



News and Notes

from the President's Office

Announcements ♦ Updates ♦ Meetings ♦ Events

August 31, 2009

Volume 2

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Submissions

Please submit ALL Bulletin articles directly to Erin Flanagan and Barbara Butler in the President's Office by 12:00 p.m. on Thursday one week prior to publication.
Thank you.

Evening and Weekend

Administrator:
Cellular Phone
(619) 559-3468

Meetings of the Week

Monday	8/31/09	1:00 p.m.	Environmental Stewardship Committee	B-104
		2:30 p.m.	Academic Senate	D-121A
Tuesday	9/01/09	2:00 p.m.	President's Council	D-102
Wednesday	9/02/09	9:30 a.m.	Instructional Cabinet	D-102
		2:00 p.m.	Curriculum Review Committee	B-104
Thursday	9/03/09			
Friday	9/04/09			

Calendar of SDCCD Board Meetings

SDCCD Board Meetings		
Date	Time	Location
September 10, 2009	4:00 p.m.	District
September 24, 2009	3:30 p.m. - Board Open Door Session 5:00 p.m. - Regular Meeting	City College
October 15, 2009	4:00 p.m.	District
October 29, 2009	3:30 p.m. - Board Open Door Session 5:00 p.m. - Regular Meeting	Mesa
November 12, 2009	4:00 p.m.	District
December 10, 2009	4:00 p.m.	District

Shuttle and Parking Updates

Due to statewide budget cuts, changes to the City College Shuttle Services and parking fines are as follows:

City College Shuttle:

For first 2 weeks of semester,
August 24 - through September 3:

Shuttle Hours: 7:20 a.m. - 1:00 p.m.
5:00 p.m. - 10:30 p.m.

Beginning September 8:

Evening Shuttle Only; **No Daytime**

Shuttle Hours

Hours: Monday - Thursday 5:00 pm - 10:30 p.m. No Friday services.

Parking: On **Fridays only**, free parking is allowed in the Balboa Parking Stadium (behind San Diego High School).

Parking Permit required on all other days. Student permits are not required between 12 noon and 6 p.m. in regular student parking spaces only; carpool parking areas excepted.

PARKING FINE INCREASES (to cover increased county/state costs)*:
Most parking fines increased from \$25 to \$35.

Disabled parking violations increase from \$340 to \$440.

Parking in staff parking without a permit is \$50.

For all parking information and FAQs:
<http://police.sdccd.edu/parking.htm>
(619) 388-6416. (Picou)

Accreditation Update

The campus dialogue about our self study and the accreditation process is taking place now! Based on the work of the standard teams and the input of faculty and staff during the Flex update and forum, we are beginning to identify some areas that may need further attention. In broad strokes, they are listed here:

- Continue the on-going participation of end users in the campus construction projects.
- Include campus-wide concerns in construction projects, such as: copy machine availability, offices for adjunct faculty.
- Institutionalize a consistent funding model for Maintenance and Operations of new facilities and technology as they come on line.
- Update and implement the Institutional Technology plan with a consistent funding model through the Program Review/Master Planning process.
- Establish and implement a consistent funding model for the LRC.
- Continue faculty-and-staff-driven development and assessment of Student Learning and Student Support Outcomes which lead to improved practices.
- Assure that support of off-campus programs is equal to that of on-campus programs.
- Make available program-level and departmental-level data regarding student success, equity, and enrollment patterns.

The above list is just a draft to give you an idea of some of the issues your Self Study/Accreditation Steering Committee will be considering this semester. For more information, to voice your opinion, and to add to the dialogue, please contact one of us.

We welcome your input!

Peter White, Accreditation Liaison Officer and Administrative Self Study Co-Chair

Roberta Alexander, Faculty Self Study Co-Chair

Construction Updates

On City's homepage under About City College, simply click on the **CONSTRUCTION UPDATES** on lower left column.

For all construction project updates and notices, please go to: <http://www.sdcity.edu/buildingupdates/default.asp>.

