



# News and Notes

from the

## President's Office

Announcements ♦ Updates ♦ Meetings ♦ Events

August 24, 2009

Volume 1

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### President's Message

#### Welcome Back!

I hope you enjoyed a much-deserved summer vacation. Those who worked the summer session can report our outstanding success in attracting and serving more students than ever.

At Convocation on August 20th, I was able to visit with many of you. We continue to face challenges but equally as many opportunities. I fully expect that we will have another outstanding year.

Thanks to all of you for making this possible. (President Burgess)

### Meetings of the Week

<b>Monday</b>	8/24/09	12:30 p.m.	Academic Senate Executive	A-2
<b>Tuesday</b>	8/25/09	2:00 p.m.	President's Council	Canceled
<b>Wednesday</b>	8/26/09			
<b>Thursday</b>	8/27/09			
<b>Friday</b>	8/28/09			

### Calendar of SDCCD Board Meetings

SDCCD Board Meetings		
Date	Time	Location
August 27, 2009	4:00 p.m.	District
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

### Submissions

Please submit ALL Bulletin articles directly to Barbara Butler and Erin Flanagan in the President's Office by 2:00 p.m. on Thursdays one week prior to publication. Thank you.

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

## Accreditation Update

The hard working co-chairs of the 4 accreditation standards, with the help of more than 90 faculty, staff and student participants, have completed writing the descriptive summaries for the self study. We are now in the process of reviewing this work, confirming our documentation, refining our self evaluation and our list of planning agenda items. To this end, we have already had a well-attended and productive Accreditation Update/Forum on Thursday 8/20 with 30 participants.

Establishing our planning agendas is one of the most important parts of the process for our campus, and we will be inviting you to participate in a variety of ways. We welcome your input! Please share your thoughts and ask your questions!!

- ➔ Standard I-Institutional Mission and Effectiveness, Salley Deaton
- ➔ Standard IIA-Instruction Berta Harris; IIB-Student Services, Julianna Barnes, Marilyn Harvey; IIC-Learning Support Services, Sandra Pesce
- ➔ Standard IIIA- Human Resources, Gloria Lyon; IIIB-Physical Resources, Kathy McGinnis; IIIC-Technology Resources, Rose LaMuraglia; IIID-Financial Resources, Jerry Davis
- ➔ Standard IV – Leadership and Governance, John Markley and Randy Barnes

As always, please feel free to contact us.

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>.

## 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](http://www.sdcity.edu/events.asp).



Saville Theatre: [www.sdcity.edu/saville theater](http://www.sdcity.edu/saville%20theater)

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

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

## Faculty/Staff Resources

For current updates: [www.sdcity.edu/faculty-staff.asp](http://www.sdcity.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

## Committee Reports

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

Academic Senate [www.sdcity.edu/academicsenate](http://www.sdcity.edu/academicsenate)  
 Chairs' Cabinet  
 Curriculum  
 Curriculum Tech Review  
 Environmental Stewardship Committee [www.sdcity.edu/esc](http://www.sdcity.edu/esc)  
 Flex Committee [www.sdcity.edu/faculty-staff.asp](http://www.sdcity.edu/faculty-staff.asp)  
 Foundation Board Meeting

Institutional Assessment Committee [www.sdcity.edu/iac](http://www.sdcity.edu/iac)  
 Instructional Services Council  
 Institutional Technology Council  
 Master Planning & Resources Oversight Council  
 Review of Services  
 Student Services Council

## Environmental Stewardship Committee

Farmer's Market every  
 Tuesday 9:30a.m. - 11:30 a.m.

Come get your fresh  
 organic veggies - cultivated with love by  
 City College students. Please bring your own bag.



(Klipple)



## 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 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. (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)

## 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)

## 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
- ✦ Marilyn Douglas - 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)

## 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)

## 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)

## 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)

## 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)

## 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)

## 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 visit or 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 reservations 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 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)

## Students in Free Enterprise

### Wait! Wait!

Before you send your printer to regions beyond, please take a minute to retrieve the printing cartridge/cartridges from it. We can exchange them for office supplies. Help us and the environment.



For pick-up, call us at Business Resource Center in T-311A, City College Campus, call (619) 388-3892 or (619) 388-3071. (Brady)

## Scholarships 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 complete 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.sdcc.edu/scholarships>
7. **DEADLINE:** Monday - September 28, 2009 on or before **NOON**, no late applications will be accepted, **NO EXCEPTIONS.**

(Ruffo)

## 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.sdcity.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

### Fluid-Replacement Drinks Facts

If you have no time for a pre-workout meal or cannot take in anything solid before your morning run, deciding which product to buy and when to use it can so overwhelming that you could end up with empty hands. Provided are facts about fluid replacement drinks.

Fluid replacement drinks are water, simple sugars and a small amount of electrolytes and flavorings. They are available in a variety of flavors and most have 50 to 100 calories and 14 to 25 grams of carbohydrates per eight ounce serving.

Sports drinks are designed to maximize fluid absorption and provide energizing carbohydrates for performance enhancement. If you like their taste, you will likely drink more and stay better hydrated than you would on water. Gatorade, PowerAde and cytomax are a few of the major brands but there are at least 10 to 15 others on the market.

Hydration is key to staying energized and there are minimal nutritional differences between most brands of sports drinks and its critical to choose the one you find the tastiest. Whichever brand you choose, drink four to eight ounces every 15 to 20 minutes during exercise. Its best for most athletes and especially those who exercise for more than an hour at a time. (Greer)

## Dance Auditions

Students, if you are considering auditioning a dance for our FALL DANCE CONCERT, it is imperative that you email me at arincon@sdccd.edu, and declare yourself as a student choreographer. I have attached a choreography sheet to fill out and send back ASAP to me, so that I can place your name and dance title onto our master list of choreographers.

**REMEMBER THE AUDITION'S ARE THE FIRST WEEK OF SCHOOL!!**

You will need to be well prepared with your ideas and dance movements to audition to your fellow dance students. Each student choreographer must have maximum 2 sets of 8 prepared to demonstrate to the students by audition day,

**SATURDAY, AUGUST 29TH FROM 12-4:30 P.M.** (Rincon)

Contact: Professor, Alicia Rincon  
 : arincon@sdccd.edu  
 : 619.388.3563  
 : Office C-108



*Perform in front of an audience!  
 We want you!*

**Saturday, August 29th, 12–4:30pm  
 Dance Studio C-227**

Wear dance or sport clothes to move in!  
 The Fall dance concert is a Faculty and Student production.

Concert dates are December 4th at 8pm,  
 December 5th at 2pm and 8pm

Upon casting students are required to enroll in Dance Performance 261 crn 92692 (if you cannot add due to repeatability, please add Dance Production 271 crn 91182). Students must also add the individual choreographers class you are auditioning for; Making Dances 151 Grace Jun, Making Dances 152 Debi Toth, Making Dances 153 Terri Shipman.

SAN DIEGO CITY DANCE DEPARTMENT

# AUDITIONS