What's In The News!

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Meetings of the Week

For all meetings go to: www.sdcity.edu/meetingscalendar

*Post your campus meetings at: www.sdcity.edu/websiteupdating

San Diego Community College District Board Meetings

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<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tr>
<td>Thursday, January 26</td>
<td>4:00 p.m.</td>
<td>District</td>
</tr>
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<td>Thursday, February 9</td>
<td>4:00 p.m.</td>
<td>District</td>
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<tr>
<td>Thursday, March 15</td>
<td>4:00 p.m.</td>
<td>District</td>
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<td>Thursday, March 29</td>
<td>3:30 p.m. 4:00 p.m.</td>
<td>Board Open Door Session Miramar</td>
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<tr>
<td>Thursday, April 19</td>
<td>3:30 p.m. 4:00 p.m.</td>
<td>Board Open Door Session ECC</td>
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<td>Thursday, May 10</td>
<td>4:00 p.m.</td>
<td>District</td>
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<td>Thursday, May 24</td>
<td>4:00 p.m.</td>
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<tr>
<td>Thursday, June 7</td>
<td>4:00 p.m.</td>
<td>District</td>
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Seeds At City Urban Farm

Farmer's Market every Thursday from 9:30 a.m. - 11:30 a.m. Come get your fresh local organic veggies cultivated by City College students. Please bring your own bag. If you are interested in subscribing to our weekly community-supported agriculture (CSA) which consists of a bag of seasonal produce, herbs, and flowers, please contact Erin Rempala at erempala@sdc.edu.

Bags will be $20 per week to pickup and $25 per week to deliver to your location on campus. Come and visit the urban farm, or come and visit us online at www.sdcity.edu/seedsatcity. (Rempala)

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
Campus Events

Check the Campus Calendar on the City home page often for new events. To add a campus event to the calendar, simply click on the WEBSITE UPDATE link at the bottom of any web page for the EVENTS CALENDAR UPDATE information. An event flyer can be attached also. www.sdcity.edu/events.

Saville Theatre: www.sdcity.edu/savilletheater

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

Wednesday, February 1: Connecting Students to Global Sustainability, 11:15 a.m. - 12:30 p.m.

Wednesday, February 8: Culture Clash’s Herbert Siguenza and the Cast of American Night, 11:15 a.m. - 12:30 p.m., Saville Theatre, www.lajollaplayhouse.org/the-season/american-night


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

Faculty-Staff Resources at City College

For current updates: www.sdcity.edu/facultyandstaff.asp

- Academic Senate
- Campus Handbook
- Classified Senate
- Committees
- Curricunet
- District Resources
- Faculty Daily Announcements
- Faculty Handbook
- Faculty Textbook Ordering
- Fitness Center Calendar
- Forms
- Key Services
- Meetings Calendar
- President’s Bulletin
- Student Learning & Administrative Outcomes
- Publication Guidelines
- Upcoming Events
- Website Updating

TICKETS
$10.00 in advance

CITY COLLEGE'S GREATEST TALENT SHOW

It’s the time of year again to show off your talent in San Diego City College’s Talent Show! Prizes will be awarded. For more information contact: Tandy Ward x3679.

Show information is as follows:

Where: Saville Theatre
When: Saturday, March 10, 2012
Time: 7:00 p.m.

All proceeds go to San Diego City College’s Scholarship Fund. (Ward)
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. (Granderson)

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 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. (Granderson)

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. (Granderson)

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. (Granderson)

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. (Granderson)

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. (Granderson)

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/VCRs, overhead projectors and any other equipment. (Granderson)

Retention/Removal Of Records - Internal Guideline

For the Internal Guideline for Retention/Removal of Records, please see the Public Folders under City, Business Services. (Granderson)
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 dial directly to Dispatch. (Granderson)

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

(Granderson)

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 ETDs. When the approved ETD is received, Facilities (Plant Operations) will relocate the equipment for staging for pickup by the warehouse. (Granderson)

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. (Granderson)

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 and alarm code. Thank you. (Granderson)

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. (Granderson)

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. (Granderson)
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: drive.

(Granderson)

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 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 or by fax to 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/Staff resources at the top of the SDCC homepage.

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

When all forms are completed with required signatures, please return paperwork to Barbara in the President’s Office. If forms are not completed correctly they will be returned to faculty member. (President’s Office)

(Granderson)

No Smoking

City College is a **SMOKE FREE** Campus. Legislation was signed into law in September 2003 that expands the smoke-free zones around public buildings.

Smoking, prohibited within 20 feet of an exit, entrance, or operable window of a public building. (Granderson)

Staff Newsletter

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

Articles must be submitted to the President’s Office, via email by Thursday, 12:00 noon, one week prior to publication.

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