



News and Notes

from the
Office of the President

Announcements ♦ Updates ♦ Meetings ♦ Events

January 26, 2009

Volume 17

What's In The News!

Meetings of the Week 1
Calendar of Board Meetings 1
Construction Project Updates 1

New Vice President of Instruction on the Job! 2

New Vice President of Administrative Services 3

City's Greatest Talent Show 4
Faculty/Staff Resources 4
Campus Events 4
Committee Reports 4

Business Services Information 5-7

Funds Available for Career-Technical Education Programs 2009-2010 7

Cesar E. Chavez Community College Essay Contest 8

LRC Tour Schedule 9

Submissions

Please submit ALL Bulletin articles directly to Barbara Butler and Erin Flanagan 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



Meetings of the Week

Monday	1/26/09			
Tuesday	1/27/09	2:00 p.m.	President's Cabinet	D-102
Wednesday	1/28/09	9:30 a.m.	Instructional Cabinet	D-102
Thursday	1/29/09			
Friday	1/30/09	12:00 p.m.	Foundation Board Meeting	D-102

Calendar of SDCCD Board Meetings

SDCCD Board Meetings		
Date	Time	Location
Thursday, March 12	4:00 p.m.	District
Thursday, March 26	3:30 p.m. 5:00 p.m.	Open Session Miramar
Thursday, April 16	4:00 p.m.	District
Tuesday, April 28	3:30 p.m. 5:00 p.m.	Open Session ECC
Thursday, May 14	4:00 p.m.	District
Thursday, June 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.sdccity.edu/buildingupdates/default.asp>.



New Vice President of Instruction on the Job!



Mary Benard Selected as New San Diego City College Vice President of Instruction. Following an extensive nationwide search, Mary Benard has been selected as the new Vice President of Instructional Services for San Diego City College, effective January 1, 2009.

San Diego City College enrolls approximately 17,000 students each semester and offers more than 100 Associate Degrees, 100 Certificates and 1,500 classes. With the student population expected to increase to 25,000 within the next decade, City College is currently undergoing a substantial campus expansion.

Well prepared to oversee deans of six schools and 20 different departments Bernard brings nearly a decade of college administrative experience and 20 years of leadership experience in the San Diego work force development industry to the position.

Prior to joining City College as the Dean of School of Science, Nursing, Health and Athletics at City College in 2006, Benard served as Dean of the School of Business, Math and Science and Dean of Technical Careers and Workforce Initiatives at San Diego Miramar College. Additionally she served as Director of Targeted Adult Programs for the San Diego Workforce Partnership, Inc; Special Projects Manager for the Center for Applied Competitive Technologies (CACT), San Diego City College; Operations Manager for the Comprehensive Training Systems (CTS); and as Hire-a-Youth Program Coordinator and Program Representative for the San Diego Consortium and Private Industry Council (PIC).

San Diego Community College District Chancellor Dr. Constance M. Carroll remarked, "City College is the district's oldest institution, with a diverse student population and an urban service mission. The new vice president will bring a wealth of experience, insight, and commitment that will serve the college well."

City College President Dr. Terrence Burgess added, "Mary brings a thorough understanding of budgeting and program development to this role. During these challenging economic times, her collaborative working style, professionalism and keen skills will guide the office of instruction to prepare students for our future work force needs."

Working closely with faculty, Benard also brings teaching experience to the office. She has instructed at San Diego City College, Southwestern College, and Kelsey-Jenny in business classes and as an ESL (English as Second Language) instructor for the Center for Employment Training.

Benard earned her master's degree in business administration with a special area of study in international business at the University of San Diego, and her bachelor's degree in education, with a dual certification in special and elementary education from Buffalo State College. She is currently in progress on her doctorate in education through SDSU/Claremont Graduate University.

Originally from Buffalo, New York, Benard moved to San Diego in 1980 after spending close to 2 years in the cities of Quito and Esmeraldas, Ecuador, as a teacher in the Peace Corps. She and her husband Richard, the Chief Financial Officer of the US Midway Aircraft Carrier Museum, look forward to their son, Phillip, completing his Ph.D. in chemical engineering at the University of Michigan and returning to San Diego.

Excited to start her new position in January, Benard commented, "City College is rich with diversity, and charged with creative energy focused on student learning. I am very fortunate to have the opportunity to provide instructional leadership for this campus community." (Burgess)

New Vice President of Administrative Services



Jerry M. Davis Selected as San Diego City College VP of Administrative Services.

