What’s In The News!

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

Campus Events 2
Committee Reports 2
Environmental Stewardship Committee 2
Volunteer Workers 2
Fire Alarms 2

Pay Warrants 3
Medical Incidents 3
Emergency “Phones” 3
Equipment Transfer Documents 3
Retention/Removal of Records-Internal Guideline 3
Accident Reports 3
Campus Access Beyond Normal Hours of Operation 3
No Smoking 3

Travel Requests 4
Email Storage Limits 4
Conference Room Reservations 4
Evacchair 4
Keys and Alarms 4

Food Vendors 5
Purchasing Supplies 5
Help Desk 5
English Center 5
ID Stickers 5
Letter of Appraisal for Contract Evaluations 5

City College’s Greatest Talent Show 6
Cosmetology 6
Meet City College’s First Estheticians-Class of 2010 6

Spanish Immersion in Costa Rica-July 2011 7
Submissions 7

Facility Management Design Report 8-9

News and Notes from the President’s Office
Announcements ◆ Updates ◆ Meetings ◆ Events
January 31, 2011 Volume 22

Meetings of the Week

Monday 1/31/11

Tuesday 2/1/11 2:00 p.m. President’s Council D-102

Wednesday 2/2/11 9:30 a.m. Instructional Cabinet D-102

Thursday 2/3/11

Friday 2/4/11

Calendar of SDCCD Board Meetings

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, February 10, 2011</td>
<td>4:00 p.m.</td>
<td>District</td>
</tr>
<tr>
<td>Thursday, March 10, 2011</td>
<td>4:00 p.m.</td>
<td>District</td>
</tr>
<tr>
<td>Thursday, March 24, 2011</td>
<td>3:30 p.m.</td>
<td>Board Open Door Session Miramar College</td>
</tr>
<tr>
<td>Thursday, April 14, 2011</td>
<td>3:30 p.m.</td>
<td>Board Open Door Session ECC</td>
</tr>
<tr>
<td>Thursday, May 26, 2011</td>
<td>4:00 p.m.</td>
<td>District</td>
</tr>
<tr>
<td>Thursday, June 09, 2011</td>
<td>4:00 p.m.</td>
<td>District</td>
</tr>
</tbody>
</table>

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.

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

Many new events are added throughout the semester on the Campus Events Calendar at: http://www.sdcity.edu/Events.aspx. To add an event to the Campus Calendar, go to the bottom of any web page and click on request website update, then click on Event Calendar Update. To post your event under STUDENT ANNOUNCEMENTS, simply click on the Webmaster link at the bottom of the web page and provide information on your event. An event flyer can be attached also.

Saville Theatre: http://www.sdcity.edu/CampusLife/SavilleTheatre.aspx

January 31 - February 28: Display of Tuskegee Airmen - Learning Resource Center
Wednesday, February 2: David Matlin, “Prisons: Inside the New America”, 11:15 a.m. - 12:35 p.m., Saville Theatre
Thursday, February 3: Pastor Barry Minkow, “Education, Not Incarceration”, 9:30 a.m. - 10:50 a.m., Saville Theatre

World Cultures: http://www.sdcity.edu/CampusLife/WorldCulturesProgram.aspx

Athletic events: http://www.sdcity.edu/CampusLife/Athletics.aspx

Committee Reports

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

Academic Senate
Chairs’ Cabinet
Curriculum
Curriculum Tech Review
Environmental Stewardship Committee
Flex Committee
Foundation Board Meeting

Institutional Assessment Committee
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 9:00 a.m. - 11:45 a.m. Come get your fresh organic veggies - cultivated with love by City College students. Please bring your own bag. (Wilson)

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)

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, Business Services or 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)
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)

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)

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)

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, Facilities will relocate the equipment for staging for pickup by the Distribution Center. (Davis)

Retention/Removal of Records-Internal Guideline
For the Internal Guideline for Retention/Removal of Records please see the Outlook Email Public Folders under City, Business Services. (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)

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)

No Smoking
City College is a SMOKE FREE campus. For areas adjacent to City of San Diego Property: 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. (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 (ensuring the travel is submitted to the Travel Conference Committee per their posted deadlines) so 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 email; 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 pass word 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)

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, and/or the staff lounge, etc). This will allow for rescheduling of the room if needed as meeting space on the campus is minimal. Thank you. (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 Browne - DSPS, Ext. 3513
Dotti Cordell - Health Services, Ext. 3450
Debra Reed - Biology, Ext. 3256
Patricia Fernandez - Digital Print Production & Mail Services. Ext. 3444
(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)

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)

English Center

An English Center orientation is a great way to introduce your students to the services we offer. We encourage instructors to request orientations for all of their classes early in a new semester. You have the option of having your orientations in your classroom or in the English Center.