For District wide Proposition S and N projects: <http://www.sdccdprops-n.com/default.aspx>

Campus Events

Many new events are added throughout the semester. Check the changing events calendar often for new listings:

www.sdcity.edu/events.asp. To add your event, send notice to chrisclark@wispertel.net.



Saville Theatre: www.sdcity.edu/saville_theater

World Cultures: <http://www.sdcity.edu/worldcultures>

Tuesday, September 8 - Jazz Live - The Coryell Auger Sample Trio, Saville Theatre, 8:00 p.m. - 9:30 p.m.

Monday, September 14 - Friday, September 25 - Constitutional Scholars Exhibit, Learning Resource Center

Tuesday, September 15 - Constitutional Jopardy (Trivia Contest), Student Cafeteria, 12:45 p.m. - 2:10 p.m.

Wednesday, September 16 - The Living Constitution: A Live Performance, Saville Theatre, 11:15 a.m. - 12:30 p.m.

Athletic events: <http://www.sdcity.edu/athletics>

City College Faculty - Staff Resources

For current updates: www.sdccity.edu/faculty-staff.asp

- * District Resources
- * Directories
- * Web Site Updating and Development
- * Communications/Publications Guidelines
- * Forms/Procedures/Applications
- * President's Bulletin
- * Meetings Calendar
- * Faculty/Staff Fitness Center Calendar
- * Sites of Interest We Host
- * Campus Handbook -Administration & Governance Guide-Organizational Charts-Campus Directory

Committee Reports

Committee Reports can be found in your Outlook mail under Public Folders or on the web pages listed below.

Academic Senate www.sdccity.edu/academicssenate

Chairs' Cabinet

Curriculum

Curriculum Tech Review

Environmental Stewardship Committee www.sdccity.edu/esc

Flex Committee www.sdccity.edu/faculty-staff.asp

Foundation Board Meeting <http://www.sdccity.edu/foundation>

Institutional Assessment Committee www.sdccity.edu/iac

Instructional Services Council

Institutional Technology Council

Master Planning & Resources Oversight Council

Review of Services

Student Services Council

KSDS - Jazz 88.3


RISING SUPERSTAR

Her Quartet's First San Diego Appearance!
Esperanza Spalding **9/13/09**
at 7pm

*-As Seen on
JIMMY KIMMEL LIVE,
DAVID LETTERMAN &
AS A SPECIAL GUEST
AT THE WHITE HOUSE*

City
SAN DIEGO COLLEGE

Major Support Provided by **abc 10 NEWS** **Jazz 88.3-FM San Diego**



THE QUINTESSENTIAL JAZZ QUARTET

THE ESPERANZA SPALDING QUARTET
THE CLAYTON BROTHERS QUINTET

THE BIRCH NORTH PARK THEATRE
2891 University Ave
San Diego, CA 92104

Tickets:
Patron \$1K
Premier \$53
With parking and Dessert Certificate.
General Admission \$33
Basic \$23

Ticket Prices Include \$3 Birch North
Park Theatre Restoration Fee.
Tickets and Info at www.Jazz88.org
The Birch North Park Theatre Box
Office or 619-239-8836

September 13, 2009 at 7pm
Fundraiser for Member-Supported Jazz88.3
Major Support Provided by **abc 10 NEWS**

City
SAN DIEGO COLLEGE

John & Jeff Clayton



News to Use from Business Services

New Information for Fall 2009 Semester

Pay Warrants

Electronic deposit of your pay warrant is convenient and credited to your account at midnight preceding the pay date. You can access your Pay Advice and more through the Self Service Web Advisor link found under Employee Resources in the District website.

For those who still choose to pick-up 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. (Davis)

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. (Davis)

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 so that they 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. (Davis)

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. (Davis)

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. (Davis)

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.

