even better. City's enrollment report is up by 3.4%. This is an increase of 5.9% over last year at this time.

It was good to talk to so many of you at the Convocation last week. Please be sure to keep current with all our activities on campus, from building and renovations to campus events and meetings, by checking our City College website often at www.sdcity.edu.

Here's to a great Fall '08 semester and the year ahead! Terry

Meetings of the Week

Monday	8/25/08			
Tuesday	8/26/08	2:00 p.m.	President's Council	Canceled
Wednesday	8/27/08	9:30 a.m.	Instructional Cabinet	D-102
Thursday	8/28/08			
Friday	8/29/08			

Calendar of SDCCD Board Meetings

SDCCD Board Meetings		
Date	Time	Location
Thursday, August 28	4:00 p.m.	District
Thursday, September 11	4:00 p.m.	District
Thursday, September 25	4:00 p.m.	City
Thursday, October 9	4:00 p.m.	District
Thursday, October 23	4:00 p.m.	Mesa
Thursday, November 25	4:00 p.m.	District
Thursday, December 11	4:00 p.m.	District

Campus Construction Project Updates and Notices

On City's homepage, simply click on the **AT WORK FOR CITY COLLEGE** graphic on lower left column. For all construction project updates and notices, please go to: <http://www.sdcity.edu/buildingupdates/default.asp>.



Accreditation Updates

Self-Study/Accreditation Opportunity

The Accreditation/Self-Study Steering Committee was established in the spring of 2008, and we have begun the work to prepare for this process. In 2004, City College was given full accreditation for the six-year cycle. This accredited status allows our students to receive credit at other institutions for the units they have taken here and it allows them to receive various forms of government financial aid. The self-study will be finalized in spring of 2010, and the Accreditation team will visit our campus in the fall of that year.

Participation in this process gives us the opportunity to review what we do and identify our strengths as well as areas for improvement. If you are interested in participating on one of the Standard committees, please check out our webpage at <http://www.sdcity.edu/accreditation/default.asp>. Here you can find out information about the 4 standards, the co-chairs, and choose the area where you want to participate. Then, e-mail the co-chairs to find out meeting times.

Roberta Alexander, Professor of English & Peter White, Vice President of Student Services

Campus Events

Many new events are added throughout the semester. To add your event, simply click on the **SUBMIT YOUR EVENT** graphic at www.sdcity.edu/events.asp.



October 3 - 4 3rd Annual San Diego City College International Bookfair
 World Culture: sdcity.edu/world_cultures
 Athletics: sdcity.edu/athletics
 Saville Theatre: sdcity.edu/saville_theatre

Committee Reports

Committee Reports can be found in your Outlook mail under Public Folders.

Academic Senate Executive www.sdcity.edu/academicssenate	Flex Committee www.sdcity.edu/faculty-staff.asp
Academic Senate www.sdcity.edu/academicssenate	Institutional Assessment Committee
Chairs' Cabinet	Instructional Services Council
Curriculum	Institutional Technology Council
Curriculum Tech Review	Master Planning & Resources...
Environmental Stewardship Committee www.sdcity.edu/esc	Review of Services
Foundation Board Meeting	Student Services Council

Green Speaker Series - Presented by City's Environmental Stewardship Committee

For complete calendar: www.sdcity.edu/esc

Green Speaker Series				
Date	Speaker	Time	Place	Subject
Thursday, September 2	Jeff Zlotnik - Director of Red Lotus Society	11:25 a.m. - 12:30 p.m.	D-104	iMeditation techniques. Relieve stress. www.redlotussociety.org
Tuesday, September 9	Rachel Borgatti, Manager, Solana Center	11:25 a.m. - 12:30 p.m.	D-121B	Worm bins. Reduce waste. www.solanacenter.org
Thursday, September 18	Scott Murray, President, Slow Food San Diego	11:25 a.m. - 12:30 p.m.	D-121B	Counteract fast food. Support local farmers and artisans. www.slowfoodsandiego.org

NEWS TO USE FROM BUSINESS SERVICES

New Information for Fall 08 Semester

Room Reservations

To reserve rooms:

Conference Rooms: A-104, D-101, D-102, D-121A, B-104, please contact Joyce Thurman in Business Services at x3428.

For Classrooms: Instructional Deans Office

To Cancel A Conference Room

Please contact Business Services' Joyce Thurman, ext. 3428 to cancel a reservation for a conference room. This will allow for rescheduling of the room, if needed, as meeting space on the campus is minimal. Thank you. (Dexheimer)

Forms and Documents

Pay Warrants

Electronic deposit of your pay warrant is convenient and credited to your account at midnight preceding the pay date. Your warrant "pay stub" is put in your mailbox on payday.