San Diego City College announces the selection of Dr. Jerry M. Davis as the new Vice President of Administrative Services for the college. Effective March 1, Davis will oversee the \$37 million business operations at City College.

San Diego City College employs more than 1,200 faculty and staff, enrolls 17,000 students each semester and offers more than 100 Associate Degrees, 100 Certificates and 1,500 classes. With student population expected to increase to 25,000 within the next decade, City College is currently undergoing a substantial campus expansion. Davis brings to City College an impressive fiscal and administrative background. He has served as Vice President of Administrative Services at Mesa Community College in Arizona since 2005. He

also served in this position for four years at Los Angeles Harbor College. Additionally, Davis served five years as the Management Services Officer at the UC Davis School of Medicine Department of Neurology and six years as the Director of the Medical Center Finance at Kaiser Permanente Medical Center in Bellflower, California. Here he managed the development and implementation of a \$250-million dollar operating budget for clinical operations.

San Diego Community College District Chancellor Dr. Constance M. Carroll remarked "City College is the district's oldest institution, with a diverse student population and an urban service mission. The new vice president will bring a wealth of experience, insight, and commitment that will serve the college well."

City College President Dr. Terrence Burgess added that "Jerry's extensive financial background will serve City College admirably as we face one of the most challenging budget times in our history."

Davis is a native of Los Angeles. He and his wife, Marcia Camille Davis, a nurse practitioner, welcome the opportunity to return to southern California. They have two daughters and one granddaughter.

Davis earned a bachelor's degree in economics at UC Riverside; a master's degree in finance and management at UCLA Graduate School of Management; and a master's degree in health administration at the UCLA School of Public Health. Additionally, he has completed graduate work in computer science and information systems at UC Irvine; and earned a doctorate in public administration at the University of Southern California School of Policy Planning and Development.

Davis has been actively involved in community services also. He was appointed by the Mayor of the City of Mesa to the Human Services Advisory Commission and serves on the Mesa Salvation Army Board. He had also been appointed by the Mayor of the City of Riverside as Commissioner on the Environmental Protection Commission and served on the City of Sacramento Minority and Women's Business Advisory committee.

Davis is a member of the National Association of College and University Business Officers (NACUBO) and the Association of California Community College Administrators (ACCCA).

Ecstatic about his selection, Davis commented, "Being selected to work at such a prestigious college is an honor and a blessing. I look forward to working with Dr. Burgess in carrying out the mission of the college."

(Burgess)

City's Greatest Talent Show

San Diego City College is having "The City's Greatest Talent Show"!

The Talent Show will be on Saturday, February 28, 2009 in City's Saville Theatre at 7:00 p.m. The tickets will be sold at the box office, \$10.00 for students and \$12.00 for general public. Prizes will be awarded for 1st Place, 2nd Place, and 3rd Place.

If you would like to be a participant in the talent show and for more information, please contact **Tandy Ward in A-110 (Counseling dept.)** or call **(619) 388-3679**.

All proceeds will go for our Counseling Department's Scholarships. The Talent Show will be hosted by Tandy Ward, counselor at City and a member of the Counseling Scholarship Committee. (Ward)



City College Faculty - Staff Resources

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

- Directories ◆ Faculty/Staff Downloads ◆ Meetings Calendar ◆ President's Bulletin ◆
- Web Site Updating and Development ◆ Faculty/Staff Fitness Center Calendar ◆ District Resources
- ◆ Additional Links

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.



Saville Theatre: www.sdcity.edu/saville_theatre

World Cultures: <http://www.sdcity.edu/worldcultures/pdf/WC-EVENTS.pdf>

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

Committee Reports

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

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

Academic Senate www.sdcity.edu/academicsenate

Institutional Assessment Committee www.sdcity.edu/iac

Environmental Stewardship Committee www.sdcity.edu/esc

Business Services Information

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.

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.

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.

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.

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.

Equipment Transfer Documents

To move excess or obsolete equipment, submit an Equipment Transfer Document (ETD) to 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, Plant Operations will relocate the equipment for staging for pickup by the warehouse.

Retention/Removal Of Records - Internal Guideline

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

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.

Business Services Information - continued

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.

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.

No Smoking

Legislation was signed into law in September 2003 that expands the smoke-free zones around public buildings. Smoking is prohibited within 20 feet of a main exit, entrance, or operable window of a public building.