If you’d like more information or if you’re ready to request an orientation, go here and fill out the online form. If you’d like to learn more about the services we offer students and faculty, visit us at www.sdcity.edu/englishcenter. (Baron)

ID Stickers

New District ID label stickers with an expiration date of December 31, 2011 are now available in the Reprographics room from Patricia Fernandez.

Letters of Appraisal for Contract Evaluations

Faculty involved in peer evaluations are required to submit a letter of recommendation. In order for the evaluation to progress to the Tenure, Promotion, and Professional Development Committee, the letter must: 1) include a clear statement of recommendation; 2) be printed on official college letterhead; 3) have an original signature; and 4) accompany the completed evaluation submitted to the dean. Letters that do not meet these requirements will be returned and the accompanying evaluation will be held until corrections are made. (Butler)
City College’s Greatest Talent Show

It’s that time of the year again to show off your talent in San Diego City College’s Talent Show! The Talent Show will be Saturday, February 26, 2011 in the Saville Theatre

Tryouts will be held every Friday starting Jan. 28th, Feb.4th, and Feb. 11th. Try outs will take place in Room C-114 from 5:00 p.m. to 9:00 p.m.

Show information is as follows:

Where: Saville Theatre  
When: Saturday, February 26, 2011  
Time: 7:00 p.m.  
Tickets: $10.00 in advance and $12.00 at the door  
Prizes: 1st place, 2nd place, and 3rd place

All proceeds will go to the City College Counseling Department Scholarship Fund. For additional information contact: Tandy Ward, ASG Activities Coordinator and Counselor (619) 388-3981 or (619) 388-3498. (Ward)

Cosmetology

Cosmetology department is open to public for hair, skin, and nail services on:

Wednesday: 10:00 a.m. until 2:00 p.m.  
Thursday – Friday: 8:30 a.m. until 2:00 p.m.

Students and Staff with the valid ID can receive discounts on non-chemical services! We are located at CTC building; room V111. Please call us for further information at (619) 388-3574. (Phillips)

Meet City College’s First Esthetician Class of 2010
Spanish Immersion in Costa Rica-July 2011

Want to learn/improve your Spanish? Spend four weeks studying the language at one of 6 different levels in Costa Rica, the land of magnificent natural wonders, while living with a Costa Rican host family where you will receive two meals daily. Several excursions/tours are included in the program. Flex credit is available.

The first information meeting will be held on Tuesday, February 15th in room D-121A from 3:30 p.m. – 4:30 p.m. For more information, contact Marion Froehlich at mfroehli@sdccd.edu or (619) 388-3652. (Froehlich)
### Facilities Management Design Report

**Date of Update:** January 25, 2011  
**CPM:** Tom Fine

**Campus:** City College

**Campus Plan Description:** Design and construction of 8 renovated and 6 new buildings at City College. The design and construction will follow the updated master plan for City College as adopted by the campus in August 2008.

### Design Status

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Project Budget</th>
<th>Architect/CM</th>
<th>Design Status</th>
<th>DSA Stamp Out</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Science Building</strong></td>
<td>$54,389,900</td>
<td>HED/Rudolph &amp; Sletten</td>
<td>DSA Review</td>
<td>DSA Submitted ETA 5/5/10</td>
</tr>
<tr>
<td><strong>Infrastructure</strong></td>
<td>$10,000,000</td>
<td>UMEC/DEC Engineering</td>
<td>CD</td>
<td>DSA Submittal ETA 4/14/10</td>
</tr>
</tbody>
</table>

**Description:** DSA plan review comments were received on October 22. The design team has completed the response to the DSA comments, and the resubmittal design package was submitted as follows. Fire Life Safety and Access Compliance comments have been addressed, and backcheck appointments are scheduled for the first week in February. Structural comments have been addressed and were submitted to DSA on January 18th. A DSA backcheck appointment is scheduled for the first week in February. The design team will continue to meet with the users to finalize the interior finishes and colors. The project team is in the process of developing the bid packages in anticipation of a bid advertisement in late March to early April.