[It Is A Red Square Apparatus And You Only Need To Push The Button For Direct Dial To College Dispatch.](#)

Keep access to these phones clear of desks, TV/VCR’s, overhead projectors and any other equipment. (Davis)

EvacuChair

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

- ✚ Derrall Chandler - Facilities Services, Ext. 3537
- ✚ Darwin Bronwe - DSPS, Ext. 3513
- ✚ Dotti Cordell - Health Services, Ext. 3450
- ✚ Debra Reed - Biology, Ext. 3256
- ✚ Patricia Fernandez - Digital Print Production & Mail Services, Ext. 3444

(Davis)

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. (Davis)

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 so the responder can be met and directed to the proper location. If the incident happens in a classroom use the emergency phone in the classroom, which dials directly to Dispatch. (Davis)

Conference Room Reservations

Please notify Business Services (Joyce Thurman, ext. 3428) when the need arises to cancel a reservation for a conference room (A104, D101, D102, D121A, B104, L-106). This will allow for rescheduling of the room if needed as meeting space on the campus is minimal. Thank you. (Davis)

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. (Davis)

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 Injury and Illness Incident and Investigation Report and FAX both sides to Risk Management at FAX# 388-6898.

The original and the Workers’ Compensation Claim Form should then follow the normal process. Send a “copy” of both forms to Business Services. (Davis)

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 so that they arrive in Business Services two and one half weeks prior to the registration deadline and/or date of travel. Incomplete forms will be returned to the requestor.

After “packaging” by Business Services, the travel requests are approved/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. (Davis)

EMAIL STORAGE LIMITS

If your email becomes over its storage limits: 1) You are unable to respond to received emails, or originate and send new emails; and 2) The accrual of unnecessary emails utilizes limited space on the District server.

Please delete any unnecessary accrued email you may have.

If you’d like to “archive” it (which doesn’t count against your mailbox storage limit), try the process below. You need to do it while you’re logged in at work; you can’t do it over the Internet.

1. Open Outlook and go to File->New->Outlook Data File...
2. Click OK to select create a new Personal Folders File (.pst)
3. In the create or open Outlook data file box select your H:drive
4. You can type a name for your archive (personal folder) and click ok. I would not recommend using a password as archives are already protected by your account)
5. The new archive folder should show up in your Folder list.
6. You can now create folders in archive folder and drag emails or complete folders to your archive.
7. The contents of your archive folder does not count against your 100mb mailbox limit as it will be stored on the H: (Davis)

No Smoking

San Diego City College is a Smoke Free campus. Smoke Free maps are posted throughout the campus, online and in the schedule and catalog.

Smoking is permitted in the parking lots. (Davis)

Retention/Removal Of Records - Internal Guideline

For the Internal Guideline for Retention/Removal of Records please see the Public Folders under Business Services. (Davis)

Food Vendors

Outside food vendors cannot be brought on campus without express approval through Student Affairs. There is a Request for Placement on Master Calendar Form required which addresses the selling of food or refreshments and the Food Service Supervisor's approval. (Davis)

Help Desk - Computing Service Requests (Csr) - Telephone Service Orders (Tso)

Please refer to the following guidelines when preparing Computing Service Requests or Telephone Service Requests: Both forms can be found in Outlook email Public Folders, All Public Folders, Business Services.

When calling the Help Desk, 619-388-7000 or ext 7000 from a District telephone please limit your calls to current computer problems such as troubleshooting, broken or inoperable equipment and/or software.

The appropriate form (CSR/TSO) shall be submitted via the Dean/Chair to Business Services for all requests for new equipment or modifications to current equipment (computers/phones/extensions), accounts including transfers/deletions, moving/relocating equipment, requests for voice mail and other related computer/telephone requests other than repairs to inoperable equipment/software.

If you have a question as to where to direct your request call Business Services, 388-3428. (Davis)

Keys And Alarms

A reminder to all faculty and staff, please DO NOT loan your keys or share your alarm codes with someone else. Anyone requiring access to a specified area must fill out and submit a Key Request Form for their personal key/alarm. Thank you. (Davis)

Purchasing Supplies

The purchasing of supplies and then requesting reimbursement should only be done on an approved emergency or last resort basis. Supplies must be ordered through the standard requisitioning process from District authorized vendors. (Davis)

President's Office

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 process reservation requests for events or give out parking permits.