Conference Room Reservations

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

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:

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 Browne - DSPS, Ext. 3513
Dotti Cordell - Health Services, Ext. 3450
Debra Reed - Biology, Ext. 3256
Patricia Fernandez - Digital Print Production & Mail Services. Ext. 3444

Business Services Information - continued

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.

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.

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.

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.

Funds Available for Career-Technical Education Programs 2009-2010

Funding will be available for improvements to Instructional Career-Technical Education (CTE) programs as well as support programs that have specific activities for career-technical programs. Programs have received as much as \$64,000 and as little as \$4,600 in the past.

The amount awarded is determined by the planned improvements, the need for funds, the ability of the program staff to adhere to requirements, and the amount allocated to City College which has not yet been determined by the state for next year. The current program year City received \$600,340.

Request for Proposals is posted in the Public Folders in your Outlook mail. The subfolders are **All Public Folders/City/Perkins-CTEA/2009 Application**. The program year for this request is July 1, 2009 through June 30, 2010.

Proposals are due **Monday, March 9 by 5:00 PM.**, also a **hard copy with signatures, and E-mail a copy to Charlene Atkins by 5:00 p.m.** Questions, call Charlene at x3108. (Atkins)

Second Annual Cesar E. Chavez Community College Essay Contest

The San Diego Cesar E. Chavez Commemorative Committee & Alliant International University present:

The Second Annual Cesar E. Chavez Community College Essay Contest

First Place Winner \$5,000.00*

Second Place Winner: \$2,500.00*

DEADLINE - FEBRUARY 27, 2009

* Applicants must meet all of the following requirements in order to qualify:

- A. Must be enrolled full time at Alliant International University, San Diego campus.
- B. Funds will be used to cover tuition at Alliant International University, San Diego Campus for Fall 2009.
- C. Students must have 45 transferrable units to Alliant International University, San Diego campus as agreed per memorandum of agreement for transfer courses by Alliant International University and community college.

Essay Topic: "Innovation. A creative capacity to find pragmatic strategies and tactics to resolve problems and situations that often seem insurmountable to others. A lasting organization is one which people will continue to build, develop and move when you are not there." Cesar E. Chavez.

Guidelines: Write a two-page, typed and double-spaced essay answering all the questions and ideas presented. Be sure to develop your story in a clear and concise manner. Include your name, address, phone number and school name on the first page of each essay, along with an attached and completed application and official community college transcripts. Go to: <http://cesarchavez.alliant.edu/> to download application.)

Submit Completed Applications and Essay to:

**Guadalupe R. Corona
Alliant International University
10455 Pomerado Road
San Diego, CA 92131-1799**

All prize recipients will be honored at the 11th Annual Cesar E. Chavez Commemorative Breakfast to be held at the San Diego Convention Center on Monday March 30, 2009 from 7 am to 9:30 am. The Grand Prize winner will be invited to read their essay on stage. The essay contest is open to all San Diego, Orange and Los Angeles counties community college students who are currently enrolled in a community college with 45 units of transferable credits.

The student must be enrolled full time for the scholarship for tuition to be available for fall 2009 enrollment at Alliant International University, San Diego campus. All submitted essays will become property of the Alliant International University and the San Diego Cesar E. Chavez Commemorative Committee. Winners will be chosen by a panel of representatives from Alliant International University and community members involved with the Cesar E. Chavez Commemorative Committee. (Ruffo)

LRC TOUR SCHEDULE

LEARNING RESOURCE CENTER / LIBRARY
ONLY - the 1st, 2nd and 3rd week of the semester - ONLY

LRC TOUR SCHEDULE

Spring 2009

Monday 1-26 no tours	Tuesday 1-27 no tours	Wednesday 1-28 10:00 2:30	Thursday 1-29 11:00 3:30 5:30	Friday 1-30 8:00 12:00 6:30
Monday 2-2 10:00 3:00 7:45	Tuesday 2-3 10:00 2:00 5:00	Wednesday 2-4 10:00 2:30 5:30	Thursday 2-5 11:00 3:30 6:30	Friday 2-6 8:00 12:00
Monday 2-9 10:00 3:00 7:45	Tuesday 2-10 10:00 2:00 5:00	Wednesday 2-11 10:00 2:30 5:30	Thursday 2-12 11:00 3:30 6:30	Friday 2-13 Closed Closed Closed

Meet on the main floor of the LRC (R Building) at the Information Center for this 30-minute tour of the building. 30 minutes now will save you hours later. No need to Sign up. Just walk in !!

(Withers)