**Current Issues:** Central Plant Expansion - The project is complete with the DSA submittal set of design documents. The Design Build team is complete with the installation of the 15th St. electrical ductbank, and SDG&E has mobilized to install their cable. SDG&E has approximately 10-15 days of work to do prior to energizing the new switches. The Central Plant Building DSA Set is complete, and was submitted to DSA on 4/14/2010. Due to DSA requirements, this design package will not be approved until the demo/electrical switchgear phase is complete, and a certified pad is completed for foundations. A revised geotech report will then need to be submitted for the certified pad, so DSA can review this in conjunction with the Central Plant foundation system. This will push the ETA for DSA stampout of this design package to 04/04/11.
<table>
<thead>
<tr>
<th>Date of Update</th>
<th>Project Budget</th>
<th>Architect/CM</th>
<th>Design Status</th>
<th>Percent Complete</th>
<th>DSA Stamp Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering Technology (T) Building</td>
<td>$38,418,250</td>
<td>MDWF</td>
<td>Programming</td>
<td>95 %</td>
<td>DSA Submittal on 8/30/11 Stamp Out ETA 6/4/12</td>
</tr>
<tr>
<td>&quot;D&quot; Building Roof</td>
<td>$3,082,000</td>
<td>Mele Amantea/TBD</td>
<td>Design Development</td>
<td>100%</td>
<td>DSA Submittal ETA 8/2310 Stamp Out ETA 6/4/12</td>
</tr>
<tr>
<td>Language/Speech/Visual Arts &quot;C&quot; Building</td>
<td>$21,827,550</td>
<td>TBD</td>
<td>Programming</td>
<td>75%</td>
<td>DSA Submittal ETA 8/1/11 Stamp Out ETA 5/4/12</td>
</tr>
<tr>
<td>Renovate &quot;M&quot; Building</td>
<td>$9,687,750</td>
<td>HGW Architects/CW Driver</td>
<td>Programming</td>
<td>15%</td>
<td>DSA Submittal ETA 12/22/11 Stamp Out ETA 9/26/12</td>
</tr>
<tr>
<td>Construct Child Development Center</td>
<td>$11,048,185</td>
<td>Carrier Johnson</td>
<td>Conceptual Design</td>
<td>95 %</td>
<td>Submittal ETA 9/26/11 Stamp Out ETA 6/29/12</td>
</tr>
<tr>
<td>&quot;A&quot; Building renovation</td>
<td>$28,958,250</td>
<td>MDWF</td>
<td>Programming</td>
<td>95%</td>
<td>DSA Submittal ETA 8/30/11 Stamp Out ETA 6/4/12</td>
</tr>
</tbody>
</table>

**Description:** The Design team continues with the programming design phase. Current Issues: The Design team continues with the programming design phase. Current Issues: A meeting was held on January 14th to review requested space versus available space. As a result of this meeting, the City College administration will be able to work with their departments to make adjustments to request space with the goal of fitting into available space. Final space requirements are anticipated by the end of January. The project is anticipated to have a Design Build RFP advertised sometime in March or April of 2011.

**Description:** The Design team continues with the DD phase of design. The anticipated cost of the new roofing pedestal system, as well as the additional cost of the ceiling replacement in the space below, have caused a significant increase to the project estimate. While the design documents have been approved with comments, and the design team can proceed with the CD phase of design, there is some discussion on whether this project will need to be coordinated in conjunction with the M bldg project.

**Description:** Space programming has been confirmed, and meetings with the users need to continue in order to further develop the space requirements for each room. A potential phasing plan has been submitted by the Design Build team for the relocation and renovation of the Radio Station and Journalism Dept. This plan has been approved by the District, and the Design Build team must now meet with the C Bldg. design committee to develop a feasible construction phasing plan. It is anticipated that this will take place after faculty and administration return from the winter break in late January or early February.

**Description:** Programming meetings have been held to establish space needs for each program. It is anticipated that these programming meetings will continue once the faculty and students return from the winter break in late January with the goal of submitting final programming documents to the District by April of 2011. Preliminary meetings with DSA have introduced the possibility of a seismic retrofit of the building structure. The design team is in the process of evaluating the occupancy classification for the new building program, and there has been some discussion regarding whether or not this project needs to be coordinated in conjunction with the D building roof project. The District has requested that a fault study be done to establish whether or not DSA will even allow the building to change occupancies.

**Description:** Construction of a new Child Development Center at City College. Current Issues: The design has been submitted to the State, and the State has responded with some questions regarding the programming and utilization of space. Once the District Architect responds to these questions, a determination will be made as to whether or not the project will be approved for State funding.

**Description:** The Design Team continues with the programming design phase. Current Issues: A meeting was held on January 14th to review requested space versus available space. As a result of this meeting, the City College administration will be able to work with their departments to make adjustments to request space with the goal of fitting into available space. Final space requirements are anticipated by the end of January. The project is anticipated to have a Design Build RFP advertised sometime in March or April 2001.