Lot #10 Spaces can be reserved for visitors through Debra Picou's office at 388-6416 (fax X6439). (President's Office)

Professional Development and Sabbatical Leave Forms

The Professional Development and Sabbatical Leave forms for faculty are available online. From the City College website go to the faculty and administrators resources at the top of the SDCC homepage.

From there, look to the left of the screen and scroll down to the instructional section. There you will see Professional Development and Sabbatical Leaves. Hard copy forms are no longer be available in the President's office. (President's Office)

Staff Newsletter

Please submit ALL Bulletin e-mail articles directly to Erin Flanagan and Barbara Butler in the President's Office.



Articles must be submitted to the President's Office by Thursday 12:00 noon, the week before publication.

E-mailed submissions eliminate re-typing and typos. Thank you. (President's Office)

Tutorial/Learning Center

Effective Monday August 10, 2009, the Tutorial/Learning Center will begin all our tutoring services at the new Academic Success Center, in room L-205.

Our telephone extension (x3685) and our hours of operation (M-Th: 9 a.m. - 6 p.m. and Friday: 9 a.m. - 1 p.m.) will remain the same.

Come and visit our new home and thank you for all your support. (Soukhaseum)

Scholarship Opportunities

Friends of Downtown Scholarship

To All Faculty, please let your students know about this scholarship opportunity:

The Friends of Downtown Scholarship - 40+ of \$450 each.

Criteria:

1. Must be currently enrolled in a minimum of 9 units at San Diego City College in Fall 2009 and Spring 2010
2. Must have already completed 18 units of college, to be verified by SDCC.
3. Must have a 3.0 GPA or higher, to be verified by SDCC.
4. Must attach a one-page essay about your educational, community and career goals
5. Must be U.S. Citizen or a resident alien
6. Download the applications at:
<http://www.sdccity.edu/scholarships>
7. **DEADLINE:** Monday - September 28, 2009 on or before **NOON**, no late applications will be accepted, **NO EXCEPTIONS**. (Ruffo)

Student Health Services



Two Bloodmobile events in September. All in Gorton Quad.

1. Informational Kiosk set-up, 10:00 a.m. - 2:00 p.m. on **September 11th**, in memory of those lost. Blood donor information provided so that others may live.
2. Bloodmobile **September 15th** from 9:00 a.m. to - 3:00 p.m. (Cordell)

The Science & Engineering Scholarship

To All Faculty, please let your students know about this scholarship opportunity: The Science & Engineering Scholarship - up to 6 of \$800 each

CRITERIA:

- a) Must be enrolled at San Diego City College in at least one course in the above mentioned disciplines
- b) Must be a San Diego County Resident
- c) Must have completed a minimum of 9 units of transferable work with an overall GPA of 3.0 or higher at City College
- d) Must be pursuing a bachelor's degree from a four year college or university
- e) Must submit a 1 page typed, double-spaced essay describing educational and professional goals and how this scholarship would assist in achieving these goals (Financial need may be included)
- f) Must submit two letters of recommendation from persons presently teaching or employed in the selected field

Download the applications at:

<http://www.sdccity.edu/scholarships/close-early.asp>

DEADLINE: Tuesday - October 6, 2009 on or before **NOON**, no late applications will be accepted, **NO EXCEPTIONS**

Scholarship Will Be Advertised:

September 8, 2009 to October 6, 2009. (Ruffo)

Fitness Tips

Induced Asthma Facts

Exercise induced asthma is an acute narrowing of the airway that is initiated by exercise. Classic symptoms include chest tightness, coughing, wheezing, excess production of mucous, sore throat and shortness of breath during or after exercise.

The condition is much more prevalent than you might think. It's estimated that 12 to 15 percent of people in the U.S. have exercise induced asthma. Furthermore, the condition is found in recreational and elite athletes. The symptoms are more likely and more severe during efforts that are intense or prolonged. For these reasons, those who suffer from exercise induced asthma should adjust their levels of intensity and duration accordingly. Cold, dry air causes more symptoms.

An effective tactic is for individuals to cover their nose and mouth when exercising outdoors in cold weather. Anyone who suffers from exercise induced asthma should seek the advice of a doctor who may prescribe medication as a preventive measure. (Greer)