San Diego Community College District Board Meetings

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, September 13</td>
<td>3:30 p.m.</td>
<td>Board Open Door Session City College</td>
</tr>
<tr>
<td></td>
<td>4:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Thursday, October 18</td>
<td>3:30 p.m.</td>
<td>Board Open Door Session Mesa College</td>
</tr>
<tr>
<td></td>
<td>4:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Thursday, November 8</td>
<td>4:00 p.m.</td>
<td>District</td>
</tr>
<tr>
<td>Thursday, December 13</td>
<td>4:00 p.m.</td>
<td>District</td>
</tr>
</tbody>
</table>

Seeds@City Farm

Please visit the Seeds@City farm stand each Thursday—starting August 30th—from 9-11:15am in its new location in Gorton Quad, just outside of the cafeteria. For more information: http://www.sdcity.edu/CampusLife/SeedsCity/WeeklyFarmStand

Interested in becoming a community-supported agriculture shareholder? As a CSA shareholder, you make a commitment to help support a farm by prepaying for a share in their weekly harvest. At Seeds@City, we'll have your CSA share ready for you to pick up every Thursday morning between 9:30-11am. Our CSA shares ($20/week subscription) contain organic vegetables, fruit, herbs and flowers grown here on campus and picked that morning by City College students, staff, and faculty. http://www.sdcity.edu/Campus-Life/SeedsCity/CommunitySupportedAgricultureCSAProgram. Please email the farm manager, Erin Rempala erempala@sdccd.edu for more information.” (Rempala)

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
- Instructional FLEX
- Services
- Meetings Calendar
- President’s Bulletin
- Publication Guidelines
- Student Learning & Administrative Outcomes
- Website Updating
City College • Mesa College • Miramar College

IMPORTANT Changes in Parking Enforcement

FALL 2012

PARKING permits will be required to park in all student lots beginning the first day of the semester, August 20, 2012.

Students without a valid permit will be cited

One-Day Parking Permit Machine Locations

City: CTC / V bldg parking structure floors 2, 5, & 6 located at 17th & C St.

Mesa: Lot 1 (west end next to information booth), lot 2, lot 3, lot 4 and two on each level of the parking structure located on Mesa College Drive at the entrance to the college.

Miramar: Black Mtn. Rd entrance, lot 2, and one on each level of the parking structure located on Hillery Drive at North Campus Rd.

Daily permits are $1 per hour/$5 per day – cash & coin ONLY

Students may NOT park in faculty/staff lots at any time, with or without a permit!

For more information, visit the College Police web page at: http://police.sdccd.edu/parking/parking.cfm
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

**Tuesday, September 11:** Jazz Live: Michele Lundeen: Tribute to KoKo Taylor and Etta James, 8:00 p.m. – 9:30 p.m., Saville, http://www.jazz88.org/

**Wednesday, September 12:** Aurelia Flores, Founder, Powerful Latinas dot com: "Getting Ahead: Maximizing Your Inner and Outer Power", 11:15 a.m. – 12:30 p.m., Saville, http://www.powerfullatinas.com/

**Monday, September 17:** Congressman Bob Filner: "The Constitution and the Civil Rights Movement" 11:15 a.m. – 12:30 p.m., Saville, http://filner.house.gov, contact: Pete Haro, pharo@sdccd.edu

**Wednesday, September 19:** Voices of a People’s History, 9:40 a.m. – 10:55 a.m., Saville, contact: Larissa Dorman, ldorman@sdccd.edu


**Tuesday, September 25:** Sin País, 11:15 a.m. – 12:30 p.m., D 121 a/b, http://sinpaisfilm.com, contact: Oscar Preciado, opreciad@sdccd.edu

**Wednesday, September 26:** Mo’olelo Performing Arts Group: Kita y Fernanda, 11:15 a.m. – 12:30 p.m., Saville, http://moolelo.net/kita-y-fernanda/

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

---

Thank you for helping save lives!

**2012 Blood Drives**

**San Diego City College**

9:00 a.m. - 3:00 p.m.

Gorton Quad

- Tuesday, September 11
- Thursday, October 18
- Thursday, November 8
- Wednesday, December 5

To avoid waiting, you can schedule an appointment: www.sandiegobloodbank.org.

Click on appointments, and provide sponsor code: SDCC

- Please eat a good meal and drink plenty of fluids before donating blood.
- All donors must show proof of identification.
**New Information for Fall 2012 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.** (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)

**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/VCR’s, 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 dials directly to Dispatch. (Granderson)

Evacuchair

The EvacChair is available near A-225 (east wing). If a need arises which requires use of the EvacChair 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

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. (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/alarm. 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)

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. (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.

(President’s Office)

Parking Lot #10

Metered parking in Lot # 10 is for visitor use ONLY and aculty/staff and student permits are not honored.

- 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, click on Faculty/Staff at theright of the SDCC homepage. Then select Faculty/Staff Re-

From there,scroll down. There you will see Professional Development and Sabbatical Leaves. Hard copy forms are no longer available in the President’s office.

When all forms are completed with required signatures, please return paperwork to Barbara in the President’s Office. 

Professional Development and Sabbatical Leave forms for faculty are available online. From the City College website, click on Faculty/Staff at theright of the SDCC homepage. Then select Faculty/Staff Re-

From there,scroll down. There you will see Professional Development and Sabbatical Leaves. Hard copy forms are no longer available in the President’s office.

When all forms are completed with required signatures, please return paperwork to Barbara in the President’s Office. 

(President’s Office)

Facility Evaluations

Faculty Evaluations are to be completed with the check-off form, making sure that all evaluation forms are complete and all peer letters are on letterhead, signed and attached to the evaluation paperwork, before going to the vice presidents for sign off.