For those who still choose to pickup their warrants, **please be advised that they are held in Business Services for 5 workdays (including payday)** and then sent back to the District Payroll Department. (Dexheimer)

Travel Requests

To ensure timely processing of checks for Travel & Conference, e.g. Advances, and Direct Pays for Registration and Transportation, etc., **PLEASE**....submit them early enough to arrive in Business Services **two-and-one-half weeks** prior to the registration deadline and/or date of travel.

After "packaging" by Business Services, the travel requests are approved and signed by the president and then sent to various department(s) at the District Office for sign-off before a check is processed. Checks are generated once a week.

Any Travel Request that is submitted after the date of travel must be accompanied by a letter of justification describing the extenuating circumstances that precluded following procedure. (Dexheimer)

Volunteer Workers

Please be reminded that any and all unsalaried persons performing voluntary services (volunteers) for City College **MUST** have a current Volunteer Worker Notification Form on file with Business Services.

This form must be completed before the person performing the services actually starts. One is needed for each "dates of assignment" period. The time period entered in the "dates of assignment" line cannot go beyond the fiscal year in which the volunteer started. (Dexheimer)

Equipment Transfer Documents

To move excess or obsolete equipment, submit an Equipment Transfer Document (ETD) to Administrative Business Services. **DO NOT** drop off any items in the area east of the L Building.

Items identified as "dropped off" will be delivered back to their point of origin pending receipt of appropriate ETD's. When the approved ETD is received, Facilities (Plant Operations) will relocate the equipment for staging for pickup by the warehouse. (Dexheimer)

Professional Development Forms

The Professional Development forms for faculty are available online. From the City College homepage, click on Faculty/Staff at the top of the page.

Under Instruction, see Professional Development www.sdcity.edu/faculty-staff.asp. Hard copy forms are no longer be available in the President's Office. (President's Office)

Emergency Information

Emergency "Phones"

Reminder: Emergency "Phones" have been installed in most classrooms. Most are located on the front wall (teaching area) of the classroom. Others, due to original cable installation, may be on other walls. You should familiarize yourself with the "Callbox" location in each of your teaching environments.

On the Red Square Apparatus You Simply Need To Push The Button For Direct Dial To College Dispatch.

Keep access to these phones clear of desks, TV/video components, overhead projectors and any other equipment. (Dexheimer)

Emergency Information - continued

Fire Alarms



When a fire alarm sounds, you **MUST** evacuate the areas affected. Alarms are specific to “regions” which means they sound only in the areas requiring evacuation. Doors should be closed but left unlocked when you leave the area. Remain outside until notified by College Police or Plant Operations that you can re-enter.

If evacuation is necessary for “other” reasons, College Police, and if required, other designated staff will convey that information in person. Doors should be locked in this instance. Re-entry is permissible only on the advisement of designated staff or College Police. (Dexheimer)

Medical Incidents



If you witness an accident or injury that appears to require immediate medical attention, call either 9-911 or 388-6405 or use the designated College Police key on your phone.

Calling 388-6405 summons College Police who will assess and evaluate the need for additional medical response. If you believe the situation is a medical emergency, it is appropriate to dial 9-911 first and College Police after that. (Dexheimer)

Accident Reports

In order to advise District Risk Management of workplace injuries as soon as possible after they occur, Supervisors (not the injured employee) should complete the Accident, Injury, and Occupational Illness Investigation Report and FAX both sides to Risk Management at FAX #388-6898.

The original and the Employee's Claim for Workers' Compensation Benefits Form should then follow the normal process. Send a “copy” of both forms to Business Services. (Dexheimer)

EvacuChair

The EvacuChair is available near A-225 (east wing). If a need arises to use the EvacuChair please contact one of the following for assistance.

- ↪ Derrall Chandler - Facilities Services, Ext. 3537
 - ↪ Marilyn Douglas - DSPS, Ext. 3513
 - ↪ Dotti Cordell - Health Services, Ext. 3450
 - ↪ Debra Reed - Biology, Ext. 3256
 - ↪ Carol Dex - Business Services, Ext 3428
- (Dexheimer)

Campus Access Beyond Normal Hours of Operation

If you have a reason to be on campus beyond normal hours of operation, please let College Police know you are here.



Dispatch can be reached at 388-6405 or the College Police Business Office is 388-3461. This is for your safety as well as for the security of the campus environment. Thank you. (Dexheimer)

Campus Regulations

Parking Lot #10



Metered parking in Lot # 10 is for visitor use **ONLY** and faculty/staff and student permits are not honored.

Meters cost 50 cents per hour and are limited to one-hour maximum parking. The President's Office does not reserve Lot #10 for events or give out parking permits.

Please contact parking supervisor Debra Picou to reserve spaces for visitors (x6416 or Fax x6439). (President's Office)

No Smoking!

Legislation was signed into law in September 2003 that expands the smoke-free zones around public buildings.

Smoking is permitted beyond 20 feet of a main exit, entrance, or operable window of a public building. (Dexheimer)