The check-off sheet must be complete to ensure all evaluation paperwork is attached with evaluation or it will be returned to the appropriate dean for missing paperwork and completion of the form.

This is to ensure that the evaluations are to the District Office on time. When all forms are completed with required signatures, please return paperwork to Barbara in the President’s Office. (President’s Office)

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)

President’s Office

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, prior to publication.

E-mailed submissions eliminate re-typing and typos. Thank you. (President’s Office)
Eat Drink Local Week to benefit Seeds@City Urban Farm!
September 1st - 8th events

Please check out 8 days of fundraising events at several local restaurants sponsored by our friends at Edible San Diego magazine and benefiting Seeds@City Urban Farm. http://www.ediblecommunities.com/sandiego/

Please see the attached flier, details below, or click on the above website link for more information on how to purchase tickets for an event. Please dine out and help support the farm! See details below. This has the potential to be a huge fundraiser for our farm and City's Sustainable Urban Agriculture program. Please spread the word and tell your friends! Get your tickets now for Eat Drink Local Week events!

Kickoff: Cocktails, Appetizers and Live Jazz
Saturday, September 1, 2012, 6:00 p.m - 9:00 p.m., at Top of the Park, 525 Spruce Street, San Diego, CA 92103. Join Edible San Diego as we celebrate the start of our first annual Eat Drink Local Week at Top of the Park (Inn at the Park). Your ticket price includes live jazz by the Jaime Valle Trio w/ Rob Thorsen & Fernando Gomez, two beverages from the bar, a delicious selection of hors d'oeuvres created by Chef Tony Wilhelm from local sources, and of course, the fall issue of Edible San Diego, hot off the press. Our snazziest release party yet. Must be 21 to attend. (Seeds@City farmers will be tabling at this event!)

Taste of Local
Sunday, September 2: 12:00 p.m. - 3:00 p.m., at Whole Foods Market Hillcrest, 711 University Avenue, San Diego, CA 92103. Whole Foods Market Hillcrest presents an outdoor patio Eat Drink Local Week event featuring local growers & food vendors to highlight the wonderful local food that we have in San Diego. Come see local chef, Lhasa Landry demonstrate how to turn local bounty into delicious dishes. Low cost, local food items will be available for sale. Proceeds from food sales will be donated to the nonprofit beneficiaries of Eat Drink Local Week. No Ticket Required. (Seeds@City farmers will be at this event!)

Sunday, September 2, 6:00 p.m. - 9:00 p.m., Collaboration Kitchen, at Catalina Offshore Products, 5202 Lovelock Street, San Diego, CA 92110. Olivier Bioteau, Chef and Owner of Farm House Cafe, and the Specialty Produce and the Catalina Offshore Products guys will show us how to prepare fish. Enjoy the cooking demo and delightful food. Warehouse chic decor and BYOB. Please stand by for tickets.

Monday, September 3, 6:00 p.m. - 8:00 p.m., Chocolate & Coffee Indulgence with Jazz at SOL Markets, 2855 Perry Road, San Diego, CA 92106. Indulge yourself in some of the best locally made chocolates and locally roasted coffee San Diego has to offer while listening to the acoustic jazz guitar stylings of Bob Boss. When you discover the chocolate and coffee of your dreams, you may buy it and take it home! Your $20 ticket buys you tastes of the artisanal chocolates and the rich coffee roasts some of our amazing local coffee roasters. Click here for tickets.

Tuesday, September 4, 5:00 - 9:00 p.m., Farm-to-table Beer Dinner at Local Habit, 3827 5th Avenue, San Diego, CA 92103. Join Edible San Diego as we sit down for a three-course farm-to-table dinner with beer pairings created by Local Habit's Chef Nick Brune. Must be 21 to have beer pairings. Click here for tickets.

Wednesday, September 5, 6:00 p.m. - 9:00 p.m., Moonlight Jazz & Local Wine Tasting at LOUNGEsix at Hotel Solamar, 435 6th Avenue, San Diego, CA 92101. Step up onto the rooftop at LOUNGEsix, hear the the delightful sounds of Patrick Berrogain's Hot Club Trio and enjoy discovering delicious and award winning wines made right here in San Diego. Chef Christian Graves will provide locally sourced hors d'oeuvres. Must be 21 to attend. (Seeds@City farmers will be tabling at this event!). Click here for tickets.

Free Subscription Night!
Thursday, September 6: The first ten patrons to dine at any of our participating restaurants for Eat Drink Local Week will get a free gift subscription for one year to Edible San Diego. If you are not one of the first ten diners, don't worry, there is still something special for you! On this night, all diners at a participating restaurant can get a one year subscription for half off.

Beerfest & Foodtrucks
Saturday, September 8: 2:00 p.m. - 5:00 p.m., at Fixtures Living, 9340 Dowdy Drive, Suite 102, San Diego, CA 92126. Enjoy a Saturday afternoon at Fixtures Living exploring the creations of local beer crafters and the culinary delights of local foodtrucks. Your ticket price includes a $10 ticket to the foodtruck of your choice, a taste of every beer offered and live music by the Bayou Brothers. Additional food may be purchased. Click here for tickets.
The Benefits of Fitness

No amount of exercise can guarantee a long life. However, even moderate amounts of exercise like walking or running can improve your chances of a healthy life. Along with a positive attitude and a healthy diet, your fitness level plays a major role in how well you feel and the quality of life you can enjoy.

Provided below are 12 benefits of fitness:

1. Relieves tension and stress
2. Provides enjoyment and fun
3. Stimulates the mind
4. Helps maintain stable weight
5. Controls appetite
6. Boosts self-image
7. Improves muscle tone and strength
8. Improves flexibility
9. Lowers blood pressure
10. Relieves insomnia
11. Increases good (HDL) Cholesterol
12. Prevents diabetes

(Greer)